

September 11, 2015

ADDENDUM NO. 7

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: Are submitting firms and their Architects required to be licensed in the State of New York? If so, would it be acceptable to provide proof that an NCARB reciprocity is in process?

Answer: Please refer to Addendum No. 4 and Addendum No. 6 that were issued on DDC's website (<http://ddcftp.nyc.gov/rfpweb>). Unfortunately, documentation of reciprocity in process will not be sufficient.

Question 2: Regarding the minimum requirements for Architectural personnel under the micro-project category. Are we correctly understanding that regardless of company category (micro, small or large) it is necessary that the Principal be licensed with 10 years' experience and that the Project Architect also be licensed with 7 years' experience?

Answer: Yes, that is correct.

Question 3: Are we able to submit independently, even though we are not licensed?

Answer: Prime must be an architectural firm with at least one principal being a licensed architect.

Question 4: Do we need to submit as a sub-consultant to another architecture firm?

Answer: If you are not licensed you will need to form a Joint Venture (JV) with a licensed firm.

Question 5: If we do submit with another firm, will they be able to submit a separate, independent proposal as well? Do we need to submit with partner engineer firms?

Answer: Yes, you will be able to submit an independent proposal. Once you successfully formed a JV, then you can submit the engineering firm as a sub-consultant.

Question 6: Can you confirm that a non-architectural firm can be the prime on this project? There is a form (Exhibit B, page 30 of the contract) that request the name of specific subconsultants, but the list does not indicate the Architectural firm. The implication is that an Architectural firm would have to be the prime, either by themselves or in a JV.

Answer: The Prime needs to be an architectural firm.

Question 7: Since the name of the project listed Contracts for Architectural and Engineering Firms, I had thought as a professional engineering firm we would be able to submit. Today, we receive a copy of Addendum No. 4, which states that the projects will only be awarded to licensed architectural firms. I am correct in assuming that we are now ineligible to submit our proposal to DDC.

Answer: The intent of this contract is to hire A&E teams with the architect as the primary contract holder.

Question 8: Are firms allowed to submit for multiple contracts [Micro, Small, Medium, Large]?

Answer: Firms can only submit for one category: micro, small, medium or large.

Question 9: Is the subject RFP only requesting bidders that can provide all Architectural and Engineering disciplines required for a giving building project in 1 team? Or can individual architectural or engineering firms specializing in one discipline also apply?

Answer: The intent of this contract is to hire A&E teams with the architect as the primary contract holder.

Question 10: In Addendum 4, it states that "contracts will be awarded to a person or firm licensed to practice architecture in the state of New York." Can the person that is licensed work for the firm/offeror to qualify for this award?

Answer: A firm needs to be authorized to practice architecture in accordance to the State Education Law. Please refer to the NYS Education Department, Office of the Professions, and to Addendum No 6.

Question 11: Can we combine all headquarters and branch office information for the Technical Proposal and Doing Business Data Form?

Answer: Yes, please note that the firm size is determined by the total number of Professional Staff in the company, including all office locations.

Question 12: Are there particular architectural personnel that are required? For example, do you need to include a principal if you have a project architect?

Answer: At a minimum the firm must have at least one licensed architect as principal of the firm.

Question 13: Regarding the subject RFP, can you clarify the size requirement as it pertains to micro, small, medium and large firms? Is it the number of staff for all offices of a firm or just the NYC office?

Answer: The Professional Staff requirements for the micro, small, medium and large projects are listed on page RFP-5. A firm size is determined by the total number of Professional Staff in the company, including all office locations. Administrative staffs are not considered Professional Staff.

Question 14: If we qualify for the Small Projects contract and are therefore also eligible to propose for Micro Projects, are we to submit two separate proposal packages—one for Small Projects and one for Micro Projects?

Answer: Firms must submit one proposal based on the number of professional staff in the firm, please refer to RFP-5.

Question 15: If our firm brings on other consultant teams UNDER us, NOT as joint ventures, do their employee counts ADD to ours in order to arrive at the number required for the levels of employment for project types?

Answer: Any firms included under your firm are considered sub-consultants. Those should be listed in Attachment 3, and their staff does not count toward your Professional Staff requirements.

Question 16: Is it ONLY the lead applicant that can apply employee count to the project type requirements.

Answer: Yes, that is correct.

Question 17: How will DDC ensure that firms responding are actually the size they claim to be?

