

**Architectural Design Services  
Requirements Contracts - RFP  
Questions and Answers  
September 18, 2017**

- Q1. As a wayfinding consultant, I am looking to team with primes on this RFP. Although I am reaching out to my contacts, I am wondering if the list of those that submit a "Notice of Intent" will be published anywhere.
- A1. The Queens Library (“the Library”) will not be publishing a list of firms that submit a Notice of Intent. The Library will be seeking Board approval of selected firms as a result of this RFP when competed. The Library has a dedicated web page for its Board of Trustees and selected firms will be listed.
- Q2. Our firm does not have the required experience in public sector and/ or not-for-profit entities within the last three (3) years. May they team with a local architecture firm as part of a Joint-Venture or teaming agreement to still submit for this RFP?
- A2. As stated in RFP section, “VI. THRESHOLD CRITERIA”, only Proposals submitted from Proposers who meet threshold requirements, will be considered by the Library. RFP section, “VII. PROPOSAL REQUIREMENTS” question 13. provides an opportunity for proposers to identify any proposed sub-contractors.
- Q3. What are the anticipated Fees. Per year, for this IDIQ?
- A3. “IDIQ” is a U.S. federal government contracting acronym meaning indefinite delivery/indefinite quantity. The Library in its Request for Proposals for Architectural Design Services Requirements Contracts has not utilized the acronym of “IDIQ”.
- The Library has not identified anticipated fees per year. Additionally, the Library does not guarantee work to selected firms. For information regarding the Library’s Capital Projects, please visit the Capital Project’s web-page at:  
<http://www.queenslibrary.org/about-us/capital-projects> .
- Q4. Is there a pre-bid meeting planned for this action? If not, I see there was a notation for firms to submit their intent to bid. Can that list be provided for us to reach out to them?
- A4. This RFP does not include a pre-bid meeting. The Library will not be publishing a listing of firms that submit a notice of intent.
- Q5. Can you clarify how many hard copies of proposals are to be submitted?
- A5. RFP section “II. CONTACT INFORMATION” requires proposers to submit two (2) hardcopies of your technical and cost proposals and a CD or a flash drive or similar

device that contains your proposals in either Microsoft Word or PDF format are due no later than 3:00 p.m. on September 21, 2017, in a sealed package or packages.

Proposers are to provide two hard copies of its technical proposal and two hard copies of its cost proposal. Additionally, both proposals are to be submitted in electronic format on a CD or a flash drive or similar device that contains your proposals in either Microsoft Word or PDF format.

Q6. I cannot find the location of questions and answers (and launched from the link in the RFP). Where would I find them?

A6. At the time when this question was asked the Library did not have answers to questions to post. As provided in RFP section “II. CONTACT INFORMATION”, responses to any questions received will be posted on the Library’s web site at <http://www.queenslibrary.org/about-us/proposals-and-bids> as they are received.

Q7. We are preparing to submit for your Queens Library Architectural Design Requirements Contracts RFP due on September 21, 2017. In preparing for the submission, we are working on building a team to accommodate the Library’s needs. We understand the M/WBE requirement specifies a participation goal of 37%, divided differently depending on each contract. The requirements/definition for New York State vs. New York City differ for certified M/WBE firms. **Can you please specify whether Queens Borough Library follows the NYS M/WBE requirements or the NYC M/WBE requirements?**

A7. As provided in RFP section, “V. SCOPE OF SERVICES”, “SECTION 13 – MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE PARTICIPATION GOALS”, item 2, which states, “Minority Business Enterprise and Women Business Enterprise participation goals may vary from SOW to SOW and the Library’s source of funding and its requirements shall be a significant factor in determining participation goals.”

The Library anticipates that the majority of projects that require M/WBE goals will be subject to New York City M/WBE requirements. However, in the event that the funding source is from New York State, New York State M/WBE requirements could apply.

Proposers submitting proposals should be prepared to meet New York City M/WBE requirements and New York State M/WBE requirements. Successful proposers that are awarded work during the contract term shall be required to meet M/WBE requirements as specified by the Library by a Statement of Work.

Q8. Is there is any Pre-proposal site walk? Or if you have already had the pre-proposal site walk and we missed it in this case if there is any chance to help us to arrange it for us?

A8. No there is not a pre-proposal site walk.

