

RFP 0922-2
Request for Proposals for Architectural
Design Services Requirements Contracts
Questions and Answers
September 23, 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.