

Q & A RESPONSE TWO

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 26, 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 three (3) 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: Is the County / College seeking to analyze its current space allocation and utilization in order to determine if and how the existing facilities can accommodate future enrollment and programmatic changes?

ARFI1: Yes, that will be part of the Master Plan.

QRFI2: Does the College have accurate floor plans and a corresponding, up-to-date space inventory that can be provided to the selected firm in electronic format?

ARFI2: The County / College will provide the selected firm with all available plans and inventory. The selected firm will need to verify the information provided and supplement the plans and inventory as needed.

QRFI3: Similarly, does the College have information on the condition and capacities of existing building systems, technology, and infrastructure or will a detailed assessment of existing conditions and capacities need to be conducted as part of this project?

ARFI3: The County / College will provide the selected firm with all information available. The selected firm will need to verify the information provided and supplement the information as needed.

QRFI4: Does the County / College have up-to-date site surveys of each campus showing topography, utilities, landscape features, etc.?

ARFI4: The County / College will provide the selected firm with site surveys for each campus. The selected firm will need to verify the information provided and supplement the site surveys as needed.

QRFI5: Will plans of the proposed 62,000 SF science and technology building at the Utica Campus and the 10,000 SF dental clinic renovation at the Rome Campus be made available to the selected firm or is the County / College seeking definition of those projects through the campus master planning process?

ARFI5: Yes, plans of these Projects can be provided. These Projects are both currently underway.

QRFI6: Under Submittal Requirements on page 5:

Rather than providing items 1-13 for the prime firm and all subconsultants, is it acceptable to submit a holistic approach to this assignment that incorporates our combined history, experience, references, availability, and process?

ARFI6: Yes, the respondent can submit a holistic approach as long as all the information requested is included in the Proposal.

QRF17: Under Submittal Requirements on page 5:

Is this an RFQ or an RFP? If the latter, for item 13, is the County / College asking proposers to submit a lump sum fee broken down by project phase with hourly billing rates in case of additional services, or is this expected to be an hourly assignment?

ARF17: This is intended to be an RFQ. Here is a response to similar question answered in Q & A Response One: 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.

QRF18: Under Proposal Evaluation Criteria on page 7, item 7: Please define the “guarantees” the County / College is expecting the selected firm to provide.

ARF18: Please remove Item 7 from the Proposal Evaluation Criteria on page 7 of the Request for Qualifications.

END OF Q & A RESPONSE TWO