Q9. The proposal requirements state that it should be limited to 20 single-pages in total (not including resumes) and shall have a 12-point type with standard margins.

- a. Does the 20 page limit also include Forms # 1, 2 and 3 and the Doing Business Form?
- b. Our Audited Financial Statements are at least 16 pages, how do we include this in your page count?
- c. Some of the questions under General Information (18 page limit) are also covered in Form #1, 2, and 3. For example number 10 on page 35 states to indicate 3 recent clients as references. References are asked in Form #2. Under number 12, provide copies of two most recent audited financial statements – this alone would be over 20 pages.
- d. Number 14, and 15 on page 35 of RFP are also repeated in Form # 3 Vendor Responsibility Questionnaire. Do we also address these questions in the proposal?
- e. Do you expect the resumes including the subconsultants' resumes to be in 12-point type?
- f. Is the 20 page limit and 12 point type an absolute necessity or are you flexible with the page limit?

A9.

- a. RFP section, “VII. PROPOSAL REQUIREMENTS, A. Management and Qualifications” applies a 20 page limit to Cover Letter (2 page limit) and General Information (18 page limit)” only.

Forms and other requirements of the RFP outside of A. Management and Qualifications” are not subject to the page limitation.

- b. Financial information is not subject to the page limitation.
- c. See answers to a. and b.
- d. Forms are not counted towards the page limit. See answers to a. and b.
- e. No.
- f. As clarified in these answers to the above questions, proposers should be able to submit a responsive proposal within the page limits. 12 point type is a size that the Library is able to view clearly. Smaller type may result in a proposal being unable to be read. Larger type would impact the proposer in its ability to stay within the page limits.

Q10. Could you tell me if all specialty consultants (ie: AV design, vertical conveyance systems, testing for hazardous material etc) would be hired directly by the architect? And would their fees be paid out of the Architects Fee?

A10. Yes specialty consultants referenced above would be hired directly by the architects.

As per RFP section, "VII. PROPOSAL REQUIREMENTS, B. Cost" proposers are to provide its Maximum Design Fee and Maximum Hourly Rates.

Proposers' Maximum Design Fee and Maximum Hourly Rates are to include the proposer's payment to specialty consultants (ie: AV design, vertical conveyance systems, testing for hazardous material etc).

Proposers are reminded that failure to provide the Maximum Design Fee and Maximum Hourly Rates as requested will result in a submission being deemed non-responsive.

Q11. Can you clarify that The Queens Library will potentially select a few architecture firms for the work required over the three year period?

A11. As provided in RFP section, "III. CONTRACT PERIOD" the term of the contract would," be for a (3) three year period with (2) two one year options to renew at the Library's sole discretion. The contract period can be up to five years.

As stated in the first paragraph of the RFP, "the Library intends to award contracts to multiple firms."

Q12. We have reviewed the proposal for Architectural Design Services and are wondering what the range in scope and size is anticipated to be for each project? Is there a designated construction budget for the potential projects?

A12. As stated in RFP section "IV. BACKGROUND" , "The Queens Library's Capital Projects Management Department is seeking qualified firms to provide as needed architectural design services to the Library. For information regarding the Library's capital projects please visit the Library's Capital Projects webpage:

<http://www.queenslibrary.org/about-us/capital-projects>

Additionally, please see page 29 from the Library Board's July 27, 2017 meeting:

[http://www.queenslibrary.org/sites/default/files/services/pdf/7\\_27\\_17-BOTAgendaPacketFINAL.pdf](http://www.queenslibrary.org/sites/default/files/services/pdf/7_27_17-BOTAgendaPacketFINAL.pdf)

Q13. Regarding RFP # 0817-2, "Request for Proposals for Architectural Design Services," we understand that the total goal for M/WBE participation is 37%. Are there separate percentage requirements for MBE and WBE participation goals?

Also, to confirm, is there no requirement for SDVOB participation?

- A13. The name of this RFP is Request for Proposals for Architectural Design Services Requirements Contracts.

As stated in RFP section “V. SCOPE OF SERVICES, SECTION 13 – MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE PARTICIPATION GOALS”, “1. Minority Business Enterprise and Women Business Enterprise participation goals will be communicated by the Library in each SOW” ; and “2. Minority Business Enterprise and Women Business Enterprise participation goals may vary from SOW to SOW and the Library’s source of funding and its requirements shall be a significant factor in determining participation goals.”

