

JSCB Phase 2 – A/E RFP Addendum #1 - Questions and Responses

From December 1, 2015 – Pre-Submittal Briefing Meeting:

1. **Question:** If the MWBE's are also City of Syracuse residents can that also count toward residency goals?

Answer: Refer to the Phase 2 Development and Diversification Plan for Workforce and Business. Yes, all city residents working on the project count toward the city residency goal.

2. **Question:** On the JSCB web site, there is a link to rules and procedures talks about process weighing criteria for selection factors. Will they be published?

Answer: The information on the website was for JSCB Phase 1 and has been removed. The JSCB Phase 2 legislation allows the JSCB to utilize the City of Syracuse's RFP procedures. A copy of the document is attached.

3. **Question:** Where do you register your email to get the addenda?

Answer: Email your contact information to jscb@syrgov.net

Refer to the back of the handout given out at the pre-submittal briefing meeting.

4. **Question:** Does a joint venture need to be legally in place prior to submitting the RFP?

Answer: No, a joint venture does not need to be legally in place prior to the submittal of the proposal. The joint venture must be legally in place prior to being awarded the contract. If proposing a joint venture, please submit a letter of intent with your proposal signed by both companies.

From December 2, 2015 - Fowler High School Site visit.

5. **Question:** Does the School District have soil sampling reports? Are they available?

Answer: Yes, the School District has soil samples for the proposed field areas from Phase 1. They will be provided to the selected A/E firm.

6. **Question:** Does the School District have a more defined scope of what is required for the athletic fields?

Answer: No, the program scope will be determined during the Pre-Design and Schematic Design phases.

7. **Question:** Will the auditorium have HVAC changes?

Answer: Potentially yes. It is dependent on the scope of work chosen by the JSCB as part of the design process.

8. **Question:** Is there asbestos in the building?

Answer: Yes, asbestos mastics and vermiculite are known to be in the building and will likely be impacted by construction. Asbestos abatement is anticipated to be part of this project. AHERA and asbestos sampling reports will be provided to the selected A/E firm.

From December 3, 2015 - Frazer PK-8 Site visit.

9. **Question:** Does the School District have window caulking sampling reports?

Answer: No. Testing will be part of A/E scope of services.

10. **Question:** Regarding Frazer Elem, was there a hazardous material testing (asbestos, lead, PCB, etc.) done on roofing, caulking, and windows, and if so when? How should the A/E firms address these potential costs/requirements in their fee proposals?

Answer: The selected A/E will be given available testing information from the District. Additional testing and investigations will be required for the project. Typically, these costs are treated as a reimbursable expense with most A/E firms.

From December 4, 2015 – Westside Academy at Blodgett Site visit.

11. **Question:** Are there any specific items at Blodgett that are protected by SHPO?

Answer: SHPO is anticipated to be involved in the project as we are replacing windows and working on the exterior of the building.

From December 7, 2015 – Grant Middle Site visit.

12. **Question:** Regarding Grant MS, was there a hazardous material testing (asbestos, lead, PCB, etc.) done on the roofing, caulking, and windows, and if so when? How should the A/E firms address these potential costs/requirements in their fee proposals?

Answer: The selected A/E will be given available testing information from the District. Additional testing and investigations will be required for the project. Typically, these costs are treated as a reimbursable expense with most A/E firms.

13. **Question:** For Grant MS, what is the intention of the JSCB for having A/E involved and/or participating with the Energy Performance Contract MCA and the Technology MCA. Should the A/E just assume coordination efforts?

Answer: No. The A/E will fully design the project including all work in the three MCAs which are separate funding sources.

From December 8, 2015 – Bellevue Elementary Site visit.

14. **Question:** Does the building have air conditioning?

Answer: Yes. The building has air conditioning, but the system needs replacement. On very hot humid days, the system provides limited cooling.

15. **Question:** Will Educational Specifications be required? Will it be the architect's responsibility to coordinate?

Answer: Attachment A to the RFP for Bellevue states that educational specifications are anticipated for this project. The architect is responsible to provide these services or coordinate a subcontractor to provide the services. Typically, these costs are treated as a reimbursable expense with most A/E firms.