Answer: Firms are required to complete SF 254 and 255 or SF330. Each form requires the firm to indicate the number of personnel by discipline. The Doing Business Data form is a certification form for the entity, officer, owners and managers and will be reviewed. If an award is made and during the life of the contract it is discovered the firm misrepresented its structure, DDC will take necessary actions to address the matter.

Question 18: We are in the process of getting our MWBE certification and should receive it before the end of the year. Is the RFP only open to MWBE that are currently registered?

Answer: This RFP is open to every firm, whether they are M/WBE firm or not. Please note that a vendor must be certified at work commencement in order to receive credit for M/WBE participation.

Question 19: Schedule B in MWBE (pg 39)- This seems to be for general contractors. Do we as architects/engineers need to complete?

Answer: Schedule B –M/WBE Participation Requirements for Master Service Agreement must be completed and submitted with the proposal.

Question 20: Please clarify if there is any particular MWBE target. Our architecture firm does not have MWBE status, so would using MWBE subconsultants for other required disciplines have any impact on the DDC evaluation process and improve our chances of obtaining a contract?

Answer: The M/WBE participation goal will be established on individual task order level. M/WBE participation requirement can be fulfilled by qualifying M/WBE subconsultant under Local Law 1 of 2013(WBE, Hispanic MBE, African American MBE). If a M/WBE participation goal is established for a certain task order, the utilization of M/WBEs is required.

Question 21: Since Schedule B was included in this proposal, have M/WBE participation goals been set? If not, is there an estimate of these goals?

Answer: Although M/WBE Participation goal will be set on individual task order level, you are still required to complete the Master Service Agreement Schedule B Form. There is no estimate for the goals, since task order scopes have not been established.

Question 22: Are you able to give us a range of MBE/WBE participation goals that will be found on the individually registered task orders?

Answer: No task order has been issued; therefore the agency has not set a goal yet.

Question 23: Schedule B -M/WBE: Is the intent that all services that might be required for projects and which will not be performed in-house by the Prime Contractor should be listed here, or only those services which the Prime Contractor intends to subcontract to a MBE or WBE firm?

Answer: All works that are intended to be subcontracted out.

Question 24: Schedule B -M/WBE: Please confirm that only a description of types of subcontracts is required – the firms which would be subcontracted do not need to be identified?

Answer: You may disclose the names of the firms if you know who they are. Otherwise “Enter brief description of all the type(s) of subcontracts for all/any services you plan on subcontracting if awarded this contract”, as described in the Schedule B.

Question 25: In attachment 7 (M/WBE participation requirements), could you clarify the schedule B part II (subcontractor participation plan)?

Answer: As the Schedule B described: Section I: Fill in your firm’s information; Section II: Enter brief description of all the type(s) of subcontracts for all/any services you plan on subcontracting if awarded this contract; Section V: Sign and date.

Question 26: If I am a prime and I am M/WBE, would that allow me to meet the M/WBE goal?

Answer: Yes, however if you are an Asian-Owned MBE your own participation will not count.

Question 27: Is there a sample M/WBE sub-consultant utilization plan?

Answer: No. A complete Schedule B submission is your utilization plan.

Question 28: Where in the Technical Proposal does Attachment 2 (“Certification of Compliance with Iran Divestment Act”) belong?

Answer: There is no specific section Attachment 2 needs to be in as long as it is included your technical proposal. Please note that Attachment 2 needs to be signed and notarized by your firm.

Question 29: Is ‘Key Personnel’ part of ‘Experience of Proposer and Subconsultants’ or is it separate?

Answer: Yes, “Key Personnel” is part of “Experience of Proposer and Subconsultants”.

Question 30: The Doing Business Data Form (Attachment 8) attached to the RFP Document lists the “Transaction Type” as a ‘Pension Investment Contract’. Please confirm if this is an error.

Answer: This is an error; the Transaction Type should read “Contract”. Please refer to Addendum No.3.

Question 31: Project Descriptions – 10 projects are featured in the SF 330. The RFQ also requests project description info in Supporting Documentation, Experience of Proposer and sub-consultants. Are we correct to assume that the Supporting Documentation should include additional illustrative material to the SF 330 Section F? Is there a minimum or maximum number of projects to be included in the Supporting Documentation section?

Answer: Yes, the supporting documentation should include additional illustrative material to the SF330. There is no minimum or maximum number of projects to be included in the supporting documentation section.

Question 32: Does the “Introductory Material: Cover Letter” call for only the firm name and address, and the name, address, and telephone number of the person authorized to represent the firm

Answer: Firm name, address, and telephone number are required on the cover letter. However, the page can contain additional information.

