

Special Meeting 10/14/09

Canandaigua Town Board
Special Meeting
October 14, 2009
5:15 pm

Present: Oksana Fuller	Councilperson
David Dawson	Councilperson
Marion Cassie	Councilperson
Ralph Brandt	Councilperson
Jim Fralick	Supervisor

Supervisor Fralick opened the meeting at 5:15pm

A motion was made by Councilman Brandt, seconded by Councilperson Fuller

Revising the Fee and Timing Requirements in the Town's Request For
Proposals for the Comprehensive Plan Update Project

WHEREAS, the Town of Canandaigua issued a Request for Proposals (RFP) on September 17, 2009 soliciting consultant proposals to update the Town's Comprehensive Plan, with a submission deadline of October 23, 2009; and

WHEREAS, the RFP's "Fee and Timing" section indicates that the town will require that all plan update work be fully completed within six months from commencement and that compensation will be limited to \$40,000, including all reimbursables; and

WHEREAS, from discussions and meetings with various prospective consultants inquiring about the project, the Town has heard significant concern about the short time period (six months maximum) to complete the plan and the associated compensation, with the greatest concern being the difficulty of carrying out a credible and effective community outreach and public participation program as part of the planning process.

NOW THEREFORE BE IT RESOLVED THAT, the Town Board concurs that the "Fee and Timing" section in the RFP needs to be revised to allow consultants to submit proposals with a longer time frame and at a different maximum cost, and agrees to the following wording: "The budget for all consultant work, including all reimbursables, is limited to \$50,000. The Town will require that all plan update work be fully completed within nine (9) months. Cost conscious and time sensitive proposals will be given a priority.

BE IT FURTHER RESOLVED THAT, the Town Supervisor is authorized to immediately contact all consultants that were sent the RFP and notify them of these requirement changes, as well as to give notice on the Town's website and in the Messenger Post newspaper.

4 ayes: Fuller, Dawson, Brandt, Fralick 1 nay : Cassie

Discussion on interviewing for the Director of Development job.

Discussion on the budget followed.

The meeting was adjourned at 6:30 pm.

Judith H. Carson
Town Clerk