

## Answers to Questions Regarding RFP 001-2024: Architectural On-Call Services

1. The RFP references Attachment A for the document to be used for listing hourly rates. I do not see an Attachment A in the RFP. Is this available elsewhere?
  - a. It is available at <https://www.numc.edu/about/doing-business-with-nuhealth/>
2. Please confirm the names and addresses of the NHCC contact person and additional entities to whom the original proposal and additional hard and digital copies are to be submitted.
  - a. Margaret Lowe – 2201 Hempstead Turnpike, East Meadow, NY 11554, 19<sup>th</sup> Floor.
3. Would a thumb drive be acceptable in lieu of a CD to deliver the digital copies of our proposal?
  - a. Yes.
4. Can you confirm that we should include a list of subconsultants in our submission for this proposal? If so, please confirm the specific materials that are required from each subconsultant.
  - a. This is determined by the respective firm for what services they can provide. These are ancillary services to the main portion of the contract and will be taken into consideration.
5. Please confirm whether there is a MWBE participation goal for this pursuit, and if so what that percentage should be.
  - a. There is no set requirement, but MWBE vendors are preferred.
6. Given that the scope for these On Call Services is not finalized, and is likely to be subject to significant changes, please confirm section II.F (page 8) and II.G (page 8) are applicable to this proposal.
  - a. Yes.
7. Please confirm the PDFs named *RFP-Architectural-On-Call-2024.pdf* and *Attachment A.pdf* are the only documents related to this proposal which has been supplied to the prospers. If additional files beyond those two files are required, can you include them in your response to these questions?
  - a. There are no additional files required.
8. Please confirm the Architectural team needs to provide a consultant team totaling 20% M/WBE.
  - a. There is no set requirement, but MWBE vendors are preferred.
9. Is there a page limit on the proposal?
  - a. No.
10. Is there a duration of on-call services anticipated that the approved firms could be called upon for the projects listed?
  - a. This is subject to the approval by the NuHealth Board of Directors.
11. The submission date for the proposal is listed as March 5<sup>th</sup>, please confirm as this is a greater duration compared to what was offered last year before the RFP was pulled.
  - a. Yes.
12. The selection criteria states “evaluated based on price” please confirm this is limited to hourly rates as specific proposals for project scope would be forthcoming once the Arch firm is approved as part of the on-call services.
  - a. Proposal evaluation will be based off price including hourly in conjunction with company background, history and experience.

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13. I am reaching out regarding the open On Call Architectural RFP for Nassau Health NuHealth System (RFP 001-2024), to clarify submission logistics requirements - Please confirm if hard copies are required or if submission by email is acceptable. If hard copy is required, please confirm the use of a flash drive instead of a CD is acceptable (noted on page 5).
  - a. A hard copy submission is required, please see page 5. Use of a flash drive in lieu of a CD is acceptable.
14. Attachment "A" – All Inclusive Hourly Rates – Can the second column be filled in with a range, e.g. "\$250 - \$275"?
  - a. Include one rate.
15. Pages 1-4 of the RFP are for the "On-call Agreement." Beginning on Page 5 is the "Nassau Health Care Corporation Request For Proposals"; can you clarify which parts of this should be included for our On-call proposal response?
  - a. As many as possible.
16. Page 5 requires 2 CD copies of the proposal. Would you accept USB "Flash" drives instead of the CDs?
  - a. Yes.
17. The 2nd submission, on page 5. **"One (1) additional copy of the proposal on CD Must be submitted to"**. Do I mail the CD to the address listed on page 5 or dropped off? Please clarify.
  - a. It can be either mailed or dropped off.
18. Can the Architect submit alone or is recommended to include sub-consultants that is listed on the RFP?
  - a. The Architect should submit alone their respective rates and utilize the subsection for sub consultants under the All Inclusive Hourly Rates Attachment A for additional services.
19. Should proposers include signage/wayfinding as part of the design team or will NHCC contract with a consultant providing this service separately?
  - a. Wayfinding services are provided outside of this contract. General room verbiage numbering and identification shall be provided in drawings.
20. The advertisement states there is no SDVOB set aside but also states there is a Service-Disabled Veteran-Owned Business goal of 6%. Please clarify the requirements for SDVOB for this RFP.
  - a. The 6% is a goal.
21. Regarding the staffing plan, is there a process of approval for new staff that may replace persons on the approved staffing list? For example; an employee on the staffing plan leaves the company for any reason and their position is replaced.
  - a. Include the rates for the respective title. If there is a change in representation NHCC would be a part of the review/approval process for new staff to work on the respective project.
22. The RFP includes permit and filing fees under reimbursable expenses. It is expected that the consultant pay for and subsequently be reimbursed for all fees for all projects, or is this a project-by-project basis?
  - a. Any reimbursable will be addressed on a project by project basis.
23. As we are likely to assign more than one (1) staff to various title categories, can we indicate a range of hourly rates or should they all be listed on separate lines?

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- a. This should be identified on separate lines.
24. We understand that both an Architectural and Engineering On-Call RFP were released. Can a subconsultant submit as Prime for the Engineering On-Call & be a subconsultant on the Architectural On-Call?
- a. Yes; a firm may submit as prime on one and a sub on another. It should be noted that the intent for the sub consultant section is mainly for consultants and specialized services that the Architect can provide that is not listed under the general titles.
25. We anticipate projects will require NYSDOH C.O.N. application. Will the Hospital hire a filing consultant directly or is this a subconsultant that we should include on our team? Also, if the Hospital is hiring directly, please confirm that the Architects will provide supporting documentation.
- a. We have a sub-consultant and have internal personnel who handles our CON process. If this is a service that can be provided by the Architect it may be listed under the sub consultant section. For projects that require CON applications and is being handled by our consultants supporting documentation for schedules and drawings will need to be provided by the Architect.
26. Please clarify how long the term is for this On-Call.
- a. Contract terms are determined by the NuHealth Board of Directors.
27. Are the inclusive hourly rates provided for the entire term of the On-Call? Or can yearly escalation be included?
- a. Yearly escalation can be included if it is applicable.
28. Is there a preferred overnight delivery service (UPS or FedEx) to be used for the delivery of the proposals?
- a. No.
29. I was wondering is there anywhere we need to submit our intention to bid?
- a. Submission of an intention to bid is not required.