

CUNY Architectural Term Consultants and DASNY's responses:

1. We are inquiring if it may be beneficial to have multiple MWBE sub consultants for the same discipline (for example two MWBE expediting firms)? This would not only allow for work to be allocated to multiple MWBE consultants, but aide on a singular Project where all disciplines may not be required such that MWBE goals are considered. Two other considerations are that a specific firm may have a niche for a particular project as well helping to allocate work flow.

Response:

It is up to each firm to decide how they would like to structure their team and how they intend to comply with the MWBE requirements.

2. Section 3 – Technical Proposal: Tab 8. Utilization Plan. What is meant by Work Description? Is that the same as services provided?

Response:

Section 3, Tab 8 reads as follows: Provide a completed Utilization Plan, included in this RFP as an attachment, listing all proposed sub-consultants including ESD Certified M/WBE firms you “may” use if selected for this contract. No dollar amounts should be entered at this time. Upon selection, a new plan with dollar amounts will be required. The goals for this contract are 18% MBE & 12% WBE. The goals refer to the percentage of utilization of M/WBE sub-consultants.

3. Section 4 – Cost Proposal: Tab 3. Classification & Rate Form. Is this meant for the prime consultant only, or should we include information for individuals who are sub-consultants? What are the Add Delete Update cells for?

Response:

DASNY would like your firm to submit rates for both the prime consultant as well as any subconsultants that may be used on DASNY projects. The “add, delete, update” cells are for the consultant to indicate to DASNY whether the intend to add new titles/rates, delete unused titles/rates, or update previously approved titles/rates.

4. If we include an environmental consultant on our team, would the consultant need to follow NYS Code Rule 56? (Does CUNY require the consultant to follow NYS Code Rule 56 or does it utilize NYC requirements?)

Response:

CUNY projects Managed by DASNY is a hybrid of both NYC and NYS regulations.

Most CUNY buildings are owned by DASNY and therefore follow NYS DOL ICR 56 Regulations.

CUNY buildings owned by DASNY do require NYC DOB permits, but will follow ICR 56 abatement procedures and must be filed with NYC DEP in order to pull DOB permits.

5. If our firm is successful in being awarded a CUNY Architectural Term Consultant contract, would that preclude us from pursuing and potentially being awarded other DASNY term contracts?

Response:

No

6. Section 2.2 Qualification and Certification Requirements on page 4 - Will the proposal of a firm that has no current CUNY or higher educational facilities experience automatically be disqualified? The RFP specifically states that interested firms must demonstrate experience, proven track record with CUNY or compatible higher education facilities. Our firm has extensive experience designing new/renovating existing institutional and educational buildings for many different NYC metropolitan region city and state agencies including NYC SCA, OGS, DASNY, NYCDHS and others. If we are interested in responding to the RFP and start working with CUNY, do we have a chance getting a term contract without CUNY or higher educational facilities experience?

Response:

Proposals will be evaluated by a Committee selected by DASNY. The Committee will evaluate review and evaluate each of the written proposals to determine the responses comply with this RFP and to identify the complying firms that have the requisite experience requirements and the highest probability of satisfactorily performing the scope of services.

7. Can you please provide the fee schedule?

Response:

The fee schedule is included in the RFP as attachment 12.

8. Technical Proposal TAB 5: is the 10-page limit for all subconsultants?

Response:

The 10-page limit is for all subconsultants.

9. Cost Proposal TAB 3: does the Classification & Rate Form need to be completed by subconsultants, or prime consultant only?

Response:

DASNY would like your firm to submit rates for both the prime consultant as well as any subconsultants that may be used on DASNY projects.

10. Page 6, Technical Proposal, Tab 9: Is the Diversity Questionnaire only for the prime firm or must we request one from each consultant / specialty consultant?

Response:

The Diversity Questionnaire is intended to be for the prime consultant.