16. **Question:** Regarding Bellevue, was there a hazardous material testing (asbestos, lead, PCB, etc.) done on the roofing, caulking, and windows, and if so when? How should the A/E firms address these potential costs/requirements in their fee proposals?

Answer: The selected A/E will be given available testing information from the District. Additional testing and investigations will be required for the project. Typically, these costs are treated as a reimbursable expense with most A/E firms.

17. **Question:** For Bellevue, what is the intention of the JSCB for having A/E involved and/or participating with the Energy Performance Contract MCA and the Technology MCA. Should the A/E just assume coordination efforts?

Answer: No. The A/E will fully design the project including all work in the three MCAs which are separate funding sources.

From December 9, 2015 – Huntington PK-8 Site visit.

No Questions.

From December 10, 2015 – Ed Smith PK-8 Site visit.

18. **Question:** Regarding Ed Smith, was there a hazardous material testing (asbestos, lead, PCB, etc.) done on the roofing, caulking, and windows, and if so when? How should the A/E firms address these potential costs/requirements in their fee proposals?

Answer: The selected A/E will be given available testing information from the District. Additional testing and investigations will be required for the project. Typically, these costs are treated as a reimbursable expense with most A/E firms.

19. **Question:** For Ed Smith, what is the intention of the JSCB for having A/E involved and/or participating with the Energy Performance Contract MCA and the Technology MCA. Should the A/E just assume coordination efforts?

Answer: No. The A/E will fully design the project including all work in the three MCAs which are separate funding sources.

Questions E-mailed to JSCB:

20. Question: Does the joint venture entity need to be formed legally prior to submitting a proposal? Can a letter of intent be used until such joint venture can be formed, following an award notification?

Answer: See response to Question No. 4.

21. Question: Can a joint venture 'component firm' propose on a project apart from the joint venture entity? I.E. if the joint venture is comprised of firm X and firm Y, can firm Y propose on projects separately from the joint venture entity? And similarly, can firm Y be separately awarded projects as well the joint venture being awarded projects?

Answer: The firms can submit on projects as they deem fit. Proposers need to meet the RFP requirements, including but not limited to adequate staffing for the proposed projects.

22. Question: Our firm is interested in teaming with interested, qualified parties for this project. Please kindly send me the sign-in sheet from yesterday's pre-proposal meeting.

Answer: The sign in sheet from the pre-submittal briefing meeting is attached.

23. Question: Do you have a more detailed breakdown of construction costs for each building?

Answer: No.

24. Question: What type of construction manager software will be used during the project?

Answer: To be determined.

25. Question: Can the JSCB please include a sample contract agreement in the next addendum for the Phase 2 program?

Answer: No.

26. Question: Would it be possible to get a list of the companies that have registered for the RFP or attended the site visits?

Answer: The sign in sheet from the pre-submittal briefing meeting is attached.

27. Question: I am writing to request clarification on MWBE compliance for the above referenced RFP. Based on the information I have read, and I correct in saying the selection of MWBE firms must come from the certified list approved by the City of Syracuse? And, in order to be certified as an MWBE firm by the City of Syracuse, businesses must have a principal location or staffed location within Onondaga County?

Answer: Yes and Yes. Refer to the requirements to be a City-certified MWBE on the City's Division of Purchase webpage.

28. Question: I would like to get a copy of the list of attendees who attended the Pre-Submittal Briefing on Tuesday, 12/1/15. I previously sent a registration e-mail on 12/2/15.

Answer: The sign in sheet from the pre-submittal briefing meeting is attached.

29. Question: If a firm's City of Syracuse MWBE status is considered pending at the time of proposal submission, is it acceptable that their services be counted towards the anticipated MWBE utilization goals?

Answer: Yes, it is acceptable if the MWBE Compliance Officer confirms that the MWBE firm's status is pending. However, the A/E will still be responsible for meeting the goals in the event that the pending MWBE firm's status is denied.

30. Question: As a sole proprietor of a small WBE business, I cannot provide a credit record for my business since all the finances are in my name. Would a copy of the most recent schedule C be sufficient? I could also provide a personal credit report.

