

ADDENDUM No.1
No. 2024-102

Lewis County Downtown Design Guidelines

Date: January 30, 2024
To Whom It May Concern:

In response to questions received from potential bidders, the County provides the following questions and responses:

1. Section L indicates that 85% of the contract will not be paid until the project is fully complete and signed off by the County. Would the County consider a bid with defined tasks and milestone deliverables which was paid on a percentage complete basis? **Yes**
2. It is assumed that the intent of this project is to develop a voluntary reference document which could be “adopted” or used by individual municipalities who decide they wish to participate, and not a county-wide mandate. Is this correct? **Yes, this will be a voluntary reference document for municipalities.**
3. Are there specific “downtown areas” within the county which are defined for the scope of this work? If not, how are “downtown areas” defined in determining how many areas would be covered? **We hope to have these guidelines highlight each of the Villages and some hamlets such as Harrisville and West Leyden.**
4. Is any coordination or meetings anticipated with any of the individual downtown jurisdictions to incorporate their specific needs or aspirations? **While the County will take the lead to facilitate the project, research and outreach should be conducted to develop guideline goals/outlines/structure for each community. Coordination of meetings with each individual municipality may or may not be needed; however, their individual character should be used to build guidelines from.**

5. The RFP states "To simplify the process of complying with zoning regulations in each individual municipality, the consultant will conduct a comprehensive review of allowable signage throughout the county." Is the intent that the guidelines would illustrate each of the allowable sign requirements in each jurisdiction, or that the guidelines would develop a common county-wide standard for all jurisdictions? **The intent is that the guidelines show the allowable sign requirements in each jurisdiction.**
6. Are any New York State or Federal Grant funds being used to pay for these services? Of so, what is the source? **New York Main Street Technical Assistance**
7. Is there a an overall budget amount or grant amount being allocated for this effort? **Lewis County received a \$20,000 grant to complete this project.**

**Receipt of Addendum Acknowledgement
No. 2024-102
Lewis County Downtown Design Guidelines**

**ADDENDUM ACKNOWLEDGEMENT
ADDENDUM NO. _____**

**Please acknowledge the receipt of the above ADDENDUM issued by the County of Lewis,
by signature and recording the date of receipt below.
Bidder:**

Authorized Signatory: _____ Date:

****NOTE: This form must be included in your bid documents if any
Addendum is issued**