



Roosevelt Island Operating Corporation

Request for Proposal A&E Panel August 2025

ADDENDUM #02 RFI Log

Date Issued: September 16th, 2025

Please review the following addendum to the RFP. Please review the RFI log below and please sign and include in your proposal.

	A&E Question	Response
1	Per page 8 of the RFP, it states, "The Outside Cover and First Page shall contain the title and the submittal date." If the table of contents is page two of our submission following the cover, do you want this information included there also or only on the cover?	Only the cover of the bid submission package is acceptable .
2	Per page 10 of the RFP, it states that "The forms and statements described later in Section XVI and provided on the website, Procurement Forms and Requirements, should be completed, executed, and included in the Bid Proposal as Section 4." However this is listed under section 3. Shall the forms be listed under section 3 instead? If not, and if they should be included in section 4, what do you want to see in Section 3?	Please review checklist in the RFP and the bid documents posted on the website. https://rioc.ny.gov/216/RFPs-Bids

<p>3</p>	<p>Per page 15 of the RFP, the form order is mentioned, however, the numbering and items listed do not align with the following pages (starting at the bottom of page 15-20). Can you please confirm if we shall go by the checklist on page 15, and if so, we can disregard any changes/contradictions on the other pages? For instance, item 11 on page 20 mentions cost proposal but this is not in the list on page 15, and instead, item 11 is the Non-Collusive Bidding Certification Required by Section 139-D of the State Finance Law.</p>	<p>please follow the pages as they appear and please misread pagination errors.</p>
<p>4</p>	<p>If we have any exceptions to the contract, where shall we list them? In section 3 (where we presume the forms section to be), or can this be reviewed at a later date?</p>	<p>Section XVI, indicating "EXCEPTIONS" with line item "14"</p>
<p>5</p>	<p>Can you please confirm what project types would be most common under this contract?</p>	<p>CAPEX for Rehabilitation Projects and New Construction</p>
<p>6</p>	<p>Are you looking for most recent employment history only on resumes (for those with extensive history dating 15-25+ years)? Alternatively, may we limit this to show the current firm the employee is with (i.e. identifying our subconsultant team separately from ours as prime)?</p>	<p>Need to show the entire employment history - as with any other resume. We would think that within the 15-25+ years of experience, the employee will not have had equal number of employers, but rather about 1/5 of that number.</p>
<p>7</p>	<p>In Section 1 for letter i. Relevant Experience of the Respondent, can you please confirm if you are looking for four projects maximum in section? If not, is there a maximum number of projects you are looking to see?</p>	<p>We are looking to see project life cycles with GANTT Charts that were followed per each project to show if the tasks were carried out timely and within budget. The data must be verifiable. We would also be very happy to see if there were any VALIDATION projects of Control Systems.</p>
<p>8</p>	<p>In section #3 for the forms, for Schedule C, can you please confirm what you are looking for under section 4B vs. section 4C given one asks for number of employees and technical specialists and the other asks for number of technical, administrative and managerial personnel assigned. Please clarify.</p>	<p>4B: This is for the overall employees involvement in the project BC: This is for the employees in CHARGE of the design and PM of the project</p>

9	In Section #3 for the forms, should the Staffing Plan follow Schedule C or should it go at the end section?	Follow Schedule C
10	Can you please confirm that, for the M/WBE Quarterly Report this may be completed in full for each task order? Would you like us to fill in the names of our subconsultants on this form in the meantime without the amounts paid (as that is not applicable at this time)?	Name of sub-consultant with MWBE criteria and quarterly reporting sample of utilization of them along the project cycle is acceptable. We are not looking for financial data, but rather compliance with MWBE labor force utilization.
11	Can you please provide the NYS Department of Labor Prevailing Wage Rates for reference? Shall we include a copy of this in our submission too?	This has to come in from your organization; based on your Prevailing Wage for a specific trade. Guidelines for DOL can be followed to further support this.
12	Can you please confirm which of the two M/WBE Utilization Plans included we shall utilize for our submission?	M/WBE 103
13	Based on our inquiries, in order to provide a fully responsive, compliant, and comprehensive submission, might you be able to grant an extension for this opportunity?	The extension (if granted) will be provided for ALL the public bid submission, not just to selective bidders. IF you are not ready by the due date, check our website to see if an extension was provided for lack of bidders. If there are no extensions shown, then it means enough bidders submitted in due time.
14	In section #3 for the forms, for Schedule C, can you please confirm if you are looking for a project workload under section 4A?	Yes, show your portfolio for the last 5 years with the criteria and clarifications requested in the entire paragraph.
15	Can you please confirm if for number 5, under Assurances, nothing is needed as we are certifying on the following page? If something is needed here, shall we provide affirmative statements agreeing to these items?	Section 5 "Assurances" is there for awareness that anything being certified here adherence to the truth and that RIOC reserves the right to request any relevant documentation to proof this at any given time (Section 5B)
16	In section #3 for the forms, for Schedule C, under number 4A. it asks for relevant experience. Can you please confirm what types of projects may be most relevant under this contract?	We are looking to see project life cycles with GANTT Charts that were followed per each project to show if the tasks were carried out timely and within budget. The data must be verifiable. We would also be very happy to see if there were any VALIDATION projects of Control Systems.
17	Can an Architectural firm propose as a Prime Consultant and subcontract Engineering services, without forming a joint venture? Section VIII "Required proposal contents", section 1, 1)d. v. seems to imply so; however, kindly confirm.	This is correct.

