

Architectural On-Call Services

RFP 2016-006

Questions to be submitted by March 9.

Open ended solicitation

The following questions were submitted with regards to RFP 2016-006.

1. Can you please clarify the intent of the Nassau Health Care Corporation's RFP for architectural on-call services that is currently advertised? I see that some of the anticipated projects involve primarily MEP engineering services, such as sprinkler installations.
 - a. Is NHCC planning to award contracts only to architectural firms?
 - b. Would NHCC consider awarding contracts directly to MEP engineering firms?

Answer: NHCC is planning to award to contracts to both architectural and engineering firms. Two separate RFPs were issued. They are 2016-006 for Architecture and 2016-007 for Engineering.

2. We are an MEP engineering firm. Should we respond directly to this advertisement, or must we submit as a sub-consultant through an architectural firm?

Answer: NHCC is planning to award to contracts to both architectural and engineering firms. Two separate RFPs were issued. They are 2016-006 for Architecture and 2016-007 for Engineering.

3. We did not receive RFP Architectural On Call Services 2016-006, but could we submit for it if we wanted to?

Answer: Yes, any firm may submit a proposal.

4. You are asking for All Inclusive Hourly Rates, which I would assume means the employees hourly rate including profit and overhead. Then I guess you want what that multiplier is, let's say 2.5. Is this what you are looking for?

Answer: Provide your hourly rate and your multiplier which will yield what you expect to bill for each role. Some firms may include overhead and profit in their hourly rates, and some firms may include it in their multiplier. Either method is acceptable.

5. On the Hourly Rate Schedule, you have listed various engineers that would not be part of Architectural Services. Should we provide these hourly rates or only deal with what would be considered under architectural services, such as Interior Designer and Structural Engineer? I know you have a separate Engineering On-Call Services RFP out there as well.

Answer: NHCC intends to award Architectural On Call Services contracts to architectural firms. The work performed under these contracts will primarily be architectural work. However, there may be a need for additional services that are not specifically handled by an architect. In such cases, NHCC reserves the right to have the services performed by:

- the awarded firm's sub consultants
- consultant(s) under contract with NHCC
- consultant(s) selected by NHCC through separate proposal(s)

You may provide rates for any of these potential sub consultants if you regularly use such consultants and/or wish to use such consultants on NHCC projects should NHCC authorize the use of your consultants on a specific project. You may add additional consultants not listed on Attachment "A" if necessary. If you do not wish to use and bill for sub consultants, you may leave these hourly rates blank on your submission.

6. Is an audited financial statement absolutely necessary for this RFP?

Answer: All submissions to the RFP including those without audited financial statements will be considered.

7. Must the response follow the outline as noted in Section II?

Answer: Yes.

8. Are there any other fee proposals we must submit other than the hourly rate chart ('Attachment A')?

Answer: No.

9. As we are likely to assign more than one staff to various title categories, can we indicate a range of hourly rates?

Answer: To submit multiple rates for a specific title, use the space at the bottom of Attachment "A" and indicate the various rates you propose to charge. Example: Staff Architect 1 \$----, Staff Architect 2 \$----, Staff Architect 3 \$----.

10. Assuming more than one firm is awarded an on-call contract, how will projects arising from this contract be assigned, i.e. on a rotating basis or by fee?

Answer: NHCC will determine which firm provides the best value to NHCC for each project assigned. This may involve an evaluation of fees and previous experience.

11. Please confirm that there is no due date and that proposals will be reviewed as received.

Answer: There is no due date for the submission of proposals. Contracts may be awarded on an on-going basis until the needs of NHCC are satisfied.

12. Since questions are to be submitted by today, March 9th, when are RFIs expected to be released?

Answer: Responses to questions will be posted on the NHCC website by March 14, 2016.

13. In the RFP it mentions fee and cost. As this is for on call and not specific scope, wanted to clarify what you are looking for there. Is it just our schedule of hourly rates or a proposed fee matrix based on project size?

Answer: Provide hourly rates only. NHCC may request fee schedules for some project assignments at a later date.

14. We will include qualifications for an MEP engineering firm. Do you need fee information for them as well? Are there any other consultants we should include at this time?

Answer: See response to question 5.

15. I anticipate including the following consultants in our RFP response. Please advise if any can be eliminated or if any are missing and should be added:

- a. MEP FP Engineer
- b. Structural Engineer
- c. Civil Engineer
- d. Planning Consultant
- e. Equipment Planning (clinical)
- f. Surveyor
- g. Cost Estimator
- h. Industrial Hygienist (Haz Mat) Survey, Lab Testing and CD Preparation
- i. I.T. / A.V.
- j. Security
- k. Acoustical
- l. Landscape Architect

Answer: See response to question 5.

16. Will there be any M/WBE goals or requirements as pertains to the A/E design team? If so please indicate what the goals or requirements will be for MBE and WBE.

Answer: The MWBE Participation Goals as noted on the NYS Contract Reporter are for the Nassau Health Care Corporation as a whole and not specifically for this contract. MWBEs are encouraged to respond to this RFP.

17. Page 9 Item G of the RFP requests a fee and cost proposal be submitted. Since no specific project(s) have been identified, I anticipate no fee will be required at this time. Please confirm.

Answer: No fee proposals are required at this time. Provide rates and multiplier as requested in Attachment "A".

18. I anticipate projects will require NYSDOH C.O.N. application. I also anticipate we will work with a C.O.N. consultant (private or within the hospital) who will oversee and make the application and we will provide supporting A/E documentation (narrative, certification letter(s), DSG 01 drawing documents, etc...)? Please confirm.

Answer: NHCC will hire filing consultants and use internal personnel as needed to oversee the NYSDOH C.O.N. processes when applicable. Firms awarded contracts through this RFP will be required to provide supporting documentation including but not limited to drawings, narratives, certifications, and code review.

19. The RFP mentions there is no deadline for submission of the RFP response? Please verify.

Answer: There is no due date for the submission of proposals. Contracts may be awarded on an on-going basis until the needs of NHCC are satisfied.