

1	Section 4 Content of Cost Proposal	Please confirm that the Professional Fee Schedule represent the fee of the Architectural firm without consultants?	The Professional Fee Schedule covers all base services as defined in our Contract (Sample Contract to follow), regardless if they are provided by the Prime or the Subconsultant(s).
2	Section 4 Content of Cost Proposal	In lieu of an audited financial statement, would you accept a financial statement with an accompanying memo from our CPA saying that they prepared it?	No, firms must provide their most recent audited financial statement.
3	Section 1 General Information	Do all submissions needed to be prepared by an A/E team of consultants, or will the Client accept and review submissions for individual consultants? For example, can a structural engineering firm submit for solely structural engineering services?	Any firm that meets the minimum qualifications set forth in the RFP 2.5 Minimum Qualifications of Addendum No. 4 are encouraged to apply. Per Addendum No. 4, 2.5 Minimum Qualifications now reads as follows: "Licensed Professional Engineer with current NYS registration; and/or Licensed Architect with current NYS Registration". Please note, firms proposing as Prime Architects must have a licensed architect on staff as well as a licensed engineer either on staff or on their proposed subconsultant team. Firms proposing as Prime Engineers must have a licensed engineer on staff as well as a licensed architect either on staff or on their proposed subconsultant team.
4	Section 8 Important Information Affecting Proposers	Are proposers permitted to submit one (1) proposal for all or some of the panels we'd like to be considered for? Or are we required to submit separate proposals for each panel? If we are to submit separate proposals for each panel, are proposers required to have both licensed PEs and RAs on their proposed teams? If we can submit one (1) proposal for all panels, may we select all four (4) panels on the Firm Coverage Checklist? The current form only allows to select one panel.	Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected will be eligible for work Statewide.
5	Other : General	Can you provide the list of all incumbents to this contract?	Please see the list of incumbent firms attached.
6	Section 1 General Information	Under Section 1, 1.4 Firm Overview Do we have to submit for all services as a prime or can we choose certain disciplines listed to prime?	Firms may indicate which services are to be offered by a Prime vs. Subconsultant(s) as long as the proposal meets the minimum qualifications in the RFP as outlined in Addendum No. 4 . Please reference Attachment c.
7	Attachments	When will the addendum with the sample contract be published?	The date for the addendum, including the sample contract, has not yet been determined. It is anticipated that it will be issued imminently.
8	Section 2 – Engagement Information	Should our project team include subconsultants to cover all services listed under Section 2.1, or once a firm is awarded, will DASNY be selecting firms for specific projects based on areas of expertise as described in Section 2.3?	It is not necessary to cover all services listed under Section 2.1. Contracted firms may be engaged on projects based on their area of expertise, project location, and firm's past performance, among other things.

9	Section 1 — General Information	As a full-service firm, it is our intent to offer all of our services for all four (4) of the panels. Do we need to submit individual proposals for each one, or as in the past, can we submit 1 complete submission covering the entire State and disciplines? Or might we submit the exact same proposal in the four libraries?	Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected will be eligible for work Statewide.
10	Attachments	In the Firm Coverage Checklist, we are only able to select one option under question #4 - Identify the panel your firm would like to be considered for. Our firm provides architectural and engineering services both Downstate and Upstate. Are we only allowed to select one option?	Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected will be eligible for work Statewide.
11	Section 2 – Engagement Information	Please advise how and when can we get a copy of the Addendum referred to as Sample Contract RFP's key documents necessary for a comprehensive answer will be issued via Addendum.	The Addendum (Addendum No. 2), including the Sample Contract, is posted on DASNY's Website: https://www.dasny.org/opportunities/rfps-bids/2022/architectural-and-engineering-term-consultants It is listed under Attachments (drop down menu). (a1., a2., a3.)
12	Section 3 – Content of Technical Proposal	Is DASNY seeking RFP answers from complete teams of design consultants or design firms can individually answer the RFP for just their discipline(s), which in our case is Architecture.	Design firms can answer the RFP for just their area of expertise as the selection committees will be considering specialty firms. You do not have to come up with a team to cover all of the services identified in Section 2.1
13	Section 4 – Content of Cost Proposal	Please confirm that TOTAL DIRECT SALARIES in DASNY Multiplier Form refers to annual salaries.	Actual Hourly Salaries
14	Attachments	Please confirm that the HOURLY RATE in DASNY Classification and Rate Form refers to the hourly rate that the consultant pays the employees.	Actual Hourly Rate
15	Section 4 – Content of Cost Proposal	RFP's Tab 2 of Cost Proposal Overhead and Profit Multiplier, item a. refers to an approved STANDARD COST PROPOSAL FORM. Can you please provide or indicate where we can get a State-approved STANDARD COST PROPOSAL FORM?	DASNY issues an approved Standard Cost Proposal Form (SCP Form). If your firm does not already have an approved SCP Form, your firm will have to select one of the other options listed under Section 4 - Content of Cost Proposal - Tab 2 Overhead and Profit Multiplier (b., c., or d.)
16	Other : General	The RFP states that the cut-off time to submit questions is January 9th at 3:00 PM but it says on the portal that the cut-off time is January 5th. Should we adhere to the RFP or the given time on the portal?	Thank you, this has since been corrected. Please refer to Addendum 2 which extends the deadline for Questions and Answers to January 20th, 2023.
17	Section 1 — General Information	Is a firm permitted to submit a proposal for more than one "panel" (item 4 on Firm Coverage Checklist)? If so, please confirm that a complete technical/administrative/cost proposal is required for each panel or if one proposal can be submitted to cover more than one panel.	Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected will be eligible for work Statewide. Only (1) technical, (1) administrative, and (1) cost proposal is required.

