

RFP 0922-2
Request for Proposals for Architectural
Design Services Requirements Contracts
Questions and Answers
October 4, 2022

Q1. Firm is an award-winning lighting designers with an extensive portfolio of lighting design for libraries and academic projects. As lighting designers, we would not be the prime on the opportunity, and I wonder if it would be possible to obtain a list of Architects who have expressed interest in the project so we might reach out directly to join a design team?

A1. The Library's RFP solicits proposals from proposers to enter into requirements contracts for architectural design services to the Library. The Library's RFP does not provide for the above request.

Q2. Is the project a Land Mark Building?

A2. This is an RFP for Architectural Design Services Requirements Contracts. These are for as needed projects by the Library. Firm should review the RFP posted <https://www.queenslibrary.org/about-us/procurement-opportunities> .

Q3. Is there an overall budget established for Interior Architectural design Services?

A3. The Library's RFP is not limited to interior work. This is an RFP for Architectural Design Services Requirements Contracts. These are for as needed projects by the Library and as such budgets have not been established. Firm should review the RFP posted <https://www.queenslibrary.org/about-us/procurement-opportunities> .

Q4. For VI. Threshold criteria iv., we are a small firm and do not have audited financial statements. We have reviewed financial statements. Will those be acceptable?

A4. The section of the RFP states:

Proposer must have annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000) for three (3) years within the last five (5) years. Provide copies of the audited financial statements for each of the three years demonstrating annual design service revenue excluding reimbursable expenses of at least five hundred thousand dollars (\$500,000). If audited financial statements are not available, please explain why, identify how the Library can assess the financial condition of your firm and provide alternative documentation subject to the Library's sole discretion to accept.

Firm's submitting proposals that do not have audited financial statements should explain why and identify how the Library can assess the financial condition of your firm and provide alternative documentation. Such alternative documentation is subject to the Library's sole discretion to accept. The Library will make that determination during its

review of proposals, however in the past the Library has accepted other financial documents including financial statements and tax documentation.

Q5. For VII. Proposal Requirements

Responses to this section should be limited to twenty-two (22) single-sided pages in total (not including resumes)...” May we print 11 double-sided pages plus resumes and forms?

A5. As per the RFP, proposals are submitted electronically to the provided Dropbox link. There is no hardcopy printing.

Q6. 14. “Identify any subcontractors that you plan to utilize as part of your proposed team....Please have each subcontractor complete Form #3, Vendor Responsibility Questionnaire.”

- Our firm can provide architectural design services, building envelope design services, historic preservation design services, signage and interpretation design services but not landscape design services. Are you looking for us to just identify the landscape architect we propose to work with or are you looking for the complete team, ie. MEP/FP, site/civil/structural, environmental/geotech/hazmat, cost estimating, etc.

A6. Proposers should identify its capabilities and identify its subcontractors to the maximum extent possible. Titles and hourly rates are to be provided.

Q7. Are you looking for any other qualifications from the subs or just VRQ? If you are looking for other quals, will they be included in the 22 page limit?

A7. Question 14 under RFP section VII. PROPOSAL REQUIREMENTS, A. A. Management and Qualifications states:

14. Identify any subcontractors 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. Please have each subcontractor complete Form # 3, Vendor Responsibility Questionnaire.

Also questions 15 and 16 apply to subcontractors as well as Section B. Cost.

A response to question 14, would be one area of the RFP in which a proposer may detail information about subcontractors. Another area is question 8., which states:

8. Describe how you would staff the engagement. To the maximum extent possible identify all of the individuals who will be involved in fulfilling the obligations and satisfying the Scope of Services under this RFP. When identifying those individuals, include the primary role and responsibilities of each, as well as the principal/senior officer who will serve as the Engagement Leader. Please provide resumes (not counted towards the page limit) for

these individuals including years of employment in your organization and total years of experience.

Q8. Is it allowed for two architecture firms to submit as a team?

A8. No. One firm should submit the proposal and list the other firm as a subcontractor.

Q9. Can the Library share a list of pre-qualified Architectural firms, a list of the firms that have downloaded the RFP and/or a list of incumbents for this requirement contract?

A9. The RFP has not established pre-qualifications and there are no special login requirements to download the RFP. The RFP documents are publicly available and no list is generated from downloading. For information regarding awards from the last RFP, please see the April 12, 2018 Buildings and Grounds Committee Meeting Minutes located on this webpage:<https://www.queenslibrary.org/about-us/queens-public-library-overview/leadership/board-of-trustees/board-and-committee-meetings> .

