

## **Village of Sodus Point Willow Park Design RFQ – Questions received during RFQ process**

1. Are the topographic survey and drainage study to be funded through this project? **We hope to fund these items with our budget. However, the final scope of work will be negotiated with the successful consultant subsequent to the selection process.**
2. Are the implementation tasks including identifying and securing funding and grant administration also funded through this project or would that be a contract extension? **These tasks would be a contract extension.**
3. Is there a public engagement component? **The Willow Park committee is committed to transparency and will engage the public in a manner negotiated with the successful consultant and within the identified budget. The goal of the committee is to develop a conceptual layout of the property that the residents of the Village of Sodus Point fully support.**
4. Should a survey be included in the proposal or can Lidar be used to produce the master plan? **If you can demonstrate that LIDAR is a reasonable alternative, then of course the Willow Park committee would consider it. The Willow Park committee has ambitious plans for the property, but is also aware that the size of the parcel poses some limitations, hence the need to have an accurate representation of the boundaries.**
5. Have all Stakeholders been identified and can their feedback be gathered in a single meeting will all stakeholders or will multiple meetings be required? **Stakeholders have been identified (please refer to the LWRP information below) and several serve on the Willow Park committee.**
6. How many meetings does the Village anticipate with Stakeholders? **The final number of meetings would be determined with the successful consultant when negotiating the final scope of work and cost. We would anticipate 2-3 meetings. The first meeting would produce a list of activities to be accommodated within the park and include the opportunity for the committee to discuss with the consultant suitable locations for each. The successful consultant would present a draft conceptual layout at the second meeting, which would be reviewed by the committee and modified if necessary. If no modifications are needed, then we would move on to scheduling the public meeting. If further modifications are required, then we would hold one more meeting before scheduling the public meeting and finalizing the conceptual plan.**
7. Are these meetings acceptable to be virtual or are they desired to be in person? **The meeting that presents the conceptual plan to the public should be in person. Meetings with the Willow Park Committee can be virtual, however the first meeting with the committee should be in person.**
8. Is a public meeting anticipated for either feedback/input on the park? **The Village is currently updating its LWRP. The Willow Park Project is on the list of Proposed Land and Water Uses. This list was vetted at a public meeting on August 31, 2022, which was**

attended by nearly 70 residents. Subsequent to that meeting, residents were also invited to submit comments online for an additional 30 days. The Willow Park project was identified by the residents of Sodus Point as one of their highest priorities. We would anticipate one public meeting to present the draft conceptual plan to residents, who have already expressed strong support for this project. Because we are a seasonal community, the public meeting must be scheduled sometime between Memorial Day and Labor Day to ensure maximum participation.

9. Is the time and fee for the “identification of suitable state and/or federal; funding resources, and preparation of funding applications...” to be included in this proposal? **No. That would be a future amendment to any agreement. However in our review of proposals, we will be considering experience firms have obtaining funding for similar projects.**

10. Please clarify the following statement:

*“Although initially self-funded, to ensure that the successful consultant can guide this project from conceptual design through implementation, the Village of Sodus Point will comply with procurement requirements consistent with relevant NYS grant programs.”*

We would anticipate that any additional funding for implementation would require an additional competitive RFQ process, is that not the case for this project? Does this mean that the selected consultant will not need to compete for the future phase of (grant funded) work? **Yes, that is correct. The Willow Park committee is interested in establishing a long term relationship with the successful consultant to ensure continuity during design and implementation. The committee followed procurement protocols consistent with state grant programs to mitigate the need for a subsequent competitive bidding process if an implementation grant is awarded.**

11. Please clarify the following statement:

*“The conceptual redesign of Willow Park is the initial step in a 2 to 5 year long term plan. Subsequent tasks will be dependent upon the success of grant applications and would include assisting the Village in identifying and obtaining grant funding and complying with the final design, permitting, procurement and administrative guidelines of said funding resources. The successful consultant will possess the capacity to guide the Village from conceptual design through implementation.”*

Beyond the initial “conceptual redesign” step, to what extent are these other tasks expected to be covered by the current \$15,000 budget? It would appear that these other tasks, including the “identifying and obtaining grant funding” are expected to be covered with additional funds. **That is correct**

12. Will these additional steps each require additional competitive RFQ processes? **No**

13. Please clarify the Scope item: “Topographic survey and drainage patterns”

A detailed topographic survey is not typically a necessary feature for preparing a “conceptual redevelopment site plan”. It is often something that is not critical until the preparation of detailed construction drawings. Given the budget, is it possible that a full and detailed topographic survey for the entire site might be covered under a later grant for the preparation of construction

drawings? **Yes. For purposes of this initial phase, we would consider reasonable and less expensive alternatives like LIDAR. The Willow Park committee has ambitious plans for the property, but is also aware that the size of the parcel poses some limitations, hence the need to have an accurate representation of the boundaries.**

14. Is this survey required for the entire site, or might it be more targeted to the areas where work/improvements are proposed? **Ultimately, it should be for the entire site.**

15. Please clarify the following statement:

*“Once the redesign is completed, the successful consultant will then assist the Village with implementation of the plan for redevelopment of Willow Park. This will include identification of suitable state and/or federal funding resources, preparation of funding applications, [etc.]”*

Are these ongoing tasks, including grant preparation, expected to be included the \$15,000 budget, or will they be covered under a separate contract? **These tasks would be done under a separate contract once the design is completed. However in our review of proposals, we will be considering experience firms have obtaining funding for similar projects.**