Answer: As stated on pages 27 and 28 of the RFP, Submitting Firm's Financial Capability, prime firms and joint venture firms should submit all available financial records listed in the RFP. Financials of sub-consultant firms are not required.

31. Question: Who is the regional advocate who is to be consulted on final design approval?

Answer: It is not known who New York State will assign to review the projects at the time of submission to the regional advocate.

32. Question: Is the NYSERDA design part of our design requirements? If so, would a fee for it be included in our basic design fee or would it be negotiated later as a additional services as the actual design helped dictate the scope

Answer: Yes. Regardless of the source of funding (e.g. Base MCA, Energy MCA, Technology MCA, NYSERDA, Save The Rain, etc.), the A/E should include the required design services in their fee. Any reimbursable expenses (e.g. surveying, hazardous material testing) should be clearly identified in the proposal.

33. Question: Under Section 2 F - Submitting Firm's Financial Capability. If we are not submitting as a joint venture, are you requiring the financial information for just the prime firm or for the prime and all potential sub consultants?

Answer: See the response to Question No. 30.

34. Question: On page 10, Section 1 C provides the estimated construction budgets for the seven projects. The budgets are divided into Base MCA, EPC MCA, and Technology MCA. Would the SMART Schools Bond Act funding fall under the Technology MCA?

Answer: No. Technology MCA is a different funding source than the Smart Schools Bond Act.

35. Question: We understand the MBE goal is 12% and WBE goal is 8%. If our firm was awarded two projects under this contract, would the M/WBE goals be assessed individually for each projects or collectively for the entire contract?

Answer: M/WBE goals will be established individually for each project.

36. Question: How would you like our firm to indicate what projects we are submitting on?

Answer: Page 15 of the RFP states: If proposing on more than one project, project-specific information should be individually tabbed in your proposal for clarity. There are multiple ways to clearly show what projects your firm is submitting on.

37. Question: Under Section 2 E number 2 (page 27) we are asked to submit a fee for multiple projects in a table format. On the table are we only to include a max of two projects per table, because it's anticipated that one firm is only going to be awarded two projects?

Answer: A firm can submit on up to four projects. Page 15 of the RFP states: It is anticipated that the JSCB will award no more than two (2) projects to a single entity. Page 27 of the RFP states: Provide a table for each additional grouping of projects. Firms that want to offer a discount for being awarded multiple projects can submit multiple tables to be considered for multiple groupings of projects.

38. Question: Where can we find the actual zip codes that the JSCB will use for determining residency for the purposes of addressing the diversity requirements?

Answer: Firms will need to certify that employees are City residents for residency goals. There are zip codes that are solely within City limits and zip codes that are partially within City limits.

39. Question: Can the A/E firm utilize proposed subcontractors/specialty consultants to meet the JSCB diversity requirements of the RFP.

Answer: Yes. Refer to the Phase 2 Development and Diversification Plan for workforce and Business.

40. Question: If proposed subcontractors/specialty consultants aren't currently City of Syracuse certified as an MBE/WBE, how soon after A/E selection must they become certified?

Answer: Firms can become certified at any time. Non-certified MBE/WBE firms can work on the projects, but will not count towards achieving the goals. As soon as the firms become City certified, services provided by them (from that date forward) count towards the goals. Contracts cannot be executed until the Minority and Women Business Participation Plan (Form A) is approved by the MWBE Compliance Officer.

41. Question: On Pages 18 and 19 of the RFP, Item C (Architect/Engineer Scope of Work) outlines the general requirements for the project. Should our proposal include a short statement that we have read and fully understand the requirements/services outlined in Item C; or are you looking for something else.

Answer: The General Requirements are shown in the RFP so that the A/E knows the services that are expected from the JSCB and that these services are included in the A/E's proposal.

42. Question: On Pages 19 thru 24 of the RFP, Item D (Project Phases) outlines the requirements for each phase of the project. Should our proposal include a short statement that we have read and fully understand the requirements/services for each project phase as outlined in Item D; or are you looking for something else.

