

**ESD Consultant RFQ
Questions and Answers as of May 22, 2013**

Note: *All questions related to the Planning and Real Estate Development RFQ must be submitted to ESDConsultantRFQ@esd.ny.gov by no later than May 30, 2013. ESD will update its website with questions and answers periodically through June 6, 2013.*

Question: The RFQ identifies multiple areas of expertise. Would you prefer that each firm respond to their specific area of expertise or team with other firms with complementary skills?

Answer: As this is an RFQ and not an RFP, unless you will always be submitting a proposal with this team in response to future RFPs, it is recommended that you respond with just your firm's qualifications for your specific area of expertise.

Question: Is a sole practitioner firm considered too small to be engaged independently by ESD?

Answer: We are accepting qualifications from all sized firms – from sole practitioners to multi-disciplinary national companies.

Question: Are Canadian firms eligible to submit in response to the RFQ?

Answer: Yes

Question: For certain categories of services desired by ESD, particularly those categories without licensing requirements (i.e. other than engineering, architecture, etc.), professional liability insurance is typically not required and it is very difficult (or impossible) to find insurance coverage. Would ESD be willing to waive this requirement for respondents under this RFQ for whom professional liability insurance is not available?

Answer: Yes. Professional liability insurance may be waived for firms or individuals for whom such insurance is not available.

Question: Once firms become selected through the prequalification process, will they be put on a list and required to complete a proposal submission in order to bid for on-call services?

Answer: Once firms are placed on ESD's prequalified list they will be contacted to submit proposals on a project by project basis.

Question: What is the size range of tasks and magnitude of services ESD anticipates?

Answer: All sizes. Please consult the RFP page of ESD's website for examples of projects we undertake.

Question: Has there been a prior on-call list of consultants for these services? If so, where can I find this consultant list?

Answer: This is the first time ESD has solicited for such a list.

Question: Will a submittal using a reader-friendly font and character size comparable to (but not precisely) 12 point type, such as that used in the RFQ or larger, be acceptable?

Answer: Respondents are encouraged to use fonts comparable to, if not a precise match of, 12 point type or larger, as specified on page 2 of the RFQ.

Question: Items #4 and #7 under “Required Information” request similar information about key staff. May these two items be combined in Item #4?

Answer: Yes

Question: Item #5 on page 2 is not applicable for non-MWBE firms. May we combine Item #5 and Item #6 in our submittal?

Answer: Please indicate in your response that Item #5 is not applicable.

Question: In which section of the submittal (Items #1 to #7) would you like to receive the required procurement forms?

Answer: These should be included in an independent section you create as part of your response.