18	Section 4 – Content of Cost Proposal	Can a reviewed Financial Statement be submitted in lieu of an audited Financial Statement?	No, firms must provide their most recent audited financial statement if selecting option d. under Tab 2 of Section 4 - Content of Cost Proposal. If your firm cannot submit a recent approved FARs audited financial statement, your firm will have to select one of the other options listed under Section 4 - Content of Cost Proposal - Tab 2 Overhead and Profit Multiplier (a., b., or c.)
19	Attachments	Are subconsultants to be included on the "i. Classification & Rate Form.xls"?	Yes - On a separate sheet. Each Firm, whether prime or sub, should have their own classification & rate form. Please note, if a firm is providing an approved Standard Cost Proposal Form, the classification and rate form is not required.
20	Section 1 – General Information	afternoon, I came across the subject solicitation and did not see Mechanical, Electrical, Plumbing (MEP) Commissioning Services in the RFP. Under this term contract, are you looking for MEP Commissioning Services as well? I look forward to hearing from you, Thank you!	We are looking for MEP Services among many other services, not including commissioning.
21	Section 1 – General Information	Under 1.4 Firm Overview...DASNY intends to select and contract with a comprehensive list of firms to provide services as a PRIME consultants.... RFI#1: Can a consultant submit multiple proposals with multiple teams as PRIME? RFI#2: Can a consultant submit multiple proposals with multiple teams as sub-consultant? RFI#3: Can a consultant submit proposals as a PRIME and as sub-consultant?	1. No, a firm can only submit (1) one proposal as a Prime. 2. Yes, a firm can be part of multiple teams as a subconsultant. 3. Yes, they may submit (1) one proposal as a Prime and can be part of multiple teams as a subconsultant.
22	Section 4 – Content of Cost Proposal	Our firm has a 2023 DASNY SCP (Standard Cost Proposal Form), is this sufficient to submit for the Tab 2 Overhead and Profit Multiplier?	Yes, this is sufficient for your firm. If you have subconsultants on your team, they will also need to provide one of the four "methods" under Tab 2. Overhead and Profit Multiplier.
23	Section 4 – Content of Cost Proposal	If we currently have a multiplier with DASNY can we just use that existing multiplier or do we need to re-apply for a multiplier?	Please reference: Section 4 - Content of Cost Proposal, Tab 2. Overhead and Profit Multiplier. "Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your subconsultants (if any) by using <u>one</u> of the following methods:" "a. Submit an approved Standard Cost Proposal Form" An approved SCP shows your approved multiplier and will suffice.
24	Section 3 – Content of Technical Proposal	How should we present side tabs if we are only required to submit an electronic copy of our proposal (as mentioned in Section 3.1)?	Please reference Addendum No. 2

25	Section 5 – Content of Administrative Proposal	Is the Administrative Proposal meant to be submitted as one file (as described on pg 16 section d. iii.) or are we required to upload each bullet point requirement (as described on pg 13 section 5) as separate files?	Separate Files, please reference Addendum No. 2
26	Section 7 – Submission of Proposals	The RFP says to provide the Administrative Proposal as separate, individual electronic files, but the uploading/submission instructions say to upload it as one proposal. Which should we do?	Separate Files, please reference Addendum No. 2
27	Section 3 – Content of Technical Proposal	On the Firm Coverage Checklist, it requires us to select a Panel. What exactly is meant by a panel? Are we allowed to select only 1, or can we select multiple? We are an A/E firm and would like to select Upstate Engineering and Upstate Architecture. Please advise, thank you.	A panel refers to the discipline or services being provided (Architectural or Engineering), as well as the geographic location (Downstate or Upstate) Firms must choose one (1) of the four (4) panels to be scored and considered for selection. However, any firm that is selected will be eligible for work Statewide.
28	Section 1 – General Information	The terms “panel, Upstate Engineer, Downstate Engineer, Upstate Architect, Downstate Architect” are not clearly defined in the RFP or the Firm Coverage Checklist. Please provide clarification on those terms.	A panel refers to the discipline or services being provided (Architectural or Engineering), as well as the geographic location (Downstate or Upstate) Firms must choose one (1) of the four (4) panels to be scored and considered for selection. However, any firm that is selected will be eligible for work Statewide.
29	Section 3 – Content of Technical Proposal	Must each subconsultant complete a Diversity Questionnaire to be included with the Technical Proposal, or is the Diversity Questionnaire required only of the Prime (proposer)?	Only the Prime is required to complete the Diversity Questionnaire.
30	Section 2 – Engagement Information	We are considering proposing services performed as a prime (or by subconsultants) limited to 3 of the 11 bullets listed under Section 2.1. Will we be disqualified from further consideration?	Any firm that meets the Minimum Qualifications in Section 2.5 of the RFP as outlined in Addendum No. 4 will be considered.
31	Other : General	Is DASNY's expectation that each proposing team (Prime with Subconsultants) will be able to cover ALL services listed on the Firm Coverage Checklist: (Acoustics/AV, Geotechnical Engineering, MEP/FP/FA Engineering, Bridging Consulting, Historical Preservation Consulting, Programming, Expediting, IT/ Security/Telecomm, Site/Civil Engineering, Exterior Envelope Consulting, Landscape Architecture, Structural Engineering, Forensic Engineering, Master Planning, and Vertical Transport Consulting.	Any firm that meets the Minimum Qualifications in Section 2.5 of the RFP as outlined in Addendum No. 4 will be considered.
32	Other : General	The Firm Coverage Checklist does not have a box for Architecture under heading 1 or 2. Is this correct?	The checkboxes on the Firm Coverage Checklist (for 1, and 2) represent subsets of the architectural or engineering services. Please check off the items your firm and subconsultants can provide. Please note that this checklist is not intended to be all inclusive of the services that you provide.
33	Other : General	Does this RFQ replace other traditional DASNY term agreement positions (e.g. Environmental, Cost Estimating, Geotechnical/Survey Appraisal, Construction Management, etc.)?	No, those contracts continue to exist. Please refer to Addendum No. 3, issued on 01/24/2023, which provides clarification regarding which term contracts are to be replaced through this procurement. If your firm currently holds a term contract with DASNY, your firm will need to submit a proposal to be considered for this term contract.

