

REQUEST FOR PROPOSAL
FOR
OFFICE DESIGN AND BUILDING ARCHITECTURAL SERVICES
PHASE 2- PRE-CONSTRUCTION PHASE AND
PHASE 3- CONSTRUCTION PHASE

Long Island Power Authority
333 Earle Ovington Boulevard
Uniondale, New York 11553



Released on: November 10, 2020
Due on: December 14, 2020, 3PM

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The Long Island Power Authority (“Authority”) invites proposals from experienced consulting firms in response to this Request for Proposals (“RFP”) to provide Office Design and Building Architectural Services referenced in Article V below, to the Authority and its wholly-owned subsidiary, Long Island Lighting Company d/b/a LIPA (“LILCO d/b/a LIPA” and collectively with the Authority referred to as “LIPA”). LIPA may select one or more firms to provide the services requested herein but is not obligated to select any firms.

I. CALENDAR OF EVENTS

Issuance of RFP	November 10, 2020
Deadline for Questions	November 25, 2020, 3PM
Deadline for Posting Answers	December 3, 2020,3PM
Proposal Due Date	December 14, 2020, 3PM

II. CONTACT INFORMATION

Pursuant to State Finance Law sections 139-j and 139-k, this RFP includes and imposes certain restrictions on communications between LIPA and Proposers during the procurement process. A Proposer is restricted from making “Contacts” (i.e., any oral, written or electronic communications which a reasonable person would infer as an attempt to influence the award, denial, or amendment of a contract) from issuance of the RFP through final award and approval of the resulting Procurement Contract by LIPA and the Office of the State Comptroller (“restricted period”) to any LIPA staff or Trustee (or consultants) other than as designated herein, unless it is a contact that is included among certain statutory exemptions as set forth in State Finance Law section 139-j(3)(a). LIPA’s designated contact for this RFP, as of the date hereof, is Maria Gomes, Director of Procurement, (516) 719-9235. LIPA staff and Trustees (and consultants) are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Proposer pursuant to statutory provisions. Certain findings of non-responsibility can result in rejection of a contract award, and in the event of two findings within a four (4) year period, the Proposer is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found in the Authority’s Lobbying Guidelines Regarding Procurements, Rules, Regulations or Ratemaking which is posted on the website for this RFP.

Questions regarding this RFP should be sent to Procurement1@lipower.org, on or before the Deadline for Questions noted in Article I above. Responses to any questions received will be posted on LIPA’s website at <http://www.lipower.org/proposals/> the Deadline for Posting Answers noted in Article I above. No other communication of questions and answers will be made.

Other than as provided for in this RFP, any contact with LIPA Trustees, staff or LIPA consultants during the pendency of this RFP on matters related to the services sought in this RFP may be grounds for disqualification from the RFP process.

Two separate PDF files, One PDF copy of your technical proposal and the other a copy of the cost proposal must be submitted via email to Procurement1@lipower.org no later than the Proposal Due Date noted in Article I above.

Proposals received after the Proposal Due Date will not be considered, nor will faxed or e-mailed proposals, whenever received.

LIPA will not provide reimbursement for any costs or expenses incurred in connection with this RFP, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this RFP will become the sole property of LIPA. LIPA expressly reserves the right to utilize any and all ideas submitted in the proposals received unless covered by legal patent or proprietary rights which must be clearly noted in the proposal submitted in response to the RFP.

Interviews of the top-qualifying firms may be conducted at LIPA's discretion on a specific day or days to be disclosed later in the RFP process. All top-qualifying Proposers will be notified of the exact interview date(s) in advance.

III. CONTRACT PERIOD

The term of the contract will be for a period not to exceed 1 year. LIPA may terminate the contract, or postpone or delay all, or any part of the contract, at any time, in its sole discretion, upon written notice.

