

RFP - Nomination Document Preparation for Step 2 Brownfield Opportunity Area Project in  
the Village of Philmont, NY  
**Questions & Answers – Set # 1, 07/26/13**

1.) Page 12 of the RFP indicates that Component 3: Community Participation and Techniques to Enlist Partners was partially completed in 2013. What activities have been or are anticipated to be completed in 2013? Were these completed in-house?

2012-2013 in-house activities include:

- Several community participation outreach presentations and public meetings have been held to explain the Brownfield Opportunity Area Program and the project's intent and scope, and to solicit initial public input to develop, refine, or confirm the community's vision for the study area, project goals and objectives, opportunities and constraints.
- A public meeting was held in conjunction with the Village of Philmont attended by Philmont Planning Board, the Zoning Board of Appeals, and community members.
- A well-attended community participation field trip onto Summit Reservoir in boats and kayaks was conducted by RPI professor Richard Bopp to review existing natural environmental conditions and resources in the area, including information explaining the connection of Summit Reservoir to the Hudson River Estuary and Watershed.
- A six-week photographic exhibition by a local photographer consisting of wildlife, habitats, and fauna found in and around Summit Reservoir was held in the fall of 2012 at the PB Inc Resource Center.
- A day-long bus tour of the Hudson River Estuary Watershed organized by the Greater Stockport Creek Watershed Alliance was attended by 2 members of the Executive Steering Committee in 2012.

Other activities completed in-house include:

- The formation of a local steering committee to guide the plan's preparation
- Regular steering committee meetings held since 6/2012.
- Steering committee summaries published on project web site.
- The preparation, update and maintenance of a community contact list that includes the names, addresses, telephone numbers and e-mail addresses of individuals and organizations with a stake in the proposed action to be used on a regular basis to keep the contacts informed of progress on the plan;
- Project updates provided to the monthly meetings of the Village of Philmont Board,
- Formation of a web page containing project updates & relevant documents for public access
- Formation of a sign-up email list to keep the contacts informed of the progress and public events and/or presentations. List currently consists of 64 residents and stakeholders.
- The work plan and project budgets have received approvals from the DOS.

2013 anticipated community participation in-house activities include:

- Land-use training workshop
- Hudson River Estuary workshop
- 2-3 Local Provider workshops to be presented

2) Please confirm that Item #4 on page 4 of the RFP is asking for our recommendation as to tasks that the Village could complete in-house or that the Village could engage the community members to undertake.

Yes. We are asking firm/teams for recommendations as to specific tasks that Project Management, or the Village of Philmont, or could engage community members to undertake in-house to broaden community participation, and for budget purposes as a shared scope of work.

3) The Project Schedule on pages 10-11 appears to span a period of 12 months. Is it acceptable to propose a schedule that would last for longer than 12 months?

Yes. However, we are looking to doing the project as efficiently as possible while ensuring the outcomes.

4) The Village received a NYS BOA grant in the amount of \$225,000. However the not-to-exceed budget for this Nomination plan has been set at \$181,000. As such what is the intent of the Village to do with the remaining \$44,000?

Budget allocations have been made to accommodate project management, grants administration, local provider workshop fees, Village legal fees, printing and publication costs, and basic project supplies.

5.) Will these “extra” monies be held in reserve to cover any supplemental costs if the scope of the BOA Nomination changes during the planning process or if the committee requests additional tasks to be performed that were not originally anticipated in your BOA Work Plan?

No anticipated changes in the scope of work are anticipated at this time.

6) Does the Village intend to administer the BOA Nomination process itself as outlined in Tasks 8.1-8.3? Or is it the intent of the Village to have their chosen consultant assume those reporting obligations throughout the life of the project? (In prior Nomination studies we have worked on, it is typical for the municipality to handle all of the grant administrative tasks, or hire a special separate financial consultant to deal just with the projects administrative functions.)

Yes; the Village intends to administer the BOA Nomination process itself in-house as outlined in Tasks 8.1 – 8.3 and for budget purposes as a shared scope of work with the project management.

7) If it is the intention of the Village to have their chosen consultant cover all of the grant reporting tasks as outlined in 8.0, is it assumed that those activities should be included in the not-to-exceed budget of \$181,000. Or can any of the additional \$44,000 funds be allocated to these administrative tasks?

Yes. Tasks 8.1 – 8.3 should be included as work plan activities and included in the proposed budget as itemized line items.

8) Based on prior experience working with the NYS Dept of State (DOS) BOA folks, some of their staff allow direct communications with consultants, while others less so. As such can we anticipate having access to DOS/BOA staff directly, or will we be required to communicate with the DOS/BOA staff only thru the PBInc project manager? We have found that having open communications with DOS staff in coordination with the local BOA project manager allows for excellent and timely feedback on issues that often arise during the Nomination process.

The project includes a hands-on approach and local facilitation from project management. As such, the project management is the primary contact for communications.

9) Are there any other local or regional projects that you may want to coordinate with this BOA Nomination project? Such as the Harlem Valley Rail Trail, etc.?

Please include a detailed narrative of your firm/team's Project Approach as requested at # 1 on Page 3 of the RFP. The narrative may include other local or regional projects your firm/team may suggest for coordination with this project.

10) If a significant public or private opportunity within the study area rises during the Nomination planning process that was not anticipated in the original work scope, will DOS and PBInc be open to modifying the work scope to address/incorporate the new opportunity into the Nomination Plan?

No unknown significant public or private opportunities are anticipated within the study area at this time. If a significant planning opportunity presents within the study area during the process of the Nomination planning process it may be discussed and considered by the Executive Steering Committee and the Village of Philmont as to the scope of work relevancy and merit to the overall project's planning process as a Nomination Step 2 and discussed with the DOS in that eventuality.