



Town of Willsboro Comprehensive Plan LCLGRPB RFP 01-26 Question and Answers

Question: The RFP states that the budget for this project is \$12,150. Understanding that the consultant is not expected to complete the full plan, can you provide an assumption of desired hours for the requested services under the proposed budget?

Answer: The proposed budget of \$12,150 is a flat fee tied to completion of the tasks outlined in the scope of work, rather than a set number of billable hours. The selected consultant is expected to allocate the time necessary to complete the scope of work in full to a professional standard. Proposers may also submit alternative scopes of work, with corresponding budgets, for consideration.

Question: Could you clarify the anticipated public/stakeholder engagement for the consultant? It looks like, based on the Town website, that a survey (Sept '25) and workshop (Oct '25) have already been conducted.

Section 1 of the RFP discusses four in-person events and stakeholder interviews, while Section 4 - Task 7 discusses interviews and roundtables, and Task 10 calls for up to two in-person events.

Is it acceptable to conduct stakeholder interviews virtually to maximize budget efficiencies? How many roundtables and public events are desired?

Answer: We anticipate the consultant will assist with two in-person public workshops, as well as stakeholder interviews and roundtables. Yes, stakeholder interviews can be conducted virtually or by phone.