IV. BACKGROUND

The Authority, acting through its wholly-owned subsidiary LILCO d/b/a LIPA, provides electric service in its service area which includes two counties on Long Island — Suffolk County and Nassau County — and a portion of the Borough of Queens of The City of New York known as the Rockaways (“the Service Area”). The Authority is a corporate municipal instrumentality and a political subdivision of the State of New York (the “State”), exercising essential governmental and public powers. The Authority was created by the State Legislature under and pursuant to the Long Island Power Authority Act, being Title 1-A of Article 5 (§ 1020 et seq.) of the Public Authorities Law of the State of New York, as amended (the “Act”), including as amended by certain provisions of the LIPA Reform Act (defined below). The Authority is comprised of itself, LILCO d/b/a LIPA, (a wholly owned subsidiary of the Authority) and provides management support to the Utility Debt Securitization Authority (“UDSA”) (a special purpose corporate municipal instrumentality of the State that has a governing body separate from that of the Authority). LILCO d/b/a LIPA is a stock

corporation formed and existing under the Business Corporation Law of the State of New York and pursuant to LILCO d/b/a LIPA's organizational documents, the Authority conducts and manages LILCO d/b/a LIPA's business and affairs. Accordingly, LILCO d/b/a LIPA is controlled by the Authority, which is governed by a Board of Trustees (the "Trustees").

The Authority assumed responsibility as the retail supplier of electric service in the Service Area (with the exception of the villages of Freeport, Greenport and Rockville Centre, each of which has an individually owned municipal electric system) on May 28, 1998 by acquiring the Long Island Lighting Company ("LILCO") through a merger (the "LIPA/LILCO Merger"). Through the LIPA/LILCO Merger, LILCO became a wholly-owned subsidiary of the Authority and it has thereafter done business under the name Long Island Lighting Company d/b/a LIPA.

To assist LIPA in providing electric service in the Service Area, the Authority and LILCO d/b/a LIPA have generally entered into operating agreements to provide LIPA with the operating personnel and a significant portion of the power supply resources necessary to continue to provide electric service in the Service Area. On January 1, 2014, the Authority transitioned to a new business model first adopted by the Board in late 2011 and more recently modified in response to the requirements of the LIPA Reform Act. The Authority's principal operating agreements now include:

T&D System management including, among other functions, the day-to-day operation and maintenance, customer service, billing and collection and meter reading:

As of January 1, 2014, a wholly-owned subsidiary of Public Service Enterprise Group Incorporated ("PSEG") dedicated to LIPA's operations ("PSEG LI") is the service provider pursuant to a twelve-year Amended and Restated Operations Services Agreement (the "Amended OSA").

Power Supply Management (including capacity and related energy) from the existing oil and gas-fired generating plants on Long Island owned by a subsidiary of National Grid plc ("GENCO") that were formerly owned by LILCO ("GENCO Generating Facilities"):

Since the LIPA/LILCO Merger, GENCO has furnished electric capacity and energy from GENCO Generating Facilities to LIPA. The initial Power Supply Agreement ("PSA") between LILCO d/b/a LIPA and GENCO expired on May 28, 2013. In 2012, LILCO d/b/a LIPA and GENCO entered into a new PSA that commenced in May 2013 for a term of 15 years, which provides for LIPA's purchase of capacity and related energy from approximately 3,600 megawatts of GENCO facilities. LIPA also maintains contracts for approximately 2,200 megawatts of electric capacity and energy with other companies.

Energy and Fuel Management:

Pursuant to the Amended OSA and in furtherance of the objectives of the LIPA Reform Act, beginning on January 1, 2015, affiliates of PSEG, PSEG Services and PSEG Energy Resource & Trade ("PSEG ER&T") have entered into agreements with LIPA to provide all energy and fuel management services.

The LIPA Reform Act

The LIPA Reform Act, enacted on July 29, 2013, brought greater accountability and transparency to the delivery of electricity in LIPA's Service Area by: (i) authorizing the reformulation of the relationship between LIPA and PSEG LI such that PSEG LI assumes responsibility related to utility operations in the Service Area; (ii) creating a new Long Island-based office in the Department of Public Service ("DPS"), which is the staff arm of the New York Public Service Commission; and (iii) authorizing the retirement of a portion of the Authority's outstanding debt from the proceeds of the UDSA's Bonds at lower interest rates than existing indebtedness and capping or eliminating certain categories of payments in lieu of taxes ("PILOT"), with savings passed onto ratepayers.

Among other things, the LIPA Reform Act addressed a variety of matters relating to the restructuring of the LIPA. It established a new office within DPS to review and make recommendations to the Authority and/or PSEG LI related to core utility functions including capital expenditures, the methods employed by PSEG LI for safe and adequate service and the emergency response plans of PSEG LI. The LIPA Reform Act gave DPS the responsibility to investigate and mediate customer complaints. Upon notification to the Authority, DPS may undertake a comprehensive and regular management and operations audit.

