



REQUEST FOR PROPOSALS
Engineering & Design
for DEC CSC Safe Routes to School Grant Project
Response to Questions Received
March 28, 2025

Q1: Please clarify the submittal method for proposals. Page 2 states that proposals are to be submitted via email but also includes the City's physical mailing address with a "Proposals should be addressed to:" heading. On page 11 under the "Proposal Format" heading, the RFP stipulates submittal of 5 hard copies and 1 digital copy and that submissions are to be mailed or hand delivered.

A1: Proposers may submit proposals via email, or by hard copy submission.

- All proposals must be received no later than Friday, April 4, 2024 @ 10:00 A.M .
Late proposals will not be considered.
 - Electronic proposals shall be emailed to: planning@cityofplattsburgh-ny.gov
 - Electronic submissions must have the **proposal attached as a single PDF** document with the **subject line "Proposal Enclosed – City of Plattsburgh CSC Bike Friendly Plan Implementation"**
- Hard Copy Proposals shall contain five (5) hard copies, and 1 electronic copy in a universally accessible digital format (i.e. flash drive), and be addressed to:
City of Plattsburgh
Attn: Elisha Bartlett, Senior Planner
41 City Hall Place Plattsburgh, NY 12901

Q2: Do the 30% MWBE requirement and the 6% MWBE requirement apply to the \$120,000 scope for design and construction inspection services outlined in the RFP or to the project as a whole, including eventual construction costs? For example, if B&L were to submit a proposal without any SDVOB eligible expenses, would the City have an opportunity to satisfy the grant's 6% SDVOB requirement via its construction contractor's utilization of an SDVOB subcontractor during the later project phases?

A2: The 30% MWBE & 6% SDVOB requirements apply to the project as a whole, and not to the design engineering portion of the project.

Q3: Under Task 3.2, was the intention for the consultant to develop two alternative concept plans to the point of 30% design completion for City/DEC review, have the City select one of the alternatives as preferred, and then proceed to 60% and 90% design completion for only the selected alternative?



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A3: Initially there was going to be an expanded project area with multiple “sites”. Now that the project area is approximately 0.37 miles along Oak Street, it is now considered a single site, and therefore the following applies:

- Conceptual designs of 2 alternatives shall be created with a single preferred alternative (preliminary/conceptual design) chosen to move forward toward final design.
- Once a single preferred alternative is determined as outlined in Task 3.2, the preferred alternative shall continue to be further developed and sent to NYS DEC for review and approval at the 30%, 60%, and 90% design stages.

Q4: Under Task 3.3 the RFP states, “The consultant shall conduct before-and-after surveys of the associated schools...” for greenhouse gas emission levels but it doesn’t specify which schools are to be surveyed. The Introduction on page 3 mentions Oak Street Elementary School, Thomas Glasgow Elementary School, and Stafford Middle School but the latter two are some distance from the physical work to be done on Oak Street. Are surveys of Glasgow and Stafford schools to be included in the GHG survey or is that limited to Oak Street Elementary?

A4: Initially the scope of work was written to include 3 schools. It has since been reduced to just one school - the Oak Street School

- Before-and-after surveys shall be conducted for one school, the Oak Street School.

Q5: Will the City consider extending the deadline for proposal submittal an additional week to Friday, April 11? The date on the RFP’s title page is February 24 but the publication date on the City’s website is March 11. Also, the City’s responses to a few of the above questions may have a material impact on B&L’s submitted budget and it would be helpful to have an additional week to incorporate those responses (due for publication on March 28) into our proposal.

A5: The deadline to submit proposals remains as Friday, April 4, 2025.