18	Under relevant experience, 2 examples from governmental and non-governmental projects are requested. Can the samples be all from government agencies?	No, you must demonstrate that you have the experience working with private and governmental organizations, corporations, entities, etc.
19	It is stated that a pre-proposal meeting will not be held, however, it also states that bidders are encouraged to attend. Please clarify if there is a meeting or not.	No pre bid meeting - This statement was an oversight, we apologize.
20	Regarding "Approach to sourcing and achieving different funding opportunities" please clarify if this item refers to collaboration with RIOC by working on submission or own research such as Local Law 97 project funding by NYSERDA.	BOTH
21	Request for extension on Bid Submission date.	The extension (if granted) will be provided for ALL the public bid submission, not just to selective bidders. IF you are not ready by the due date, check our website to see if an extension was provided for lack of bidders. If there are no extensions shown, then it means enough bidders submitted in due time.
22	<p>Is the inclusive hourly rate the payroll rate (salary rate) or the billing rate?</p> <p>Is there a multiplier for this RFP?</p> <p>1st Example: 30.00 an hour (salary rate) * 3.75 (multiplier) = (final rate)</p> <p>2nd Example: Billing Rate per job title? 375, 250, 185, 175, 145, 110, 95</p>	Billing Rate, with prevailing wages report for payroll. It is understood that the billing rate must also include overhead costs for your company. We do require however that for every hour invoiced at the bill rate, accompanies a prevailing wages statement for the employee who was involved in providing the services.
23	Which of the multi-forms on the checklists do the subs consultants have to fill out?	Only the Prime contractor needs to fill out the required documents. The Prime contractor is responsible for the performance of their subcontractors and would directly contracting with them, not RIOC.
24	On the Proposal Checklist form, a completed and submitted SDVOB 103 Utilization Plan is listed as N/A, however, the NYSCR ad listed the SDVOB goal at 6%. Please confirm that the SDVOB form is required	Confirmed, please include SDVOB utilization for 103 and or waiver application.
25	Would option years be considered part of the contract term and have to utilize those same original rates?	For any EXTENSION of contract terms, we can consider an inflation increment

26	Please clarify if the rate schedule should represent rates for the 3-year contract term or will the awarded firm be permitted to apply a cost of living rate increase yearly.	(adjustment in cost of living in compliance with DOL guidelines)
27	Is this anticipated to be for New construction or Existing buildings? If it is a mix of both, is there a approx. mix of existing to New construction.	Mix of both (Rehabilitation and New) Projects
28	Is the RFP stating a sustainability certification requirement for the projects to meet? LEED or other?	LEED, BREEAM, NGBS, WELL, etc.
29	Based on the RFP documents it is understood that this is a selection of multiple firms to be on a pre-qualified panel and per the Bid Form there are several roles and categories such as RS1, RS2, RS3, RS4. It is required that firms submit a proposal for all of the categories or can a firm provide a proposal for a select category in which they provide specialty services?	Submit ALL the caegories, as applicable to the capabilites of your organizaiton.
30	Will the RFP opportunities that comes out for the pre-qualified panel be mostly project based or will it also involve full time roles for a certain period of time?	Project base.
31	Is a Bid bond required ?	Yes

- I have received, read and considered the information provided in Addendum No. 02.
[Kindly review and return this document with your proposal].

Signature

Name

Title

Company Name