Planning and Budget Process

Each year, LIPA and PSEG LI negotiate budgets and performance metrics to be targeted by PSEG LI under the Amended OSA. PSEG LI is compensated under the Amended OSA contract based on its achievement of agreed upon performance metrics within budget. Budget negotiations commence in the May/June time period and are substantively finalized in October. Metrics negotiations commence in the June/July timeframe and are substantively finalized by December. The strategic planning process needs to align with both the substance and timing of the budget and performance metric discussions.

Board Policy Process

LIPA is governed by a 9-member Board of Trustees appointed by the Governor and State Legislature. The LIPA Board of Trustees has adopted a "policy governance model" based on the work of John Carver. More information can be found on the Board's policies at: <https://www.lipower.org/mission/>.

V. SCOPE OF SERVICES

LIPA requires services for Office Space Design and Building Architectural Services to plan and re-configure as necessary to provide for the optimal design of current office space for its Executive Office. LIPA's Executive Office address is 333 Earle Ovington Boulevard, Suite 403 Uniondale, NY 11553, also known as the Omni Building. The space consists of 50,000 square feet on the fourth floor of which LIPA occupies approximately half with the remainder occupied by PSEG Long Island. This scope addresses only that space occupied by LIPA.

LIPA wishes to retain the services for Office Space Design and Building Architectural Services for the design and redevelopment of interior finish portions of the LIPA occupied office area for a variety of reasons, including to accommodate a safe and more effective flexible post-pandemic office environment and workforce with some employees working full-time from the office, some employees working remotely full-time, and some employees engaging in a hybrid approach working from the office 5 days per two-week pay period and remotely the remaining days; improving work collaboration and efficiencies; modernizing the design to meet the needs of current and future employees; ergonomic furniture design and to develop a workspace that is aligned with LIPA's core organizational values of service, collaboration and excellence.

LIPA is seeking the services of an experienced architectural and space planning professional with the appropriate skills and access to the necessary professional trades and discipline to assist in all aspects of planning, designing, furniture selection and supervising / overseeing the construction of the office space. The firm selected to lead this effort will be an architectural and space planning firm knowledgeable about current trends in office environment design with a supporting breadth of experience working with corporate clients. The expectation is that the project will commence in November 2020 with the concept and design, and the space renovation will begin in 2021. Specifically, the LIPA seeks assistance to:

1. Perform site investigation, visit and evaluate the existing office area
2. Plan, design and present conceptual schematic layouts for the Authority's approval and provide detailed estimates of the associated costs including but not limited to work of all trades, furniture costs, relocation or phasing costs, permitting and consultant fees
 - a. Creating office space that is a more optimal fit for our needs by utilizing, maximizing, re-configuring current office space and executing renovations as necessary.
 - b. Compile verification of mechanical and electrical requirements to ensure the existing and new meet the design intent of the new space
 - c. Establish overall interior design with consideration for security, finishes, furniture, equipment, etc.
3. Develop any required sketches, drawing/floor plans, bid specifications, plans, build outs and schedules to accomplish the Authority's need for Office Space Design and Building Architectural Services

4. Provide detailed estimates of the associated costs as outlined for each level of plan from initial schematic, detail design and construction.
5. Formulate a Project Schedule based on the conceptual Schematic Design including the appropriate periods and considering Authority's fixed milestones for delivery and review of Design Development, Detail Design and Construction and Bid documents; bidding; permitting; review of bids and award of general construction contract; notification and mobilization; construction; long lead items order/delivery dates; completion; resolution of punch list issues; and occupancy.
6. Perform Local Building Code analysis of proposed occupancies including but not limited to reconciliation with current Certificate of Occupancy, proposed program, egress, life/safety requirements and ADA.
7. Assist the Authority with its obligations under Executive Order 111 related to office space, as appropriate. (See Appendix 1).

The project is described in three phases, see below. Phase 1 is being procured separately. Phase 2 and 3 are part of this RFP.

Phase 1 - Planning Phase (being procured with a separate RFP).

