



REQUEST FOR PROPOSALS (RFP)
Pre-Qualified Real Estate Development and Planning Related Consultants
Release Date: May 13, 2021

The following is a list of responses to questions submitted by prospective respondents to the Pre-Qualified Real Estate Development and Planning Related Consultants RFP. A copy of the RFP is available at: https://esd.ny.gov/pre-qualified-real-estate-development-and-planning-related-consultants-rfp

Pre-Qualified Real Estate Development and Planning Related Consultants – Q&A

Table with 3 columns: No., Question, Answer. Contains 4 rows of Q&A pairs regarding pre-qualified firms, due dates, teaming requirements, and project types.



No.	Question	Answer
5	Will ESD provide Appendix A as an excel document?	Respondents may use Appendix A as a template to create their own table of pay rates.
6	For the purposes of this submission, is ESD looking for proposals to include fully developed subconsultant teams, or is ESD looking for the proposals to include information about only the submitting firm?	Proposals should include specific information only about the submitting firm.
7	If proposals are not required to include full subconsultant teams, how would ESD like submitters to complete Form OCSD-4 - MWBE and SDVOB Utilization Plan?	A tentative Form OCSD-4 should be completed for the Response to this RFP. Should a firm be awarded a future contract as a result of the firm’s inclusion on the Real Estate and Planning Pre-qualified list, the form will need to be updated and filled out in its entirety to include specific MWBE/SDVOB details.
8	If proposals are not required to include full subconsultant teams, how would the ESD like submitters to complete the Encouraging the Use of NYS Businesses in Contract Performance Form?	Bidders/Proposers can demonstrate their commitment to the use of NYS businesses by responding to questions A & B. Note questions A & B talk about anticipation of use.
9	In the RFP, page 15, section 6 identifies a 30% MWBE goal and page 19 identifies a 6% SDVOB goal. Should we be identifying these firms as part of our submittal or will a selection be made from the list of qualified firms referenced at the bottom of PDF page 2 post project award?	See response to question 7.
10	The RFP, page 9, section vi is requesting we submit the OCSD-4 MWBE and SDVOB Utilization Plan with our proposal, however the form itself states the form can be completed within a reasonable time thereafter, but prior to contact award. Can you confirm if this form is required with our submission?	See response to Questions 7 and 9. Form OCSD-4 is required to be submitted with the response to the RFP.



No.	Question	Answer
11	Are respondents required to identify in their pre-qualification response the specific M/WBE and SDVOB firms they will include in future proposals, or is a commitment to meeting ESD’s goals acceptable? (See Sec. VI.2.vi, page 9)	See response to question 7.
12	Is Form OCSD-4 (MWBE and SDVOB Utilization Plan) required to be submitted with our response to this pre-qualification, or only required with a future proposal upon identification of specific scope/project? (See VI.2.vi, page 9 and Sec. IX.6, pages 15-20)	See response to question 7.
13	We can provide services for all except one of the practice areas. Is it still advisable for us to apply, or is it better to list ourselves as a potential subcontractor?	ESD is seeking proposals from firms that have expertise in one or more of the Practice Areas. A firm does not need to have experience in every Practice Area to be included on the pre-qualified list.
14	Can you share the prequalified list from the last time you issued this RFP in 2017?	ESD cannot share the 2017 list of prequalified firms publicly.
15	How many task orders/individual projects were awarded as part of the last (2017-2021) pre-qualified contract for Real Estate Development and Planning Related Consultants, and what was the total dollar value of the task orders/individual projects?	ESD cannot share this information publicly.
16	What was the breakdown by Practice Area of the task orders/individual projects that were awarded as part of the last (2017-2021) pre-qualified contract for Real Estate Development and Planning Related Consultants?	ESD cannot share this information.



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17	What approximate dollar value does ESD expect to award through this contract over the next four years?	See response to Question 4.
18	Is ESD requiring teams to respond to all Practice Areas?	ESD is expecting individual firms, not teams, to submit proposals to this RFP. A firm does not need to have experience in every Practice Area to be included on the pre-qualified list. Respondents should indicate which practices areas they should be considered for. See response to Question 6.
19	Can a prime consultant apply for only some—and not all—of the Practice Areas?	See responses to Questions 13 and 18.
20	Is it possible to be awarded some but not all of the Practice Areas we apply for?	Yes. ESD will review a firm’s qualifications and experience and will determine whether a firm meets the necessary requirements in each Practice Areas included in the response.
21	If we are awarded a contract for the Real Estate Development and Planning Related Consultants pre-qualified list, can we later add teams for individual task orders that come out of the contract?	Should a firm be offered a procurement opportunity as a result of their inclusion on the pre-qualified list, they will be able to assemble a team of subconsultants to help meet the requirements.
22	Is it appropriate to respond as a lead firm with subconsultants in a team structure, in order to cover most or all requested practice areas?	Only individual firms should respond. ESD encourages any potential subconsultants to respond to the RFQ separately to be included on the pre-qualified list for their specialty.
23	If we propose as a team, is it your intention to select the full team in its entirety? Or do you plan to select the best firm for each practice area from various proposals?	See response to question 22.



