M E M O R A N D U M
PROC #23-02

CLARIFICATION TO QUESTIONS NO. 1

SENT VIA E-MAIL

DATE: February 7, 2023

TO: ALL PROSPECTIVE RESPONDENTS

FROM: Margaret Maddalena, Contract Administrator

RE: **RFP #002-2023 CONSULTING AND PLANNING ENGINEERING SERVICES**

Question #1   Regarding the insurance requirements referenced in paragraph 3.4 Insurance and Indemnification Requirements in the subject RFP. In Item 5, Professional Liability, the Commission requires a minimum coverage of $3,000,000 each incident and $3,000,000 policy Aggregate. Considering the nature of the work as primarily lower-risk planning related activities, would the Commission consider $1,000,000 each incident / $2,000,000 policy aggregate for Professional Liability?

Response: ***The Commission insurance requirements remain unchanged.***

Question #2   In preparing our proposal in response to your RFP issued on January 24, 2023, we would appreciate some clarification as to which forms are required to be submitted with the proposal and which ones would be submitted upon award. We understand that the Disclosure of Investiture in Iran (Section 3.6 in the RFP) and Certification of Non-Involvement in Prohibited Activities in Russia and Belarus (Section 3.8) should be included with the proposal, but

we are unsure as to whether the following forms should also be provided as part of the proposal:

- Diane B. Allen Equal Pay Act – Labor and Workforce Development Report (Section 3.7)
- Non-Collusion Form (Appendix C)
- Certification and Disclosure Forms (Attachment 1)

Response: *The following documents should be submitted with your proposal:*

1) *Non-Collusion Form (Appendix C)*
2) *Certification and Disclosure Form (Attachment 1)*
3) *Disclosure of Investment in Iran*
4) *Certification and Non-Involvement in Prohibited Activities in Russia or Belarus*

cc: Tim Eustace, Executive Director
      Bill Schaffner, Chief Financial Officer
      Michael Broncatello, Comptroller & Chief Investment Officer
      Maria Alliegro, P.E., LEED AP, Director of Engineering
      Paul Serillo, Director of Facilities