Analyze the Authority's existing space layout, conduct a needs analysis, and work with Authority staff to develop a needs assessment for the purpose of re-imagining and renovating the current office space to accommodate a post-COVID work environment and anticipated staffing mix (employees working in the office, remotely or a combination office/remote schedule); maximize space utilization with an appropriate balance between shared work areas, assigned workstations, private offices, hotel/touch-down space, conference and collaboration space, storage, furniture, and other office requirements. The assessment should consider space design to accommodate anticipated growth.

- Conduct a series of space requirements meetings with LIPA leadership and staff from across the enterprise to learn about space design needs, preferences and concerns.
- The provider must propose to the Authority three space design options that include:
 - Use of furniture and building materials that are easily sanitized;
 - Increased ventilation, filtration and air circulation; and
 - Maximum exposure to natural light and improved overall light quality in the office.
 - Evaluates and includes, to the extent possible, existing office structure, furniture systems and other existing office furnishings in new space design.

Phase 2 - Preconstruction Phase: Develop drawings, plans, and specifications necessary for construction space planning, and furniture.

- Create a set of Detail Design documents suitable for construction services and furniture purchase.
- Coordinate with the building facilities management and IT department to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics deemed necessary.
- Develop designs and drawings, specifications and plans (including cost estimates and timelines) consistent with applicable Federal/State/Local code requirements and LIPA's needs.
- Ensure the necessary approvals and permits for design and construction are obtained when applicable.
- Assist the Authority in developing bidding documents for construction or other needs as determined and responding to potential contractor questions. This would include participating in interviews. It should be anticipated that the successful consultant will attend and participate in the contractor site visit for construction services (competitive bidding).

Phase 3 - Construction Phase:

- Oversee all construction and furniture installation activities.
 - Establish project schedules to minimize staff disruption, downtime, and construction delays.
 - Consider potential temporary relocation of personnel and equipment from areas to be renovated due to the use existing office design and furnishings.
 - A) Perform periodic project status review and quality control inspections, conduct onsite project meetings, supervise and administer shop drawing review/approval process, furnish assistance and support to the Authority in all aspects of project management, assist contractor with local building department permit acquisition when required, and where necessary with shop drawing submittals, and provide all other project related construction services necessary to expedite the work.
 - Ensure furniture installed is in-line with approved final floor plan.
 - Formulate, issue, document and administer record keeping for all construction & related project documents including all plans and specifications changes and "As – Built" documentation.

- Perform periodic project status review and quality control inspections, and conduct onsite project meetings.
- Create punch-list and manage to completion of project.

VI. THRESHOLD CRITERIA

Only Proposals submitted from Proposers who meet the following minimum threshold requirement will be considered by the Authority:

- Proposers must have at least three (3) years of experience providing Office Space Design and Building Architectural Services similar to the scope set forth herein.
- The individual assigned to do the work must be registered as an architect in New York State.

As requested in section VII. A.2 below, provide information demonstrating your firm's compliance with the above Threshold Criteria.

VII. PROPOSAL REQUIREMENTS

The following is a list of the information to be provided by the Proposer for the services sought.

A. Management and Qualifications

1. Provide information that demonstrates your firm or the lead engagement professional meets the threshold criteria for the scopes of services described in Section VI above identified in your proposal.
2. Provide a description of your firm and its ownership structure, including information demonstrating your firm's compliance with the Threshold Criteria in section VI above. Include the date your firm was established and the address of the office from which you will provide services from. Describe your firm's qualifications and experience relevant to the requirements of the RFP Scope of Services.
3. Provide resumes of the candidates that you are proposing to assign to provide Office Space Design and Architectural Services for the Authority. Include the number of years each candidate has worked for your firm, as well as the total years of industry experience for each for each candidate. Indicate the primary role and responsibilities of each candidate, as well who will serve as the primary contact.