M/WBE Goals will be determined by the Library for each statement of work.

Proposers are reminded as per the above references section, “3. Firms responding to this RFP should factor a thirty-seven (37) percent Minority Business Enterprise and Women Business Enterprise participation goal in providing its Maximum Design Fee and Maximum Hourly Rates.

This RFP does not have any references to SDVOB.

- Q14. After reviewing the capital project on your website the scope of work varies from small upgrades to larger additions and new libraries. As part of your submittal requirements you have asked for a **maximum design fee (page 36)** as a percentage of estimated construction cost - with such large variation in the possible project costs it is difficult to provide a maximum design fee.

For example, the replacement of the bathrooms and windows at the Peninsula Library with a budget of 125,000 will warrant a larger percentage for a design fee compared to the Rego Park Building Replacement for 7,149,000. Is there a way to break down the construction budgets into small/med/large ranges to allow for architect to adjust their fee accordingly? Or pick one price range of construction budget as a guideline?

- A14. Proposers are to review the revised RFP posted on September 18, 2017 including changes to RFP section, “VII.PROPOSAL REQUIREMENTS, B. Cost” which details the Maximum Design Fee as a Percent of Total Construction Cost. These changes include:

Total Construction Cost – For the purpose of calculating the Maximum Design Fee based on a percentage of the “Total Construction Cost,” the Total Construction Cost for a project shall be defined as the total dollar value of all required construction work for the project, calculated in accordance with the bid prices contained in the construction contract(s), which have been accepted by the Library and paid for thereunder. The total actual cost of construction for the project shall be determined by the Library upon completion of the project. Such total actual cost of construction for a project shall not include the items set forth below:

- a) Any amounts of accepted change orders to construction contract(s) for the project, except where such change orders increase the scope of the work for the project;
- b) Any allowance amounts or otherwise designated amounts for construction work, whether for specified lump sum items or for unit price items, included in the original price for the construction contract(s), which remain unexpended at the conclusion of the project;
- c) Any amounts for bonus payments to the construction contractor(s), whether payment is by change order or through allowances provided in the construction contract(s);
- d) Any amounts for work omitted from the construction contract(s); and
- e) Any amounts for construction work which is determined to be defective, unsatisfactory or not in accordance with the construction contract(s), unless such work has been accepted by the Library subsequent to such a determination having been made.

This solicitation is a Request for Proposals for Architectural Design Services Requirements Contracts. The Library intends to award contracts to multiple firm for its requirements needs throughout the contract term. As required in RFP section, “VII. PROPOSAL REQUIREMENTS, B Costs”, proposers are to provide its cost proposal as follows:

“In a separate, sealed interior envelope labeled “Cost Information”, provide your firm’s Maximum Design Fee and Maximum Hourly Rates by using the tables below. Provide the Maximum Design Fee in percentages. The Maximum Design Fee and the Maximum Hourly Rates must be the highest design fee and hourly rates that your firm shall charge during the term of the contract and must include your firm’s ability to meet the thirty-seven (37) percent Minority Owned Business Enterprise and Women Owned Business Enterprise participation goals.

**NOTE: Failure to provide the Maximum Design Fee and Maximum Hourly Rates as requested will result in a submission being deemed non-responsive.**

The Library is requesting that proposers provide its maximum pricing during the contract term. Firms that are awarded contracts will not be able to increase its pricing during the contract term, however the Library may request lower pricing.

As further stated in this section of the RFP:

In submitting its proposal, proposer agrees that the Maximum Design Fee will remain unchanged during the term of the contract.

Additionally, in submitting its proposal, proposer agrees that the Maximum Hourly Rates shall remain fixed and firm for the first two (2) years of the contract term and that increases for years three, four and five of the contract shall be subject to the annual January increase (not-to-exceed five percent) in the Consumer Price Index for New York, Northern New Jersey, and Long Island, as

set forth by the U.S. Department of Labor, Bureau of Labor Statistics for each of the preceding contract years (i.e., the CPI for year 2). The Proposer that is awarded a contract under this RFP shall have the sole responsibility to submit to the Library a service rate adjustment request thirty (30) days prior to the effective date of the price increase, providing a copy of the index and other supporting documentation necessary to substantiate the request.

