

**RFP 0922-1**  
**Request for Proposals for Engineering**  
**Design Services Requirements Contracts**  
**September 27, 2022**

Q1. On behalf of firm, I would like to request an electronic copy of the specifications or any other documents associated with this project: Project Title: Engineering Design Services Requirements Bid Number: 0922-1 Posting Date: 9/21/2022 If a fee is required, please inform me beforehand.

A1. This RFP is posted on the Library's Procurement Opportunities webpage and does not require a fee. The direct web link is: <https://www.queenslibrary.org/about-us/procurement-opportunities>

Q2. We are submitting questions concerning clarification on the Cost proposal requirements and maximum Project submissions permitted in relation to references and the evaluation criteria.

**Cost Proposal**

Project fees as a percent of construction cost generally decline as construction costs rise; please clarify if a single (highest) percentage is to be entered in the proposal form, or if a fee curve similar to that used and published by DASNY and the NYCSCA is desired?

A2. The RFP requires a Maximum Design Fee as a Percent of Total Construction Cost to be provided in the cost table. Firms are not to provide a fee curve.

As stated in RFP section VII. PROPOSAL REQUIREMENTS, B. Cost:

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

Q3. Can you please clarify Item 11 in relation to Section VIII, Paragraph A, Evaluation Criteria item 1? [a] the maximum number of references [b] the maximum number of projects, [c] what is the min. / max. of projects for "details on the work performed for each Client" that can be submitted? Is there a maximum number of projects per reference?

A3. Proposers are to provide a response to RFP section VII. PROPOSAL REQUIREMENTS. Item 11 under RFP section VII. PROPOSAL REQUIREMENTS, requires a minimum of three client references. The RFP does not establish a maximum, but this section falls with the established proposal page limited as further described in the RFP.

Q4. Can you please clarify item 6 in relation to Section VIII, Paragraph A, Evaluation Criteria item 1? a summary of the firm's overall experience with the types of like-entities [b] clarification of their procurement practices and procedures. It is not clearly understood how or what another like- entities procurement and procedures are to be evaluated. Are

you referring to successful performance with like-entities? If so, what itemize criteria are being measured? Please explain to better understand in order to meet the evaluation criteria?

- A4. RFP section IV. BACKGROUND, describes the Library as an independent not-for-profit corporation. Also RFP section VI. THRESHOLD CRITERIA, item iii states:

Proposer must have worked with public sector and/ or not-for-profit entities within the last three (3) years.

In addition, RFP section V. SCOPE OF WORK has **SECTION 5 - CONSTRUCTION DOCUMENTS/BID DOCUMENTS PHASE: INTERIM AND FINAL STAGES.**

Proposers that meet the Threshold Criteria and Successful Proposers, would have the experience and qualifications of assisting the Library in the area of public bidding. An example of a public bid by the Library that is posted on the webpage is Invitation for Bid: Laurelton Community Library HVAC Project, Issuance Date - July 11, 2022. The direct link to the webpage is: <https://www.queenslibrary.org/about-us/procurement-opportunities> .

- Q5. Can we submit this bid as a joint venture?
- A5. This is a Request for Proposal for Engineering Design Services Requirements Contracts. A firm may list its subcontractors but firms may not submit as a joint venture.
- Q6. Is there a MWBE goal?
- A6. This is a Request for Proposal for Engineering Design Services Requirements Contracts. For specific projects the Library may require up to 37% MWBE goals.
- Q7. Is it allowable to use third party for ACP5 and ACP7?
- A7. As detailed in the RFP, the RFP permits subcontracting.
- Q8. Please confirm no installation work is part of this RFP as this RFP is for Engineering Design service.
- A8. This is a Request for Proposal for Engineering Design Services Requirements Contracts. This is not a construction bid. Proposers and its subcontractor must be able to perform engineering design services for engineering designs that require installations. Actual construction and installations would be performed by others. Please review the RFP.