

September 14, 2015

ADDENDUM NO. 8

PROJECT: DCE-MI, DCE-SM, DCE-MED, DCE-LG, Twenty-six Architectural and Engineering Design Requirements Contracts for Micro, Small, Medium and Large Projects, Citywide

PIN: 8502016VP0005P-30P

THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

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Questions and Answers

- Questions and Answers from consultants are attached to this addendum.

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By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.

THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER FOR THE CONTRACT AND ATTACHED TO THE TECHNICAL PROPOSAL.

Veronica Nnabugwu
Deputy Agency Chief Contracting Officer

Name of Firm

By _____
(Signature of Partner or Corporate Officer)

Title _____

Questions and Answers

Question 1: Is a New York City business address a requirement for this RFP?

We are a Westchester based Architecture firm and do private work in NYC. We can demonstrate we have an ongoing “presence” in the city but do not maintain an office in any of the 5 boroughs. Are we eligible for the Design Requirements Contracts?

Answer: Your firm does not need to be based in NYC.

Question 2: Our firm is a landscape architecture firm interested in potentially teaming with Architects for their Twenty-six Architectural and Engineering Design Requirements Contracts for Mirco, Small, Medium and Large Projects, Citywide proposal submissions. Some architects are telling me that landscape architects are supposed to be submitted as part of this proposal submission while others have told me that landscape architecture qualifications are not to be included at this time. Can you please clarify if landscape architecture qualifications should be submitted with the architects proposal submission?

Answer: Landscape architecture qualifications are not to be included at this time.

Question 3: In light of the mention of LEED and Passivhaus in both the RFP and the Pre-Proposal meeting, should we be including a Sustainability Consultant as part of our consultant team?

Answer: A sustainability subconsultant is not to be included at this time.

Question 4: Please clarify if those employees listed under Professional Staff should only include those that are licensed to practice architecture in NY State.

Answer: Please refer to RFP page 16 for the requirements describing which professionals must be licensed.

Question 5: In reviewing the documents for this RFP, I see 2 Schedule B forms- one is dated June 2013 (and has Part 1 completed by contracting agency,) the other is dated July 2015, but does not have Part 1 filled out. Which would you prefer we use? I have attached both.

Answer: Please complete the Schedule B in Attachment 7 of the RFP, where Part I is completed by the Contracting Agency.

Question 6: This question relates to Addendum no. 5: Attachment 4 – do I need to provide personnel information for structural, MEP & cost estimating?

Answer: Yes, please complete attachment 4 including key personnel for your subconsultants.

Question 7: What are the requirements for M/WBE for this proposal?

Answer: M/WBE participation goals will be established based on individual task order. When the task order is issued, a goal will be assigned.

Question 8: Is the Appendix A and Certificates of Insurances required from ALL subconsultants or only the Proposer at the time of the submission?

Answer: Appendix A and Certificate of Insurances are not required to be included in your technical proposal submission.

Question 9: Addenda 4 states, and at the pre-proposal meeting it was stated, that the proposal need only specify and include qualifications materials for the proposed Architect and the MEP designer. I would just like to confirm that the prime does not need to identify or include qualifications materials for any other proposed members of its team, for example, landscape architect, civil and/or structural engineer, lighting designer, etc. need not be disclosed?

Answer: Please refer to Attachment 3 for the list of required subconsultants. Please provide qualifications for all the subconsultants identified in this attachment.

Question 10: Must the proposal include all of the professions/skills listed in attachments 3 and 4? In other words, may an architect propose on his own, with the understanding that a team would be assembled that is responsive to specific projects?

Answer: All subconsultants listed in Attachment 3 must be identified for the purposes of this RFP. Firms in the micro category do not have to provide staff members for all the architectural titles listed.

Question 11: Section IV.B.1 requests that “at least one (1) ... (project) should demonstrate ... the ability to manage an *integrative design process*” (highlight is mine). *What is meant by this phrase?* The integration of various consultants? A holistic approach to design? Something else?

Answer: The intent is to demonstrate the firm’s approach to sustainability and demonstrate that it is applied holistically and prioritized throughout the design process, resulting in a fully integrated design including systems and structure.

Question 12: Section IV.B.1 requests examples of “past work relevant to the work described in Section II”. Section II, in turn, defines the work as being “specified by the Commissioner on a task order basis”, followed by a distinction between contracts on the basis of the size of their budgets. Is there a definition of the type of work we should include in our response, that would be considered relevant for this RFP?

Answer: Please include the work that best represents your firm’s experience.