Question 33: Does “Supporting Documentation: 1. Experience of Proposer and Subconsultants,” include a minimum/ maximum number of past works?

Answer: There is no minimum or maximum number of past works that needs to be included in your proposal submission as long as the projects are “relevant”.

Question 34: In the section “Supporting Documentation: 1. Experience of Proposer and Subconsultants,” regarding the request for information about “one (1) project to demonstrate capacity in sustainable design and the ability to manage an integrative design process,” Should applicant submit a complete set, one half-size set, or some other selection of a set of technical drawings and details for a project? Also, is there a useful baseline amount of information for examples of the same from other projects? Are technical drawings included within the Technical Proposal or attached as addendum?

Answer: We cannot accept full drawing set, however you may include technical drawings as part of your proposal as per Section IV, B on page RFP-21. The technical drawings should be bound in your 8 ½ X 11 submission.

Question 35: Is there a maximum amount of pages in total for the Technical Proposal?

Answer: There is no page limit for your technical proposal.

Question 36: Confirmation of Vendex Compliance- Must we submit the form found here? [http://www1.nyc.gov/assets/mocs/downloads/pdf/Vendex/vendor_questionnaire_2014%20-%20Fillable%20\(140925\).pdf](http://www1.nyc.gov/assets/mocs/downloads/pdf/Vendex/vendor_questionnaire_2014%20-%20Fillable%20(140925).pdf)

Answer: Yes, you can complete the Vendor questionnaire form found on the referenced website. Please submit the completed form to the Mayor's Office of Contract Services. Please note that Attachment 6- Confirmation of Vendex Compliance is not required in your technical proposal submission, only upon written notification from DDC (please refer to page RFP-23).

Question 37: Shall we submit our insurance information now or is that only required if we are selected?

Answer: Insurance certificates are not required with your technical proposer submission. DDC will notify the selected firms when to submit their insurance.

Question 38: When submitting visual materials of our past work, are we able to submit projects that did not take place in New York City? New York State?

Answer: Yes, you can submit visual materials of past work outside of New York City and State.

Question 39: When submitting our Technical Proposal, would you like us to submit the entire PDF or just the pages that were filled out by us? Shall we re-number them?

Answer: If you are referring to submitting the RFP that was posted on our website as a PDF, then just complete the necessary forms as requested in the RFP. The forms should not be altered in any way.

Question 40: Attachments - Please confirm that the following attachments (which are listed in the RFP Table of Contents) are not required to be submitted at this stage as they are not included in the Proposal Package Contents Checklist:

Attachment 9: Whistleblower Protection Expansion Act Rider

Attachment 10: Subcontracting Compliance Notice

Attachment 11: Displacement Determination Form- Pursuant to City Charter 312 (A)

Answer: The referenced attachments are for information purpose only.

Question 41: Standard Form 255 seems like it must be filled out for a specific project.

Answer: Form 255 is intended to be completed for each of the firm's completed projects submitted to demonstrate the firm's experience.

Question 42: Please confirm that the information requested on pages RFP-20 and RFP-21 under Subsection B. Technical Proposal must be included in addition to a completed SF 330. Some of the items requested in both Subsection B and Form 330 are redundant (ex: project descriptions and resumes).

Answer: Yes, please complete SF330 and provide the requested information on page RFP-20 and RFP-21.

Question 43: Please clarify the personnel for whom resumes should be submitted. Is it only for the key personnel listed on Attachment 4? Or, is it for all personnel listed on pages RFP-16 and 17?

Answer: Please provide resumes for the key personnel listed on Attachment 4.

Question 44: There appears to be a discrepancy in titles between Attachment 4 and the list of personnel on pages RFP-16 and 17. For example, Attachment 4 lists “Senior Architect”, but the list of personnel on page RFP-16 does not list this role. How shall we reconcile?

Answer: Please refer to Addendum No.5 that was issued on September 2, 2015.

Question 45: Section IV, Subsection B1—Experience of Proposer and Subconsultants (page RFP-21) requires “visual materials...relevant to the work described in Section II of this RFP.” If we are submitting a proposal for a Small Projects contract are we then limited to including only project examples with a construction value under \$15,000,000?

Answer: No, you can include project examples of any construction value.

Question 46: In the technical proposal the RFP states to include resumes under Key Personnel and in the entire proposal package the RFP calls for completed Forms SF254 and SF255 or SF330. Are you looking for detailed long form resumes in the technical proposal and the same resumes in the SF 254/255 or SF330 format as well?