11. Page 8, Cost Proposal, Tab 2: Is the Classification & Rate Form only for the prime firm or must we request one from each consultant / specialty consultant?

Response:

DASNY would like your firm to submit rates for both the prime consultant as well as any subconsultants that may be used on DASNY projects.

12. Is it possible to receive an exhaustive list of all disciplines that is expected to be included in our response?

Response:

DASNY expects the firm to consider the project types listed under section 2.1 of the RFP and propose a team that includes the necessary disciplines to accomplish the listing of project types.

13. In the RFP, page 5, under Information to be Provided by Proposers, Tab 2 states to provide the firm's organization, team make up and including subconsultants, there's a limit of 2 pages for this information. However, you don't indicate where you would like us to place the team's resumes in the submittal, can we put the resumes in tab. 2?

Response:

YES, you can include the resumes in Tab 2.

14. Some of our subconsultants currently have a pre-approved multiplier with DASNY greater than the 2.5 stated in the RFP. Do they need to also submit their current financial statement, or will the DASNY Standard Cost Proposal Form with the previously approved multiplier be enough?

Response:

Section 4, Tab 2, a. instructs the proposer to: "Submit an approved Standard Cost Proposal Form or a previously approved multiplier from another State Agency."

15. On page 7, the RFP indicates to submit separately forms NYS Vendor Responsibility Questionnaire and 2005 Procurement Lobbying Law Certificate. Do you want us to mail these forms in a separate folder along with the hard copies of the submittal and cost proposal, is that correct?

Response:

Yes, submit the forms either loosely or in a separate folder.

16. Under Tab 4 on page 5: What areas (cities/counties/etc) are part of "the NYC Metropolitan region"?

Response:

For purposes of this procurement: NYC 5 Boroughs, Nassau/Suffolk County, Westchester County and immediate surrounding NY, NJ and CT counties.

17. We noticed the limit of pages for each tab. Given that this RFP will require a large amount of sub-consultants (8 to 10 in our case), the 10-page requirement on Tab 5 will permit only about 1 double side page per sub-consultant. This also will most likely limit each company to show the company profile, bios, etc. in one side of the page and the three (3) project profiles on the other side. Although we would like to have a couple of more pages, please confirm if this is what DASNY is pursuing. The above is under the assumption that 10 pages means 10 double sided pages, please confirm.

Response:

DASNY will accept double-sided pages.

18. Does the “Professional Term Contract Fee Schedule” apply to architectural fees only or total fees?

Response:

The DASNY Fee Schedule applies to the total fees. Exclusive of any additional services that agreed upon to be outside of the base scope of work.

19. Are the Cost Proposal information items required to be provided in a bound booklet separate from the rest of the information? (According to the RFP instructions, the Cost Proposal items have their own numbered tabs)

Response:

Yes, the expectation is that they are bound in a separate booklet.

20. Tab 7 on page 6 of the RFP, indicates to provide license numbers or copies of registration certificates for A/E team. Do you also want us to include in Tab 7 the MBE and WBE certificates of the subconsultants we propose to use? Or should these M/WBE certificates be placed in Tab 8 along with the Utilization Plan?

Response:

Please feel free to include MWBE/SDVOB certifications under tab 7. DASNY does its own review of MWBE/SDVOB firms to ensure they are properly certified.

21. One of our WBE has raised a concern regarding the multiplier form. They indicated the following:

“We do not have multipliers as we are a small firm with principal/owner level staff only and take profit shares as appropriate. Our hourly rate is \$220 and our multiplier is 1.0. We will not be able to fill out the Multiplier form and Rate Classification form but will prepare a letter request outlining the above. If this is an issue, we understand but won't be able to join you on the RFQ.”

Please advise on whether or not her response will suffice or if we have to engage another consultant.

Response:

DASNY will conduct contract negotiations with the firms that are selected for award.

