

Dorsey Street and Lake Colby Parking Lots Stormwater Upgrades and Lake Colby Beach Site Civil and Engineering Work

Questions and Answers

1. We assume that infiltration and other geotechnical testing is required under Phase 1 to validate the suitability of green infrastructure at each parking lot site. Please confirm.

Yes, testing will be required for suitability for green infrastructure at each site.

2. Please confirm the level of design required for the future comfort station and pavilion. It is assumed that they are only to be brought to concept level to establish a program for the site.

We will be looking for an approximate location and proposed square footage for the comfort station and pavilion.

3. Please confirm if hazardous materials testing should be included for the demolition of the existing comfort station under Phase 2. Hazardous materials testing will be required prior to demolition.

Yes hazard materials testing should be completed under phase 2.

4. Please confirm the design deliverable milestones requested in Phase 2. Only Final Construction Documents are identified in the RFP, however theirs is a reference to a Design Development Phase. Should consultants assume at least 2 submissions? Design Development Phase, and Final Construction Documents?

We would accept 2 submissions design development phase and final construction documents including site and civil construction documents.

5. Please confirm if cost estimate should be provided at each design milestone under Phase 2.

Yes estimates should be included at each milestone in phase 2.

6. Would you also confirm that ONLY an electronic submission in .pdf format is required? If hard copies are needed, would you please indicate how many you would like?

Please submit a hard copy only via certified mail. One copy is sufficient.

7. Is there a specific percentage that we need to meet for MWBE? In the RFQ it states that the consultant must coordinate with the Community Development and playground specialist for incorporation of future playground/ fitness area.

Typically, MWBE requirements are 30% participation, with 15% for NYS Certified Minority-Owned Business Enterprises (MBE) and 15% for NYS Certified Women-Owned Business Enterprises (WBE)

8. Please confirm there are no MWBE or SDVOB requirements for Phase 1 and confirm MWBE and SDVOB requirements for Phase 2.

They are the same requirements for both Phase 1 and Phase 2.

9. Is the consultant supposed to provide a playground specialist and/or plans for the future playground/ fitness area? Is this future playground/ fitness area separate from the comfort station?

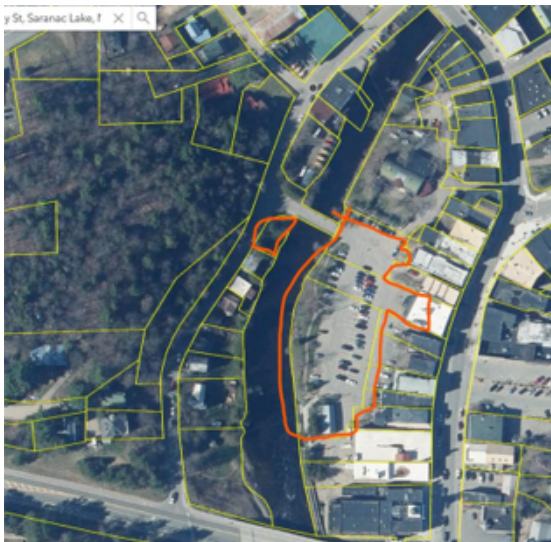
For the playground specialist, the Village has someone they are working with. This is a separate area, to the south of the comfort station.

10. Do you have any as-built or mapping of the existing underground utilities?

Not at this time.

11. We have identified below our understanding of the project locations. Please confirm this is correct.

Dorsey St Park / Parking Lot



Lake Colby Parking Lot and Beach



Correct.

12. Figure 1 is referenced in the RFP, which shows survey limits of work, but it's not attached. Would it be possible to share this figure?



Figure 1: Lake Colby Beach Survey Needs

13. Submission Requirements: We have included the three sections identified in the RFQ, and our understanding of submission requirements based on these three sections. Please confirm if our understanding of submission requirements is correct.

5. Submission Requirements

Each proposal must include the following:

- Cover letter with company name, contact info, and summary of qualifications.
- Detailed technical specifications.
- Project schedule including lead time, delivery, installation, and testing.
- Cost proposal (itemized breakdown: equipment, installation, optional items, etc.).
- At least three municipal or commercial references.
- Proof of insurance and applicable licenses.
- Itemized price proposal by phase and task. Not to exceed award grant funds.
- Contractor to provide recommended cost savings or value-added services due to overlap of phase 1 and phase 2 scope.
- Final scope of services to be negotiated with selected consultant.

8. Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Response to Evaluation Criteria.
5. Examples of relevant project experience.
6. References from past similar projects.
7. Separate price proposal itemized by phase and task.
8. Proposed timeline for project.

5. Evaluation Criteria

In selecting the respondent for contract negotiations and ultimately awarding any agreement resulting from this solicitation, the Village will consider the response that it determines, in its sole discretion, is most advantageous. Evaluation criteria include, but are not limited to:

- Technical Compliance and performance
- Cost effectiveness
- Vendor experience and references
- Project Timeline

Component	RFQ Score
Responsiveness to the RFQ	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

1. Cover Letter / Expression of Interest
2. Project Approach
3. Schedule / Timeline
4. Price Proposal by Phase / Task
5. Cost saving opportunities
6. Resumes of Key Personnel
7. References
8. Past Project Experience

Correct, also include your proof of insurance and applicable licenses in your submission.