Answer: Yes, please include detailed long form resumes and the resumes in SF254/255 or SF330 format.

Question 47: Are you looking for completed SF254 and 255 or SF330 from the prime consultant and also completed Standard Forms from the subconsultants? Or are you looking for combined standard forms with the prime consultant and additional subconsultants into one Standard Form format? The RFP is not very clear on this, please clarify.

Answer: Please submit separate SF254/255 or SF330 for each project completed by your subconsultants.

Question 48: Who completed the section page 28 that indicates the proposal is 2 sided on recycled paper?

Answer: The revised Attachment 1: Statement of Understanding and Certification needs to be completed by the Partner or Corporate Officer of the firm.

Question 49: I am a VENDEX vendor already, do I need to send you my number?

Answer: You do not need to send me your vendor number, but you should include this number on Schedule B-Part II: Subcontractor Participation Plan where it asks for the “FMS Vendor ID”.

Question 50: RFP- 30 who certifies we do not obtain energy from Iran? this is an architectural company, we only obtain energy from Con Edison

Answer: The prime firm needs to complete and sign Attachment 2: Proposer's Certification of Compliance with Iran Divestment Act.

Question 51: Pg -60 this appears to be the agreement that will ultimately be signed by the City and Architect, does this get signed now by me or later if awarded the project?

Answer: The firm will be required to sign the contract agreement after they have been selected.

Question 52: Pg 90 you have indicated a fee schedule, can we use this as an addendum for our proposal? As we have no idea of the value of a project until it is awarded?

Answer: You are not required to include a fee proposal as part of your submission for this RFP.

Question 53: Pg 91 also with the rates schedule

Answer: You are not required to include hourly rates as part of your submission for this RFP.

Question 54: Does the cover letter have to be in a standard format?

Answer: Please refer to page RFP-20, Section IV, Paragraph B for details on cover letter.

Question 55: Does each firm in the joint venture need to submit a Doing Business Data Form?

Answer: In order to submit as a Joint Venture you need to establish a single legal entity. It is that legal entity that should submit the Doing Business Data Form and all other documentation.

Question 56: Does each firm in the joint venture and subconsultants need to submit an M/WBE participation requirements form?

Answer: The Joint Venture firm needs to fill out the M/WBE participation requirements form.

Question 57: For a Joint Venture, how should the design architect be identified in Attachment 4? Should we just use 5 total team members from both firms to fill every role?

Answer: Yes, you can use five team members from both firms to fill the roles in Attachment 4.

Question 58: Do both firms in a Joint Venture need to submit Vendex forms?

Answer: Upon written notification from DDC, the proposer shall submit Attachment 6. If a firm is a joint venture, then one form needs to be submitted for the JV.

Question 59: Should we combine all Form 330s of the Joint Venture into one packet?

Answer: The Joint Venture firm and each of its subconsultant firms need to complete individual SF 330.

Question 60: Regarding the SF254 form: when I downloaded the form from the DDC website, I found that in Section 9- Summary of Professional Services Fees the boxes for the last 5 years are labelled 20__, 20__, 20__, 19__, 19__. I'm wondering if there's a more up to date version that doesn't have any 19__ boxes?

Answer: Please put a line through where it says "19" and indicate the correct year.

Question 61: Attachments 1, 2, 3, 4: attach in the body of the supporting documents (as noted on RFP-21) or separately at the end of the technical proposal (as noted on RFP-22)?

Answer: Please include all attachments at the end of the technical proposal.

Question 62: On form 254: should intern architects be listed as architects or draftsmen?

Answer: Please list intern architects as Junior Architectural Designers.

Question 63: On form 254 section 4: should foreign work commissioned by domestic clients be listed as foreign?

Answer: Section 9 is the only section of this form that refers to domestic vs. foreign work. For the purposes of this section please categorize the fees for such work as domestic.

Question 64: How relevant will experience outside of NYC be to the selection process?

Answer: Please include the work that you feel best represents your firm's experience.

Question 65: Do sub-consultants need to complete the Doing Business Data Form?

Answer: Only the prime firm needs to fill out the Doing Business Data Form.

Question 66: The following list of sub-consultants was culled from the charts on RFP-16 – RFP-17, please confirm that they should all be included in the response.

MEP Engineer, Structural Engineer, Cost Estimator, Landscape Architect, Acoustical Engineer, Vertical Transportation, LEED / Energy Consultant, Façade Consultant, Geotechnical, Lighting Designer

Answer: Please refer to Attachment 3 for the list of required sub-consultants. These are the only subconsultants required for the purposes of this RFP. Additional subconsultants may be required on a task order basis, and if so, they must meet the criteria listed in the contract.