34	Other : General	What is the DASNY geographical area definition for Upstate Engineer/Architect vs. Downstate Engineer/Architect as indicated on the Firm Coverage Checklist No. 4 – Identify the panel your firm would like to be considered for?	Please reference Attachment d. DASNY Regional Map: Upstate Engineer and Upstate Architect : Regions 4, 5, 6, 7, 8, 9, 10 Downstate Engineer and Downstate Architect : Regions 1, 2, 3
35	Other : General	On the Firm Coverage Checklist, “Identify the panel your firm would like to be considered for” allows a firm to check off either Engineer or Architect. Does that mean that a firm can submit for Engineer ONLY without an Architect, or for Architect only without an Engineer?	Please refer to Section 2 - Engagement Information, 2.5 Minimum Qualifications which has been revised by Addendum No. 4 to provide clarification. Per Addendum No. 4, 2.5 Minimum Qualifications now reads as follows: "Licensed Professional Engineer with current NYS registration; and/or Licensed Architect with current NYS Registration". Please note, firms proposing as Prime Architects must have a licensed architect on staff as well as a licensed engineer either on staff or on their proposed subconsultant team. Firms proposing as Prime Engineers must have a licensed engineer on staff as well as a licensed architect either on staff or on their proposed subconsultant team.
36	Other : General	Do we need to include an Environmental Engineer or does DASNY contract that separately?	The submitting Firms have the discretion to present a team of their choosing.
37	Section 3 — Content of Technical Proposal	Under project requirements the RFP states: "Identification of a project contact with knowledge of the services provided by your firm (if different than owner) excluding DASNY employees with their name, title, and phone number". Does this mean that we cannot use a DASNY employee as a project reference even if the project was owned by DASNY?	The Owner contact information is required under the previous bullet: "Name and contact information of owner including phone number and email address; and" The bullet below "Identification of a project contact with knowledge of the services provided by your firm (if different than owner) excluding DASNY employees with their name, title, and phone number." Refers to if there is a contact with knowledge, outside of the owner and may not apply in every situation.
38	Section 4 – Content of Cost Proposal	RE: RFP7592, Section 4, Tab 2 Overhead and Multiplier- We submit this question as a courtesy to one of the MBE subconsultants we intend to use. However, the subconsultant requested to submit their approved FAR financial statement via email directly to the designated DASNY representative-Maria McNeil at mmcneil@Dasny.org; then request verification of proof from DASNY; and lastly provide us with a copy that proof to submit in our Cost Proposal. Is this compliant?	Yes, this is acceptable.
39	Section 3 — Content of Technical Proposal	Are sub-consultants required to complete the diversity questionnaire?	No, sub-consultants are not required to complete the diversity questionnaire.

40	Section 2 – Engagement Information	Please define the meaning and responsibility of “Bridging Consultant” (section 1 , 1.4) and “Bridging Documents” (Section 2, 2.1) in application to this contract.	Bridging Documents and Bridging Consultants are industry standard terms relative to a design build project. Their services include but are not limited to preparing the initial conceptual design and cost estimate, among other things, for the design-build team/contractors to use during the bidding/procurement of a design build contractor.
41	Section 4 – Content of Cost Proposal	Please advise if sub-consultants shall provide Classifications and Rates forms required per cost proposal TAB 3	Yes, sub-consultants shall provide Classifications and Rates Forms, if they are not submitting an approved Standard Cost Proposal (SCP) Form. Please refer to Tab 3. of Section 4 - Content of Cost Proposal.
42	Section 4 – Content of Cost Proposal	Shall we submit one Multiplier form per subconsultant?	Yes, one per firm.
43	Section 4 – Content of Cost Proposal	Who is to be reported on the classification & rate form, all employees or only those who are working on the project?	Employees who are going to work under the Contract.
44	Attachments	What are the Add, Delete, Update tabs in the DASNY Classification and Rate Form?	Add is for new employees that do not currently have approved rates. Delete is for employees that will no longer be working on this Contract. Update is used for employees when you are requesting a rate change.
45	Section 3 – Content of Technical Proposal	Please provide which Regions 1-10 fall into the Upstate Engineer, Upstate Architect, Downstate Engineer, and Downstate Architect panels. We're not sure which Panel to choose based on the Regions we service. Along those lines, can we choose more than one Panel to be considered for?	Upstate Engineer and Upstate Architect : Regions 4, 5, 6, 7, 8, 9, 10 Downstate Engineer and Downstate Architect : Regions 1, 2, 3 Firms must choose one (1) of the four (4) panels to be scored and considered for selection. However, any firm that is selected will be eligible for work Statewide.
46	Section 3 – Content of Technical Proposal	Under Project Experience it asks for a "Description of the relationship with the project team;" - Could you please explain what you're looking for? Is it saying to describe the relationship of the identified people on the project team for that specific project? What is there is only one member?	The committee would like to understand the relationship between the team (Whether it's the individuals of the prime or the prime and the subs) and discuss prior experience working together, familiarity with the firms on the team as well as the people proposed for this engagement.
47	Section 4 – Content of Cost Proposal	For Section 4, Tab 3 Classifications and Rates, are our subconsultants also required to complete the Classification & Rate Form or is this only for the Prime?	Yes, sub-consultants shall provide Classifications and Rates Forms, if they are not submitting an approved Standard Cost Proposal (SCP) Form. Please refer to Tab 3. of Section 4 - Content of Cost Proposal.
48	Section 5 – Content of Administrative Proposal	Please advise if sub-consultants need to provide all forms under section 5	No, Section 5 applies to the Prime only.
49	Section 4 – Content of Cost Proposal	If we have a previously approved DASNY multiplier, can we continue with that multiplier or do we need to submit for a new multiplier?	You can continue with the previously approved multiplier.