Question 13: Attachment 7 Schedule B Part II - Is this simply a list of potential consultant types for potential jobs, ie. waterproofing consultant, expediter, etc. or are we to identify actual firms in Section II?

Answer: It is a list of anticipated sub consulting work scope.

Question 14: Do you require a M/WBE Schedule B and a Doing Business Data Form from the Prime only or also from the subs?

Answer: Only the prime needs to submit M/WBE Schedule B and the Doing Business Data form.

Question 15: Can you confirm that projects featured in the SF 330 can be different than the projects featured in the main technical proposal? Or, should they be the same?

Answer: The projects should be the same.

Question 16: We are WBE architects wishing to team with an MBE architect to submit a bid for this RFP. Can we be the lead architect, and the MBE be one of our team members? I do not see a line item to allow that format of submission.

Answer: You must establish a Joint Venture in order to submit a proposal with another architecture firm.

Question 17: In calculating the percentage of M/W-BE participation for each work order, does the prime firm MBE status count towards that percentage?

Answer: Yes, if the prime is not an Asian owned MBE

Question 18: The RFP refers to New York New York City Administrative Code(new) - Chapter 1 - § 6-129 In section (34) (d) of this chapter, there are specific goals for MBE/WBE firms under professional services contracts. These goals do not appear to include any percentage for Asian-Americans. Does this mean that a prime or subconsultant MBE Asian-American firm will not count toward the MBE participation goals on this contract? Also, are the 'goals' a specific requirement, for example the 37% WBE number?

Answer: Asian owned MBE will not count toward M/WBE participation goal. Goals will be unspecified in ethnicity.

Question 19: For the submission can you clarify for us that we only need one package consisting of what is delineated below (not 3 copies of what is delineated below?):

- Technical Proposal (including original, copy of original, USB with PDF) which includes Attachments 1-5
- Schedule B (Attachment 7)
- Doing Business Data Form (Attachment 8)

Answer: Firm needs to submit one original Schedule B in a separate sealed envelope and one Doing Business Data Form in a separate sealed in envelope. As for the technical proposal please submit one original, one copy and a PDF copy on USB/CD. Included in your technical proposal are SF254/255 or SF 330 and Attachments 1-5.

Question 20: Does this mean that an M/WBE form is not required to be submitted with the ‘proposal,’ but, that the proposer agrees to do so if awarded a contract?” Or, do we submit Exhibit H and SCHEDULE B – M/WBE Participation Requirements for Master Service Agreements That Will Require Individually Registered Task Orders?

Answer: M/WBE participation goals will be established based on individual task order. When the task order is issued, a goal will be assigned. Please submit the Master Service Agreement Schedule B Form with your proposal.

Question 21: Our firm has multiple design partners. May we include more than one lead designer on this proposal and later, in response to a future MiniRFP, propose a team led by one of those designers?

Answer: Yes.

Question 22: Which of the 5 below are the 4 principals you want addressed? They are listed differently in the RFQ and the Design Consultant Guide.

1. Equity
2. Healthy living
3. Resiliency
4. Sustainability
5. Growth and excellence.

Answer: The RFP combines Healthy Living and Equity in the list of principals. Regardless of the number, please address all as they represent important values for our agency.

Question 23: If a firm has already been awarded a DDC contract in recent years, are they still allowed to submit and how much does that affect the proposal evaluation?

Answer: A firm that has been awarded a DDC contract is allowed to submit a proposal. All proposals will be evaluated as per Section V, Paragraph B of the RFP.

Question 24: We are in the WBE process and should receive certification within the next weeks, please advise if this will be considered as WBE, the certification will be given before start of the work.

Answer: In order to receive credit for its own participation, a firm must be certified with NYC Department of Small Business before work starts.

Question 25: On what schedule does DDC pay?

Answer: Consultants can invoice DDC once every 30 days. Once an invoice is approved by the Project Manager, it may take up to 30 days for DDC to review, process and submit the payment.

Question 26: Within the architectural team, can the Principal and Project Architect be the same person? We noticed that there aren't any hourly rates listed for Principal level.

Answer: Principal and Project Architect may be the same person. Please refer to contract article 7.3.4 with regards to payment for principals.

Question 27: We are including an architectural design consultant on our team. Should the architectural design consultant be separate from the prime? In attachment 4, should we write them in as an independent sub-consultant or include them within the Architectural Design Services Personnel section?

Answer: The prime for this proposal must be an individual or firm licensed to practice architecture in NYS. For two architecture firms to submit together they must form a Joint Venture. An architecture sub-consultant is not required.