



Hand-Launch Guidelines for NYS Canal System Request for Proposals

Questions and Responses – Released October 27, 2020

Questions are ordered to match the sequence in the October 2, 2020 RFP. Multiple questions on a single topic have been combined and edited in order to allow a single response.

IV. SCOPE OF WORK:

Q. *Who is the audience for these guidelines?*

A. Municipalities, tourism and economic development agencies, non-profit organizations, and businesses that want to construct or improve facilities for paddlers on the NYS Canal System.

Q. *Will there be guidelines for residential docks on the canal system?*

A. The focus will be on commercial/public facilities; however, some design ideas may be applicable to residential installations.

Q: *What are the 5-6 types of sites that you'd like studied?*

A: Likely locations on the NYS Canal System include:

- Locks (upstream and downstream ends)
- Canal terminals & vertical walls in community centers
- Land-cut banks
- Canalized riverbanks
- Modifications to existing launch sites to improve paddler use & access

There are examples of these situations across the NYS Canal System. Our hope is that these guidelines will be applicable at multiple locations.

V. DELIVERABLES

Q *Item V.b Photographs - will the images that are present on the NYS Canal Corp. website (linked to the mapping) be available to use, with proper reference and credit?*

<http://www.canals.ny.gov/maps/index.html>

A. Yes. Those images and Erie Canalway's extensive library of geo-referenced launch site photographs will be available.

Q: *Item V.g. – Case Study Examples - Are the case study examples to be based on previously published reports or will they require original research by the consultant?*

A: Many examples can be drawn from previously published reports, reformatted to match the design of this document. Ideally, previously published examples will be supplemented by those drawn from the contractor's own experience on similar waterways.

- Q. *Item V.g - Case Study Examples - is the Case Study list available now, or will that be provided to the selected Consultant?*
- A. In addition to projects discussed during the pre-bid meeting, Erie Canalway will work with selected contractor to prioritize and find/select additional examples.
- Q. *What is the desired product? Is this a printed document, a website, an online publication?*
- A. We are expecting a document that can be printed on-demand and that will be available for download from the Erie Canalway website (eriecanalway.org). The quality of the products should be exceptional.
- Q. *What format do you expect the report to be delivered in? Based on examples you cited as good prototypes (Iowa, Michigan, San Francisco Bay) it appears that some were developed in PowerPoint and others in a graphic design program like Adobe InDesign or PageMaker. The RFP states that text shall be delivered in Microsoft WORD format, but requirement graphic requirements exceed WORD's capabilities.*
- A. We are looking for a well-designed publication with sound information and clear illustrations, as outlined in RFP Section V items a through g. We also want a document that Erie Canalway can update in-house as new information becomes available. The software used to develop the document is less important than the quality of the finished product. (We routinely work with Adobe Creative Suite and Microsoft Office products). What is not acceptable is a locked .pdf that can only be updated or edited by the contractor.

VI. PROPOSAL FORMAT & CONTENT

- Q. *Item VI.c.5 - Samples of previous relevant work. Should consultants submit copies of full documents (design guides, etc.) to satisfy the samples of previous relevant work? If so, how many documents should consultants submit?*
- A. Submit what you believe best demonstrates your qualifications for this project. It may be a full document, a chapter, or even a few pages. A description of previous relevant work with a hot link to a larger plan may be acceptable. Proposals should be submitted electronically. If you wish to supplement your proposal with published documents or oversized drawings, please mail three (3) copies to the address on page 6 of the RFP. Those materials will not be returned.

VIII. ADMINISTRATIVE SPECIFICATIONS:

- Q. *Are there any M/WBE requirements?*
- A. There are no specific requirements for this contract. However, Erie Canalway does make affirmative efforts to utilize minority and woman owned businesses.
- Q. *Is there a specific date when the project will start in December 2020?*
- A. The specific start date will be identified when Erie Canalway and the contractor negotiate a contract. We would anticipate mid-December.
- Q. *Do the proposals need to be permitted?*
- A. No – there is no permitting requirement to develop guidelines or proposals leading to the guidelines. (Installations will require NYS Canal Corporation Use and Occupancy and Work permits and may require permits from other agencies).
- Q. *Is a public comment period required?*
- A. No.

OTHER:

- Q. *Can you provide contact information for ECNHC and Canal Corporation staff who attended the October 15 online pre-bid meeting?*
- A. Duncan Hay, Project Lead, NPS/ECNHC – duncan_hay@nps.gov
Mona Caron, Program Manager, ECNHC - mona_caron@partner.nps.gov
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