

**1. Will the coronavirus pandemic push back the project timeline?**

We do not currently anticipate pushing back the project timeline.

**2. Given the coronavirus pandemic, will consultants still be required to provide 5 bound printed copies of the RFP submission?**

We will accept only an electronic copy as a timely submission. However, we still reserve the right to request up to five hard copies at our discretion, perhaps after the deadline. We understand the timing is not ideal right now, but we still may need hard copies for review.

**3. Is there a budget range that the Town of Ossining is working within?**

The Town anticipates the budget for the completion of Comprehensive Plan portion of the project including the SEQR review to cost no more than \$75,000.

**4. Is the Town's On-Call Planning consultant precluded from submitting on this RFP?**

The on-call planning consultant's firm will not be bidding on this RFP but is not precluded from bidding on future work associated with the Comp Plan and the implementing of its recommendations.

**5. Can we provide a link to the requested work sample?**

Yes, a link is fine.

**6. Regarding Insurance requirements, does a certificate of insurance need to be provided with the submission? Does a signed page 9 of the RFP need to be submitted?**

Please submit certificate of insurance with the submission. A signed copy of page 9 does not need to be submitted at this time.

**7. The RFP asks us to provide 5 printed copies of our proposal. In light of the current pandemic, can you please waive this requirement and accept just the electronic copy?**

We will accept only an electronic copy as a timely submission. However, we still reserve the right to request up to five hard copies at our discretion, perhaps after the deadline. We understand the timing is not ideal right now, but we still may need hard copies for review.

**8. The RFP submission instructions note that an electronic PDF copy submitted via email to [vcfarelli@townofossining.com](mailto:vcfarelli@townofossining.com) is acceptable. But it also says that five (5) bound printed copies need to be hand delivered as well. In light of the COVID-19 pandemic, with staff working from home, print shops closed, transmission of the virus on surfaces, etc., would**

**the Town waive the requirement of hand delivered hard copies and simply accept the electronic version?**

We will accept only an electronic copy as a timely submission. However, we still reserve the right to request up to five hard copies at our discretion, perhaps after the deadline. We understand the timing is not ideal right now, but we still may need hard copies for review.

**9. Given the current health crisis, are hard copies still required for this submission?**

We will accept only an electronic copy as a timely submission. However, we still reserve the right to request up to five hard copies at our discretion, perhaps after the deadline. We understand the timing is not ideal right now, but we still may need hard copies for review.