Answer: The Project Phases are shown in the RFP so that the A/E knows the services that are expected from the JSCB and that these services are included in the A/E's proposal.

43. Question: On Page 27 of the RFP, Item F (Submitting Firm's Financial Capability) states that "If joint venture, as referenced in the legislation, submit information for all team members". Are we correct to assume, that if not a joint venture, that financial information requested is only to be provided by the Submitting/Lead Firm and that any sub consultants on the team will not be required to submit financial information.

Answer: See Response to Question 30.

44. Question: Does our submission need full financial information from just the prime or all the sub consultants as well?

Answer: See Response to Question 30.

45. Question: Does the “workforce diversification program apply to just the prime or all sub consultants as well?

Answer: It applies to the primes and sub consultants. Refer to the Phase II Development and Diversification Plan for Workforce and Business.

46. Question: We have a member of our staff who attended the SCSD for twelve years but her final diploma was from another district. Would she be able to fulfill the 2% of the project being done by a current or former SCSD student? If the 2% was completed by current students, do you have a program in place for that and if so, how would we go about working with that program?

Answer: Refer to pages 4 and 5, Section 1, item 2e of the Phase II Development and Diversification Plan for Workforce and Business. The Independent Compliance Officer (ICO) will review each individual with special circumstances on a case by case basis. There is currently no program in place to hire SCSD students.

47. Question: Although durations of each design phase and construction period are indicated in the RFP, what is the anticipated award date for this RFP? If no date may be provided, what is the anticipated review and award duration anticipated to be?

Answer: The JSCB desires to get contracts awarded as quickly as possible, but the actual date of contract execution is dependent on several factors. Thus, no contract execution date can be provided.

48. Question: What is the anticipated duration needed for Owner review after completion of each design phase? Is this included in the durations listed in the RFP?

Answer: Owner reviews are included in the durations listed in Attachment H of the RFP.

49. Question: Although a master schedule has been published with the Comprehensive Master Plan, please verify if, and how much, the schedules – and anticipated construction commencement dates – have changed for each school.

Answer: The Comprehensive Plan includes two schedules: the original schedule and a revised schedule. The revised schedule establishes target dates for different project phases.

50. Question: May you provide a sample Owner-Architect Agreement and/or terms of Purchase Order that will be utilized to award each school?

Answer: See Response to Question No. 25.

51. Question: A summary of existing hazardous materials sampling data, including but not limited to Asbestos, Lead, and PCBs

Answer: The selected A/E will be given available testing and sampling information from the District. Additional testing and investigations will be required for the project.

52. Question: A summary of previous abatement conducted in each building

Answer: The selected A/E will be given available previous abatement information from the District. The District has AHERA reports and supplemental data. Additional testing and investigations will be required for the project. It is likely that asbestos removal and hazardous material removal/abatement will be required in each project to a different extent.

53. Question: Is the bidder required to include labor and laboratory fees for collecting quantities of material samples for environmental testing before and/or during design and/or construction? If so, shall this be included as a lump sum, non-reimbursable expense, or as a reimbursable expense.

Answer: The selected A/E will be given available testing information from the District. Additional testing and investigations will be required for the project. Typically, these costs are treated as a reimbursable expense with most A/E firms.

54. Question: Is the bidder required to include design and contract administration services for environmental design?

Answer: Yes. These services are a part of base design services and A/Es should include these services in their proposals.

55. Question: A summary of anticipated scope items and extents of those scopes at each site/building; we have found that the maximum cost allowances have in most cases been adjusted after the publication of the Comprehensive Master Plan.

Answer: Determining the scope of work at each building will be part of the A/E firm's responsibilities during the Pre-Design Phase. The maximum cost allowances in the Comprehensive Plan and RFP are estimates. Final maximum cost allowances will be determined by NYSED as part of the final project approval process. Fees in the RFP are predicated on direct work budgets which do not include incidental costs that were included in the Comprehensive Plan.

56. Question: A summary of anticipated magnitude, by percentage or rough proportion, of construction cost associated with each major scope item at each site/building.

Answer: See response to Question No. 55.

