

- 1) Can you please confirm the number and type of meetings the Village expects the consultant to participate in?

The exact number of project meetings, public participation meetings and waterfront advisory committee meetings will be determined during contract negotiations and the development of the public participation plan. However, there are estimated meeting needs. These include:

Project Meetings: Once a month to begin, decreasing to quarterly after the first six months.

Public Participation Meetings: Approximately three over the entire project

Waterfront Advisory Committee: Approximately six over the entire project

- a) Are these meetings in-person or virtual?

The exact format of the various meetings will be determined during contract negotiations and the development of the public participation plan. However, it is assumed that most or all project and committee meetings will be held virtually. Public participation meetings may be held in person, virtually, or hybrid. However, at least one should be held in person.

- b) Are these meetings federal/state consultations, general public, or with the Waterfront Advisory Committee?

The Project meetings are held with the Village of Montour Falls, the NYS DOS project manager, and the consultant.

The Public Participation Meetings are for the general public.

The Waterfront Advisory Committee Meetings are held with the WAC members, the Village of Montour Falls, the NYS DOS project manager, and the consultant.

- 2) What level of marina design or concept development does the Village foresee is within the scope of work for this project?

The marina concept development should be fairly detailed and provide the Village with the information needed to pursue additional funding for marina development. The tasks associated with the marina concept development include a site visit with the WAC, public meeting to gather public input, general site review, conceptual designs, next steps, and cost estimates.

- 3) Can you let us know how you would like the budget presented in the proposal? We see your instructions about invoicing, however, we're wondering how you would like to see the budget in our response to the proposal. Would you prefer to see a fee schedule? Or simply the hours we anticipate + our rates?

Either one is fine with us for the RFP as long as there is a bottom line total. The Village will be invoicing the state by the tasks, but we can discuss invoicing once the firm has been chosen by the board.

- 4) Would it be possible to get a plan holder list or a list of firms that submitted questions, along with contact information?

Unfortunately, we are unable to provide the firms that have asked questions until after the bids are opened. For a list of MWBE contractors that were notified of the RFP, please visit

<https://ny.newnycontracts.com/FrontEnd/SearchCertifiedDirectory.asp?XID=5087&TN=ny>. We are also happy to take your information and qualifications and share it with firms that ask for additional contractors. We can also add you to our email list of contractors that want to be notified of new opportunities and RFPs.