Question 67: Are we required to include a principal from each specialty consultant firm as well as the personnel/job titles listed RFP-17? It is unclear from the matrix as a number of the required specialties are from a variety of firms but only 1 principal in listed?

Answer: No, please complete Attachment 4, Identification of Key Personnel.

Question 68: Are proposers allowed to include additional sub consultants, different from the types that are listed on attachment 3? For example, can an expeditor be included?

Answer: Firm should only include subconsultant listed in Attachment 3.

Question 69: Will the core subconsultant team be required to submit their qualifications along with the prime consultant, or is the DDC simply looking for a list? Do subconsultants have to submit forms SF254 and SF255?

Answer: Firms are required to submit qualifications for their subconsultant(s), including forms SF254 and SF255.

Question 70: Should a Form 330 be submitted for each member of the Consultant Team, or should we include one overall Form 330 for the entire Team?

Answer: The firm and each of its subconsultants need to complete separate SF330.

Question 71: Please confirm if Fire Protection Design is part of the HVAC Design discipline as noted on Attachment #3 or a design Specialty as noted in the Minimum Requirements Per Title table on page RFP-17.

Answer: Fire Protection Design services are assumed to be provided by your HVAC subconsultant. However, if you chose a subconsultant whose services does not include fire protection design as a specialty subconsultant per RFP-17 then it must be added to your team.

Question 72: Please confirm if Landscape Architecture Design is part of the Architectural Design discipline as noted in the Architectural Personnel table on page RFP-16. Also, it is not noted in Attachment 4-Identification of Key Personnel under Architectural Design Services Personnel. Is this correct?

Answer: Landscape Architecture Design is not part of the Architectural Design discipline and is not noted in Attachment 4.

Question 73: Attachment 3; Page RFP-31; Identification of Sub-consultants. Will any of the disciplines and/or specialty services identified in Question #4 be added to Attachment 3?

Answer: These disciplines and/or specialty services will not be added to Attachment 3.

Question 74: Where can we find a checklist for all the information required from our subconsultants? Currently I see Attachments 3 and 4 which ask for information about the consultants.

Answer: There is no checklist, however subconsultant must complete SF 254/255 or SF330.

Question 75: Do the subconsultants need to submit a portfolio of their work?

Answer: Please refer to RFP P.21, Section 4, Paragraph B.

Question 76: Do the subconsultants need to be based in New York City or State?

Answer: Subconsultants do not need to be based in New York City or State.

Question 77: Are small firms allowed to have sub consultants that are large firms?

Answer: Yes, subconsultants can be of any size.

Question 78: RFP- 31 I have no idea of scope, as it stands I have no subs planned, Attachment 3

Answer: A firm needs to identify the sub-consultants listed in Attachment 3 as part of their response to this RFP.

Question 79: We are not a certified M/WBE. Is it more important, i.e., a stronger submission, to team up with certified M/WBE engineering subconsultants that we have NOT worked with in the past in order to meet the M/WBE participation goals, or with firms that we have had a proven successful working collaboration that are NOT M/WBE?

Answer: M/WBE presence is not a criterion for proposal evaluation.

Question 80: Consultants provided as part of the submission - are you required to use these on each project?

Answer: it is expected that your firm use the subconsultant identified in your submission for the projects where their services are required.

Question 81: Is an architecture firm required to have an engineer as a consultant as part of the submission?

Answer: Yes, please refer to Attachment 3 for the required engineering services.

Question 82: Can a firm be both prime and sub?

Answer: If a firm provides both architecture and engineering services, the firm may submit a proposal as an architecture firm (prime), and be listed on a different proposal as an engineering firm (sub).

Question 83: How important are the specific sub-consultants in the overall evaluation?

Answer: Subconsultants and their experience are considered as part of the Experience of Proposer and Subconsultant and the Key Personnel which factor into the Quantity and Quality of Successful Relevant Experience under the evaluation criteria.

Question 84: What types of projects does the RFP cover, i.e. buildings or infrastructure? Page 8 of the RFP, Article 6.3.1, states that the Areas of Design service will be set forth in Article 7.2.2, but that article is missing.

Answer: The projects will be for public buildings. Article 7.2.2 can be found on page 11 of the Contract.

Question 85: Would you be able to tell me what types of projects the NYC Dept. of Design and Construction typically bids out?