When the Library issues a SOW to selected contractor(s), the Library will specify if the project is subject to the Maximum Design Fee or the Maximum Hourly Rates. In responding to a SOW, contractor(s) may submit design fees or hourly rates that are lower but not higher than the Maximum Design Fee or the Maximum Hourly Rates that are in effect.

During the contract term firms that are awarded contracts may lower its pricing but never increase as provided above.

Additionally, firms that submit cost proposals that do not adhere to the RFP requirements and that do not complete the cost tables as instructed will result in a submission being deemed non-responsive”.

Q15. The maximum Design fee is a % . This % relates to the cost of construction and will vary depending on the scope of work and construction cost. May we respond using a sliding scale related to the construction cost and degree of complexity?

A15. No. Firms that provide cost proposals that do not adhere to the requirements of the RFP **as revised on September 18, 2017** will result in a submission being deemed non-responsive. Please also see answers to questions 10 and 14.

Q16. We are a small/mid-size architectural design firm interested in responding to the RFP. Is the intent that our submission includes a comprehensive team of sub-consultants that can perform all the tasks noted in the proposal. By my calculation this would require structural, M/E/P/FP, cost estimating, landscape architect, AV/IT, security, surveyor, hazmat, vertical conveyance, graphics, and lighting consultants? Or, understanding not every project will require that full rack of expertise, can we simply respond to the RFP as an architectural design firm with no consultants, or an architectural design firm along with the team of consultants that normally comprise ‘basic services’, including structural and M/E/P/FP?

A16. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP. Proposers should provide information on all of its proposed sub-consultants.

Yes it is the intent that proposers submit a proposal of a comprehensive team including sub-consultants that can perform the full range of the scope of services as may be requested by the Library during the contract term. Additionally, a firm’s cost proposal should fully capture all of these costs in its Maximum Design Fee and Maximum Hourly Rates.

Q17. Also, just to confirm, the maximum design fee percentage needs to allow for any sub-consultants included as part of our team correct? And this is to include any and all specialty consultants required by the broad scope of services outlined in the RFP, even though many of the sub-consultants may not be required for a large number of the projects? Or is it possible to submit a maximum fee that covers architectural design services only or architectural services with structural and M/E/P/FP consultants only (typical basic services), this with the understanding that additional specialty consultants will be added subsequently, based on the scope of a particular project?

A17. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP. Proposers should provide information on all of its proposed sub-consultants.

Yes, the Maximum Design Fee and the Maximum Hourly Rates needs to allow for any sub-consultants included as part of our proposer's team.

Yes this includes any and all specialty consultants required by the scope of services.

No it is not possible to submit a maximum fee that covers architectural design services only or architectural services with structural and other consultants only (typical basic services), this with the understanding that additional specialty consultants will be added subsequently, based on the scope of a particular project.

Firms that provide cost proposals that do not adhere to the requirements of the RFP will result in a submission being deemed non-responsive.

Q18. Section VI. Threshold Criteria, states 'proposer must have annual design service revenue excluding reimbursable expenses of at least \$500,000 for three (3) years' As a small/mid-size firm we have not always achieved this \$500,000 amount. Would this disqualify us from consideration? Or may we apply the revenue earned by any of our proposed team members towards satisfying this requirement?

A18. As stated in RFP section, "VI.THRESHHOLD CRITERIA", "Only Proposals submitted from Proposers who meet the following minimum threshold requirements, will be considered by the Library:

1. Firm must have a minimum of five (5) years of experience in providing architectural design services.
2. Proposer's principal officers must have a minimum of ten (10) years of experience in providing architectural design services.
3. Proposer must have worked with public sector and/ or not-for-profit entities within the last three (3) years.

4. Proposer must have annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000) for three (3) years.

Also as per RFP section, “VII.PROPOSAL REQUIREMENTS”, A, 3 requires, “Provide detailed information on how your firm meets the requirements of RFP section VI, Threshold Requirements.”

The Library will not evaluate proposals that do not meet the stated Threshold Criteria.

- Q19. Section 11 – Green and Clean Buildings mentions New York State Executive Order 111. In the case of City-funding, can you please confirm that projects will be designed in compliance with Local Law 31/32 rather than Executive Order 111?

A19. Please see Addendum 1.