Q10. Is there a list where we can be on as a WBE or a list of primes that are interested?

A10. Please see the answers to questions 1 and 9.

Q11. We currently have a term contract with the Queens Library. Should we participate in this new RFP? Or is this a brand new RFP that would supersede our current contract with the Queens Library?

A11. The Library's contracts for Architectural Services will each expire in 2023. This RFP is soliciting for new proposals and the Library intends to award multiple contracts. Your firm may wish to respond to this RFP.

Q12. We have an existing contract under 0817-2 Requirements Contract. Is 0922-2 an extension of 0817-2 or is it a new qualifications submission for a new requirements contract?

A12. The Library's contracts for Architectural Services will each expire in 2023. This RFP is soliciting for new proposals and the Library intends to award multiple contracts. Your firm may wish to respond to this RFP.

Q13. In RFP # 0922-2 it appears that you would prefer ONE maximum design fee percentage to cover all potential projects that might range in construction costs from \$2.8m to \$5.9m regardless of their scope and/or complexity. Is this correct?

A13. The RFP requires a Maximum Design Fee as a Percent of Total Construction Cost to be provided in the cost table.

Q14. If so, would it be acceptable for a firm to propose a fee-structure that would include (similar to the NYC DDC) a sliding percentage-based fee scale correlated to construction costs -

and might also include a "complexity factor" for projects that require a higher level of service?

- A14. No. 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.
- Q15. Can you please confirm if the subconsultants would be hired by the architect or contracted directly with the library?
- A15. This is an RFP requirements contracts for architectural design services to the Library. The Library intends to award contracts to multiple firms. The Library will consider proposals from firms that meet the requirements of the stated Threshold Criteria. Proposers are to identify its subcontractors and to provide information as required by the RFP. Awarded firms will have a contractual relationship with the Library and it will manage their subcontractors. Subcontractors will not be hired directly by the Library.
- Q16. The RFP states "The Library intends to award contracts to multiple firms." Would you provide a typically range of how many firms you intend to engage?
- A16. The Library previously awarded contracts to nine firms. The Library will determine the number of awarded firms at the conclusion of its RFP process.
- Q17. Which firms hold existing contracts?
- A17. See answer to question 9.
- Q18. Have these contracts expired or are you expanding the pool through this solicitation?
- A18. See answer to question 11.
- Q19. In chapter VI. Threshold Criteria iii, it says "proposer must have worked with public sector and/ or not-for-profit entities within the last here (3) years." Does this mean public sector or not-for-profit entities in NY state? Can it also be other states or other countries?
- A19. The RFP has not limited Threshold Criteria experience within the boundaries of the State of New York.
- Q20. Can any of our subconsultants can meet the requirements of the stated Threshold Criteria for some of them instead if the prime consultant cannot meet some of those criteria? (The "proposer" here means as a set of team or only the prime consultant?)
- A20. No. Proposer is to meet the stated Threshold Criteria. Proposer is not a joint submission. Proposer is the prime consultant.

Q21. To list our subcontractors that we plan to utilize, is there any certain limit how many subcontractors to list as long as it fulfills MBE/WBE participation goal?

A21. As per RFP section VII. PROPOSAL REQUIREMENTS, 16. Proposers are to identify subcontractors. The RFP does not limit subcontractors and subcontractors are not limited to M/WBE firms. This RFP is a requirements contract and there is no specific project at this time. This section of the RFP asks proposer on how it intends to respond to a Statement of Work that requires up to thirty-seven (37) percent Minority Owned Business Enterprise and Women Owned Business Enterprise participation goals.

Q22. In section B of chapter VII., to provide maximum hourly rates, the hourly rates means the billing rates, which consider overheads and profit as well?

A22. Maximum Hourly Rates are the maximum hourly rates that a firm and any of its subcontractors can charge the Library. A proposer would not have the ability to increase these rates with the exception of the RFP provisions for 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.

This section of the RFP also states:

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.

Q23. I see that Queens Library will assign projects to the selected architects (Section 1.1). Will the selected firms have an opportunity to reject a project?

A23. Yes.

Q24. If the architecture firm itself is Woman-owned, does that count towards MWBE qualifications?

A24. Information provided in the question appears to satisfy WBE qualifications. Firm should also provide information in its proposal about MBE.