4. Provides two (2) account references for work similar to the services described in the scope of services for this RFP.
5.
 - a. The account references must include the reference company name, contact person, phone number, email address and a summary of the scope of work provided, and the name of the Lead Consultant utilized by the Respondent to service the account. LIPA will contact and verify the account references.
6. Describe how your firm's approach energy efficiency as an organization itself and on behalf of its clients. Describe your familiarity and previous experience with the requirements of Executive Order 111.
7. LIPA has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of respondents to this RFP is practical, feasible, and appropriate. Accordingly, respondents to this RFP must include as part of their response to this RFP a completed copy of the Diversity Questionnaire posted on the RFP website, as described in Section IX.A.4 herein.
8. Identify the nature of any potential conflict of interest your firm might have in providing services to LIPA:
 - (a) State whether your firm has ever provided services to or currently provides services to National Grid plc, Public Service Enterprise Group (PSEG), Lockheed Martin Corporation, or any of their respective affiliates or subsidiaries, specifically including PSEG Long Island, and if so, in what capacity. Additionally, state whether your firm is providing services to any publicly-owned or investor-owned electric utility, independent power producer, natural gas supplier, or natural gas transmission company. If so, state the name of each such client and the nature of the services.
 - (b) Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with LIPA. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.

Each firm must certify in writing that its provision of services to LIPA will not create any conflict of interest involving that firm.

- (c) Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which your firm or any of your firm's professionals are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm.

B. Cost Proposal

The Authority will pay for all work required during the term of the contract on a time and materials basis subject to Article V “Billing Policy” of the Standard Consulting Agreement.

Proposals should include the following:

1. State the proposed hourly rates at which the services of would be provided to LIPA for the term of the contract.
2. The proposed hourly billing rates shall be inclusive of all auxiliary costs, such as printing, copying, secretarial, typing, program entry, etc. In addition, for resources provided to LIPA within a 100- mile radius of LIPA’s Offices, the hourly billing rates shall be inclusive of expenses for travel, meals and lodging. Reimbursement of travel, meals and lodging costs will be provided by LIPA in accordance with the GSA rates for Nassau and Suffolk Counties if the resource is located outside a 100- mile radius of LIPA’s Offices. Proposers are advised that consultants will not be reimbursed by the Authority for “commuting time”- time spent getting to and from the “work site”. All of the above costs, if applicable, shall be factored into the proposed hourly billing rates.

Titles/Resources	Hourly Rates	Number of Hours	Subtotal
Average hourly rate- Principal/Directors/			
Average hourly rate- Associates			
Average hourly rate for Architects			
Average hourly rate for Project/Program Managers			
Average hourly rate for Engineers			
Average hourly rate for Project Designers/CAD			
Average hourly rate for Estimators (mechanical, electrical, etc.)			
Average Hourly rate for all other classes of Staff			
TOTAL			

Please also include a schedule of all out-of-pocket disbursements which you anticipate would result in a charge to LIPA and the rate for each. Note that LIPA expects that disbursements would be charged at the firm’s actual out-of-pocket cost, without mark-up, and in accordance with LIPA’s policies and Article VI of the Standard Consulting Agreement.

NOTE: Failure to provide your cost proposal as requested in item VII.B above may be grounds for determining a proposal to be non-responsive.

4. State any special considerations with respect to billing or payment of fees and expenses that your firm offers and that you believe would differentiate it from other Proposers and make your firm's services more cost effective for LIPA.
5. **LIPA expects to receive the lowest rates charged by your firm for its governmental clients.** Please provide a statement affirmatively stating whether the rates proposed are the lowest rates charged by your firm for its governmental clients. If for any reason your firm is not prepared to do so, please indicate your reasons.

Any contract(s) awarded pursuant to this RFP may have a Not-to-Exceed dollar cap as determined by LIPA, which may not be exceeded without LIPA's prior written authorization.

C. Other

1. Provide a copy of your firm's affirmative action policy and submit the information requested in the Diversity Questionnaire posted on the RFP web site. These may be provided in an appendix that will not count against the page limit.
2. When submitting their proposal, Proposers must clearly indicate acceptance of the standard contract form or identify any proposed deviations from the standard contract form.

Proposals will be considered non-responsive to the extent they fail to adhere to this requirement. Proposed deviations from the standard contract form must clearly indicate why the deviation is required and why compliance with the standard contract terms could not be reflected within the fee structure of the Cost Proposal. Deviations from the standard contract form may be considered by the evaluators in determining the relative ability of the proposing firm to render the requested services. Proposers that demonstrate a willingness to accept LIPA's terms and conditions will be given more favorable consideration by LIPA.