Answer: The New York City Department of Design and Construction (DDC) was established in 1996 to act as New York City's primary project manager for the majority of capital construction projects through its two Divisions: Public Buildings and Infrastructure. As the City's primary capital construction

management entity, DDC renovates existing and constructs new buildings and infrastructure. DDC Public Buildings projects include cultural institutions, libraries, government buildings, laboratories, sanitation facilities, emergency shelters, transportation facilities, firehouses, health clinics, senior centers, child care centers, courts, correctional facilities, police precincts and emergency medical stations. We implement the project goals of 25 client agencies.

Question 86: Are these projects mostly in one category, for example, small projects, micro projects or are they large projects?

Answer: We anticipate that there will be projects in all categories.

Question 87: How many projects does DDC anticipate putting out during the term of the contract?

Answer: In the previous years, the average has been 15 projects per year.

Question 88: Are these projects related to the damage done by Hurricane Sandy?

Answer: It is not anticipated that project related to hurricane sandy will be awarded under this contract.

Question 89: Are projects from the current cycle listed in one place? Is there any way to see examples by project size?

Answer: DDC projects are not listed publicly by contract or project size. Recent projects are featured on DDC's website.

Question 90: Is there a list available of DDC clients?

Answer: Please refer to page 6 of the Design Consultant Guide for 2016 contracts, posted on the DDC website.

Question 91: What percentage of micro and small project would include housing and hospitality use?

Answer: It is not anticipated that housing and hospitality projects will be awarded under this contract.

Question 92: Do we need to put our NY location as the primary office?

Answer: No, you can use any office location as the primary.

Question 93: There are several references to the title of the RFP throughout the document. Please confirm/clarify the correct title we should use to identify our proposal.

Answer: Please use the title on the RFP cover.

Question 94: The July 2015 Requirements Contract Exhibit F reference a July 2015 Design Consultant Guide. However the Design Consultant Guide available for download at the link provided is August 2015 and is listed "for 2016 Contracts". Will the August 2015 Guide apply to this Contract?

Answer: The August 2015 guide will apply for this contract.

Question 95: Will all firms on the Requirements Contract that fall within the identified construction budget range for a particular project be invited to propose on that project?

Answer: Yes, that is correct.

Question 96: Will all firms on the Requirements Contract be required to submit a proposal for each project that falls within the identified construction budget range?

Answer: Firms are not required to submit a proposal but any firm choosing not to submit for a particular project must issue a statement to that effect.

Question 97: Pg 98, who is the contracting agency? DDC?

Answer: DDC is the Contracting Agency.

Question 98: Pg 134 who is the broker?

Answer: An insurance broker is a specialist in insurance and risk management. Brokers act on behalf of their clients and provide advice in the interests of their clients. Upon written notification from DDC the proposer shall submit the Certification by Insurance Broker or Agent form.

Question 99: At the end of the Pre-Proposal Conference, John Goddard said architects must register on line with the DDC. I did not hear the context and don't know quite what to look for on the DDC site. Can you clarify this for me?

Answer: When downloading the RFP from DDC's website you are asked to register and provide your contact information. That is the online registration referenced.

Question 100: Rates by title for many trades are listed in the RFP. Will all contracts and task orders be invoiced on an hourly basis or will there be opportunity for lump sum invoice task orders?

Answer: All project fees are paid on a lump sum basis, except for specific services identified as hourly.

Question 101: Will there be another RFP for engineering firms?

Answer: Yes, an RFP for engineering firms is coming soon, and will be posted on the DDC website.

Question 102: We are applying as a joint venture and while we each have our own EIN number we will apply for a joined EIN number only if we are awarded this contract. Can we use our individual EIN Numbers on all of the forms, so that each form has two EIN Numbers?

Answer: No. A joint venture is a unique business entity with its own EIN number. Please refer to Addendum No. 6. DDC does not recognize the corporate configuration wherein one company is "in association with" another. Relationships between two or more firms shall be either as a joint venture or prime consultant/subconsultant. In event that a proposal is received wherein two or more firms are described as being "in association with" each other, DDC will treat the relationship as one of prime consultant/ subconsultant(s). Please refer to Section I, Paragraph C.

Question 103: Can the Financial Questions (Items: 9-11) on form SF 254 be completed individually by each of the firms? As we are not an existing Joint Venture YET, each of the firm will have a separate list of examples.

Answer: The joint venture firm needs to complete the SF254 form.

Question 104: How should Sections 2 &3 of the Doing Business Data Form be filled out for a Joint Venture which has not been established yet?

Answer: The joint venture firm needs to complete the Doing Business Data form.