22. Referring to section 4 of the RFP instructions (cost proposal) – can you clarify what information you'll need only from the prime and what you'll need from subconsultants for the cost proposal? Should it not be DASNY rates for subconsultants?

Response:

DASNY would like the proposers to submit a request for classification and rates form and a multiplier request using one of the four methods for both the prime consultant and any of its subconsultants they are proposing to partner with.

23. For Article 9 items 9.1 and 9.2 of the sample contract, are the Professional's Personnel Chart and Professional's Consultants Chart referenced in the sample contract as Appendices B and C required at this time?

Response:

DASNY will conduct contract negotiations with the firms that are selected for award.

24. I would like to inquire as to whether the full suite of sub-consultants and specialty disciplines mentioned on page 3, paragraphs 2 and 3 of the RFP are required (or encouraged) for the proposed project team, or if our team can reflect the scope of our expertise.

Response:

It is up to each firm to decide how they would like to structure their team and how to present their team to the evaluation committee as part of their response.

25. Do you have a list of specific consultants for which you would like us to provide information? We want to make sure that we put together the best suited team for this submission.

Response:

It is up to each firm to decide how they would like to structure their team and how to present their team to the evaluation committee as part of their response.

26. Do our subconsultants need to fill out the multiplier form or is it only applicable to us as the prime/architectural firm?

Response:

DASNY would like the proposers to submit a request for classification and rates form and a multiplier request using one of the four methods for both the prime consultant and any of its subconsultants they are proposing to partner with.

27. Regarding 2.1, will the selected firm be required to accept the terms and conditions (not Scope) of Sample Contract, or may we provide our comments as part of the RFP response?

Response:

DASNY will conduct contract negotiations with the firms that are selected for award.

28. Regarding Tab 2 on p.8, can you please confirm that FAR audited financials will be accepted as support of a multiplier that is higher than 2.5?

Response:

DASNY will conduct contract negotiations with the firms that are selected for award.

29. Will DASNY/CUNY be able to provide a list of the required consultant disciplines that should be included in the technical proposal submission?

Response:

It is up to each firm to decide how they would like to structure their team and how to present their team to the evaluation committee as part of their response.

30. If there is a portion of the scope that we can't provide under our agreement, should we include that exclusion language in our submission?

Response:

In accordance with the terms of the RFP, DASNY expects the proposing firms to perform the services outlined in section 2.1 of the RFP. DASNY will conduct contract negotiations with the firms that are selected for award.

31. May we include comments to the standard contract in our submission?

Response:

DASNY will conduct contract negotiations with the firms that are selected for award.

32. May we exclude hazardous materials?

Response:

It is up to each firm to decide how they would like to structure their team and how to present their team to the evaluation committee as part of their response.

33. May we exclude Geotech?

Response:

It is up to each firm to decide how they would like to structure their team and how to present their team to the evaluation committee as part of their response.

34. In Tab 2 of the Cost Proposal, please let us know what would suffice as a current financial statement.

Response:

The RFP indicates that the proposing firm: submit a DASNY Multiplier Form with a current financial statement. Another option would be to submit a FARS audited financial statement. DASNY would not be able to comment on the adequacy of the financial statements until contract negotiations with the awarded firms.

35. In Tab 3 of the Cost Proposal, please let us know what "unloaded" means.

Response:

Unloaded salaries are the actual direct salary rates that are being charged to DASNY for a specific employee.

36. On the DASNY multiplier form, are you able to send an example form we can use as a guide?

Response:

DASNY will not provide an example form at this time. DASNY will conduct contract negotiations with the firms that are selected for award.

37. For the admin expenses and salaries on the multiplier form, should these expenses be annual or monthly amounts?

Response:

Typically, these figures are driven by the most recent audited financial statements, which would be annual.

38. Please clarify the difference between the first column and the “Adjusted” column on the multiplier form. Are both columns required at the time of the RFP submission?

Response:

The Column for “Adjusted” is for internal DASNY use, if necessary.