



Request for Proposals for Pre-Qualified Real Estate Development and Planning Related Consultants

Addendum #4

Release Date: June 2, 2017

- 1. ESD is amending the Request for Proposals for Pre-Qualified Real Estate Development and Planning Related Consultants ("RFP") regarding Schedule A: Please note that the Schedule A (revised June 2016), accessible through hyperlinks in the original RFP, has been updated. Please reference the accurate Schedule A (revised November 2016) for all proposal submissions. Subsequently, please note that the following hyperlink http://www.esd.ny.gov/CorporateInformation/Data/ScheduleA.pdf, provided in the original RFP in Section IV; Required Proposal Contents, D. Section 4 Required Forms, on page 9, and Section XI Procurement Forms and Requirements, 7. Schedule A, on page 21, is no longer valid.

The accurate Schedule A (revised November 2016) is provided here.

- 2. Below are ESD's responses to questions submitted regarding the RFP:

Table with 2 columns: Question and Response. Contains 8 rows of questions and answers regarding contract procurement, pre-qualification, and project details.



<p>9. Can you please clarify which forms are required at the time of the proposal submission (6/16/17), per page 9 of RFP under D. Section 4: Required Forms?</p>	<p>9. Please complete all required forms listed and referenced under Section IV.D. However, please see the MWBE section of this document for clarification about OCSD form submission.</p>
<p>10. Could you please confirm that the order in IV, D is correct, and not the order in XI.</p>	<p>10. Confirmed.</p>
<p>11. Should we submit separate qualification packages for each service or can 1 package contain all three services?</p>	<p>11. One proposal package should be submitted and include all areas of expertise under which the respondent is interested in being pre-qualified. Please reference Addendum #2 for clarification about page limits for respondents submitting under multiple areas of expertise. Addendum #2 is available here.</p>
<p>12. Can you confirm what documents the subcontractors/partner need to provide? Are they required to provide all information in the schedule A document, the Iran Divestment Act and the Vendor Responsibility Questionnaire?</p>	<p>12. All forms listed and referenced in Section IV.D are required for respondent firms and any partner entities. Firms that may be subcontractors in the future do not need to submit forms.</p>
<p>13. On page 13 of the RFP the Vendor Responsibility Questionnaire: Can this be completed online and included as a statement in the package, or is a notarized paper copy required as per page 9 of the RFP?</p>	<p>13. An online version is acceptable.</p>
<p>14. Of the Requested Service, can a firm submit if they offer several but not all of the sub-service areas listed? Ex: Practice Area 4: The firm provides Engineering services but not Construction.</p>	<p>14. Respondents are not required to provide all the services listed under each practice area. The services named under bullet points in each area are for reference only to help define the category, and are not an exhaustive list of services required to be performed by respondent firms.</p>
<p>15. Please describe what types of assignments/scope of work that falls within the sub-category of “Commercial Real Estate Advisory Services” in Practice Area 1.</p>	<p>15. Please see above. Services listed in bullet points under each practice area are suggested as reference only.</p>
<p>16. Please describe what types of assignments fall within the subcategory of “Technical Advice and Due Diligence” in Practice Area 1.</p>	<p>16. Please see above. Services listed in bullet points under each practice area are suggested as reference only.</p>
<p>17. How would services under the subcategory “Due Diligence Analysis” (in Practice Area 2) differ from those services referenced in Practice Area 1?</p>	<p>17. Please see above. Services listed in bullet points under each practice area are suggested as reference only.</p>
<p>18. Please describe any sample activities that would fall within “Design Development Phase Services” in Practice Area 3.</p>	<p>18. Please see above. Services listed in bullet points under each practice area are suggested as reference only.</p>
<p>19. Please describe any sample activities that would all within “Safety and Security Analysis” in Practice</p>	<p>19. Please see above. Services listed in bullet points under each practice area are suggested as reference</p>