- Q20. Your website also mentions that many, and possibly most, of your projects are administered through the DDC. However, the project lists do not indicate which projects are administered through the DDC and which are direct to the Library. Please clarify the involvement, if any, by the DDC for on projects contracted through SOWs resulting from this Requirements Contract. Also, please advise on the maximum size and/or construction value of projects that will come through this Requirements Contract.

A20. DDC would not be a party to this contract or a specific SOW. The Library has not identified a maximum size and/or construction value of projects that would be awarded in connection to this RFP.

- Q21. When was the last RFP issued for an Architectural Requirements Contract like this one? How many valid responses were submitted? How many architectural firms were selected?

A21. This question seeks information that is not required to submit a responsive proposal.

- Q22. Can item #13 under “General Requirements” (Identification of sub-contractors) be included in item #7 (Identification of project team), since we are including specific sub-contractors as part of our project team?

A22. Yes.

- Q23. We noted that multiple firms will be selected. Is there a range the Library is considering? Is it closer to 4 or 20 firms?

A23. The Library has not determined the number of selected firms.

- Q24. You have asked for the Maximum Design Fee. Typically, the lower the budget, the higher the percentage. What is the smallest budget you anticipate?

A24. Firms are to provide its Maximum Design Fee and Hourly Rates as per RFP section, “VII. PROPOSAL REQUIREMENTS, B Costs”.

As further stated in the RFP, “**NOTE: Failure to provide the Maximum Design Fee and Maximum Hourly Rates as requested will result in a submission being deemed non-responsive.**”

On a project by project basis the Library will negotiate lower fees with the selected proposers. Selected proposers may not increase its Maximum Design Fee or its Maximum Hourly Rates during the contract term. Only as provided in the RFP can Maximum Hourly rates increase by the CPI-U.

Q25. Percentages are typically lower for projects requiring fewer sub-consultants. Should we assume that the Maximum Design Fee is for the smallest budget with the highest number of sub-consultants?

A25. Please see the answer to question 24.

Q26. Should we also include resumes for sub-contractors? If so, do they belong in #7 or #13?

A26. Resumes do not count towards the page limitation. The Library is flexible on how this information is presented as long as the proposer is clear which resumes are from its firm and which resumes are from its sub-contractors.

Q27. Should Part C also be bound with Part B in the separate envelope, or should Part C be bound with Part A?

A27. Part C should be bound with Part A.

Q28. In the list of FY18-22 Mayoral Funding Allocations, as it appears in the City Capital Funding for Ten Year Capital Plan and FY '18 Allocations Agenda dated July 27, 2017 ([http://www.queenslibrary.org/sites/default/files/services/pdf/7\\_27\\_17-BOTAgendaPacketFINAL.pdf](http://www.queenslibrary.org/sites/default/files/services/pdf/7_27_17-BOTAgendaPacketFINAL.pdf)) as provided in the Q&A dated August 28, 2017), are the projects listed the ones that will be considered for architectural design services? And does a “replacement facility” mean a new building, as described for Douglaston-Little Neck and Rego Park?

A28. This RFP is for Architectural Design Services Requirements Contracts. The Library has not identified specific projects that would be awarded in connection to this RFP. Additionally, the Library does not guarantee work to be awarded to selected firms.

Q29. Is there a specific section within “General Requirements” where our portfolio of relevant project experience should appear?

A29. See RFP sections, “VII.PROPOSAL REQUIREMENTS”, A.Management and Qualifications, General Information, questions 5, 6 and 10.

Q30. Can you provide an editable cost form or can we recreate the pdf form provided?

A30. Proposers are expected to recreate the cost tables as provided in the revised RFP posted on September 18, 2017. For Maximum Hourly Rates, proposers are reminded that, to “provide a single hourly rate for each title. If your firm or subcontractor’s firm has multiple rates for each title, provide each rate. Do not use the box to insert a range of rates. Use additional rows if required.”

Q31. Since there is an 18 max page count for “General Information” portion, can resumes be included under “Section C- Other”

A31. Resumes do not count towards the page limit. Also see answers to questions 9 and 26.

Q32. On page 34, under “General Information,” may the 15 questions listed be organized as we see fit or must the information be submitted following the numeric consecutive order?

A32. Proposers should provide information in the order requested by the Library. Please see RFP section, “VIII.EVALUATION AND SELECTION” where it is stated that “overall organization” is stated as part of the evaluation criteria.

