

Albany CSO Pool Communities Corporation General Legal Counsel RFP Questions and Responses

September 12, 2017

Question: *“Section 3 Qualification Requirements does not outline any required forms that must be submitted with the bid, however page 19 states that forms EEO Policy Statement, Documented Proof that EPA Form 6100-2 - DBE Subcontractor Participation Form was given to MWBE Subcontractors, EPA Form 6100-3 - DBE Subcontractor Performance Form, EPA Form 6100-4 - DBE Subcontractor Utilization Form and Lobbying Certification forms should be submitted with the bid. Can you please clarify whether the documents need to be submitted?”*

Answer: As this work is funded, in part, by the NYSEFC, the Corporation requires that the selected contractor to adhere to terms and requirements set forth in the Environmental Facilities Corporation’s State Revolving Fund Program requirements contained within the Non-Construction Bid Packet.

The following forms are required. Please take note of the timeframe in which they are required. Each of the forms can be found in the Non-Construction Bid Packet’s appendices. The SRF# may be left blank.

1. EEO Policy Statement

To be submitted by the Contractor to the Recipient’s Minority Business Officer (“MBO”) prior to Contract execution. The “MBO” refers to the duly authorized representative of the SRF Recipient for MWBE and EEO purposes.

2. EEO Staffing Plan

To be submitted by the Contractor to the MBO prior to Contract execution.

3. EPA Form 6100-3 - DBE Subcontractor Performance Form

To be submitted by the Contractor to the MBO with its bid submission.

4. EPA Form 6100-4 – DBE Subcontractor Utilization Form

To be submitted by the Contractor to the MBO with its bid submission.

5. EPA Form 6100-2 – DBE Subcontractor Participation Form

To be submitted by the Subcontractors to the MBO prior to Contract execution. The Contractor must provide the form to the Subcontractors for completion. The Contractor

should also submit documentation (e.g., email, letter, certified mail receipt) to the MBO that the 6100-2 form was made available to the MWBE Subcontractors. This form is attached hereto as Attachment 7. See Required Contract Language, Section 1(III)(E).

6. MWBE Utilization Plan

To be submitted by the Contractor to the MBO after the bid opening, but in no case more than ten (10) business days after the Contractor receives notice from the Recipient that the Contractor has been awarded. The Corporation will work with the Contractor to complete this form, as it will be submitted via one of the Communities' on behalf of the Pool.

Question: "On Page 3 under Qualification Requirements, it states to identify fees by service and by staff and hours by discipline, and provide a rate schedule for the next three years. With the budget set at \$20,000 per year, are you looking for a breakdown of that \$20,000 by hours/service? Also, is the budget the same for the next three years?"

Answer: The Corporation has a budget for \$20,000 each year for this service. The Corporation is looking for a breakdown of rates and an estimate of these costs per calendar year for services rendered.