57. Question: Will the Owner employ a LEED Coordinator or other party responsible for coordinating any of the following: Design/Specifications, Project Submission, Construction Submittals, or Commissioning, for any of the buildings?

Answer: No. The A/E will provide these services as detailed in the RFP.

58. Question: Will the Owner require AutoCAD or BIM-based as-builts from the architect?

Answer: See page 19 of the RFP for specific AutoCAD format requirements. BIM based as-builts are not required.

59. Question: Will the Owner have a minimum quantity or frequency of meetings to be held with the architect and/or architect/s consultant(s) present for any design phase or construction phase?

Answer: No. See the RFP for meeting requirements by phase. For the Construction Phase, the A/E shall attend all construction meetings through project closeout.

60. Question: What consultant has done Food Service Master Planning with/for JSCB in the past?

Answer: The JSCB has not done Food Service Master Planning. For Phase 1, when needed, A/E's retained various food service sub consultants to assist in the design and layout of kitchen facilities.

61. Question: Where is article IV which defines the architectural specification requirement for each school?

Answer: Page 20 of the RFP states to "refer to Appendix IV.1 for projects requiring Educational Specifications." It should have stated "Attachment A" instead of "Appendix IV.1".

SIGN-IN SHEET

Project: JSCB Phase II Architectural and Engineering RFP, Tranche #1 Projects

Meeting Date: December 1, 2015

Name	Company	Phone Number	E-Mail
RAVI RAMAN	RAM-TECH ENGINEERS	35-463-7716	RRAMAN @ RAMTECHENGINEERS.COM
Joseph Lewis	Kidney Architects	716-248-3837	TKupinski @ Kidney.com
SARAH DOELE	King + King Architects	607-240-2400	Sidoele @ Kingarch.com
JASON BENEDICT	KING + KING	682-6180	jbenedict @ kingarch.com
Larry Appar	RSA architects	472-2261	lappar @ rsa-architect.com
ANTONIO VITALE	"	"	AVITALE " "
JAMES OLIVER	"	"	joliver @ rsa-architect.com
JOHN WARDPACK	IBIG GROUP	607 772 0007	JOHN.WARDPACK @ IBIGROUP.COM
BRIAN TROTT	CPL	585-451-7600	BTROTT @ CLARKPATTERSON.COM
BILL TAYLOR	William Taylor Architects	432-0901	bill.taylor @ taylor-architects
Michael Hawkins	Kalwall Corp	716-341-9754	M.Hawkins @ Kalwall.com
Joanne Stewart	Environ. Design Research	315-471-0688	jstewart @ edrdpc.com
MIKE MISTRINER	EDR (WBE) CANNON DESIGN	716-773-6800	MMISTRINER @ CANNONDESIGN.COM
RICH LITTLE	CANNON DESIGN	716-531-1709	RLITTLE @ CANNONDESIGN.COM
FRED KOENIG	HUNT ENG & ARCH.	315-744-3685	KOENIGF @ HUNT-EAS.COM
JOE KOSIOREK	SWER ARCHITECTS	585-232-8300	JKOSIOREK @ SWER.COM
TOM WIGHT	Beardsley Arch. + Eng	315-253-7201	twight @ beardslay.com
Steve Martino	Savin Engineers	908-725-2805	smartino @ savinengineers.com