Q33. Are resumes and/or firm profiles required for proposed sub-consultants (ie: AV design, vertical conveyance systems, Haz-Mat testing) or just the Prime consultant submitting a proposal?

A33. Proposers should include this information to the maximum extent possible.

Q34. There is no mention in ‘Section V. Scope of Services’ of structural or MEP work. Should we include an MEP and/or Structural Engineering consultant in our response to #13 or will we be matched with approved engineering consultant(s) by the Library on a project-by-project basis?

A34. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP.

Proposers should provide information on all of its proposed sub-consultants. Proposers should submit a proposal that fully demonstrates its experience and qualifications in performing the scope of services. The Library has recently posted an RFP for Engineering Services.

Q35. With regards to the (20) single-sided page limit (not including resumes) – can this be limited to written/text responses to the Cover Letter (2 page limit) and General Information (18 page limit) with additional pages for images (drawings or photographs)?

A35. Yes.

Q36. Being that you have a separate RFP out for MEP & ST Engineering, are you looking for The Architect respondents to include only the design team/services for the disciplines listed under Section 1; 1.1, A.9 - page 6. (i.e. Site Work, Landscaping, IT, Data/Telcomm, A/V, Lighting, Security/Surveillance, etc)? If so, is it acceptable to provide some such design services via sub-consultants? Or are you looking only for in-house services at this time?

A36. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP. Proposers should provide information on all of its proposed sub-consultants. Proposers and its sub-consultants should be able to perform the services listed in the scope of services including the design services required under page 6.

Q37. We have reviewed the RFP and see that one of the criteria is that we show experience working in the public sector/not for profit within the last three years. We do not have this experience in the last three years. If we apply will we automatically be disqualified from consideration? If so, how would you suggest firms such as ours, who wish to pursue public sector work, obtain an initial public sector project? Are there ever RFP's that would include an opening for an office that does not have this specific public sector experience but wishes to work on these projects?

A37. Please see the answer to question 18.

Q38. Do you require the qualifications from the full consultant team, or the core A&E (architecture, structural, MEP) team? If the full consultant team is required, can we exceed the 20 page limit?

A38. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP. Proposers should provide information on all of its proposed sub-consultants.

Proposers should submit proposals that fully demonstrate its ability to perform the full range of the stated scope of services within that conforms to the requirements of the RFP and further clarified throughout this question and answer document. Please note that the Library has issued a separate RFP for Engineering Design Requirements Contracts.

Q39. Regarding the Cost Information: do you require the Maximum Design Fee and Maximum Hourly Rates from the Architect only? The core A&E team? Or the full consultant team?

A39. Proposers are to provide its Maximum Design Fee and its Maximum Hourly Rates to capture the full scope of services stated in the RFP. Also see answers to questions 10, 14, 15, 16, 17, 24 and 25.

Q40. The form indicates to furnish name of bank or other financial institution as reference. Number one asks for the name of firm, contact and telephone number and underneath that it asks for company name and address etc. Is the company name the name of our firm or the name and address of the financial institution?

A40. Yes, the company name is the name of your firm.

Q41. Under Section I - Architectural Design Services, there is no mention of including the fees for Code Consultants and Building Department Expeditor, which will vary depending on the scope of work and the requirements to file with the DOB and FDNY. Does the Max Fee need to include the fees for Building Department Expediting Services?

A41. Yes.

Q42. Please confirm if the total construction cost includes the cost of furniture and furnishings, audio-visual equipment and installation, security equipment and installation, RFID equipment and installation.

A42. Confirmed.

Q43. Are we required to state the potential list sub-consultants who may be working with us on various parts of a project? Depending on the project scope, budget, and fee proposals from sub-consultants, this list may vary from project to project.

A43. Yes, to the maximum extent possible. Please see response to questions 16, 17 and 24.

Q44. Form # 2 asks that we furnish the name of a bank of financial institution. Under Item 1. We listed our bank, contact person and phone #. What are we supposed to list in item 2? Do we list our firm's information and a signature from a representative of our firm or is this to be filled out by our bank?

A44. Please see the response to question #40.

Q45. Please clarify Item 1.5: Scope of Required Additional Services. Is this part of the 'Required' services or 'Additional' services of the contract?

A45. Activities listed in 1.5 are project activities which may be requested in future SOWs, as necessary, for individual projects.

Q46. Do we identify the Sub-Consultants in the Proposal of [or] during the SOW meeting? Which Sub-Consultants? Sub-Consultants may vary from project to project and based on SOW.