50	Section 4 – Content of Cost Proposal	In Q/A Round 1 (issued 1/6/23), item #2 states that firms must provide their most recent audited financial statement. According to the original RFP, however, an “audited” statement is not required for “Tab 2. Overhead and Profit Multiplier” Option C., which reads, “Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.” Please clarify.	The previous Q/A referred to an acceptable replacement document should the firm choose to satisfy the requirements of Section 4, Tab 2, under option d. If selecting to satisfy the requirements of Section 4, Tab 2 under option c. a current financial statement is required, along with a DASNY multiplier form.
51	Section 4 – Content of Cost Proposal	1. LHP will provide complied financial statements prepared by our Accountants. Would that be acceptable? 2. We have noticed the mention of the Professional Fee Schedule, which is not added in the list of attachments. Please provide a copy	1. If satisfying the requirements under Section 4, Tab 2, Option C - this would be acceptable. If satisfying the requirements under Section 4, Tab 2, Option D - an approved FARs audited financial statement from your firm's most recent year-end is required. 2. Please reference Attachment a1. Sample Contract (Chapter One), Appendix A – Professional’s Payment Schedule, Page 23
52	Section 3 – Content of Technical Proposal	1. From RFP, page 4, section 1.4, What does Engineering (point 5) stand for? OK 2. Is there any requirements for surveying services?	1. General Engineering Services 2. There are no requirements for surveying services, however, the submitting firm has the discretion to present a team of their choosing.
53	Section 3 – Content of Technical Proposal	Questions 1 and 2 of the Firm Coverage Checklist almost completely align with the Disciplines/Services identified in section 1.4, with the exceptions that "Architecture" and "Engineering" are not included on the checklist and "Acoustics/AV" is included. Therefore a firm answering question 1 that provides "Architecture" but not in a specific Discipline/Service identified would be required to leave question 1 blank, is this going to be considered a negative in the review of the proposal?	The checkboxes on the Firm Coverage Checklist (for 1, and 2) represent subsets of the architectural or engineering services. Please check off the items your firm and subconsultants can provide. Please note that this checklist is not intended to be all inclusive of the services that you provide. Not selecting any boxes under questions 1 or 2 will not automatically disqualify a firm.
54	Section 4 – Content of Cost Proposal	Will the fee proposals be a factor, by percentage, in the evaluation of proposals?	No, this is a qualifications based RFP.
55	Section 4 – Content of Cost Proposal	Will the fees for task orders assigned, for awarded firms, be lump-sum requests or time & materials?	Lump Sum vs Actual Expense will be determined on a task by task basis for each work authorization/work authorization amendment for each specific project.
56	Section 1 – General Information	Please confirm that a company/firm can submit more than one proposal for different services. For example, one proposal for Downstate Engineering and another separate proposal for Downstate Engineering	Firms must choose one (1) of the four (4) panels to be scored and considered for selection. However, any firm that is selected will be eligible to provide architectural and engineering services Statewide.
57	Section 4 – Content of Cost Proposal	Under Tab 2 Overhead and Profit Multiplier, the RFP requires the prime and/or sub to submit a current financial statement for a multiplier greater than 2.5. Due to sensitive financial information, is it possible that subconsultants can send in their financial statements separately? Maybe via email? Or do they have to be submitted with the proposal response?	Yes, please have them reference which prime consultant's team they are on and direct the information to Maria McNeil, Designated Representative, at UpstateRFPCoordinator@dasny.org Subject: "RFP 7592 - Prime Team (Prime Teams Name) - (Subconsultant Name) Sensitive Financial Statement"
58	Section 1 – General Information	To whom should our proposal cover letter be addressed to at DASNY?	Please address the proposal cover letter to the Designated Representative, Maria McNeil, identified in Section 7 of the RFP.