SIGN-IN SHEET

Project: JSCB Phase II Architectural and Engineering RFP, Tranche #1 Projects

Meeting Date: December 1, 2015

Name	Company	Phone Number	E-Mail
Phil Wise	SWBR ARCHITECTS	585-232-8300	PWISE@SWBR.COM
MATT LUPIANI	SWBR ARCHITECTS	315 488 5635	mlupiani@swbr.com
CHRISTOPHER RESIG	NK BHANDARI	315.428.1177	CRESIG@NKBPC.COM
DANIEL HEUKRATH	NK BHANDARI	315.428.1177	dheukrath@nkbpc.com
CHRISTINE VARGAS	VARGAS ASSOCIATES	585-746-6450	christine.vargas@vargasassociates.com
DIANA JARAMILLO	BEARDSLEY ARCHITECTS	315.383.3718	djaramillo@beardsley.com
Ed McGraw	Ashley McGraw	315,952,2715	mcgraw@ashleymcgraw.com
Nick Spinorelli	ASHLEY MCGRAW	727-8406	spinorellig@ashleymcgraw.com
DENNIS SPINA	BELL + SPINA	488.0377	DSPINA@BELLANDSPINA.COM
EDWARD WATTS	WATTS AE	716-206-5100	ewatts@watts-ae.com
ERIKA ABBONDANZIERI	WATTS AE	716206 5100	eabbondanzieri@watts-ae.com
ROBERT SANDERL	WATTS AE	716.206.5100	rsanderl@watts-ae.com
Branden Farnsworth - Weinblatt	Popli Design Group	(585) 388-2060	bweinblatt@popligrp.com
KENEL J. ANTOINE	KENEL J. ANTOINE, ARCHITECT & ASSOCIATES	(315) 214-8054	kantoinedtwny.ny.com
BRIAN CIESLINSKI	SEI Design Group	585-330-6443	BEC@SEIDESIGNGROUP.COM
MATHEW KUCZNIK	OPK DESIGN	315 422 7806	MKUCZNIK@OPKDESIGN.COM
Wayne Frye	LaBella Associates DPC	315 766-1128	wfrye@labella.com
RICK MORRIS	WOOLLEY MORRIS	315 426 9871	MORRIS@WOOLLEYMORRIS.COM



City of Syracuse RFP and Professional Service Rules & Procedures

Pursuant to the authority granted to the Mayor by Section 5-205A (8) of the City Charter the following RFP procedure is hereby established for all Departments needing to utilize professional services.

NOTE: BE AWARE THAT YOU MUST CONFIRM THAT YOU HAVE FUNDING IN PLACE PRIOR TO REQUESTING ANY PROFESSIONAL SERVICES. NO WORK CAN BE SOLICITED WITHOUT THE FUNDING IN PLACE.

Definition of a Professional Service: *Professional Services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity, including but not limited to special licensing issued by New York State.*

The entire RFP process usually takes 6-8 weeks once RFP requests are received by the Division of Purchase so it is crucial that Departments start the process well in advance of the need thus making for a less stressful procedure. It is also the directive of the Purchase Division to enhance and encourage competition for the desired services affording the City the best possible value while avoiding potential negative scrutiny caused by poor planning and having to 'rush' the process.

Note: *If software and/or networking is involved, you must research any software & scope with City Information Technology staff before we will consider issuing the RFP as they have the technical expertise not only to insure compatibility with existing software, but must approve the usage of said new software.*

The Syracuse City School District

The Syracuse City School District, with the exception of Educational and employment related Professional Services, will follow these same procedures through the City of Syracuse Office of Management & Budget, Division of Purchase.

Educational and employment related Professional Services *will still be advertised and administered through the City of Syracuse Office of Management & Budget, Division of Purchase. However, the review and approval process will be conducted by SCSD Purchasing staff with required Syracuse City School Board approvals. Copies of eventual awards, or notification of 'no-awards' will be sent the City Division of Purchase to be filed for legal and audit purposes.*

*Office of Management & Budget
Division of Purchase*

PART ONE

Listed below are the rules and procedures to be followed by all departments (except the Dept of Engineering which is governed by Ordinance No. 75-1992) when requesting an RFP for professional services in excess of \$10,000.00.