A46. Please identify all sub-contracts in the proposal to the maximum extent possible. Also, please see response to questions 16, 17 and 24.

Q47. Does the fee schedule include architectural Fee only? If not, which consultants do[es] it include?

A47. Please see responses to questions 24, 39 and 41.

Q48. Under Item VII- Proposal Requirements: Par. B. Cost: Does the fee schedule include architectural fee only? If not, which consultants does it include? How do we estimate the fee for many consultants if the scope of work is not known at this time?

A48. Please see response to question 24.

Q49. Under Item VII- Proposal Requirements: Par. B.: Please Clarify: Is Maximum Design Fee a Fee for individual project based on individual SOW? If Not, Do we use a graduated fee scale based on graduated construction cost? Can you provide and clarify?

A49. Please see responses to questions 24, 39 and 41.

Q50. Article 11.3. : Do all projects large and small require a LE[E]D rating system - a “Silver” certification?

A50. As per Addendum 1 and as per the revised posted RFP, RFP section “V. SCOPE OF SERVICES, SECTION 11 – GREEN AND CLEAN BUILDINGS”, item 6, which states, “On a project by project basis the Library shall inform consultant which provisions of SECTION 11 – GREEN AND CLEAN BUILDINGS are applicable to the specific project.”

For each project the Library shall notify the selected consultant(s) of the requirements.

Q51. We are a Woman owned minority firm (NYC Certified, NYS certification in progress) and have been in business since January 2015. We have 5 team members who have a 5 year plus history of working together prior to starting SMDC – do you think we can meet the intent of the RFP and submit as we (and our sub-consultants included) meet all the remaining qualifications?

A51. Please see the answer to question 18.

Q52. Page 32 Section 13 – MBE & WBE Participation Goals: Is it required to identify and provide documentation for the MBE & WBE firms as part of creating a provision for 37% MBE & WBE participation rates? Or, can we indicate commitment to meeting this requirement and produce the documentation for reaching this requirement once the SOW is issued for a project? Without knowing the project specific requirements it would be difficult to select MBE/WBE vendors at this stage and assign \$ or % value to each.

A52. This RFP does not request proposers to assign a dollar value or a percentage to an MWBE subcontractor.

RFP section, “V. SCOPE OF SERVICES, SECTION 13 – MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE PARTICIPATION GOALS”, item 1 states:

1. Minority Business Enterprise and Women Business Enterprise participation goals will be communicated by the Library in each SOW.
2. Minority Business Enterprise and Women Business Enterprise participation goals may vary from SOW to SOW and the Library's source of funding and its requirements shall be a significant factor in determining participation goals.
3. Firms responding to this RFP should factor a thirty-seven (37) percent Minority Business Enterprise and Women Business Enterprise participation goal in providing its Maximum Design Fee and Maximum Hourly Rates.

For each SOW the Library will communicate the MWBE requirements to the selected consultant(s). Proposers responding to this RFP should factor any costs meeting the MWBE goals in its Maximum Design Fee and Maximum Hourly Rates.

Additionally, proposers should identify any sub-consultants that they intend to use. As per RFP section, "VII. PROPOSAL REQUIREMENTS, A. Management and Qualifications, General Information", question 13. states, "Identify any sub-contractors that you plan to utilize as part of your proposed team. In addition detail how your firm intends to respond to a SOW that requires up to thirty-seven (37) percent Minority Owned Business Enterprise and Women Owned Business Enterprise participation goals. Detail your firm's experience in meeting Minority Owned Business Enterprise and Women Owned Business Enterprise participation goals."

Q53. Will the Queens Library allow us in adjusting the MBE & WBE individual participation goals as long as we ensure that the combined MBE & WBE participation % is maintained? This adjustment may be required based on the project specific requirements and MBE/WBE firms capacity to participate.

A53. Please see answer to question 52.

Q54. Our firm does not have audited financial statements prepared. Will copies of our corporate tax returns satisfy the Library's questions regarding the financial condition of our firm?

A54. As per RFP section "VII. PROPOSAL REQUIREMENTS, A. Management and Qualifications, General Information" question 12, which states, "Provide copies of your two (2) most recent audited financial statements. If audited financial statements are not available, please explain why and identify how the Library can assess the financial condition of your firm."

