

**ANSWERS TO PROPOSERS' REQUESTS FOR INFORMATION**

**REQUEST FOR PROPOSAL**

Professional Engineering and Construction Management/Inspection Services  
for the  
Pedestrian Improvements for Glen Cove Downtown Business Improvement District Project

**City of Glen Cove Department of Public Works and  
Glen Cove Community Development Agency  
9 Glen Street  
Glen Cove, New York 11542**

**NYSDOT PIN: 0761.38**

Questions submitted by Proposers to Ann Fangmann, Executive Director, CDA, prior to the due date of close of business on December 5, 2017 are listed below, as well as the City's responses.

**Q: [My firm] is pursuing the above referenced project as a prime and I have a question regarding the DBE goal, which is set to 18%. [My firm] is a DBE certified firm and as a DBE does the firm fulfill the 18% DBE goal or must we have a DBE sub-consultant?**

A: As a DBE, your company fulfills the DBE goal. Your company does not need to have a DBE subconsultant.

**Q: Is it permissible for a firm to submit proposals in response to this RFP as both a Prime Consultant and a Subconsultant to other firms?**

A: Yes, it is permissible for a firm to respond both as a prime consultant and also as a subconsultant to other firms.

**Q: Under Section 11.0 of the RFP, it lists a number of attachments. We did not find Attachments 2 through 6 that are listed. Can they be made available?**

A: If your firm received the RFP by email, then you received a PDF that only includes the RFP and Attachment 1, due to email file size constraints. If you click on any of the following URL's, you will find a link to the complete RFP with all six attachments:

- <http://www.glencove-li.us/request-for-proposal/>
- <http://glencovecda.org/request-for-proposals/>
- <https://www.nyscr.ny.gov/>

**Q: Our experience is that when you are reconstructing sidewalk ramps to make them ADA compliant, existing pedestrian signal equipment may also need to be modified. Does the City envision the need for assessing and proposing modifications, where necessary, to the existing pedestrian signal equipment?**

A: The City does not anticipate that the Scope of Services for this Project will include assessment of or adjustment to the timing of pedestrian-activated signals / traffic signal timing / pedestrian crossing time.

However, the City does anticipate that the location of pedestrian signal poles will be addressed as part of the project. The RFP lists standards that the Project must meet, including NYSDOT Highway Design Manual requirements. As stated in Chapter 18 Pedestrian Facility Design of the Highway Design Manual, pedestrian facility appurtenances such as signal poles must adhere to required clearance restrictions. Appurtenances shall not be located in curb ramps or their landings; shall not obstruct visibility for motorists and pedestrians; and shall not create obstacles for pedestrians with vision impairments. For this Project, the Engineer will perform a field survey and obtain information needed to document existing conditions. This will include determining the locations of pedestrian facility appurtenances such as signal poles. The Engineer's scaled design drawings will show the locations of various appurtenances associated with pedestrian facilities, including pedestrian signal poles, and the Engineer will need to check for potential conflicts/concerns with regard to pole location.

**Q: The RFP states that the proposer should budget for 24 meetings. Can we confirm if this is correct?**

A: As stated in the RFP, the Engineer should budget for up to 24 meetings from the beginning of the Project until close-out. "Meetings" refers to Project progress meetings with the City, Construction Contractor, and other Project partners, such as NYSDOT. Twenty-four is the maximum number of meetings, although the actual number of meetings may be less.

**Q: What does the City anticipate with regard to the format of the Public Information Meeting?**

A: As stated in the RFP, the Engineer will assist the City at one public information meeting with advisory agencies, local officials, and citizens, at which the Engineer will provide visual aids and present a technical discussion of the alternatives. The Engineer will assist the City with appropriate notification. The City will arrange for the location of the meeting. At the public information meeting, the Engineer will assist the City in presenting the following: purpose, need, and objectives of the Project; preliminary design concepts; next steps, including tentative construction schedule; and work zone traffic control. Design concepts will be made available for inspection, and interested persons will be given the opportunity to express their views and ask questions about the Project at the meeting. An open house format may be considered as long as the above requirements are addressed.