

**On-Call Land Use and Traffic Engineering Consulting Services RFP
2984 / 298400XX
Questions & Answers
April 11, 2025**

In connection with the **On-Call Land Use and Traffic Engineering Consulting Services RFP (“RFP”)** released by New York City Economic Development Corporation (“NYCEDC”) on March 4, 2025, the questions from potential Respondents and answers provided by NYCEDC are below. Capitalized terms shall have the meaning set forth in the RFP unless otherwise defined in this Q&A document or the context otherwise requires.

Consultant Team Experience & Structure

Q: The experience portion of the RFP states that the consultants need an architect with experience overseeing the results of the project. Can you expand on this?

A: As some projects awarded through this contract will require the City’s Uniform Land Use Review Procedure (ULURP), an experienced architect may be needed as part of a consultant team to prepare architectural drawings for a project’s land use application required prior to entering ULURP.

Q: How can we compete with the other firms who have been awarded this contract previously and have experience working with NYCEDC on this retainer? Will they score higher due to this?

A: While the selection criteria may consider a favorable history working with NYCEDC, the evaluation may also consider a favorable history working with the City, as well as experience working on projects with a similar set of services outlined in the scope of work. Info Session attendance sheets are posted to the RFP webpage and NYCEDC encourages networking with other attendees.

Q: Can the required team members be individual consultants or do they have to be packaged in one company?

A: NYCEDC expects prime consultants to assemble a team that is capable of providing the services outlined in the scope of services. This can include one consultant that can provide all services or a prime consultant with a team of specialized subcontractors.

Q: For small M/W/DBE firms that can fulfill only a portion of the RFP scope, would they still be considered submitting a proposal independently, or is it recommended to apply only as part of a larger team?

A: All firms are encouraged to form a consultant team that is capable of providing all services outlined in the scope of services. M/W/DBE firms that can only fulfill a portion of the scope of services are encouraged to form a consultant team with other firms.

Q: Can you please confirm that section 2.2.2.2.2 was intentionally included, and if so, why is the lead architecture role required for environmental review studies? "2.2.2.2.2 Consultant shall have served as a lead architect overseeing consultants of various disciplines on at least five (5) projects similar to the Project within the five years immediately preceding this RFP"

A: An experienced architect may be needed as part of a consultant team to prepare architectural drawings for a project's land use application required prior to entering ULURP.

Q: Please clarify the role of a lead architect as required experience on this contract? The project examples discussed in the pre-proposal meeting did not include architectural services.

A: As indicated above, an experienced architect may be needed to prepare architectural drawings for a project's land use application. The SPARC project highlighted in the info session presentations required an architect to prepare drawings for a special permit application submitted to the Department of City Planning for review and approval.

Q: Section 2.2.8 Selected Criteria. The first criteria states "The proposed Consultant Team's experience in the application of new technologies to achieve effective projects and plans, equitable design strategies, and sustainable design." Can you clarify how equitable design strategies and sustainable design services are associated with this contract? The project examples discussed in the pre-proposal meeting did not include design services.

A: There will be an addendum posted on the RFP webpage to remove this language from the RFP. Respondents must include the signed addendum in proposal submissions in order for their proposal to be considered.

Q: How many consultants will be awarded?

A: The number of consultants awarded will depend on the number of quality proposals received; however, NYCEDC anticipates selecting 4-6 consultants.

Q: Do we have access to previously awarded consultants for this retainer?

A: The list of previously awarded consultants is publicly available information and includes AECOM USA, Inc., AKRF Inc., Langan Engineering, Environmental, Surveying, Landscape Architecture and Geology, D.P.C., Philip Habib and Associate, P.E.,D.P.C., and VHB Engineering, Surveying, Landscape Architecture and Geology, P.C.

Fee and Cost Schedule

Q: The RFP states: "3.1 In General. Under the Contract, NYCEDC will agree to pay to the Consultant an amount not to exceed a Maximum Contract Price to be negotiated between NYCEDC and the Consultant based upon its response to this RFP." Since this procurement requires only labor rates, please clarify how the maximum contract price will be determined.

A: The anticipated initial Maximum Contract Price for awarded contracts through this RFP is \$2,000,000. Each assignment under the selected contracts will be issued through a competitive mini-RFP process outlined in the scope of services. Proposals submitted through this competitive mini-RFP process will be required to include a Fee Schedule for the specific tasks in the assignment based on the hourly rates included in the RFP submission. The committed amount to each selected consultant will be determined by the number and value of individual assignments awarded to each selected consultant.

