



# Village of Tannersville

## Incorporated 1895

Village of Tannersville  
PO Box 967, 1 Park Lane  
Tannersville, NY 12485-0967

From: Robin Dumont, Village Clerk  
On Behalf of the Village of Tannersville Village Board  
Phone: (518) 589-5850 ext.1

To: Prospective firms

Re: Village of Tannersville Program Administrator for the Downtown Revitalization Fund  
Addendum No. 1

The attached addendum forms part of the above-referenced Contract Documents. Please complete this sheet, sign, and email or fax to the Village of Tannersville

Failure to acknowledge receipt of this Addendum may result in bid disqualification.

I, \_\_\_\_\_, acknowledge receipt of above-referenced Addendum.

\_\_\_\_\_  
Signature

Company: \_\_\_\_\_

\_\_\_\_\_  
Date

Fax to: 518-589-5805 or email to [voffice@hvc.rr.com](mailto:voffice@hvc.rr.com) CC: [tannersvillewater@gmail.com](mailto:tannersvillewater@gmail.com)



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From: Robin Dumont, Village Clerk  
On Behalf of the Village of Tannersville Village Board  
Phone: (518) 589-5850 ext.1

To: Prospective Firms

Re: Village of Tannersville Program Administrator for the Downtown Revitalization Fund  
Addendum No. 1

This addendum forms a part of the Contract Documents and modifies the Original Bidding Documents released 10/30/2023 as noted below. Acknowledge receipt of this Addendum shall be required as part of proposal submittal. Failure to do so may subject proposal submitter to disqualification.

**This Addendum consists of 1 Page and 1 Attachment**

### **Changes to REQUEST FOR PROPOSALS –**

Delete Text: **DUE: Thursday, November 30, 2023 by 11am**

Replace Text: **DUE: Friday, December 22, 2023 by 11:00am**

### **Changes to I. PROJECT DESCRIPTION-**

#### **Delete Text:**

More specifically, the consultant for administrative services will:

- Publicize funding availability to property/business owners in the DRI area, explain program requirements, and hold public information meeting(s).
- Review project applications for eligibility and completeness, and review with Tannersville's Village Board to make recommendations to the State.
- Notify property/business owners of funding approval and prepare funding contracts.
- Explain specific program requirements, and assist business/property owners and their architect/engineers with preparing scopes of work.
- Review property/business owners' cost estimates, financing plans, SEQR documentation, and project designs.

- Assist property/business owners with obtaining Village and SHPO approvals.
- Establish a list of contractors, solicit and review construction bids for projects.
- Assist the Village Building Inspector with periodic oversight of construction work.
- Review owners' expenses, pay invoices, and submit documentation for reimbursement by NYS.
- Submit a final report on program accomplishments to NYS.

**Replace Text:**

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- Publicize funding availability to property/business owners in the DRI area, explain program requirements, and hold public information meeting(s).
- Review project applications for eligibility and completeness, and review with Tannersville's Village Board to make recommendations to the State.
- Assist with notifying property/business owners of funding approval and prepare funding contracts.
- Explain specific program requirements, and assist business/property owners and their architect/engineers with preparing scopes of work.
- Review property/business owners' cost estimates, financing plans, SEQR documentation, and project designs.
- Assist property/business owners with obtaining Village and SHPO approvals.
- Establish a list of contractors, solicit and review construction bids for projects.
- Assist the Village Building Inspector with periodic oversight of construction work.
- Review owners' expenses, and submit documentation for reimbursement by NYS.
- Submit a final report on program accomplishments to NYS.

**Delete Text:**

**The total budget for the Program Administrator is \$60,000.** The Village is looking for a consultant who has the most relevant experience and can provide the most extensive product for \$60,000. Time commitment may average approximately 20 hours per week for two or potentially three years; exact hours per week may fluctuate depending on the workload and the efficiency of the consultant. The total number of construction projects will be known after the consultant is under contract and when awards are made by the PRC and DHCR. The Village is interested in a consultant who can commit to completing the management of all construction projects and the \$600,000 grant closeout for a total fee of \$60,000. If the responder is a consulting firm, we ask that the same Program Administrator be assigned for the duration of the project, if possible. The time and expense to train a replacement Administrator will be borne by the consulting firm

**Replace Text:**

**The total budget for the Program Administrator is \$60,000.** The Village is looking for a consultant who has the most relevant experience and can provide the most extensive product for \$60,000. The project may span over two or potentially three years; exact hours per week may fluctuate depending on the workload and the efficiency of the consultant. The total number of construction projects will be known after the consultant is under contract and when awards are made by the PRC and DHCR. The Village is interested in a consultant who can commit to completing the management of all construction projects