- *A formal letter addressed to the Director of the Office of Management & Budget, from the Department Head requesting the issuance of the RFP along with a request to advertise form (available from the Purchase Division). The requesting Department must also provide us with an agreed upon final scope **in print & via e-mail in MS Word and a complete list of potential proposers (with complete addresses and e-mails)**.*
- *The Director of the Office of Management & Budget then requests the Mayor's approval to go forward. Once Mayoral approval is received, Norm L. Mingoelli, Jr. (Purchase Analyst III) will assist you with assembling the RFP document based on your scope. In some cases, samples of previous or similar RFP specifications may be provided to you by the Purchasing Division to assist you in writing your scope.*
- *The Purchase Division Purchasing Contract Clerk will advertise in the Syracuse Newspapers for 5 business days and send copies to all of the potential proposers provided by the requesting Department. We will agree upon an opening date **no earlier** than 20 business days after the advertisement ends. **The Department is responsible for placing that same advertisement in any appropriate trade publication you feel is representative of the RFP scope.***
- ***Note: Only the Purchase Division can issue PDF copies of the RFP solicitation to proposers. This insures that all proposers are maintained on the same Purchase Division proposer list in the event that any future correspondence or addendums need to be issued.***
- *The resultant opening for recording the proposals at the Purchase Division is completely confidential and **is NOT PUBLIC. No information is released to any proposer or outside source. Departmental attendance is not permitted.***
- *Once the RFP proposals are received, the Purchase Division privately records the RFP proposals **in the Division of Purchase Office only**. The Secretary for the Director of the Office of Management & Budget will take the original & the copies to the Budget office for distribution to the committee members. Budget will keep the originals and one copy of each proposal for their files.*
- *The Director of the Office of Management & Budget, will convene **(with the Mayor's direction & approval)** an RFP selection committee **that may** consist of, but is not limited to, the following members:*
 - *Council RFP Chair & Common Councilor that represents your department*

*Office of Management & Budget
Division of Purchase*

- *Budget Director/Mayoral representative*
- *Finance Director*
- *Your Department head and, if required, any other department head that may be directly involved in the RFP.*
- *An **attendance sheet** shall be kept and documented for each meeting.*
- *The Director of Management and Budget, acting on behalf of the Mayor, reserves the right to add additional RFP Committee members as deemed necessary or create a special RFP Committee for specialized services.*
- ***The Corporation Counsel**, or his/her designee, will be available to the committee for legal consultation as well as assistance in creating a **sample legal/consultants agreement to be attached to the RFP document. However, they do not participate as a committee member and do not vote in the selection process. This also applies to the Purchase Division.***
- ***Review & dissemination of RFP documents:** In order to **prevent** the appearance of **collusion or risk the loss** or mismatching of the original or photo copied proprietary proposals and/or submittals, **no documents or document copies shall be given to Departmental staff members for research and review without the expressed approval of the selection committee.***
 1. Any original or photo copies given to staff members by the Department Head must be noted as to the employee's name, RFP proposer's name and number of copies or original material signed out.
 2. An employee signed and dated sheet confirming receipt of the documents by the staff member for research shall be kept by the Department Head.
 3. Once returned, the Department Head shall have the employee sign in on the same sheet, the date of return.
 4. The Department Head must then determine whether they are needed originals or photo copies that should be shredded.
- *After the Committee's review and a result has been approved by a majority of the Committee, a letter of recommendation from the Department Head (as member of the selection committee) should be sent to the Director of the Office of Management & Budget requesting Mayoral approval of a contract award. This letter should contain all pertinent information pertaining to the RFP, ex: the firm recommended for award of the contract, the other firms who also submitted proposals, cost associated with the RFP, terms of the RFP, insurance documents, if required, account number that this being charged, etc. The Mayor has the right to request additional information from the Committee.*

- *If approved, the Department Head will then type and sign a second letter (sent to the Director of the Office of Management & Budget) but addressed to the City Clerk that requests placement of the item on the Council Agenda by the City Clerk. The Director of the Office of Management & Budget will then forward said letter to the Clerk requesting and awaiting subsequent Common Council approval of legislation.*
- *Once Common Council approves legislation for award, the Budget Secretary can inform the selected awardee(s) of our intent to award and for the awardee to provide all required paperwork.*
- *The Corporation Counsel, or his/her designated Assistant, Corporation Counsel will then forward a legal contract with appropriate paperwork to the firm. Once all of the required paperwork is signed, submitted and approved, the Law Department will draft & ultimately approve with each of the awardees, a legal contractual agreement. At that point the document can be executed.*
- *Upon completion of the signed, executed RFP contract, the Law Dept. will forward a copy to the requesting Department and to the Office of Mgmt. & Budget/Division of Purchase.*
- *The entire RFP package is then filed in the Division of Purchase.*
- *At this point the contract services can be scheduled and utilized. Payment(s) require Department Head signed approval confirming that the services were provided in accordance with the contract. Payment(s) should be made and issued via signed and confirmed straight claim payment(s) to the Department of Finance, Bureau of Accounts.*
- *Process complete.*