3. Proposers shall indicate in their proposals what information, if any, they consider to be proprietary and confidential. Proposers are hereby advised that LIPA is subject to the New York State Freedom of Information Law ("FOIL"). Material marked "Confidential and Proprietary" will be treated as such to the extent consistent with LIPA's obligations under FOIL, other applicable law, regulation or legal process, and will not be disclosed by LIPA except as necessary for the evaluation of proposals or as may be required pursuant to applicable law, including FOIL.

VIII. EVALUATION AND SELECTION

A. Evaluation Criteria

Proposals will be evaluated based on the following factors, not necessarily listed in the order of importance:

1. The Firm's demonstrated experience providing the scope of service(s) proposed in response to this RFP.
2. The firms' depth of staff and availability of resources.
3. The qualifications and expertise of the firm's personnel to be assigned to the Authority's work.
4. Cost of services, including such factors as hourly rates, discounts and cost-effectiveness. (Although proposed cost will be given significant consideration in the selection process, LIPA reserves the right to negotiate lower fees with any firm selected, or a different fee structure than proposed.)
5. Overall organization, completeness, and quality of proposal, including cohesiveness, conciseness, clarity of response, demonstrated understanding of LIPA and responsiveness to the requirements of this RFP. LIPA reserves the right to reject any proposal that does not accept LIPA's standard contract form because, in LIPA's sole discretion, proposed deviations from the standard contract form are inconsistent with a uniform evaluation of Cost Proposals.
6. The firms' commitment to Diversity Programs, MWBE and SDVOB
7. Interviews, if conducted.

The non-cost criteria listed above will be given more consideration than the cost criteria in LIPA's evaluation of proposals.

B. Selection Process

The Selection Committee will initially review all proposals to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete will be rejected.

The Selection Committee will evaluate all responsive and responsible proposals based on the criteria enumerated in Section VIII (A), as referenced above. The Selection Committee may, at its discretion, afford firms the opportunity to clarify proposals for the purpose of assuring a full understanding of their responsiveness to the RFP.

The Selection Committee may also conduct interviews of Proposers found to be most qualified to perform the services required, based upon the criteria listed in this RFP. If so, Proposers will be notified in advance of the exact interview date.

Prior to award of any contracts(s), the Selection Committee will conduct a vendor responsibility determination and may require eligible Proposers to answer questions and provide additional information to supplement the information provided in the NYS Vendor Responsibility Questionnaire to assist the Selection Committee in making such a determination.

All Proposers will be notified in writing once a firm is selected.

IX. PROPOSAL INSTRUCTIONS AND CONDITIONS

A. Limitations

1. This RFP does not commit LIPA to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for services of any kind whatsoever. LIPA reserves the right, in its sole discretion, to accept or reject any or all responses as a result of the RFP, to negotiate with any or all firms considered, or to cancel this RFP in whole or in part. LIPA reserves the right to request additional information from all Proposers.
2. Proposers may be requested to clarify the contents of their proposal. Other than to provide such information as may be requested by LIPA, no Proposer will be allowed to alter its proposal or to add new information after the RFP due date.
3. Proposers may be required to participate in negotiations and to submit any price, technical or other revisions to its proposal which may result from such negotiations.
4. Proposers must fully execute the following forms (posted on the RFP web site) and submit with its proposal: 1). MacBride Fair Employment Principles; 2). Non-Collusive Bidding Certification; 3). Contractor Disclosure of Prior Non-Responsibility Determinations; 4). Contingent Fee Certification; 5). NYS Vendor Responsibility Questionnaire (please find the form here <http://www.osc.state.ny.us/vendrep/> and include a copy in your firm's proposal); 6). Diversity Questionnaire; (7) Workforce Employment Utilization and (8) EEO Forms.
5. All material submitted in response to this RFP will become the sole property of LIPA, except as noted in Section II above.

B. Proposal Submission

1. Responses shall be limited to ten **(10) single-sided pages** (not including the cover letter referenced in 2. below, the table of contents, resumes or the cost portion of the proposal

which may be included in the same shipping package as the technical proposal but should be in a separate sealed envelope marked “cost proposal”) and shall be prepared on 8 ½ x 11-inch paper using at least 12-point type with standard margins. Resumes may be provided in brief summary form in the body of the proposal, with extensive resumes in an appendix. Each firm is requested to provide a copy of its Affirmative Action Policy as an appendix to its proposal. This appendix will not count against the page limit restriction.