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#### **Changes to IV. RFP SCHEDULE-**

##### **Delete Text:**

The anticipated schedule for the RFP is:

- Availability of RFP: Monday, October 30, 2023
- All questions due by email: Friday, November 17, 2023 by 4pm
- Proposals due by mail or hand-delivered: Thursday, November 30, 2023 by 11am
- Interviews anticipated: November 30, 2023-December 8, 2023
- Recommendation to Village Board: December 12-15, 2023
- Contract Award: Monday, December 18, 2023 \*
- Project Start: Tuesday, December 26, 2023

\*Contract award and project start date dependent on recommendation to Village Board and board meeting/ special meeting dates.

##### **Replace Text:**

The anticipated schedule for the RFP is:

- Availability of RFP: Monday, October 30, 2023
- All questions due by email: Friday, December 8, 2023 by 4pm
- Proposals due by mail or hand-delivered: Friday, December 22, 2023 by 11am
- Interviews anticipated: December 22, 2023-January 5, 2024
- Recommendation to Village Board: January 8-12, 2024
- Contract Award: Tuesday, January 16, 2024 \*
- Project Start: Tuesday, January 23, 2024 \*

**\*Contract award and project start date dependent on recommendation to Village Board and board meeting/ special meeting dates.**

#### **Changes to V. RFP SUBMISSION PROCEDURE**

##### **A. Procedure**

##### **Delete Text:**

Applicants will submit three (3) full copies of their proposal **by Thursday, November 30, 2023** at 11:00am. Any submission sent by fax, email, or other form of transmission will not be accepted. Submissions will be sent or delivered to the following:

Office of the Village Clerk  
Re: Program Administrator  
Village of Tannersville  
1 Park Lane  
PO Box 967  
Tannersville, NY 12485

***Please take notice that proposals received after the exact time and date for submission or any exact amended or adjourned date and time, will not be accepted for consideration.***

For questions about this RFP or requests for additional information, please contact Robin Dumont, Village Clerk, in writing at [voffice@hvc.rr.com](mailto:voffice@hvc.rr.com) and [tannersvillewater@gmail.com](mailto:tannersvillewater@gmail.com) **by Friday, November 17, 2023 at 4pm**. Please include your name, company affiliation, address, phone number, and email address. The Village of Tannersville is not responsible for any failure in the delivery of an inquiry. Responses will be provided on-line in a timely manner and prior to the proposal due date.

**Replace Text:**

Applicants will submit three (3) full copies of their proposal **by Friday, December 22nd, 2023** at 11:00am. Any submission sent by fax, email, or other form of transmission will not be accepted. Submissions will be sent or delivered to the following:

Office of the Village Clerk  
Re: Program Administrator  
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***Please take notice that proposals received after the exact time and date for submission or any exact amended or adjourned date and time, will not be accepted for consideration.***

For questions about this RFP or requests for additional information, please contact Robin Dumont, Village Clerk, in writing at [voffice@hvc.rr.com](mailto:voffice@hvc.rr.com) and [tannersvillewater@gmail.com](mailto:tannersvillewater@gmail.com) **by Friday, December 8, 2023 at 4pm**. Please include your name, company affiliation, address, phone number, and email address. The Village of Tannersville is not responsible for any failure in the delivery of an inquiry. Responses will be provided on-line in a timely manner and prior to the proposal due date.

**Changes to V. RFP SUBMISSION PROCEDURE**

**B. Required Materials**

**Addition of text:**

- **Addendum:** The intended proposal submitter must acknowledge that they have examined the following Addenda to the contract documents (Receipt of all which is hereby acknowledged):

**Addendum No.:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Changes to V. RFP REVIEW AND SELECTION PROCEDURE**

**A. Rating and Selection Criteria:**

**Delete Text:**

The Village of Tannersville will begin reviews after the November 30, 2023 at 11:00 am deadline. The expected timeframe for review is from November 30, 2023 to December 8, 2023.

**Replace Text:**

The Village of Tannersville will begin reviews after the December 22, 2023 at 11:00 am deadline. The expected timeframe for review is from December 22, 2023 to January 5, 2024.

**Changes to V. RFP REVIEW AND SELECTION PROCEDURE**

**B. Interviews:**

**Delete Text:**

Interviews are anticipated during November 30, 2023 to December 8, 2023

**Replace Text:**

Interviews are anticipated during December 22, 2023 to January 5, 2024

**End of Addendum**