59	Attachments	The Firm Coverage Checklist does not list "ARCHITECTURAL SERVICES" as a category of services that the submitting firm or sub-consultants can provide. Is this intended?	The checkboxes on the Firm Coverage Checklist (for 1, and 2) represent subsets of the architectural or engineering services. Please check off the items your firm and subconsultants can provide. Please note that this checklist is not intended to be inclusive of all disciplines and services you and/or your subconsultants provide.
60	Section 4 – Content of Cost Proposal	Under Tab 2, a, would an approved Standard Cost Proposal Form or a previously multiplier from a "New York City Agency" be acceptable in lieu of "another State Agency."	DASNY will not accept a previous multiplier from a New York City Agency, only another New York State Agency.
61	Section 4 – Content of Cost Proposal	Under Tab 2, d, in lieu of an FARs audited financial statement would a review statement be acceptable. Thank you,	No, firms must provide their most recent FARs audited financial statement if selecting option d. under Tab 2 of Section 4 - Content of Cost Proposal. If your firm cannot submit a recent approved FARs audited financial statement, your firm will have to select one of the other options listed under Section 4 - Content of Cost Proposal - Tab 2 Overhead and Profit Multiplier (a., b., or c.)
62	Section 8 – Important Information Affecting Proposers	Can proposers enter into a joint venture for geographic-specific reasons if the associated firm is not included in the Term Contract RFP?	Firms submitting as a joint venture must adhere to the terms of the RFP to determine whether or not their firm meets the criteria of the RFP.
63	Section 1 – General Information	Confirm that " testing" of fenestration is only for testing specifications, not the actual physical tests.	This contract is for architectural and engineering services. Testing and related contractor services required to complete the necessary architectural and engineering services for a project may be authorized as a supplemental service.
64	Section 3 – Content of Technical Proposal	In Tab 3, Project Experience, one of the bullet points says "Description of the relationship with the project team." Can you please clarify what you are looking for here? Does it refer to the bullet point above it "Identification of team members involved and their role on the project;"?	The evaluation committee would like to understand the relationship between the team (whether it's the individuals of the prime or the prime and the subs) and discuss prior experience of firms working together, familiarity with the firms on the team, as well as the staff proposed for this engagement.
65	Section 1 – General Information	Please clarify the meaning of "panel" in Tab 1.v.	A panel refers to the discipline or services being provided (Architectural or Engineering), as well as the geographic location (Downstate or Upstate). Firms must choose one (1) of the four (4) panels to be scored and considered for selection. However, any firm that is selected will be eligible for work Statewide.
66	Section 4 – Content of Cost Proposal	Clarify if Project specific complexity factors can be applied to the fee curve. If so, please indicate the relevant DASNY guidelines.	Not at this time.

67	Section 3 — Content of Technical Proposal	LEED is not specifically mentioned in Tab 4, but a LEED checklist is a milestone submission requirement according to DASNY's design Professional Guide 3.4.7. Please clarify the requirement.	
68	Section 4 – Content of Cost Proposal	<p>1. For the cost proposal, Tab 3 (Classification and Rates), we already have existing contracts in place with DASNY that are subject to the 2% per year limit on increases.</p> <p>2. Can new actual rates be established for this proposal using the Classification and Rate Form? If so, will this affect current contracts already in place?</p> <p>3. Our company increase date is April 1st of each year. Since these contracts will not be awarded until 3/30/2023 (or later), can the submitted rates be estimated/escalated to the start of the contract to accommodate potential increases, or do they have to be actual rates in place at this time?</p>	<p>DASNY sustainability requirements are listed in the RFP under Section 1.2. In addition, sustainability requirements are referenced in the Contract.</p> <p>DASNY's expectations of sustainability is not only focused on LEED, but also includes many other commercially acceptable 3rd party rating systems.</p> <p>Additional information can be found in the Design Professional's Guide and Design Professional's Submission Requirements at https://www.dasny.org/tools-forms/policies-guidelines/design-and-construction-guidelines-and-policies.</p> <p>1. DASNY can consider new rates.</p> <p>2. No, it wouldn't affect the contracts that are already in place.</p> <p>3. No.</p>
69	Section 4 – Content of Cost Proposal	Does every sub-consultant have to provide a multiplier form and financial statement, or is this section of the cost proposal only required for the prime consultant?	<p>Refer to Section 4 - Content of Cost Proposal, Tab 2., Overhead and Profit Multiplier which reads: "Provide documentation indicating your firm's overhead and profit multiplier and that of your subconsultants (if any) by using <u>one</u> of the following methods"</p> <p>Subconsultants shall select either options a., b., c., or d.</p> <p>The above is for both Prime and Subconsultants.</p>
70	Section 3 — Content of Technical Proposal	The RFP has provided M/WBE goals (18% MBE and 12% WBE). Can the overall 30% M/WBE goal be met with a different combination of MBE and WBE percentages, or are the 18% and 12% goals fixed?	The goals for the underlying contract connected to this procurement are fixed.
71	Other : General	Can DASNY confirm the number of contracts to be awarded?	At this time, DASNY has not made a determination on the number of firms that will be selected under this procurement.
72	Section 3 — Content of Technical Proposal	Regarding our completion of the M/WBE and SDVOB Utilization Plan, please clarify how we should fill out line items where a dollar sign is indicated. Should proposers estimate a percentage of subconsultant fees associated with this consultant? Or since these dollar figures would all be project-specific, should proposers simply enter "tbd"?	Per Tab 6., bullet b., proposers are not to include specific dollar amounts on the utilization plan submitted as part of this procurement.