Area 3.	only.
20. Is Urban Design included in Architectural Design in Practice Area 3?	20. In Section III Requested Services, 3) Architecture and Design: Urban Design is a sub-service included in this area of expertise.
21. Practice Area 3: “Architecture and Design”, could you please clarify what is meant by “Construction Documentation” – is this the preparation of construction documents, including drawings and specifications?	21. Yes, and/or the review of such documents. Please note that services listed in bullet points under each practice area are suggested as reference only to help define the practice area.
22. Are the services in Practice Area 4 anticipated to be in related to a larger-scale real estate development/planning project or potentially for an individual building?	22. The nature of projects will vary widely and may include either a larger-scale development or individual buildings. Respondents are encouraged to clarify the nature of their expertise.
23. Please describe any sample activities that would fall under “Energy and Sustainability Services” in Practice Area 4.	23. Please see above. Services listed in bullet points under each practice area are suggested as reference only.
24. Could you provide further clarification on the requested services for Environmental Review in Practice Area 6? Specifically, what are the differences between Permitting and Environmental Documentation and State and Federal Permit Applications, and what do you mean by Environmental Quality Analysis?	24. Please see above. Services listed in bullet points under each practice area are suggested as reference only.
25. What types of Infrastructure are you referring to in Practice Area 7?	25. Please see above. Services listed in bullet points under each practice area are suggested as reference only.
26. Can ESD provide further clarification on the scope of construction oversight services (Practice Area 9 – Historic Preservation and Adaptive Reuse)?	26. Please see above. Services listed in bullet points under each practice area are suggested as reference only.
27. In Addendum 1 under section III: Requested Services: Please define tasks required for community engagement requested services: Community Planning, Local Research, and Stakeholders Coordination in Practice Area 11.	27. Please see above. Services listed in bullet points under each practice area are suggested as reference only.
28. Point of clarification for page 6, Basic Information #3, New York State local or federal entities: Is this all-encompassing from State Universities and the DOT to local municipalities?	28. Yes. Respondents are encouraged to discuss relevant and representative work performed for public sector entities.
29. In Section 1: Basic Information of the Proposal, how far back in time should firms list services provided to ESD or other New York State, local, or federal entities? (I.e. work performed in past year? 10 years?)	29. Respondents are encouraged to discuss projects that are representative of their expertise and ability.



30. Required Proposal Contents, Section 1, Question 3 requests responders to indicate if they have provided services to ESD before – should this be as a firm or on an individual level?	30. Either. Please identify work that respondents feel is relevant and representative of their expertise.
31. Is this section meant to include all information about the individual respondent, in addition to all partner firms' qualifications?	31. If the respondent is submitting a partnership/joint venture to serve as the pre-qualified entity, please submit all partner firms' qualifications.
32. Please provide a copy of ESD's "Maximum Rate Policy" as described in Section II of the RFP.	32. All rates will be compared to other respondents' to price competitiveness.
33. Please confirm that ESD is looking for titles of staff and not specific names.	33. In the fee proposal ESD is requesting respondents provide the titles of staff members only.
34. How long are the hourly rates to be valid for? (I.e. term of the contract or can they be updated/modified on an annual basis?)	34. Hourly rates are to be valid for the length of the firm's status on the pre-qualified list.
35. Please confirm if firms should provide generic roles with staffing rates vs. specific named staff rates.	35. Please provide generic roles/titles.
36. Should subcontractor rates be included in the proposal?	36. Please include rates of all titles for the entity seeking to be pre-qualified.
37. Does ESD have a standard escalation percentage for hourly rates over the life of this pre-qualification, or are firms free to include their preferred language for such escalation?	37. ESD does not have a standard escalation percentage for hourly rates over the life of this pre-qualification.
38. Please provide guidance around what escalation rate ESD would find acceptable for hourly rates, given that this is anticipated to be a four year contract.	38. Please see above and note that selection under this RFP does NOT imply that a contract will be signed between ESD and any respondent firm. This RFP seeks to pre-qualify firms who may be available for future work/contracting with ESD.
39. Are the hourly bill rates to be included in the Fee Proposal Form only applicable to 2017? How should fee escalations be addressed?	39. Fee escalation is not contemplated in this RFP.
40. Please provide a list of example projects for each category to assist us with providing accurate hourly rates.	40. Services listed in bullet points under each practice area are suggested as reference to help define the type of services that may be requested.
41. Can the services a firm wishing to be considered for vary by region (i.e. Survey in only 2 regions, but Architecture in four regions)?	41. Respondents are encouraged to clarify what work they are qualified for in various regions.
42. To what extent should respondents define preference/expertise in specific regions?	42. Respondents are encouraged to clarify what work they are qualified for in which regions.



