

RFP 2020-14
ADDENDUM #1
March 12, 2020

The following information is provided as a result of question(s) posed by vendor(s):

QUESTION 1: Can you provide a comprehensive list or clarification of the sections that should be included in the proposal?

ANSWER 1: All items as described in Section 5, 6, 8, 15, 16, 17.

QUESTION 1a: Section 17: Submission Requirements (p13) does not refer to a place for the Scope of Services and schedule, however Section 6 (p7) states each proposer must include a scope of services.

ANSWER 1a: The City has no preference as to the location of the scope in a Team's response, only that the required sections are included in a fashion that the respondent believes successfully demonstrates the Team's capabilities and qualifications.

QUESTION 1b: Would the Scope follow A) Qualifications?

ANSWER 1b: Please see above (#1).

QUESTION 2: Qualifications (Section 5) 10 page limit – is that single sided, so each side of page counts as 1-page?

ANSWER 2: One side equates to one page.

QUESTION 3a: Term of Contract (Section 7)
There is a note re: 3-Year Contract Period, for purposes of developing the scope and budget, are you assuming the three years to allow generous time for NYS review and approval?

ANSWER 3a: Yes

QUESTION 3b: Will all projects run concurrently?

ANSWER 3b: Yes

QUESTION 3c: Is the City open to a shorter, more condensed timeline for all major project work to be completed?

ANSWER 3c: Yes

QUESTION 4a: Cost proposal (Section 8)
Does the City expect to have project funding in addition to the grant amounts included within the RFP?

ANSWER 4a: No.

QUESTION 4b: For example, under Attachment C, there is a note about a local match of cash and in-kind services. Can you please clarify if the total consultant budget is \$472,090, or if additional funds will be available? . e.g., public engagement and meeting expenses, catering, childcare, printing for meetings, potential costs for renting meeting venues, etc.?

ANSWER 4b: No additional Funds are available. The City's match is in staff time.

QUESTION 4c: Are expenses to be included in the project budget and what type of expenses will be expected from the consultant team?

ANSWER 4c: Expenses are to be included in the project budget. Each respondent must determine the type of expenses that will be applicable to their response.

QUESTION 5 : Work Plans (Attachment C)

Each Work Plan has a section titled, Solicitation of Consultant Services. In the work plan descriptions, is the contractor = the City of Albany?

ANSWER 5: Correct. In Attachment C, The City of Albany, in receipt of a grant from the New York State department of State, is the Contractor. The City of Albany seeks to hire a subcontractor in order to undertake the project.

- i. If so, the subcontractor is then referring to this RFP for consultant teams? Please confirm then if Task 1.6 is the beginning of the consultant team work with the City of Albany.

ANSWER 5i: Correct

QUESTION 6: Project Steering Committee for BOAs + Waterfront Advisory Committee

Could this be one Steering Committee with 3 Working Groups – 1 for each project area?

ANSWER 6: The City is open to all possibilities.