Q: The RFP states that 30% of the evaluation criteria will be based on the proposed fee and cost schedules. Please clarify how you plan to evaluate price based only on rates and titles.

A: Hourly rates for positions included in the proposed Sample Fee and Cost Schedule will contribute to the evaluation criteria and be compared across all submissions. The positions listed in the Sample Fee and Cost Schedule represent anticipated members of consultant teams that will contribute to assignments awarded through this contract.

Q: The Proposal Fee / Fee Schedule counts for a significant portion of this RFP. How is this calculated if there's no total fee?

A: Hourly Rates submitted in the Sample Fee and Cost Schedule will be evaluated and compared across all submissions.

Q: What if the consultant team has a new title that is not reflected on the Proposal Fee?

A: The positions included in the Sample Fee and Cost Schedule represent anticipated members of consultant teams that will contribute to assignments awarded through this contract. If a consultant team has a new or different title that is not reflected in the Sample Fee and Cost Schedule, please note which position listed is the most equivalent. Respondents can also insert an "Equivalent Title" column in the submitted Sample Fee and Cost Schedule.

Q: Will the rates be constant for the entire contract or are consultants allowed to escalate rates for each year of the contract?

A: Hourly rates will remain constant for the duration of the contract, including any amendments. Rates will not escalate for the duration of the contract.

Q: RFP on page 90 states: "A total lump sum cost proposal broken down by Task (as defined below); or a cost proposal broken down on an hourly basis based on the rates submitted in the Contract, which hourly rate-based proposal may include a provision of up to five percent (5%) of the total of the Task Order for Allowable Additional Costs (if any)." Please clarify

whether the cost rates for each task order are the rates in the master agreement, or whether they will be actual rates at the time of the task order.

A: Hourly rates submitted in the Sample Fee and Cost Schedule will remain constant for the duration of the contract and will contribute to Fee Schedules submitted for each individual assignment.

M/W/DBE Goals & Forms

Q: How do we reflect the M/W/DBE disaggregated goals for this RFP on the M/W/DBE Narrative Form?

A: The M/W/DBE disaggregated goals do not need to be submitted as part of the RFP submission. M/W/DBE disaggregated goals will be set and submitted for individual assignments.

Q: Can M/W/DBE firms partner with more than one consultant?

A: Yes, M/W/DBE firms can partner with more than one prime consultant.

Q: How do M/W/DBEs on this on-call reach out to primes that are looking to partner with M/W/DBEs? Is there a sign-in sheet or is there a way to reach out to them?

A: Attendance sheets from both info sessions are posted on the RFP webpage. Certified M/W/DBE firms can also be identified at the following website:
sbsconnect.nyc.gov/certification-directory-search/

Q: Is there a breakdown for the M/W/DBE goals or is it just 38% overall?

A: The goal for the M/W/DBE Narrative form required to be included in submissions to this RFP is 38%. Disaggregated goals will be set for individual assignments under this contract.

Q: Can NYCEDC's M/W/DBE officers provide direct assistance to M/W/DBE firms in forming teams, or are they primarily available to help primes connect with M/W/DBE firms?

A: NYCEDC's M/W/DBE team regularly provides resources to help vendors find certified M/W/DBEs. These resources include, but are not limited to, industry specific directory pulls, outreach events, brown bags, and capacity building program events offered to facilitate partnerships with M/W/DBE vendors.

Q: Do subconsultants as part of our team need to complete any forms (e.g. Intent to Perform as a Subcontractor form)?

A: No, Intent to Perform as a Subcontractor forms are not required in submissions to this RFP.

Q: Can you provide an editable version of the M/W/DBE Narrative form?

A: Yes, an editable M/W/DBE Narrative form is included in the RFP document.

RFP Submission

Q: 1.6 Cover Letter. Respondents should include a cover letter summarizing key points of their Proposal. Please verify whether the cover letter should be included in Electronic File #1.

A: Yes, a Cover Letter should be included in Electronic File #1.

Q: Do we have to provide resumes for all positions mentioned in Exhibit 2 Sample Fee and Cost Schedule? Ex. Senior Editor, Editor, Senior Production Manager, Senior Graphic Designer?

A: As indicated in Part II of the RFP, resumes are required for all members of the proposed consultant team.

Q: Exhibit 1-2 (page 23 in the RFP document PDF) section 1.1.5 states: "Please include the addresses, phone and fax numbers, e-mail addresses, designated roles, and relevant experience and expertise" for all resumes included. Can you confirm if every resume should include the business address and contact information for that specific personnel member?

A: Each resume should include the appropriate business address and contact information for the specific personnel member.