



*New York State Insurance Fund*  
*Procurement Unit*

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January 13, 2020

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Qualifications (RFQ) for Statewide Architecture & Engineering Services, bid number 2019-76-RE. Material in this Amendment supersedes any contradictory material in the RFQ.

Please note that the due date for the submission of bids **remains unchanged.**

**All bids are due January 17, 2020, by 2:00 p.m.(eastern).**

Sincerely,

A handwritten signature in black ink, appearing to read "Megan McClune".

Megan McClune  
Contract Management Specialist

**Statewide Architecture Engineering Services**  
**RFQ #2019-76-RE**  
**Amendment 1**

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	17	2.2.3 Additional Scope of Services	Should we include qualifications, etc. in our proposal for potential subcontractors noted in this section?	<p>Yes, Qualifications of all Subcontractors must be provided within the proposal.</p> <p>Please also refer to Section 2.5, Subcontracting, of the RFQ:</p> <p><i>The Bidder may arrange for a portion/s of its responsibilities under a Contract to be subcontracted to qualified, responsible subcontractors, subject to approval of NYSIF. If the Bidder determines to subcontract a portion of the services, the subcontractors must be clearly identified and the nature and extent of its involvement in and/or proposed performance under the Contract must be fully explained by the Bidder to NYSIF. As part of this explanation, the subcontractor must submit to NYSIF a completed Vendor Assurance of No Conflict of Interest or Detrimental Effect form-Appendix V, as required by the Bidder prior to execution of a Contract.</i></p>
2	17, 18, 19, 20	2.2.3 Additional Scope of Services	Are the tasks described under sub-sections A and B, and by phase, all considered to be potential Additional Scope of Services or are these tasks considered to be standard for all projects?	These services would depend upon the complexity of the project. Upon issuing an assignment to an awarded Firm, NYSIF would work with the Firm to establish the service level expectations of the assigned project.
3	18	2.2.3(A)(Pre-Design)	Please clarify what is meant by "building aid."	<p>Section 2.2.3(A), Pre-Design Phase, #5, "Assist NYSIF in estimating and maximizing the amount of building aid." is hereby replaced with the following:</p> <p>5. Assist NYSIF in estimating total project costs, inclusive of both Soft &amp; Hard Costs, for NYSIF Budgeting purposes.</p>
4	19	2.2.3(A)(Construction)	Please clarify. Direct involvement by an architectural firm in a "jurisdictional" dispute amongst contractors could be a potential liability issue and may not be considered a standard architectural professional service under State law that would be covered by insurance.	Section 2.2.3(A), Construction Phase, #4, "As requested by NYSIF, assist contractors in the avoidance and resolution of jurisdictional disputes." is hereby removed in it's entirety.
5	20	2.2.3(B)(Other Related Services)	Will the Commissioning Authority be provided by NYSIF?	No, Commissioning Authority services will be hired separately.
6	20	2.2.3(B)(Other Related Services)	Will the Special Inspections agency be hired directly by NYSIF?	Yes
7	NA	NA	Is this a recompetit of an existing NYSIF contract and if so, what firms are the current incumbents?	No
8	NA	NA	Is there an annual contract ceiling on the terms of the contract?	No
9	NA	NA	Will individual assignments be "competed" amongst the firms that are ultimately selected for each region?	<p>Per Section 1.7 of the RFQ:</p> <p><i>NYSIF will issue Statements of Work (SOW) to awarded panel Firm(s) based upon the geographical location of the work. Panel Firm(s) will be required to submit responses to the SOW detailing the project specifics (e.g. scope, deliverables, effort, cost, etc.). Work will be awarded based on an evaluation of the proposals.</i></p>