<p>43. Is teaming allowed? Or is this submittal strictly based on the qualifications of the proposed Prime Consultant?</p>	<p>43. Partnering is permitted; however, please note that this RFP seeks to pre-qualify entities for potential future engagement on ESD projects. Successful submissions under this RFP will result in the submitting entity (whether it is a joint venture or not) being listed as the pre-qualified entity.</p>
<p>44. Can you please clarify that firms should be submitting as prime only to cover services applicable to the requested services on page 2/3, or shall firms assemble proper teams to meet all requested services within this RFP?</p>	<p>44. Respondents are expected to submit their qualifications only for services they have appropriate expertise in. Respondents may submit their qualifications for any number of areas of expertise identified in the RFP.</p>
<p>45. Should we include proposed sub-consultants as part of our qualifications, or should each consultant submit their qualifications separately?</p>	<p>45. Please see above.</p>
<p>46. Does ESD expect respondents to come with a full list of sub-consultants/partners at the time of RFP submittal?</p>	<p>46. Please see above.</p>
<p>47. What is ESD’s preferred structure for submittals from firms that form teams? Addendum 3 suggests a Joint Venture structure. Please describe the desired legal structure for those firms that will be submitting a proposal that includes one or more partnered forms.</p>	<p>47. Please see above.</p>
<p>48. Please describe how ESD anticipates releasing work through this on call agreement. For example, does ESD anticipate releasing RFPs for all projects to the entire group of selected on call consultants? Or, does ESD anticipate approaching specific firms on the on-call list on a project-by-project basis?</p>	<p>48. When a need for certain services arises, ESD will refer to its pre-qualified lists and contact a subset of firms to determine cost interest and availability.</p>
<p>49. Are the insurance requirements specified in Schedule A, “Conditions Applicable to the Corporation’s Agreements for Services/Materials” as revised in June 2016 applicable to this RFP, or are there other insurance requirements?</p>	<p>49. Please note that as part of this Addendum #4, ESD is providing the updated version of Schedule A (updated November 2016) which should be referenced for all insurance documentation. Please reference the updated Schedule A here.</p>
<p>50. Please specify ESD’s insurance requirements.</p>	<p>50. All insurance requirements are provided in Schedule A. Please see above.</p>
<p>51. Can the M/WBE goal of 30% possibly be met with a greater percentage of WBE than MBE? (I.e. WBE at 25% and MBE at 5% for a total of 30%)</p>	<p>51. Respondents are expected to make good faith efforts to achieve at least 15% utilization for New York State-certified Minority-owned Business Enterprises and 15% for New York State-certified Women-owned Business Enterprise.</p>
<p>52. Is the 6% veteran’s goal in addition to 30%</p>	<p>52. Yes.</p>



