

**Request for Qualifications for Owner’s Representatives for Real Estate Development and Construction
Addendum # 2 - Questions & Answers**

Release Date: April 5, 2021

The following is a list of responses to questions submitted by prospective respondents (“Respondents”) to the Request for Qualifications for Owner’s Representatives for Real Estate Development and Construction.

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Addendum # 2 - Responses to Questions**

No.	Question	Answer
1	How many firms do you anticipate will be awarded?	ESD cannot comment on this.
2	Can an MBE firm be part of another team (as sub-consultant) even though the MBE firm will also be submitting their qualifications as a prime? Will this approach disqualify either firm from the process?	In the RFQ, ESD is not seeking teams, i.e. a prime individual or firm with sub-contractors. Proposals should be limited to one individual or firm. Each individual or firm should only respond to this RFP with one Proposal.
3	In Section C, Fee Proposal: please clarify what “Respondent’s base salary multiplier must also be included in Appendix A” means?	To clarify, we are requesting the full billable rates that reflect each consultant’s salary, fringe benefits, overhead, G&A and profit. This “fully-loaded labor rate” should be what ESD will be charged for each hour of work on the project. NOTE: Appendix A has been revised and is being posted as Addendum #1.

4	<p>Will ESD award evaluation points to proposals that include MWBE or SDVOB firms as subconsultants?</p>	<p>In the RFQ, ESD is not seeking teams, i.e. a prime individual or firm with sub-contractors. Proposals should be limited to one individual or firm. Each individual or firm should only respond to this RFP with one Proposal.</p>
5	<p>Section II. OVERVIEW, states, “Submission for consideration, will constitute a Firm’s agreement to enter into a contract on the terms and conditions set forth in Schedule A to ESD’s Standard Short Form Contract”. Will Empire State Development entertain proposed comments to Schedule A? If so, would Empire State Development appreciate any potential comments with our submission for consideration?</p>	<p>For the Schedule A, we would not welcome comments.</p>
6	<p><u>Section D Procurement Forms and Requirements:</u> Selected Respondents will enter into contractual agreements with ESD. Accordingly, Respondents should complete and submit the items listed below, in the order in which they are listed. Failure to submit any of the requirements below may result in the rejection of a Respondent’s Proposal.</p>	<p>ESD is not seeking teams, i.e. a prime individual or firm with sub-contractors. Proposals should be limited to one individual or firm. Each individual or firm should only respond to this RFP with one Proposal. The individual or firm responding to the RFQ must complete all the forms.</p>
7	<p>Can information be shared regarding the mixed-use projects on 125th Street in Harlem?</p>	<p>Information can be found here: https://esd.ny.gov/nul-project</p>

8	<p>Where can we find the Fee Schedule for Appendix A? The link provided in the RFQ does not work?</p> <p>NOTE: Appendix A: Fee Schedule has been revised and is being posted as Addendum #1.</p>	<p>You can find the revised Appendix A: Fee Schedule as Addendum #1: https://esd.ny.gov/doing-business-ny/requests-proposals/request-qualifications---owner's-representatives-real-estate</p>
9	<p>Please clarify if the Proposer or a subcontractor to the Proposer who provides or might provide in the future professional and consulting service to ESD related to REDP projects in their different phases or life cycle; such as planning, definition, budgeting, design, construction, etc. might have a conflict of interest if the Proposer becomes one of “the Firms” for the scope of this RFQ?</p>	<p>No, provided there are no conflicts of interest as described in Section 2 “Conflicts of Interest” in the Request for Qualifications materials.</p>
10	<p>Will the weighting for Quantitative Factors be awarded to the Proposer be awarded points if the Proposer’s team includes a qualified MWBE or SDVOB?</p>	<p>Quantitative Factor points will be awarded to respondents that are NYS-certified MWBEs and/or NYS-certified SDVOBs.</p>
11	<p>Does ESD have an enterprise project management information system or is the Proposer expected to provide the project management information system for each project the proposer is awarded?</p>	<p>This is by the consultant.</p>

12	Should a proposer be successful and be awarded an Owner's Representative task for Real Estate Development, would that firm be precluded from downstream or future work, including but not limited to Planning, Design and Construction Management that may evolve from that specific task?	No, such restrictions currently exist.
13	Does responding to this RFQ impact an applicant's ability to secure ESD funding for their own development projects in the future?	No, it does not impact an applicant's ability to secure ESD funding for their own development projects in the future.
14	Does contracting with ESD for hourly services impact a contractor's ability to secure ESD funding for their own development projects?	No, it does not impact a contractor's ability to secure ESD funding for their own development projects
15	In Section C, Fee Proposal/Appendix A: Staff Titles included are Principal, Associate, and Clerical. How does ESD handle staff members who do not fall within these billing categories? Alternately, please provide definitions for the three staff titles shown in Appendix A.	Please add "titles + fully loaded rates" if staff members do not fall within billing categories. NOTE: Appendix A: Fee Schedule has been revised and is being posted as Addendum #1.

16	<p>Given the current limitations of in-person interaction due to the COVID-19 Pandemic, would ESD consider electronic submission of the RFQ response as opposed to hard copies?</p>	<p>For delivery instructions, kindly refer Section VI. A – Proposal Submission of the Request for Qualifications</p>
17	<p>Would participation in the RFQ preclude our firm from design services with Empire State Development for assignments we potentially receive through subsequent solicitation?</p>	<p>No. This participation only allows firms to be “pre-qualified” for a more expedited solicitation for future projects. Subsequent solicitations not based on the pre-qualified list, will go through the regular procurement process.</p>
18	<p><u>Section IV Required Proposal Contents:</u> Below is the list of information and documentation required of each Respondent. Please provide the information in the same order in which it is requested. The responses to the foregoing items must be limited to an <u>aggregate of 12 pages</u>, in at least 12-point font, with standard margins printed on one-sided 8 ½ x 11-inch pages. Question: Does the aggregate of 12 pages include tabs/dividers?</p>	<p>No. Tabs and dividers don’t count.</p>
19	<p><u>Section VI – Proposal Submission Instructions:</u> Three (3) hard copies, one (1) electronic copy (in the form of a flash drive) of the Proposal identified by “Owner’s Representatives RFQ”. Question: Please clarify Empire State Development requires 3 hard copies in addition to electronic copy?</p>	<p>Yes, ESD requires 3 hard copies in addition to the electronic copy.</p>