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10	NA	NA	Will assignments be awarded based on "low price" amongst the firms selected for each region?	Per Section 1.7 of the RFQ:  <i>NYSIF will issue Statements of Work (SOW) to awarded panel Firm(s) based upon the geographical location of the work. Panel Firm(s) will be required to submit responses to the SOW detailing the project specifics (e.g. scope, de</i>
11	NA	NA	Can you provide a historic estimate of the average size of individual assignments?	No
12	NA	NA	What is the average total value of assignments for each region in recent years?	NYSIF does not have this information.
13		Appendix G	While we anticipate that all of the businesses that we will utilize will be New York State Business we do not know at this time which consultants we may use as we do not know what the scope of work will be. How would you like this form filled out? Can we list anticipated consultants, FEIN and what their typical services are?	Bidders should list anticipated consultants/subcontractors. During the term of the contract it is understood that new consultants may be used. The approval of this will be done in accordance with the terms of the RFQ.
14		Appendix E	Vendor Responsibility Questionnaire do you want the one in the Appendix filled out or can we include the Standard form or just include our number for the form on file with the state?	NYSIF can accept either of the following:  (1) A completed version of the Appendix E, Vendor Responsibility Questionnaire, that was included in the RFQ.  OR  (2) A completed Online VendRep Questionnaire under the NYS Office of State Comptrollers website ( <a href="https://www.osc.state.ny.us/vendrep/info_vrsystem.htm">https://www.osc.state.ny.us/vendrep/info_vrsystem.htm</a> ). The Bidder must indicate within the proposal that the Online Questionnaire was completed.
15			Can you provide a list of buildings in the Downstate and Central NY regions where work is being planned?	Below please find a listing of current NYSIF locations. Work may be planned in any of these locations or other locations where NYSIF has an interest. - 15 Computer Drive West, Albany, NY 12205 - 8 Computer Drive West, Albany, NY 12205 - 1 Watervliet Avenue Extension, Albany, NY 12206 - 225 Oak Street, Buffalo, New York 14203 - 1045 7th North Street, Liverpool, NY 13088 - 100 Chestnut Street, 3rd and 4th Floor, Rochester, NY 14604 - 2001 Perimeter Road East Building 16, 4th Floor, Endicott, New York 13760 - 44 South Broadway, 10th Floor, White Plains, New York 10601 - 199 Church Street, New York, New York 10007 - 8 Corporate Center Drive, 1st and 2nd Floor, Melville, New York 11747
16	94	Appendix M - Form 101	The categories cited in SOC Job Title do not apply to Architecture or Engineering profession, and those titles are not editable on the form, how should we correct the titles and fill out the form according to the team members' job titles proposed on the bid?	The SOC Job Titles listed are examples for Bidders references. Please use the "Other" field below to outline the proposed staffing plan.
17	95	Appendix M - Form 102	Is Form 102 - Workforce Utilization Report, to be submitted with the RFQ?	No

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18		2.1 MANDATORY REQUIREMENTS	<p>1. Firm(s) must demonstrate that they have at least five (5) years of experience in providing A/E services of similar scope as described hereunder.</p> <p>Since our firm has not been in business for (5) years, would the NYSIF consider an Engineering Subcontractor's (5) years of experience to satisfy this requirement? or perhaps our prior experience working at A/E firms?</p> <p>Our firm does have experience beyond (5) years, in a similar scope of work, however a portion of this duration was gained at firms that our principals worked for.</p>	The Prime Firm responding to this RFQ must have been in business and have at least five (5) years experience in providing A/E services of similar scope as described within the RFQ. Staff experience would not satisfy this requirement.
19			Who are the current contract holders in each Region.	This is not relevant to this RFQ.
20			How many assignments have you given or anticipate will be given per year.	NYSIF does not have this information.
21			What is the average dollar value in terms of fee for each assignment.	NYSIF does not have this information.
22			Is the fee for each assignment on a Time & Materials (T&M) or Lump Sum Basis.	This would be dependent upon the complexity of the project; however, regardless of the complexity of the job, the awarded Firms would be required to provide a breakdown of the projected cost of an assignment based upon projected number of hours and hourly rates.
23	15	Section 2.1/a	Will bidders be required to hold the MEPFP engineer's contract or will NYSIF hold consultant's contracts? Please confirm the bidder will need to partner with 1 selected MEPFP engineer on the RFQ response (assuming engineering is not "in-house" at the bidder's firm)?	NYSIF will only hold contracts with the Prime Firms that respond to this solicitation. It will be the Prime Firms responsibility to provide the services outlined under this RFQ by self-performing the services or subcontracting the services to qualified, responsible subcontractors, subject to approval of NYSIF.
24	16	Section 2.2.1/A/3	Please confirm what is meant by "Project Management Department" and if this means Owner's Representation services? Would you please confirm that NYSIF will directly contract a Cost Management firm or a General Contractor/Construction Manager to provide cost estimating services and financial updates throughout the project?	<p>(1) A "Project Management Department" would be staff responsible for monitoring and managing projects.</p> <p>(2) The Firms awarded under this contract WILL be responsible for providing cost estimating services and financial updates for assigned projects. A Firm can provide this by either self-performing the services or subcontracting a portion of the services to qualified, responsible subcontractors, subject to approval of NYSIF.</p>
25	17	Section 2.2.3	Would you please confirm that the requirement to directly provide or subcontract Independent Air Monitoring and Specialized Engineering Services (structural, geothermal, etc.) will be removed and that NYSIF will directly contract these types of consultants?	NYSIF reserves the right to directly contract for these services when it is in the best interest of the Agency; however, NYSIF does expect the awarded firms under this contract to provide these services either by self-performing the services or by subcontracting the services to qualified, responsible subcontractors, subject to approval of NYSIF.