No.	Question	Answer
24	Is there a page limit for the proposal?	There is no page limit for the proposal.
25	Under section IX. Schedule A (RFP page 22), the link for Schedule A points to a document dated “June 2016”. Could you confirm if that is the correct Schedule A that should be reviewed and referenced in our proposal submission or if there is a more recent version that should be used?	The link for Schedule A can be found here: https://esd.ny.gov/sites/default/files/ScheduleA-Services_Materials-3818.pdf .
26	Is it advantageous for an applicant to submit a response to the RFQ which presents a full team, including subconsultants, that satisfies all the requested “practice areas”, or should a firm submit to only fulfill the selected practice areas it can provide without additional subconsultants?	Only individual firms should respond to the RFQ, detailing the practice areas it can provide without additional subconsultants.
27	Will selected respondents be required to respond to all upcoming “specific assignments” ESD requests of them during the four year term, or will they have the option of declining?	Respondents who are selected for inclusion on the pre-qualified list will have the option to decline assignments that are offered to them.
28	Do firms need to pre-register with Empire State Development before submitting a proposal for this solicitation?	No, pre-registration is not required. Any firm who submits a proposal by the deadline will be considered for inclusion on the pre-qualification list.
29	Are submitting firms allowed to submit for more than one experience category?	Yes – see response to questions 13 and 18.
30	Is ESD seeking qualified individual firms or are they encouraging teaming partners covering multiple areas of expertise?	ESD is seeking qualified individual firms. A firm that meets only one or a few of the ten practice areas is still eligible for inclusion on the pre-qualified list.



No.	Question	Answer
31	Are there any page limits for any of the sections?	There are no page limits for sections or the proposal as a whole.
32	Organizationally, should the Practice Area staff be part of each Practice Area, i.e. resumes, etc? For instance, for (6) Environmental Review, does ESD want that practice area section to include experience and then staff experience?	Responses should detail both firm experience and staff experience for practice areas.
33	Pages 8 and 9 list forms that are required, however several of them are not listed on the Checklist (OCSD-2, OCSD-4). Are these two forms required as well?	Yes, please submit forms OCSD-2 and OCSD-4 with your proposal.
34	Appendix B references EO-177. Can ESD clarify which form this is?	Form EO-177 can be found here: https://esd.ny.gov/sites/default/files/EO-177-Certification.pdf .
35	Can ESD clarify which forms are required by the Prime Contractor and which are required by the Prime and its subcontractors? Several forms appear more relevant for the Prime only.	All forms listed in the RFQ and appendices should be filled out by the applicant to the greatest extent possible without information about potential future subcontractors' information.
36	For Form OCSD-2 if required, given this is an open ended type contract may we, and subconsultants if necessary provide the information for total work force only?	Yes, you may provide total work force information as part of your response to this RFP. A more project-specific response will be required for any potential future procurement opportunity resulting from the firm's inclusion on the Real Estate and Planning Pre-qualified list.
37	For the VendRep form, is a screenshot of the online submission first page sufficient or do you need all pages printed? If not completed online does it need notarizing?	ESD would prefer VendRep pages to be printed out, if there are any attachments, they must be submitted as well. If not completed online, it should be notarized.
38	Can the checklist be provided by the Prime only, even if some forms are required of the subcontractors?	Only single firms should apply for inclusion on the pre-qualified list. Teams will not be considered. Forms should be filled out to the greatest possible extent without information about potential future subcontractors.



No.	Question	Answer
39	Is ESD accepting proposed revisions to Schedule A at this time?	Unless there are extenuating circumstances, ESD does not allow modification of its Schedule A. Any suggestions will be thoroughly reviewed and if not acceptable, the entity will not be included on ESD's Pre-Qualified List.
40	Is there an existing such agreement for these services already in place? If so, how would we be able to receive or view a copy of the current agreement?	This RFP will not result in a direct contract, as it is for the development of a pre-qualified list for potential future engagements. ESD may reach out to a subset of firms on the prequalified list to submit proposals for various services on short notice in a competitive, mini solicitation process. ESD will enter into a contract with the preferred bidder.