



## ***Questions and Answers***

### **REQUEST FOR PROPOSAL**

#### **Downtown Honesdale Revitalization Consultant**

Questions 1 - 8 February 21, 2020

Questions 9 - 22 February 25, 2020

Question and Answer Period Ends February 28, 2020  
Proposals are due by March 11, 2020

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**1** Page 4 under Cost and Price Analysis however requests details under listed items: 1, 2, 3, 6 and 7 which are typically only included for contracts that are hourly + costs. Then Exhibit B is formatted for a Firm fixed price contract. Please confirm that the contract cost is for a firm fixed price and that Exhibit B is all that is necessarily needed.

**(SEE Q6)**

The contract is for a fixed firm price. Exhibit B allows us to compare and differentiate as to how consultants are approaching the project, for example, where a firm is putting more time and emphasis. The Cost and Price Analysis enables us to compare how costs are derived and should be part of the response.

**2** Within Attachment A, Scope of Work, under “A Streetscape Plan” a plan is required, geographically defined as “within the downtown corridors”. Please provide clarity as the specific streets and the limits of those streets.

The project will be in the “core downtown” within the Borough of Honesdale, Wayne County. This is defined as US Route 6 (Main Street) and S.R. 191 (Church Street) corridor encompassing the parcels from 4<sup>th</sup> Street through 12<sup>th</sup> Street.

**3** Is there an anticipated budget for the proposed work?

The budget is a grant awarded in the total sum of \$90,000.00. A portion of this award is for administrative costs.

**4** Does the LSA or DCED have any goals or requirements for M/WBE enterprises to be part of the proposal?

No.

**5** The non-discrimination clause looks to be a DCED template. Typically, this has a title block attached. Would you like this signed and included into the proposal?

The non-discrimination clause is required for the contract. You may sign and include in the proposal now if you choose to signify your intent to be in compliance with grant requirements

**6** Does the format of attachment “b” need to be kept? We would like to propose breaking down the travel, misc. and direct costs by phase if possible. (SEE A1)

The format for Form B must be kept. You may include an additional breakdown of costs as additional information.

**7** What data is available for the community in GIS format or mapping databases? A quick search resulted in limited data. The last dataset PennDOT has for the corridor shows traffic counts in 2012. Has anyone completed more recent traffic, pedestrian push button or bicycle counts?

The County Dept of Planning has some data available but assume there is no current mapping.

**8** Your RFP outlined the acceptability of making recommended changes or substitutions to services. Is there a form or format you would like us to use to illustrate this?

The minimum requirements are listed in the RFP if there are suggestions you would like to make or add please do so after you meet the minimum requirements. The scope of work is what we hope to gain from the RFP. We will determine in the plan on what we hope to budget.

Questions 2/25 20

**9.** Downtown “Specific” Plan Is GHP requiring that a Specific Plan be prepared, as defined in the Municipalities Planning Code (Section 1106)?

No. In this case “Specific” is referred to the core downtown as a location. We are not looking for an update to our Wayne County Multi-Municipal Comprehensive Plan.

**10.** Main St Program Analysis – can more details be provided as to the extent of analysis required?

This is a review of the GHP and the relationship to Development and Implementation of the Revitalization Plan.

**11.** Community capacity review – can some clarification be provided as to what is to be reviewed, e.g. is GHP looking for a review of the existing organizations in the Borough to undertake downtown revitalization projects or something else?

GHP is looking for a review of the existing organizations in the Borough that can undertake revitalization projects.

**12.** Downtown branding assessment – can this be clarified as to the extent of the assessment, e.g. are graphic design services required?

Graphic design services are not required.

In this case, “branding” is used as a general term and can be ascertained simply by adding a question pertaining to how residents of Honesdale view it, i.e. thriving art community, historical landmark, downtown eatery, outdoor recreation destination, etc.

**13.** Market Analysis – can more clarity be provided as to the extent of the analysis required?

Review of Business and organization within the community in an effort to determine economic viability of the community

**13a.** How does element “I” differ from element “L”?

This is a clerical error. Thank you for pointing it out.

**14.** Implementation Strategy- Does GHP expect a uses and sources for specific revitalization projects to be developed by the selected consultant?

Yes.

**15.** Grant application preparation – does GHP expect the selected consultant to provide grant application preparation services?

Full Grant Applications are not expected. GHP expects the consultant to provide enough information for the basis of a grant narrative and to identify grant sources.

**16.** Detailed project proforma preparation – like the Use and source creation question, does GHP expect that the selected consultant will prepare project-specific proformas? Yes

Basic analysis of implementation projects is expected to the extent the GHP can decide to move forward with it.

**17.** We understand that this is being funded by a grant. Can you indicate the amount of that grant?

The Grant total is \$90,000 which includes 4% of administrative fees.

**18.** The “Downtown Specific Plan” asks for a great deal of information. Can you provide some specifics as to the extent of the analysis? **Please see above Answers**

**19.** Can you please provide more details regarding your expectations for:

C. Transportation planning

**Provide survey materials for the best-case scenario on parking, public transportation, walking, biking, ride share, parking garage, zoning compliance, Borough response, signage, etc.**

**20.** F. Community capacity review – are you referring to organizational capacity or physical capacity/build-out? **See Q11**

**21. J.** Market analysis of Main Street and Park & Shop lot

**The Park & Shop lot is currently used by a combination of people i.e. metered spots, monthly permits. Provide analysis of alternate uses if determined a Park & Shop lot is not best-case scenario.**

**22.** (Existing conditions analysis) and item L. (Analyze the current conditions in Honesdale), please supply more information so we can differentiate between these requested scope items.

**SEE Q 13a.**