

Questions received on Environmental Management Consulting Services and DASNY's responses:

1. Is it allowed to prime this contract and also be a subconsultant on another's team?

Response:

Yes.

2. Regarding this term, it does suggest most of the work is NYC based and tied to CEQR. Is this term used much for Upstate related projects? Based on review of the current contract holders, they are largely NYC regional office locations.

Response:

Yes, this term is used for Upstate projects, but the majority is NYC based.

3. RFP Page 3, Item 3.1, Tab 1 – Can the “primary contacts name, title, telephone number, fax number and email address for each subconsultant” be placed elsewhere in the proposal?

Response:

No.

4. RFP Page 4, Item 3.1, Tab 9 – Please confirm whether the Certificate of Authorization to provide Engineering Services in New York State from the State Education Department is only required of the prime consultant or subconsultants as well.

Response:

At this time, it is only required by the Prime, however if selected and the Sub is providing Professional Services they will have to have a certificate.

5. RFP Page 5, Item 3.1, Tab 11 – Please confirm the Diversity Questionnaire is only required of the prime consultant.

Response:

Correct.

6. RFP Page 6, Item 4.1, Tabs 4 and 5 – Please indicate whether the insurance statement and W-9 forms are required of subconsultants.

Response:

No. Only the Prime Consultant.

7. RFP Page 7, Item 6.1 – This item states that firms are encouraged to “print in black and white only.” Please confirm this to be an RFP requirement (not just a suggestion) so black-and-white proposals are not judged to be less creative and aesthetically pleasing than color proposals.

Response:

No, it is not a requirement, but we will consider your suggestion for future RFP's.

8. Are the following forms available in Excel format?

- a) DASNY Multiplier Form
- b) DASNY Classification and Rate Form

Response:

- a) See attached.
- b) See attached.

9. Please confirm that the following documentation is needed from sub-consultants as well:

- a) DASNY Classification and Rate Form
- b) New York State Vendor Responsibility Questionnaire/Certification
- c) Procurement Lobbying Law – Certification
- d) Code of Business Ethics – Certification
- e) Diversity Questionnaire
- f) Statement indicating your firm is able to obtain the required insurances listed in the “Sample Insurance Certificate & Requirements”

Response:

- a) Prime and subconsultants.
- b) Prime only.
- c) Prime only.
- d) Prime only.
- e) Prime only.
- f) Prime only.

10. Are the following forms that are requested in Section 4 of the RFP also required from subconsultants?: NYS Vendor Responsibility Questionnaire, Procurement Lobbying Law Certification, Diversity Questionnaire, W-9

Response:

No. Only the Prime Consultant.

11. We have not yet identified any Service-Disabled Veteran Owned Businesses that can perform the work. If we are unable to find one before the proposal deadline, is the "good faith effort" documentation required to be submitted together with the proposal?

Response:

No.

12. On page 4 of the RFP Instructions document regarding Tab 3 of the Technical Proposal, we are asked to provide at least three (3) references of our firm's experience in providing similar services. Please can you confirm whether we should provide 3 references per firm (i.e. including subcontractors), or 3 references in total for our team.

Response:

Provide three references in total for the Prime firm.

13. On page 4 of the RFP Instructions document regarding Tab 3 of the Technical Proposal, we are asked to provide ten (10) recent project profiles of our firm's overall range of in-house or project team's environmental assessment capabilities. Please can you confirm whether we can only provide a maximum of 10 project profiles, or if we can provide more than 10.

Response:

You should provide ten recent projects that you feel will best represent your firm and the information requested.

14. For the cover letter (Tab 1; Item c.), should the primary staff for all proposed subconsultants be listed in addition to that of the prime consultant?

Response:

Yes.

15. The State Contract Reporter states “It is DASNY’s intent to enter into contracts with more than one firm” How will work be assigned among the consultants? Will there be competitive “mini-RFPs” for each project?

Response:

When appointing project assignments, DASNY typically decides which term consultant to use based on relevant experience (specific client, campus or location) and consultant workload. DASNY does not usually issue mini-RFPs however, in certain circumstances they may be used.

16. If a particular work assignment requires the expertise of a subcontractor who is not an Approved Subcontractor on the initial contract, what is the process for gaining approval to use such subcontractor?

Response:

You should contact DASNY’s procurement office to confirm if the subconsultant has approved rates, if not, you will be instructed as to what information is required to obtain approval.

17. The RFP states (page 29 of 39) that failure to meet MBE/WBE/SDVOB goals on a work authorization basis may affect receipt of future work authorizations. Please explain this further.

Response:

The MBE/WBE/SDVOB goals are on the entire contract so a firm is expected to meet the established goals prior to the contract expiring. If a firm does not appear to be meeting their goals they will be contacted to discuss the possible shortfall and establish a plan to increase participation.

18. What is the anticipated dollar amount of the 4 year contract?

Response:

This is a zero-dollar term contract. The specific services to be provided for a Project will be fully described in each Work Authorization issued. At this time, we have no way of knowing the individual assignments.

19. RFP Section 2.2 does not mention hazardous materials. What level of scope/detail should be included for hazmat in the response to the RFP?

Response:

The full range of required services under this RFP is specified in Appendix A – Scope of Service, including hazardous materials. Proposers must demonstrate that they possess the knowledge, skills, certifications and experience to provide the listed services.

20. Please provide the level of detail requested for Tab 5 (environmental assessment capabilities).
Is a list sufficient or should backup materials be provided to support the list?

Response:

A list is sufficient.

21. Is there a page limit for the Resumes?

Response:

No.

22. Under Technical Tab 3, is the agreement to audit only from prime; or also from subs?

Response:

DASNY shall have the right to inspect and audit all records and data of the Prime and its subconsultants relating to the project/contract.

23. Under Technical Tab 3, should the COI disclosure also cover the subs?

Response:

No. Only the Prime Consultant.

24. Under Cost Tab 4 and 5, do respective requirements (for Insurance Cert and W-9 Form) also apply to the subs?

Response:

No. Only the Prime Consultant.

25. The RFP requires 10 recent projects, how many years should the project be completed?

Response:

You should submit whatever information you feel will best represent your firm and the information requested.

26. Please confirm if the utilization form, part D. Permanent Employee Distribution, should it be completed companywide for Prime and sub consultant or completed only for those staff will be involved in this contract only.

Response:

Part D of the Utilization Plan is not required at this time. The information is captured in the Diversity Questionnaire.

27. If we need to make a change to the terms and condition of the contract, do we need to resolve this prior to the proposal and if such, how? We specifically referring to 7.1.1 page 8 of the RFP Instructions.

Response:

If your firm is selected, you should be prepared to sign the terms and conditions as they appear in the Contract.