2. Proposals must include a cover letter indicating the mailing address of the office from which the proposal is submitted, the name and email address of the individual who will represent the firm as the primary contact person for the proposal, and the telephone and facsimile numbers of the primary contact person.
3. Non-responsive proposals include, but are not limited to, those that:
 - (a) are not in conformance with RFP requirements and instructions;
 - (b) are conditional; or
 - (c) contain a material omission(s).
4. Joint proposals will not be accepted.

LIPA reserves the right to waive non-material deviations in a proposal. Non-material deviations are deviations and/or omissions the waiving of which, at LIPA’s sole discretion, do not disadvantage LIPA, do not provide a competitive advantage to the Proposer and/or will not prejudice other Proposers or potential Proposers.

C. Participation of Minority and Women-Owned Business Enterprises (MWBE)

The Authority is committed to diversity and equal employment opportunities among its contractors, including the attorneys it engages. The Authority encourages all firms, including firms that are MWBE certified, to submit proposals in response to this RFP.

Please note that all certified MWBE firms submitting proposals to this RFP should be registered as such with the New York State Department of Economic Development. For firms that are not certified but have applied for certification, please provide evidence of filing, including filing date.

For purposes of this solicitation, LIPA hereby establishes an overall subcontracting goal of 30%; 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation. While there are no Minority and Women Owned Business Enterprise (“M/WBE”) participation goals in this RFP, Respondents are encouraged to use M/WBEs in connection with their proposed project.

For additional information regarding the instructions for the MWBE forms, requirements and procedures please see Standard Contract Clauses for LIPA’s Contracts, Attachment B

PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS: REQUIREMENTS AND PROCEDURES.

D. Participation of Service- Disabled Veteran Owned Businesses (SDVOB)

New York State has established a state-wide goal of 6% New York State Service-Disabled Veteran-Owned Business goal. Proposers should identify ways that they might be able to assist the Authority by subcontracting or other means to help achieve the New York State Service-Disabled Veteran-Owned Business goal of 6%. In addition, proposers who are certified as a New York State Service-Disabled Veteran-Owned Business should include this information in their proposal. For more information regarding New York State Service-Disabled Veteran-Owned Businesses, please visit the New York State Office of General Services webpage <http://www.ogs.ny.gov/Core/SDVOBA.asp>.

For purposes of this solicitation, LIPA hereby establishes an overall subcontracting goal of 6%. While there are no Service- Disabled Veteran-Owned (SDVOB) Business participation goals in this RFP, Respondents are encouraged to use SDVOBs in connection with their proposed project.

E. Administrative Specifications

1. All proposals must be irrevocable for 180 days and signed by an authorized officer of the firm.
2. The successful Proposer(s) must agree to provide LIPA with audit access on request during the term of the contract and for seven (7) years thereafter.
3. LIPA at any time, in its sole discretion, may terminate its contract with the successful Proposer(s), or postpone or delay all or any part of the contract, upon written notice.
4. All Proposers are obligated to update any changes in their proposal prior to the proposal due date.

F. Addenda: Errors and Omissions

1. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, immediately notify Anna Chacko, LIPA's General Counsel, in writing, of such error and request clarification or modification to the document.
2. Should LIPA find it necessary, modification to the RFP will be made by addenda. Such modification will be posted on the RFP web site. Proposers are responsible to check the website for any changes in this solicitation. Separate notification may not be provided.
3. If a Proposer fails to notify LIPA of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk

of such error. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of the error or its later correction.

G. Debriefing of Unsuccessful Proposers

Upon written request, a debriefing will be scheduled with an unsuccessful Proposer after LIPA has provided notice of its selection of one or more successful Proposer(s). Discussion will be limited to a critique of the proposal submitted by the Proposer requesting the debriefing. Comparisons between proposals or evaluations of the other proposals will not be discussed. Debriefings may be conducted in person or by telephone, at LIPA's discretion.

X. CONTRACT APPROVAL

LIPA's selection of one or more successful Proposers shall not be binding on LIPA until it has been approved by LIPA's Board of Trustees. In addition, any contracts issued pursuant to this RFP shall not be valid, effective or binding until approved by the New York Office of State Comptroller and filed in his office, in accordance with Section 112 of the New York State Finance Law.