

Q & A RESPONSE ONE

To: Prospective Consultants

Proposal: Request for Qualifications No. 2025-441

Project: County of Oneida and Mohawk Valley Community College
Campus Master Plan

Prepared By: Oneida County Department of Public Works
Division of Engineering

Date: November 24, 2025

This response answers questions received concerning the Request for Qualifications dated November 4, 2025. All respondents shall include confirmation of this Q & A Response, and all responses shall be addressed in the Consultant's Proposal.

Revisions to the Request for Qualifications:

Please incorporate the following pages into the Request for Qualifications.
This Q & A Response has two (2) pages (including cover sheet).

Approved: Matthew S. Baisley
Commissioner, Department of Public Works

**REMINDER
PROPOSALS ARE DUE:
THURSDAY, DECEMBER 4, 2025, at 2:00 PM**

The following question responses shall be incorporated into the Request for Qualifications.

CONSULTANT RFI'S:

QRFI1: Are respondents required to meet any M/WBE and/or SDVOB participation goals?

ARFI1: No, there are no M/WBE and/or SDVOB participation goals attached to this Campus Master Plan.

QRFI2: Clarification on Item # 13: Bill and fee structure with proposed payment schedule and payment phases related to progress, including the hourly rates for all persons to be devoted to the project and any annual escalation in rates.
Would you please clarify if this is a request for a fee proposal that includes specific dollar amounts for the total project cost and each of the individual phases?

ARFI2: Respondents shall include a rough schedule indicating the timeline for the Campus Master Plan. The schedule will also indicate when the Respondent plans to invoice for work completed. The Proposal shall not include specific dollar amounts.
Invoicing shall be based on time spent and hourly rates included with Proposal.

QRFI3: Will respondents be allowed to visit the campuses prior to this submission? If so, who would be the contact person(s)?

ARFI3: Yes, Respondents can contact Michael McHarris at 315-941-4210 to schedule a site visit at either campus.

QRFI4: Are you planning to have a scheduled walk-through for all interested firms?

ARFI4: No, there will not be a scheduled walk-through. Respondents can visit the campuses if needed. Refer to answer RFI3 for contact information.

QRFI5: Can you confirm that this will be an hourly not to exceed contract based on standard billing rates?

ARFI5: Refer to answer RFI2 regarding billing requirements.

QRFI6: In the proposed contract, paragraph 4.4 states there will be no separate payments for reimbursable expenses, do we revise our standard bill rates to incorporate expenses?

ARFI6: No, all reimbursable expenses shall be reimbursed at exact cost. Reimbursable expenses shall be invoiced on the same schedule as invoices for completed work.

END OF Q & A RESPONSE ONE