

RFP for: Office Space Design and Building Architectural Services, Phase 2 and 3

Questions and **Answers**

1. Please confirm if there is a MWBE and/or SDVOB requirement for this proposal.

Answer: Yes, there is a 30% MWBE and 6% SDVOB Goal.

2. Are Phase I services complete and, if so, can the results of that work be provided to the proposers?

Answer: These services are not completed.

3. What were the deliverables of the Phase I work?

Answer:

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).

The provider must propose to the Authority three space design options.

When is the Planning RFP being sent. Will this be awarded to the same prime consultant?

Answer: The RFP for Phase 1 has been issued and is now being evaluated.

4. Is LEED required?

Answer: LIPA wants an energy efficient office that maximizes natural light.

5. What is project schedule, move-in date?

Answer: See answer to #32.

6. Are CAD floor plans available?

Answer: Yes.

7. Does LIPA have a security vendor?

Answer: Yes, through our service provider.

8. Does LIPA have an A/V vendor?

Answer: No, we use RXR vendor.

9. Is furniture being reused, or will it be all new?

Answer: It will likely be a combination.

10. Will the floor be partially occupied during renovation? Is project phased or done in a

single phase?

Answer: Yes, we need to continue business operations.

11. Are book specifications needed?

Answer: See answer to #16

12. The floor is about 50,000 sf but the RFP states that only the LIPA side will be renovated. Please confirm the square footage of the renovation.

Answer: Approximately 25,000 square feet; however, the actual work to be done is not yet determined. This is not a full strike down and re-build project.

13. Is the renovation to be a full gut renovation, with full demolition and replanning of partition layout, or is the intent to keep some existing construction and do a minor renovation of primarily new finishes and furniture layout.

Answer: The intention is to renovate or retrofit as necessary to create a more flexible, appropriate work environment.

14. The RFP states that there are “no Minority and Women Owned Business Enterprise (“M/WBE”) participation goals in this RFP.” And “There are no Service- Disabled Veteran-Owned (SDVOB) Business participation goals in this RFP.” Please confirm there are no MWBE or SDVOB % goals required.

Answer: This is incorrect. On page 15, the RFP reads “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”. There are both MWBE and SDVOB goals for this RFP.

15. Please confirm that all of the following forms are required and can be included in the APPENDIX:

- 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
- 6). Diversity Questionnaire
- (7) Workforce Employment Utilization (which form is this from the RFP site.

Answer: Please see all forms on website <https://www.lipower.org/about-us/proposalsbids/rfp-for-office-space-design-phase2-3/> starting with Form #5 to #20 that will need to be completed.

16. What would be the form(s) of the deliverable(s) from Phase 1 Planning Phase as it relates to the schematic planning work that is part of the Phase 2 Preconstruction Phase? Would it be a comprehensive Basis of Design type of document that includes approved programming summary, approved planning guidelines, and/or approaches as well as the MEP and other design requirements such as furniture, lighting, acoustics, etc.?

Answer: The deliverable is a design picture with lighting and furniture, construction specifics not included.

Is the scope area of 25,000 SF “rentable” or “usable”?

Answer: Rentable.

17. Is there a target construction budget that can be shared?

Answer: This question seeks information not needed to submit a responsive proposal.

18. Is there a target furniture budget, if determined by the LIPA that a new system is required? Can that be shared?

Answer: This question seeks information not needed to submit a responsive proposal.

19. What would be the form(s) of the deliverable(s) from Phase 1 Planning Phase as it relates to the schematic planning work that is part of the Phase 2 Preconstruction Phase? Would it be a comprehensive Basis of Design type of document that includes approved programming summary, approved planning guidelines, and/or approaches as well as the MEP and other design requirements such as furniture, lighting, acoustics, etc.?

Answer: See above.

20. Is the scope area of 25,000 SF “rentable” or “usable”?

Answer: See above

21. Is there a target construction budget that can be shared?

Answer: See above

22. Is there a target furniture budget, if determined by the LIPA that a new system is required? Can that be shared?

Answer: See above

23. Can you please provide Appendix 1- Executive Order 111, as referenced under Forms on page 2 of RFP document? Executive Order 111 is also referenced on pages 9 and 12 and of the RFP.

Answer: Executive Order 111 was uploaded to the website, see Form #20.

24. Do the extensive resumes we include in the appendix also need to be 12-pount font and one-inch margins or can they be in our company format?

Answer: The resumes can be provided in your company format.

25. Will existing drawings of the space be provided to the design team including architectural, structural, MEP and fire protection systems?

Answer: Yes

26. Will the results of the Planning Phase be made available to the design team prior to proposing on this RFP?

Answer: No

27. Are conceptual layouts being developed in the Planning Phase or is their development considered a part of the Preconstruction Phase?

Answer: See answer to #26.

28. I am seeing now that Form 7 is not on the RFP's webpage "7- Workforce Utilization Report 102". Please advise how we can obtain it if it is necessary.

Answer: The Form was uploaded to the website.

29. Is the renovation to be a full gut renovation, with full demolition and replanning of partition layout, or is the intent to keep some existing construction and do a minor renovation of primarily new finishes and furniture layout.

Answer: See above

30. Please confirm that all of the following forms are required and **can be included in the APPENDIX:**

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

6). Diversity Questionnaire

(7) Workforce Employment Utilization (which form is this from the RFP site. None match this exact title. Please clarify.)

(8) EEO Forms (which forms are these exactly from the RFP site. Is it this form 5 - MWBE 100--EEO Policy Statement? Please clarify.)

Answer: See Answer to question 15.

31. If Phase I is already complete will you be sharing it with the firms interested in submitting to the RFP? Will the awarded firm be working with consultants participating in Phase 1?

Answer: When complete, it will be shared. It is not expected that they will continue on the project.

32. Can you share a projected high-level project timeline for Phases 2 and 3?

Answer: 2021 Q2

33. Please confirm if a fee for MEP Due Diligence should be included in Phase 2 and 3 as it relates to the existing conditions and proper ventilation, filtration and air circulation solutions?

Answer: Yes, it can be separate.

34. Are there any existing architectural / structural / MEP drawings available? Are any existing drawings available in CAD format?

Answer: Yes

35. Can a tour of the existing space be scheduled?

Answer: Yes

36. Has there been a budget established for Phase 2 and 3?

Answer: See answer to Q# 17 and 18 above.

37. Will the work product from Phase 1 be provided to the Phase 2 and 3 team in its native state IE, excel, word...?

Answer: It will be provided, don't know the format.

38. Has there been a schedule established for the project?

Answer: See above

39. How many phases of construction are anticipated?

Answer: We expect 1; may need to adjust based on extent of construction.