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26	17	Section 2.2.3/A/Pre-Design Phase 1	Please clarify what is meant by "suggesting bid options".	<p>This would be a professional recommendation on the best way to solicit for the scope of work under a project assigned to the awarded Firm.</p> <p>For example, based upon the scope of work, a Firm may recommend:</p> <p>A) The work should be bid and structured in multiple phases under a single solicitation. or B) The scope should be separated into individual solicitations. or C) The work should be phased over the course of several years.</p>
27	18	Section 2.2.3/A/Pre-Design Phase 4	Please confirm if a SEQRA consultant contract will be held by NYSIF or is this type of consultant expected to be held by the bidder?	If required, NYSIF expects firms awarded under this contract to provide SEQRA consulting services.
28	20	Section 2.2.3/A/Design & Pre-Construction Phase 9	Please clarify Labor Law requirements.	<p>As an example of Labor Law, as a NYS Agency, any public work contract is covered under Article 8 of the Labor Law.</p> <p>The awarded Firm is expected to be aware and up to date on any and all NYS Labor Law requirements that may apply to an assigned project under this Contract.</p>
29	28	Section 4.1/Bid Prep/Comments and Limitations	Will redlined RFQ documents be accepted?	Firms must respond to the solicitation in accordance with Section 4 of the RFQ, "Bid/Proposal Format". Redlined documents are acceptable when submitting "Comments and Limitations" under section 4.2.8 of the RFQ.
30			What are the types and ranges of costs associated with the projects involved?	NYSIF does not have this information.
31			What is the anticipated fee?	NYSIF does not have this information.
32			Can a two week extension be added so as to accommodate the above responses and adapt the proposal to reflect the responses?	No
33	25	Page 25 4.2 Bid Format	Page 25, Section 4.2 states proposals are to be submitted with each numbered item listed as a separate section. Within the requested information, there are references to submit the criteria described in Section 2, Technical Specifications in 4.2.3 and 4.2.4. How should we separate the items listed in Section 2, as Section 2 is referenced within two different sections in the RFP requirements.	NYSIF is seeking proposals with a separate "Company Background" section which addresses, at a minimum, the items outlined under Section 4.2.3. All other information described in Section 2 of the Technical Specification section should be addressed under Section 4.2.4.
34	N/A	N/A	Will projects anticipated under this contract take place at NYSIF-owned and/or operated facilities or will there be projects on other sites to be completed on behalf of NYSIF?	Projects may take place at NYSIF facilities or on other sites where services will be completed on behalf of NYSIF.
35	O.2	Appendix O -Form A	Does Appendix O - Form A need to be submitted with our proposal? If so, in order to submit the number of hours worked per employment category and amount payable under the contract, we need to know an approximate contract value and the RFP does not provide one. Can NYSIF provide a value?	Yes, Form A must be submitted with the bid submission. Bidders may note under this form that certain areas are "To Be Determined" as the work requirements vary on a project to project basis.

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36	N/A	Form 101 Staffing Plan	This form doesn't seem applicable to AEC workers unless we utilize the "other" fields for every employee category we have. Is there a more applicable form for us to use? Also, how do we estimate the hours worked without the anticipated workload or fee for the projects?	See response to Question 16 for the Form Fields.  In regard to the number of hours, this can be listed as "To Be Determined" as the work requirements vary on a project to project basis.
37	15	2.2 Section - second	Will architectural/engineering team, which include architectural, engineering and other specialties, be acceptable or do you look for architectural and engineering services as part one company?	Prime Firms must have the ability to provide the services as outlined under the RFQ either by self-performing the services or subcontracting the services to qualified, responsible subcontractors, subject to approval of NYSIF.
38	0	0	What is the range of the value of consultant fees for each contract?	NYSIF does not have this information.
39	8	1.4 - Purpose of this RFQ	Will the A/E work performed under this term be on the NYSIF district offices (Albany, Binghamton, Buffalo, Long Island, NYC, Rochester, Syracuse, and White Plains) only? Or are there other facilities covered under this term agreement?	Per Section 2.1(5)(c), Mandatory Requirements:  Bidders must be able to provide coverage for all the counties within the region(s) they are bidding on. A region is defined as the geographic area of responsibility. See Exhibit 1 "Map of Regions" for a detailed outline of the geographic area of responsibility.
40	Appendix E	Section 4 / 4.2.9/ Appendices	In regards to the Vendor Responsibility Questionnaire Form (Appendix E), our firm already has a Vendor Responsibility on file with NYS. Would it be acceptable to provide a confirmation page of our filing in our proposal response rather than complete the entire questionnaire?	See response to Question 14.
41	8	1.4	Do A&E services both have to be provided in-house or is a team of consultants to cover A&E acceptable?	See response to Question 37.
42	10	1.7	What is the contract and/or project cost limits (if any)?	This will be determined on a per assignment basis.
43	16	2.2.1 Personnel	Will the NYSIF consider separate Architectural and Engineering firms with existing working relationships in high energy buildings and retrofits to team up for this proposal?	NYSIF will consider proposals from all Bidders that meet the requirements outlined under the RFQ.