MWBE goal?	
53. Is it possible to submit MWBE Utilization Plan just indicating commitment to the % component of the Goals in response to this RFP without identifying specific vendor/s who will be selected and used later based on the actual project requirement?	53. Respondents must complete the MWBE Utilization Plan and identify certified MWBE/SDVOB subcontractors that provide services appropriate to fill the needs of the areas of expertise for which respondents are seeking pre-qualification. Please note that this can be with subcontractors that the respondent has worked with in the past or intends to work with in the future.
54. Is it possible to submit SDVOB Utilization Plan just indicating commitment to the % component of the Goals in response to this RFP without identifying specific vendor/s who will be selected and used later based on the actual project requirement?	54. Please see above.
55. In regard to the sections related to MWBE and SDVOB participation opportunities, are all respondents required to submit the staffing plan and utilization plan documents at this juncture? We are unsure how to proceed with naming potential subcontractors, as this would vary depending on the specific type of contract or project being awarded.	55. Please see above.
56. As this RFP is to pre-qualify firms and will not result in an actual contract, how should we fill out the following forms?	56. Please see 56 a, b, c.
56 a. NYS Business Form – we do not know at this time if we would need a sub-contractor for a specific project contract (although it is likely).	56 a. Please see above.
56 b. OCSD Forms #2, 3 and 4 – we can complete the first form, but we do not know at this time what MBE or WBE we might need to partner with or what the structure of such a team might result.	56 b. Please note that for this RFP respondents are only required to complete OCSD Forms #1 and #4 at this time. Completion of OCSD forms #2 and #3 will be required as contracts are awarded.
56 c. The SDVOB Utilization Plan - same as above.	56 c. Please see response to Question 53.
57. Does an MBE or WBE prime count toward the project's MBE/WBE goal?	57. Yes.
58. Since the RFP is not for a specific project, what is your expectation on completing the SDVOB and MWBE utilization plans? Would it suffice to list firms that we have worked with in the past and could potentially partner with in the future?	58. Please see response to Question 53.
59. Of the OCSD forms, please clarify that included in this submission is only form OCSD-1 and OSCD-3.	59. Please see response to Question 56 b.



<p>60. Are proposers required to submit an MWBE Utilization Plan with their proposal (pursuant to page 15 of the RFP), or may proposers simply identify MWBE or SDVOB firms in which it is willing and able to engage for future work (Page 6, Section IV.A.8)?</p>	<p>60. Please see response to Question 53.</p>
<p>61. Can resumes be included in an Appendix outside of the 10 page limit for Section 2 (Additional Respondent Information)?</p>	<p>61. Additional resumes are expected to be included as part of Section 2: Additional Respondent Information. However, if a respondent strongly feels that additional space is necessary to adequately highlight its qualifications, the respondent may include additional resumes and supporting material in an appendix. Respondents are strongly encouraged to be as concise as possible in their overall submission.</p>
<p>62. In reference to the stated page limit for Section 2, is the section limited to 10 pages for a total of 5 double-sided pages or 10 double-sided pages for a total of 20 pages?</p>	<p>62. In Section IV. Required Proposal Contents, Section 2: Additional Respondent Information: This section of the submission package is limited to ten pages total (10 single-sided pages, or 5 double-sided pages depending on the respondents' formatting). Please also see above.</p>
<p>63. Addendum #2 states that Section 1 must be limited to three (3) pages of text per practice area in which the firm is interested in serving. Please confirm that Section 2: Additional Respondent Information is limited to ten (10) pages of text for the entire submission and not ten (10) pages per practice.</p>	<p>63. In Section IV, Section 2: Additional Respondent Information: This section of the submission package is limited to ten pages of text for the entire submission.</p>
<p>64. For clarification of Addendum #2, the three (3) page limit is for relevant experience for each requested service area (item #2 under Section 1.0)? All other remaining items in Section 1.0 are not subject to this page limit?</p>	<p>64. Correct. Please reference Addendum #2 for greater detail, which is available here.</p>
<p>65. Do pages with only images count in the page count?</p>	<p>65. No.</p>
<p>66. In Section VIII: Submission of Proposals – It is noted that submissions should be no longer than 15 pages of text – is the cover page, table of contents, and pages with images counted as part of the 15 pages?</p>	<p>66. Per Addendum #2: ESD has omitted the total page limit for each submission due to the possibility of respondents applying for multiple areas of expertise. Please note, however, that page limits apply to specific sections in the proposal. Please reference Addendum #2 for greater detail, which is available here.</p>
<p>67. Please confirm that the cover letter and cover page are not included in any page limitations as stated in Addendum #2, Section 2?</p>	<p>67. Confirmed.</p>



Empire State Development

The foregoing is added to and made part of the RFP. Any questions regarding this addendum may be submitted to the designated contact account for this solicitation at REprequal@esd.ny.gov. In order to receive an update when a new addendum is posted to the ESD website, please email REprequal@esd.ny.gov. If you have already emailed this account, you will be notified of future updates.