73	Section 4 – Content of Cost Proposal	In lieu of an audited financial statement, may small new firms submit a tax return for the most recent year?	A small new firm may provide a income statement and/or a profit/loss statement in lieu of an audited financial statement.
74	Section 3 – Content of Technical Proposal	The RFP requests responses from Architecture firms but there are limited options related specifically to architecture in the Specific Services and Disciplines listed in the Firm Coverage Checklist. Is there any other scope anticipated related to architecture?	The checkboxes on the Firm Coverage Checklist (for 1, and 2) represent subsets of the architectural or engineering services. Please check off the items your firm and subconsultants can provide. Please note that this checklist is not intended to be all inclusive of the services that you provide.
75	Section 4 – Content of Cost Proposal	Regarding a response to RFP Section 4, Tab 2, Overhead and Profit Multiplier, we are currently undergoing an FAR audit. Can we provide the DASNY Multiplier Form with the intent of substituting it with the FAR audited financial statement once we receive it?	No, firms must provide their most recent FARs audited financial statement if selecting option d. under Tab 2 of Section 4 - Content of Cost Proposal. If your firm cannot submit a recent approved FARs audited financial statement, your firm will have to select one of the other options listed under Section 4 - Content of Cost Proposal - Tab 2 Overhead and Profit Multiplier (a., b., or c.)
76	Section 4 – Content of Cost Proposal	Regarding RFP Section 4, Tab 2, subsection “a.”, please provide an example of the Standard Cost Proposal Form.	The Standard Cost Proposal Form will list your accepted rates for each classification under this contract, as well as your approved multiplier should you be awarded.
77	Section 4 – Content of Cost Proposal	For the DASNY Classification and Rate form, this being at a minimum a 4-year contract, will we be able to add staff and modify rates and titles as they change?	For Adding Staff: You may submit the Classification and Rate Form and Check "Add" next to each new staff member. For Updating Titles: You may submit the Classification and Rate form and Check "Update" to update staff member titles. Firms may submit a modification of rates once a year. Submission of said rates is not a guarantee that they will be accepted.
78	Attachments	Regarding Contract Chapter One, Appendix A, Section A, is the fee schedule and breakdown a sample or the actual payment schedule that will be used for projects under this contract?	Yes, this is DASNY's actual fee schedule that shows the calculation per phase of a project based on the construction budget a specific project falls into.
79	Attachments	Regarding Contract Chapter One, Appendix A, Section B, will we have the ability to modify rates and titles for the Maximum Hourly Rates?	Firms may submit a modification of rates once a year. Submission of said rates is not a guarantee that they will be accepted.
80	Section 3 – Content of Technical Proposal	Tab 3. Project experience - if we are using a project example where we were a subconsultant to another firm, do we still need to provide a contact name/title/phone/email for the Owner? Often we don't have direct contact with the Owner; they are usually in contact with the prime consultant.	If you are the subconsultant on a project and you do not have information on the owner, please list the Prime's information.
81	Section 3 – Content of Technical Proposal	Do the project examples have to be from completed projects or can they be in construction (design completed?)	Firms may submit project examples that are currently ongoing. They do not have to be completed projects.

82	Section 4 – Content of Cost Proposal	Is there a maximum cap for hourly rates for any technical classification?	No, DASNY determines whether rates are fair and reasonable in relation to industry standards. DASNY may request payroll for verification of requested rates as necessary.
83	Section 2 – Engagement Information	Please clarify Section 2.5: Must proposers retain both a licensed professional engineer and a licensed architect within the Proposer firm?	<p>The Prime proposer must meet the minimum qualifications of having a Licensed Professional Engineer with current NYS Registration and a Licensed Architect with current NYS Registration on staff, meaning they should be on the Prime's staff.</p> <p>Firms proposing as Prime Architects must have a licensed architect on staff as well as a licensed engineer either on staff or on their proposed subconsultant team. Firms proposing as Prime Engineers must have a licensed engineer on staff as well as a licensed architect either on staff or on their proposed subconsultant team.-Please refer to Addendum No. 4 for revisions to 2.5 Minimum Qualifications.</p>
84	Section 3 – Content of Technical Proposal	Are Proposers bound to the subconsultants they list for Section 3 Tab 2? Should this list be exhaustive of potential/previous subconsultants?	While firms are not bound to using only the subconsultants provided, firms are expected to employ the Team that they present under this proposal.
85	Section 3 – Content of Technical Proposal	Must a Prime consultant provide the license numbers, registration certificates, and/or Certificates of Authorization from the State Education Department for its subconsultants performing architectural or engineering consulting?	Yes.
86	Section 4 – Content of Cost Proposal	Are proposers bound to the staff they name under the Classification and Rate form? Should this list be exhaustive of potential team members? May Proposers list employee classes and actual hourly rates without names?	The Classification and Rate form should include all staff anticipated to provide services under this contract. Should you be awarded a contract and need to include additional staff to provide services under this contract, another Classification and Rate form may be submitted include additional staff. No, proposers may not list employee classes and actual hourly rates without names under this proposal.
87	Section 3 – Content of Technical Proposal	<p>RFP States "Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Engineering Services must possess a Certificate of Authorization to provide Engineering Services in New York State from the State Education Department. Include a copy of this certificate if proposing to provide engineering services"</p> <p>- Are you looking for copies of licenses for each team member such as: New York State Professional Engineer, LEED AP, CEM, CCP, etc. ?</p>	Yes.