Q25. Are there any examples of maximum fees that we could refer to since we are not familiar with QLs current capital improvement contracts?

A25. As stated in RFP section VII. PROPOSAL REQUIREMENTS, B. Costs, firms are to provide its Maximum Design Fee as a Percent of Total Construction Cost and Maximum Hourly Rates.

Also as stated in this section of the RFP:

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.

Q26. Will the maximum fees be considered as a part of the selection process or can they be negotiated after RFP response submission if necessary?

A26. Proposers are required to provide its Maximum Design Fee as a Percent of Total Construction Cost and Maximum Hourly Rates. RFP section, VIII. EVALUATION AND SELECTION, A. Evaluation lists several items in the criteria with a weighted point value. Item 6. Does not have a weighted point value and states:

6. The Library's determination that the Maximum Design Fee and Maximum Hourly Rates that are fair and reasonable.

RFP section, IX. PROPOSAL INSTRUCTIONS AND CONDITIONS, A. Limitations, 1. States the Library's right to negotiate with firms. This section reads as follows:

This RFP does not commit the Library to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for services of any kind whatsoever. The Library reserves the right, in its sole discretion, to accept or reject any or all proposals as a result of the RFP, to negotiate with any or all firms considered, and to cancel this RFP in whole or in part. The Library reserves the right to request additional information from all Proposers.

Awarded firms during the term of its contract may provide services lower than its Maximum Design Fee as a Percent of Total Construction Cost and Maximum Hourly Rates.

Q27. Typically an A/E Firm will charge a higher percentage (8%) of Construction Cost (\$500,000) as Design Fee (\$40,000). For a similar project if the Construction Cost is \$2,000,000., Design Fee will be 4% (\$80,000).

How do you expect us to determine Maximum Design Fee as a Percent of Construction Cost? This might be doable if Construction Cost is broken down in various categories/ranges and each category has a different percentage of Design Fee. Please clarify.

A27. See answers to questions 13, 14, 25 and 26. Awarded firms will have the opportunity to reduce its Maximum Design Fee as a Percent of Total Construction Cost for specific projects but will not be able to increase this fee during the performance of the contract.

Q28. 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?

A28. This is an RFP for Architectural 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.

Q29. Can you also clarify the statement in Item #14: SOW that requires up to thirty-seven (37) percent MBE and WBE participation goals.

A29. See answer to question 28. 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.

Q30. Are there any participation goals for Service Disable Veterans-Owned Businesses (SDVOB)? If so, what is the participation goal?

A30. The RFP does not state SDVOB.

Q31. Is it desired for the consultant to provide environmental services (testing, sampling, reporting) associated with architectural services.

A31. 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.

Q32. Does the overall fee for the project include post occupancy evaluation? Or is it one of the time and material services?

A32. RFP section V. SCOPE OF WORK, 1.1 Architectural Design Services - Types of Work, 1.2 Procedure – Generally, states:

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.

On a project by project basis, the Library will determine the selection method and if the costs are Design Fees as a Percent of Total Construction Cost, hourly rates or lump sum. F

- Q33. If we include the past 3 years of financial statements, it is not possible to comply with the 20 pages page limit. Can it be separate attachment outside those 20 pages?
- A33. The Library is issuing an Addendum that financial statements are not subject to the page limit.
- Q34. Do we need to repeat the reference Client's name, contact person, title, email address, and telephone number in the narrative or can we just name the client and the rest of the info would be on Attachment 1, Form #2 and not be part of the 20 page limit?
- A34. Proposer should simply reference the form.
- Q35. Section 1.1.A elicits typical design assignments. Does the submitting team need to qualify to meet all the services or can we submit as a prime with sub-consultants? Does the team with sub-consultants need to be finalized as part of this submission or be added after qualification and specific to the job assigned at a later date?
- A35. Proposer is required to meet the stated Threshold Criteria. The RFP permits subcontracting, however subcontractors cannot be used to meet the Threshold Criteria. Also see answers to questions 6, 7, 8, 15, 20 and 21.
- Q36. VI. Threshold Criteria #iv requires annual design service revenue excluding reimbursable to be \$500,000. Does this have to be the prime consultant's revenue only or can it reflect the prime with sub consultant's revenue?