Firms that are unable to provide audited financial statements should explain why it cannot provide this information in its proposal and provide such information as tax returns so that the Library can assess financial conditions of the firm.

Q55. Do you want us to include Structural and M/E/P engineers on our team, or are you suggesting, in your answer to question #38, that because you have issued a separate RFP for Engineering Design Requirements Contract we don't need to include them?

A55. Proposers should include structural but not M/E/P services.

Q56. Can selected firms add some specialty consultants after the contract is awarded if they were not in the original proposal?

A56. Proposers should identify any sub-consultants that they intend to use. Additionally, the Maximum Design Fee and Maximum Hourly Rates proposed is required to be submitted to be inclusive of all sub-consultants.

Q57. Can the prime be included in calculations to meet the M/WBE requirements?

A57. The Library's M/WBE requirements will be communicated for each SOW. Proposers who are certified as an M/WBE firm should be prepared to include other M/WBE firms to participate in the specific SOW M/WBE requirements.

Q58. For our sub consultants, would you like to see their resumes and project experience as well or are we just to simply list them?

A58. To the maximum extent possible proposers should include this information.

Q59. Pg. 37 references we should complete attachments one and three, however I only have attachments one and two.

A59. Attachment 3 is the Local Law 34 Doing Data Business form. This form is posted on the Queens Library Procurement Opportunities webpage which is: <http://www.queenslibrary.org/about-us/proposals-and-bids> .

Firms have the responsibility of frequenting this web page for any updates to the RFP and to obtain all forms.

Q60. Should we place attachment one and our Doing Business form under the "Other" section with attachment two or should these two forms go under a different section?

A60. These forms can be submitted in the "Other" section. Only the cost proposal needs to be separate and distinct.

Q61. Do architectural firms with WMBE status count towards the required WMBE percentage?

A61. Please see the answer to question 57.

- Q62. Does the library wish the prime contract holder (in this case, the architect) to list all proposed consultants we would propose working with? If so, should we limit this list to main consultants (MEPFP, structural, lighting) or include as well additional consultants that may be required such as landscape architect, IT/AV consultant, acoustic consultant, etc.?
- A62. M/E/P and Fire Protection is included in the Engineering RFP and not the Architectural Design RFP. Proposers should provide information on all of its proposed sub-consultants.
- Q63. In defining a maximum design fee as a percent of estimated construction cost, should this fee be the architectural fee only or include all sub-consultants? If it is a total fee to all main and sub-consultants this is difficult to do in general without understanding the needs of a particular SOW. Please advise.
- A63. Proposers are to provide its Maximum Design Fee and its Maximum Hourly rates **based on Total Construction Cost as per the revised RFP issued September 18, 2017**. Please see answer throughout this question and answer document including answers to questions 10, 14, 15, 16, 17, 24, 25, 48, 49.
- Q64. Our understanding of the Maximum hourly rates table is that we would provide hourly rates for our firm as well as that of our sub-consultants for all role types - project architect, project manager, drafter, etc. Could you please confirm that our understand is correct, and also provide clarity on what degree of itemization is preferred by the Library?
- A64. Using the table format provided in the RFP, Proposers are to provide all Maximum Hourly Rates that would cover the full range of the scope of services and to be able to meet the MWBE goals. Please see answer throughout this question and answer document including answers to questions 10, 14, 15, 16, 17, 24, 25, 48 and 49.
- Q65. Are complexity factors used in the final contract of each SOW to adjust our stated maximum design fee?
- A65. Proposers are to submit its Maximum Design Fee. Selected consultants Maximum Design Fee may be lower but never higher during the contract term or a specific SOW. Please see answer throughout this question and answer document including answers to questions 10, 14, 15, 16, 17, 24, 25, 48 and 49.
- Q66. Will Queens Library issue a separate RFP and Scope of Work for the Commissioning Engineer?
- A66. The Library has not identified a need to issue an RFP for Commissioning Engineer.
- Q67. Is section 12 used to inform the design consultant about the work of the commissioning authority?

A67. No, RFP section “V. SCOPE OF SERVICES, SECTION 12 – COMMISSIONING”, communicates the role of the selected consultant(s) in assisting in the commissioning effort.

Note: The RFP has been revised on September 18, 2017. If there is any conflict with this posted questions and answer document and the revised RFP, the revised RFP shall govern.