<p>88 Section 1 — General Information</p>	<p>The Sample Contract Chapter One seems to indicate everyone needs to be a registered professional. Can you confirm if this is correct? We are including three (3) staff members on our team that are registered Professional Engineers in the state of New York. Will that suffice?</p>	<p>The proposing firm must be a registered professional in order to be selected and/or awarded a contract.</p> <p>Please reference Section 2 - Engagement Information, 2.5 Minimum Qualifications of the RFP: which has been revised by Addendum No. 4 to read as follows:</p> <p>"Licensed Professional Engineer with current NYS registration; and/or Licensed Architect with current NYS Registration".</p> <p>Please note, firms proposing as Prime Architects must have a licensed architect on staff as well as a licensed engineer either on staff or on their proposed subconsultant team. Firms proposing as Prime Engineers must have a licensed engineer on staff as well as a licensed architect either on staff or on their proposed subconsultant team.</p> <p>As long as the minimum qualifications are met, a firm will not be disqualified.</p>
<p>89 Section 3 — Content of Technical Proposal</p>	<p>RFP States "Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract. If submitting an approved Standard Cost Proposal Form a Classification & Rate Form, is not required". What standard Cost Proposal Form are you referencing? Can you provide an example?</p>	<p>DASNY issues an approved Standard Cost Proposal Form (SCP Form). If your firm does not already have an approved SCP Form, your firm will have to select one of the other options listed under Section 4 - Content of Cost Proposal - Tab 2 Overhead and Profit Multiplier (b., c., or d.).</p> <p>An example SCP will not be provided.</p>
<p>90 Section 1 — General Information</p>	<p>Are we able to bid just on commissioning scope?</p>	<p>No, please continue to review DASNY's website for other upcoming opportunities.</p>
<p>91 Section 11 – Insurance</p>	<p>We do not carry any of the policies listed under Chapter 3, 8.4 Other insurance provided: i. United states Longshore and Harbors Workers Comp ii. Pollution Liability iii. Railroad Protective Liability iv. Unmanned Aircraft System (UAS) v. Marine Protection & Indemnity and Hull Machinery</p> <p>We are a commissioning firm. Will we need to carry the above?</p>	<p>Term Contracts awarded under this RFP will be for Architectural and Engineering Services, not commissioning.</p>
<p>92 Section 11 – Insurance</p>	<p>Confirming our sub-consultants need to carry identical insurance requirements?</p>	<p>DASNY does not monitor insurance requirements for sub-consultants. However, per Chapter 3, Article 8 of the Sample Contract, it is the Prime Consultant's responsibility to ensure that all sub-consultants possess the required insurance policies, coverages and limits.</p>

<p>93</p> <p>Section 3 — Content of Technical Proposal</p>	<p>For TAB 3: Project Experience, can we submit projects we worked with DASNY in the past, or are you looking for other projects with other clients?</p>	<p>Please refer to Section 3 - Content of Technical Proposal, Tab 3. Project Experience, letter b.</p> <p>"Project examples, from within the past ten (10) years illustrating the team's experience providing services for a wide variety of project types and for a variety of project phases. Provide no more than five (5) project examples from the prime firm and no more than ten (10) project examples from your proposed team of subconsultants."</p> <p>The Proposer is to decide which projects best illustrate their experience.</p>
<p>94</p> <p>Section 7 – Submission of Proposals</p>	<p>We are submitting both downstate and upstate. Will we need to provide separate proposals or can we combine downstate and upstate into 1 proposal and submit under each?</p>	<p>Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected and contracted with will be eligible for Architectural and Engineering work Statewide.</p> <p>Only (1) technical, (1) administrative, and (1) cost proposal is permitted.</p>
<p>95</p> <p>Section 3 — Content of Technical Proposal</p>	<p>In the RFP it is stated that "identification of a project contact with knowledge of the services provided by your firm (if different than owner) excluding DASNY employees with their name, title, and phone number."</p> <p>Does this mean that we cannot use a DASNY contact even if the project owner is DASNY? Please clarify</p>	<p>Firms are required to provide the Owner information under Section 3(b) bullet 9. Bullet 10 requires firms to provide a point of contact if said person is not the Owner.</p>
<p>96</p> <p>Section 4 – Content of Cost Proposal</p>	<p>We are participating on teams for the Solicitation 7592 - AE Term Consultant RFP but wanted to know how to submit our FAR calculation financial backup documentation directly to DASNY rather than to the specific teams.</p>	<p>You may send to the Designated Representative, Maria McNeil at UpstateRFPCoordinator@dasny.org</p>
<p>97</p> <p>Section 3 — Content of Technical Proposal</p>	<p>In Section 3.1, Tab 1. Cover Letter – the original RFP listed requirements 'f' to 'i' (completed copy of Firm Coverage Checklist, statement confirming proposer is willing to provide services in a timely manner, statement that the Proposer understands that selection does not guarantee any services will be requested, and signatures).</p> <p>But in Addendum No. 2, the revised 3.1, Tab 1. Cover Letter section does not state that 'f' to 'i' should be included – should requirements 'f' to 'i' in the original RFP still be included in the submission or not?</p>	<p>Language was removed by Addendum No. 2 in error. Please refer to Addendum No. 3 which restores the original language of Section 3.1 Tab 1 of the RFP.</p>
<p>98</p> <p>Section 3 — Content of Technical Proposal</p>	<p>Should the submitting firms and their subconsultants provide a blank SCP, or an SCP that was completed for a prior DASNY project?</p>	<p>If indicating your firms overhead and profit multiplier using bullet point a. under Tab 2 Overhead and Profit Multiplier, please provide a copy of your approved SCP, provided by DASNY without hours (blank). Please keep your approved rates within the SCP.</p>