WAIVER OF RFP PROCESS

- *Please note that the Mayor, at his/her option may waive the RFP procedure in those instances where the Mayor determines that a waiver is a matter of public necessity. The Department Head needs to request the waiver in writing via two letters both sent to the Director of Management and Budget.*
- *One letter addressed to the Director of the Office Management and Budget, Division of Purchase requesting a Mayoral waiver of the RFP process and a second letter (also sent to the Director of the Office of Management & Budget) but addressed to the City Clerk that requests placement of the item on the Council Agenda.*
- *The Director of Management and Budget will forward the second letter to the City Clerk (assuming Mayoral approval has been given) for placement on the Council next agenda.*
- *If the Council approves legislation and issues an ordinance, the Department may proceed with purchases utilizing the City's purchasing procedures.*

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PART TWO

RULES AND PROCEDURES TO BE FOLLOWED BY ALL DEPARTMENTS WHEN REQUESTING PROFESSIONAL SERVICES UNDER \$10,000.00

Listed below are the rules and procedures to be followed by all departments when requesting professional services with a cost UNDER \$10, 000.00.

All professional services expected to cost \$10k or less can be solicited from qualified firms by formal quotation request letter directly from the requesting department. A minimum of three quotations must be obtained, assuming that there is actually competition (in some instances the service may only be obtained by a sole source that you must document).

This is a much simpler process than the full, formal RFP solicitation. However, a legal agreement issued by the Law Department is still required to execute the binding contract for the services. Insurance and/or bonding **may be required** as circumstances dictate.

Before the Office of Management & Budget, Division of Purchase approves the use of this process, you must be absolutely certain that you will not exceed \$10K. In fact, if there are a significant number of local vendors that can provide the professional service desired, then formal RFP should be issued. We do not wish to exclude anyone or give the appearance of doing so. Also, remember that they are professional service quotes and not bids. Therefore, the entire process is confidential and NOT PUBLIC.

Note: If software and/or networking is involved, you must research any software & scope with **City Information Technology staff** before we will consider issuing the RFP as they have the technical expertise not only to insure compatibility with existing software, but must approve the usage of said new software.

- An approval request letter, along with a minimum of three written quotes, if available, obtained by the requesting Department from legitimate professional sources. The letter will request Mayoral approval of the requested service with an explanation of the subjective selection that was made in the best interests of the City.
- The Department Head must send two letters to the Director of Management & Budget, Division of Purchase. One letter addressed to the Director of the Office Management and Budget, Division of Purchase requesting Mayoral approval of the professional services **and a second letter (also sent to the Director of the Office of Management & Budget) but addressed to the City Clerk that requests placement of the item on the Council Agenda.**
- Once the Mayor has approved the selected professional services quote, the Director of the Office of Management and Budget, Division of Purchase will then forward the second letter to the City Clerk for placement on the Common Council agenda for approval of legislation.

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- *After the Common Council approves the requested professional service contract and the Office of Management and Budget, Division of Purchase receives the ordinance from the City Clerk adopting this contract, the Office of Management and Budget will then send an “intent to award” letter to the firm. This letter will include all documents required to complete the contract as well as requesting all insurance certificates, if required.*
- *When all the paperwork is received from the awardee, the Office of Management and Budget will then send the paperwork and a memo to the Corporation Counsel requesting a legal contract be prepared.*
- *The Corporation Counsel, or his/her designated Assistant Corporation Counsel, will then forward a legal contract to the firm requesting their signature. Upon receipt of completed contract, the Law Department. will forward a copy to said City of Syracuse Department and to the Office of Management and Budget, Division of Purchase.*
- *Then the operating Department who requested the service can proceed with procuring services. By this time, all documents have been obtained, and then the Division of Purchase has the file completed.*