- A36. Proposer is to meet the Threshold Criteria. Proposer is the prime. Also see answers to questions 8 and 20.
- Q37. VI. Threshold Criteria #iv requests audited financial statements. Would tax returns suffice to meet this requirement?
- A37. See answer to question 4.
- Q38. We plan to participate in RFP for Queens Public Library and have a question regarding the acceptable financial statements. We do not have audited financial statements from the past years and if we can have more information on the acceptable alternative financial documents such as a compliance letter or etc that would be helpful.
- A38. See answer to question 4.
- Q39. Regarding the audited financial statements requirement, we have reviewed financial statements available, would this be acceptable in place of the audited financials? We would be happy to supply our tax returns along with the reviewed financials.
- A39. See answer to question 4.
- Q40. Could you describe the funding and funding sources for these projects? Is it similar to the DDC projects where any changes have to be approved by the Office of Management and Budget?
- A40. The Library has received state and city funding. Changes have not been subject to the approval of the Office of Management and Budget. Please also see RFP section IV. BACKGROUND.
- Q41. How many prime consultants do you anticipate selecting?
- A41. See answer to question 16.
- Q42. Could you describe the prequalification procedures for selecting contractors under this design contract?
- A42. See RFP sections VI. THRESHOLD CRITERIA, VII. PROPOSAL REQUIREMENTS and VIII. EVALUATION AND SELECTION.
- Q43. Page 21, item 3 states “The Scope of Work is also inclusive of owner’s representative and construction manager services as may be required by the Library.” Does this mean that the Prime Architect will also be responsible for assigning a Construction Manager from within their firm? Kindly can you provide clarification?
- A43. This RFP is for Architectural Design Services Requirements Contracts. RFP section V. SCOPE OF WORK, details the services that the Library may require during the term of the

contract from the awarded firms. Awarded Proposers and its subcontractors should be able to be able to perform all or most of the services required including owner's representative and construction manager services as may be required by the Library.

Q44. Should we include CVs from proposed sub consultants? Or should they just complete Form #3, Vendor Responsibility Questionnaire?

A44. Proposer may include this information from its subcontractor. Also see answer to question 7.

Q45. Is there a limit to how many sub consultants we should include as part of our proposal?

A45. No.

Q46. Should sub consultants provide any cost information in addition to their rates for each title?

A46. No. As per RFP section VII. PROPOSAL REQUIREMENTS, B. Cost, proposers are to:

Provide your firm's **Maximum Design Fee as a Percent of Total Construction Cost** and **Maximum Hourly Rates** by using the tables below. Provide the Maximum Design Fee as a Percent of Total Construction Cost as a percentage. The Maximum Design Fee as a Percent of Total Construction Cost and the Maximum Hourly Rates must be the 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 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 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.

Q47. Are there suggested sub consultants to include as part of our team?

A47. No.

Q48. As we understand it, there are three types of Financial Statements prepared by CPAs - Audited, Reviewed, and Compiled. Would a Compiled or Compilation Financial Statement be an acceptable alternative document?

A48. See answer to question 4.

- Q49. Is vertical format on the 8.5x11 required or is horizontal format allowed?
- A49. Please provide proposal in standard portrait format.
- Q50. Do the 3 required references have to be for the same projects shared in the Experience pages or can they be different?
- A50. RFP section VII. PROPOSAL REQUIREMENTS, 11 states in part, “Provide a minimum of three (3) recent clients as references that best represent your ability to perform the Scope of Services....”
- Propose to determine which references to use.
- Q51. Should we consider the Additional Services listed in Scope of Services 1.5 to be included in the base maximum design fee percentage?
- A51. This RFP does not utilize the term “base maximum design fee.”
- Q52. What is the estimated or typical scale (square footage) under this contract?
- A52. The Library has not identified square footage. Please see RFP section IV. BACKGROUND for available information.
- Q53. We don't have audited financial statements for our firm, as they are costly to produce and we have not previously required them. Can you let us know what other documentation might be accepted to show our annual design service revenue for the last 5 years? We have tax statements or profit/ loss statements if those would be sufficient.
- A53. See answer to question 4.
- Q54. Would you please consider extending the due date for the proposal?
- A54. At this time the Library has not identified a need to extend this RFP. Proposers should frequent the web page for any updates to the RFP including any addendums. The direct link is: <https://www.queenslibrary.org/about-us/procurement-opportunities> .
- Q55. Do the Financial Statements count toward the 20 page limit? (They are listed within the 20 page limit section, and are not called out specifically as “not counting toward page count”, and these statements are 10+ page each per year.)
- A55. No. Please see Addendum 2.
- Q56. Is there any specific information required to be shared for individual completed projects included in the submission?