99	Attachments	Regarding Sample Contract (Chapter Three), on page 22 of 51, we request that you strike the following item "m. Professional and Subconsultant means and methods."	Please include any objections to the Sample Contract with your proposal submission. Please refer to Section 5, bullet f. of RFP for additional details.
100	Section 5 – Content of Administrative Proposal	In Addendum No. 2, you indicate file naming formats for the required separate items; however, the items that were previously listed as f and g are now a and b. Are you requesting those items be combined into a single document, and what is the file naming format?	Each file should be submitted separately. Please refer to Section 7, Submission of Proposals, for naming convention requirements.
101	Other : General	Can a team of professionals propose on both an Engineering and Architecture Term Contract? Can a team of professionals propose on both downstate and upstate regions? Has the "Detailed Scope of Services" as indicated in Section 2.2 of the RFP been provided?	Firms must choose one (1) of the four (4) panels to be considered for. However, any firm that is selected and contracted with will be eligible for Architectural and Engineering work Statewide. Yes, a Detailed Scope of Services has been provided. Please refer to Addendum No. 2 and Attachment a2. Sample Contract (Chapter Two).
102	Section 1 - General Information	If my firm only specializes in one of the professional services listed in 1.4 or 2.1 -- and we do not intend to subcontract additional consultants for the remainder of the services -- do we meet the minimum qualifications for this RFP? For example, if my firm wishes to provide only Master Planning services, are we eligible to apply? Or are we expected to seek subcontractors in order to assemble an entire "team" that can perform all the professional services listed on the RFP?	Please refer to Section 2 - Engagement Information, 2.5 Minimum Qualifications in the RFP Addendum No 4 , to determine if your firm meets the minimum qualifications. All firms that meet the minimum qualifications under the above mentioned section will be considered.
103	Section 1 - General Information	Is it DASNY's expectation that each team should be capable of providing all of the services listed in RFP Section 1.4? Will DASNY select teams that provide only some of the services?	Please refer to Section 2 - Engagement Information, 2.5 Minimum Qualifications in the RFP. All firms that meet the minimum qualifications under the above mentioned section will be considered.
104	Section 1 - General Information	Is there an anticipated scope of services for Forensic Engineering?	Term Contracts awarded through this procurement include the scope of services outlined in Addendum No. 2 and Attachment a2. Sample Contract (Chapter Two). Services are anticipated to include investigation of failures or other performance problems areas, which may include, but are not necessarily limited to: structural, civil, electrical, mechanical and plumbing, fire and explosion investigation, fire protection and roofing and building envelope specialties. For additional information please refer to Addendum No. 3, issued on 01/24/23.

105	Section 1 - General Information	<p>1. We will be proposing the Prime Architect with several sub-consultants, is it correct that we must provide sub-consultants for every category that we do not fulfill on the checklist?</p> <p>2. Our current address will be changing at the end of February, can we list both addresses in our proposal?</p> <p>3. On page 5 item 2.2 Scope of Service states that a detailed scope of services is included in chapter 2 of the attached sample contract. I could not locate the sample contract from the list of attachments, kindly can you provide this.</p> <p>4. Under section 4 of the RFP, the cost proposal is defined as being broken down into tabs 1, 2, and 3. However, section 3 requires the proposal cover letter to be Tab 1; the "Firm and Proposed Team" to be Tab 2; and "Project Experience" to be Tab 3. Please advise if the cost proposal should be a separate document.</p>	<p>1. Please refer to Section 2 - Engagement Information, 2.5 Minimum Qualifications in the RFP revised by Addendum No. 4. All firms that meet the minimum qualifications under the above mentioned section will be considered.</p> <p>2. Yes, please feel free to indicate your existing and future address.</p> <p>3. The Sample Contract is posted on DASNY's Website. Please navigate to: https://www.dasny.org/opportunities/rfps-bids/2022/architectural-and-engineering-term-consultants</p> <p>The Sample Contract is listed under Attachments (drop down menu). (a1., a2., a3.) The detailed Scope of Services is located in Attachment a2. Sample Contract (Chapter Two), Section 1.2 - Scope of Services Description</p> <p>4. Yes, the Cost Proposal is a separate document. There are (3) three proposals that are required to be submitted (Technical Proposal, Cost Proposal, Administrative Proposal). Please refer to Section 7 - Submission of Proposals for further information on how to submit.</p>
106	Section 3 - Content of Technical Proposal	<p>1. Can we submit a proposal as Prime and also sub on another team?</p> <p>2. Are all disciplines listed on page 4, section 1.4 of RFP required to be on team?</p> <p>3. Per section 2.2 Scope of Services, "included in Chapter 2 of the attached Sample Contract.", Sample Contract and therefore Scope of Services was not included in RFP. Is this available?</p> <p>4. Per Section 3, content of Technical Proposal, Tab 1, Cover Letter, d.: if all disciplines are NOT required, do we specify which services we are willing to perform?</p>	<p>1. Yes, submitting as a Prime consultant does not preclude a firm from also submitting as a subconsultant.</p> <p>2. Please refer to Section 2 - Engagement Information, 2.5 Minimum Qualifications in the RFP revised by Addendum No. 4. All firms that meet the minimum qualifications under the above mentioned section will be considered.</p> <p>3. The Sample Contract is posted on DASNY's Website. Please navigate to: https://www.dasny.org/opportunities/rfps-bids/2022/architectural-and-engineering-term-consultants</p> <p>The Sample Contract is listed under Attachments (drop down menu). (a1., a2., a3.) The detailed Scope of Services is located in Attachment a2. Sample Contract (Chapter Two), Section 1.2 - Scope of Services Description</p> <p>4. Please identify the disciplines and services your firm is able to provide on the Firm Coverage Checklist and in your response to Section 3, Tab 2, Bullet a. Please also refer to Addendum No. 2.</p>
107	Section 4 - Content of Cost Proposal	<p>Is the multiplier form to be completed with all the current Firm's staff yearly salary or the employees that will perform under this contract?</p>	<p>The employees that will perform under this contract.</p>
108	Section 4 - Content of Cost Proposal	<p>Our employees receive an annual compensation, not hourly. Shall we calculate 52 Weeks x40?</p>	<p>Yes, Actual Salary.</p>
109	Section 2 – Engagement Information	<p>Does this procurement replace/encompass previously executed term contracts?</p>	<p>If your firm currently holds a term contract with DASNY, your firm will need to submit a proposal to be considered for this term contract. Please refer to Addendum No. 3, issued on 01/24/2023, which provides additional clarification regarding which term contracts are to be replaced through this procurement.</p>