

RFP 0922-1
Request for Proposals for Engineering
Design Services Requirements Contracts
September 29, 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. THRESHHOLD 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.
- Q9. Section 13 - Can you please clarify the Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Participation Goals pertaining to the “thirty-seven (37) percent”. Is there a specific percentage goal for MBE vs. WBE?

- A9. This is an RFP for Engineering Design Services Requirements Contracts. There is no specific project at this time. For each project the Library may or may not require MWBE Goals. The Library's source of funding and its requirements for a project shall be a significant factor in determining participation goals and the goals for WBE and MBE. 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.
- Q10. Can you also clarify the statement in Item #14: SOW that requires up to thirty-seven (37) percent MBE and WBE participation goals.
- A10. See answer to question 10. Also firms are to detail their experience in working with MWBE subcontractors, and for a specific project the Library may require an awarded firm to commit up to thirty-seven (37) percent MBE and WBE participation goals.
- Q11. Are there any participation goals for Service Disable Veterans-Owned Businesses (SDVOB)? If so, what is the participation goal?
- A11. The RFP does not state SDVOB.
- Q12. Is it desired for the consultant to provide environmental services (testing, sampling, reporting) associated with engineering services.
- A12. Proposer and its subcontractors should be able to provide the full range of services listed in RFP section V. SCOPE OF WORK. Question 10 of RFP section VII. PROPOSAL REQUIREMENTS, states:
- Identify any services listed in the Scope of Services your firm is not able to perform and explain why you are not able to perform these services.
- Q13. Would you please consider extending the due date for the proposal?
- A13. At this time the Library has not determined a need to extend this RFP. If the Library were to extend the RFP, an addendum would be posted on the library's Procurement Opportunities webpage.
- Proposers should frequent the web page for any updates to the RFP. The direct web link is: <https://www.queenslibrary.org/about-us/procurement-opportunities>
- Q14. Please confirm which subconsultants you envision us hiring (hazmat, architectural, cost estimating, etc.).
- A14. Proposers are required to meet the stated Threshold Criteria as per RFP section VI. THRESHHOLD CRITERIA and to conform to the requirements of the RFP. Proposer to identify its subcontractors.

- Q15. Do you have a Construction Budget figure that you can share with us? If so, what is it?
- A15. This question seeks information that is not required to submit a responsive proposal. This RFP is for Engineering Design Services Requirements Contracts. There is no specific project at this time. Firm should review RFP including section IV. BACKGROUND.
- Q16. Please clarify "...highest design fee and hourly rates (hourly rates are permissible to increase as per the CPI-U as detailed below) that your firm shall charge during the term of the contract." Does this mean that in addition to stating our fee as a percentage of the construction cost, you also want us to state a maximum Not-to-Exceed lump sum amount?
- A16. As per RFP section VII. PROPOSAL REQUIREMENTS, B. Cost, proposers are required to provide its Maximum Design Fee as a Percent of Total Construction Cost and Maximum Hourly Rates by using the RFP tables. It further states that:

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. In addition RFP Section V, Scope of Services, defines and limits reimbursable expenses. Proposers that submit a schedule of reimbursable expenses will result in a submission being deemed non-responsive.

As per RFP section V. SCOPE OF WORK, SECTION 1 – ENGINEERING DESIGN SERVICES, 1.2 Procedure – Generally, the Library may request pricing for a specific project as a design fee as a percent of total construction cost, hourly rates or lump sum pricing.

The full section states:

1.2 Procedure - Generally

The Library anticipates awarding projects to selected firms on the followings basis:

1. An award at the Library's sole discretion and the Library's determination of a fair and reasonable Maximum Design Fees as a Percent of Total Construction Cost or hourly rates;
2. On a lump sum basis at the sole discretion of the Library up to \$50,000. (Lump sum projects that exceeds \$50,000 shall require competition among the selected firms.)
3. Through competition among the selected firms:
 - a. The Library will send a written description of the assignment and the criteria that will be used for selection. The Library shall also detail the pricing format to be either Maximum Design Fees as a Percent of Total Construction Cost, hourly rates or lump sum pricing.
 - b. At Library's sole discretion, firms may have the opportunity to inspect the site and review documents. The Consultant shall submit, within the prescribed timeframe, a

written proposal response to the proposal documents with a cost proposal, based upon a format that will be provided by Library.

c. The written proposal response will be reviewed and evaluated by Library according to the criteria The proposal response that best meets the criteria will be selected for the SOW order assignment at a cost determined by Library to be fair and reasonable.

4. The Library may enlist the services of an Owner's Representative or Construction Manager on a given project. References to the Library in the Scope of Services set forth herein may include the Owner's Representative or Construction Manager, as a representative of the Library, in the event that the Owner's Representative or Construction Manager is used for a specific project.

Q17. A maximum design fee as a percentage is required which is fine once we know what HazMat we are dealing with. However, the inspection could yield no hazmat design so how do we price out the investigative phase?

A17. See answers to question 2 and 6.

Q18. Can you please confirm the MWBE Participation Goal for this contract is 37%?

A18. See answer to question 9.

Q19. Is there an SDVOB requirement included, or in addition to, the stated 37% Participation Goal?

A19. See answer to question 11.

Q20. Are there specific MBE/WBE/SDVOB(if required) allotments that must be met as part of the stated 37% Participation Goal?(i.e. 15% must be MBE, 15% must be WBE, 7% must be SDVOB)

A20. See answer to question 9.