A56. Proposers to provide a complete response to RFP section VII. PROPOSAL REQUIREMENTS.

Q57. Do projects included to show relevant experience have to be standalone pages, or can they be woven in to the 20 page narrative?

A57. RFP section VII. PROPOSAL REQUIREMENTS, does not request a narrative. It requires responses to the stated questions and items listed.

Q58. We weren't sure from Q7 in your Questions and Answers issued September 27 whether you specifically were asking for CVs from our subconsultants or not. Could you further clarify this?

A58. The answer to the question indicated that proposers may provide this information regarding its subcontractors.

Q59. For the proposal requirements, we noticed that question #3 on page 31 is missing from your list. In our response, should we maintain the numbering in the RFP or adjust it?

A59. The Library has corrected the numbering.

Q60. Question #6 on pages 31-32 of the RFP states, "Provide a summary of your firm's experience performing the Scope of Service, with specific references to work for public sector, not-for-profit corporations, library systems or other like entities. Detail your firm's experience with the procurement practices and procedures with these entities." Could you provide clarification on the last sentence and what specifically is required?

A60. Please see RFP section V. SCOPE OF WORK, and including but not limited to SECTION 5 - CONSTRUCTION DOCUMENTS/BID DOCUMENTS PHASE: INTERIM AND FINAL STAGES and SECTION 9 - CONSTRUCTION BIDDING PHASE.

The Successful Proposer should have experience with public bidding of construction projects. A recent example of a Library construction bid is Invitation for Bid: Laurelton Community Library HVAC Project, Issuance Date - July 11, 2022 that can be found on this web page: <https://www.queenslibrary.org/about-us/procurement-opportunities> .

Q61. Question #10 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." Our team will be able to perform all services listed in the Scope of Work working in conjunction with our subconsultants. Are we required to list out all of the services our subconsultants will be taking on here?

A61. No.

Q62. For the cost proposal, is the Maximum Design Fee inclusive of our Scope of Work plus that of our subconsultants?

- A62. Yes.
- Q63. Can you provide an acceptable % range for the Queens Library projects anticipated to be contracted under this RFP
- A63. This RFP for Architectural Design Services Requirements Contracts for services that the Library may require. Specific projects to be identified later. Please see RFP section IV. BACKGROUND for available information.
- Q64. Are all sub-consultants required to be contracted under the Architect as the prime for any contracts issued from this RFP, or will Queens Library contract directly with sub-consultants?
- A64. Subcontractors are subcontractors to the proposer and are not directly contracted by the Library.
- Q65. Should we include firm collateral/project sheets from each of our subconsultants or do they just need to complete Form # 3, the Vendor Responsibility Questionnaire
- A65. See answer to questions 7 and 58.
- Q66. Is it possible to receive additional information about the type and size of projects by Queens Public Library under previous requirement contract?
- A66. This questions seeks information that is not required to submit a responsive proposal, however see RFP section IV. BACKGROUND.
- Q67. What can we anticipate the lowest construction cost value for a project to be?
- A67. The Library has not established this cost. See answer to question 32 and RFP section RFP section V. SCOPE OF WORK, 1.1 Architectural Design Services - Types of Work, 1.2 Procedure – Generally, where the Library can request pricing from awarded firms Maximum Design Fees as a Percent of Total Construction Cost, hourly rates or lump sum pricing.
- Q68. The maximum Design fee is a % of the cost of construction and will vary depending on the scope of work and the amount of construction cost. May we respond in our RFP submission by submitting a sliding scale related to the amount of construction cost and degree of complexity?
- A68. No. 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. Firms are to provide its Maximum Design Fee as a Percent of Total

Construction Cost. During the performance of the contract firm awarded firm may provide a lower percentage.

Q69. Do you want us to include both Structural and M/E/P engineering consultants on our team and RFP submission?

A69. Proposer may include this information in its proposal. Library also has a separate engineering RFP and Library has the sole discretion on determining which contracts to use for a project.

Q70. What other subconsultant disciplines should be included in our RFP submission?

A70. To the maximum extent possible, proposer and its subcontractors should be prepared to perform the services outlined in RFP section V. SCOPE OF WORK. This RFP is for Architectural Design Services Requirements Contracts for any work that the Library may require during the term of the contract.