



RFQ #2026-07 Engineering On-Call Services
ADDENDUM #2 October 2, 2026

- **Please Note:** Page 1 of RFQ 2026-07 identifies a broad range of engineering and architectural disciplines and representative tasks. It is NOT the intent of the APDC for Respondents to address or itemize each discipline listed. Instead, Respondents should provide information regarding their firm, including areas of specialization, staff qualifications, project experience, engineering and/or architectural disciplines offered within the firm, and any professional services the firm is qualified to provide. This contract will **NOT** be awarded in individual categories.
- **At this time, specific project scopes are not defined.** The Port's intent is to establish a pre-qualified list of engineering and architectural firms that may be contacted to provide services within their respective disciplines as needs arise.
- **Please Omit/Disregard** EXHIBIT A BID PROPOSAL FORM.
- **Please refer to Proposal Content and Format section on page 8 of RFQ document.** Please limit submissions to 20 page all inclusive pdf document.

Additional Questions and Responses:

1. Please clarify the potential type of work scope associated with the Transport Engineering category. (i.e. traffic studies, or roadway/bridge design engineering services?)

RESPONSE: Potential work could include, but not be limited to planning, design, construction, maintenance, operation, and management of roadway, railway and water transportation systems and facilities, including travel demand forecasting, traffic operations, logistics, and transportation policy. Roadway engineering, railroad engineering, and port and wharf engineering.

2. Please clarify the potential type of work scope associated with the Environmental Engineering category. (i.e. wetland delineation or soil contamination monitoring/evaluation services?)

RESPONSE: Potential work could include, but not be limited to planning, design, construction, maintenance, operation and management of water treatment, wastewater treatment, stormwater management, air quality testing and emission testing, emission reduction planning and management hydrology, hazardous waste management, remediation, ecological engineering, habitat protection, contamination, wetlands, all work scope regarding environmental protection and environmental sustainability.

3. The forms on pages 21 and 22 (Iran energy sector divestment and Sexual Harassment prevention forms) say to submit form with an ORIGINAL signature. Are signed & notarized PDF copies included as part of the email submittal acceptable?

RESPONSE: Yes.

4. In Appendix C (included as part of Addendum #1), please confirm whether or not we need to submit EEO Policy Statement Form A as part of our proposal.

RESPONSE: The forms in Appendix C are not required for this RFQ. Future potential job orders may require Appendix C forms to be submitted.

5. In Appendix C (included as part of Addendum #1), please confirm whether or not we need to submit the EEO staffing plan for our firm a part of our proposal.

RESPONSE: The forms in Appendix C are not required for this RFQ. Future potential job orders may require Appendix C forms to be submitted.

6. During Port of Albany previous contracts, our services have been billed at prevailing wage rates (when applicable) and day and half day rates. Should we still use this format or are we required to use hourly labor rates plus overhead and profit?

RESPONSE: This Request for Qualifications is for qualification statement and current rates for licensed engineering and architectural services with all multipliers and differentials included. There is no work assigned to this RFQ, therefore prevailing wage rates do not apply at this time. Future work contracted with the Port that requires NYS prevailing wage, including all construction scopes of work will be issued a NYS PRC# and the APDC will take into account the rate schedule at the time of receiving quotes.

7. In Appendix B, Construction Contract Service Standards And Project General Conditions, Clause VII, Indemnification/ Insurance Requirements, states in part as follows: "All policies shall name the Albany Port District Commission as an additional insured on a primary and non-contributory basis." Since additional insured status is not available on workers compensation policies, would the APDC consider adding an exclusion for workers compensation policies, thereby amending the sentence as follows: "All policies, except for workers compensation, shall name the Albany Port District Commission as an additional insured on a primary and non-contributory basis."

RESPONSE: NYS Workers Compensation Insurance is excluded from the statement “All policies shall name the Albany Port District Commission as an additional insured on a primary and non-contributory basis” and should follow NYS Workers Compensation Insurance requirements.

8. Will the APDC accept proposals from NY-licensed Landscape Architecture firms acting as Prime Consultant?

RESPONSE: Yes

9. Please clarify the potential type of work scope associated with the Audio/Visual Technology Engineering category. (i.e. security related or visual displays?)

RESPONSE: Potential work scopes could encompass various forms of Audio/Visual Technology.

10. Please clarify the potential type of work scope associated with the Hydraulic Engineering category. (i.e. hydrology?)

RESPONSE: Hydrology provides the underlying data and analysis related to water movement. Potential scopes of work in Hydraulic Engineering may include the study, design, and management of infrastructure that controls, directs, or modifies or manipulates the flow of water with regard to Port operations, maritime infrastructure, and related needs.

11. Is there a set number or anticipated number of Consultants that will be qualified for each On-Call Discipline or combination of Disciplines?

RESPONSE: There is no defined number of consultants that will be awarded. This contract will NOT be awarded in individual categories. Therefore awarded firms could be called upon for multiple disciplines.

12. Can Consultants that are contracted through this RFQ collaborate to bid on future Job Notifications when they are issued? That approach would enable two or more Consultants to work as a team in order to provide a more broad scope of services, respond to Job Notifications that may required multiple On-Call Disciplines and potentially provide better value to the APDC. This would also provide opportunities for smaller and more specialized firms to better compete with larger firms.

RESPONSE: Collaboration may be acceptable on potential future job orders and will be evaluated at the time of scope development.

13. Will Consultants that are contracted under this RFQ have the opportunity to utilize subconsultants or subcontractors that are not contracted under this RFQ when bidding on specific Job Notifications (assuming those subs are identified with relative qualifications in the Consultant's Job-specific proposal)?

RESPONSE: Subconsultants and subcontractors may be acceptable and/or necessary on future potential job orders. The conditions will be evaluated during the time of scope development.

14. Can the APDC provide the full set of contract terms and conditions (including insurance requirements) that will be utilized for work performed under the specific Job Notifications?

RESPONSE: Appendix B includes standards terms and conditions. Insurance requirements and job specific conditions would be issued with potential job orders.

15. Are the labor/billing rates to be used by the Consultants governed by any specific Federal, State or Local requirements (e.g., prevailing wage, etc.) and will audited overhead rate documentation for each labor rate category be required?

RESPONSE: Future potential job order scopes will be evaluated for NYS prevailing wage applicability and also may include public funding requirements such as grant funding that may inform rates.

16. Please explain further the requirement to "Provide project management and coordination with APDC staff. Prepare and provide project status updates including updates to scope status, schedule and cost" (RFQ page 3). Presumably this is within each firm's established expertise as related to the given discrete project for delivering projects on time and on schedule. Or is this related to owner's representation services?

RESPONSE: The tasks involved in a future potential job scope would be evaluated for needs of service at the time of scope development. Work could include Owner's Representation services and/or Construction Project Management.

17. During on-call services, are awarded consultants able to retain subconsultants, or will necessary teams be selected from other on-call awarded teams? For example, if a cost consultant or structural engineer is required for a discrete project, will that cost consultant or structural engineer fall under the architect's services as a subconsultant or will that cost consultant be APDC's contracted "owner's" consultant to coordinate scope of work with the architect?

RESPONSE: This would be evaluated and determined at the time of future potential job order scope development. The option for the prime to contract with subconsultants is possible.

18. Please explain further the statement "The APDC reserves the right to any of the following: utilize any and all ideas submitted in the proposals received" on page 9 of the RFQ.

RESPONSE: This would include general conceptual ideas and exclude intellectual property rights, and confidentiality obligations.

19. Related to MWBE / SDVOB participation goals, there are no percentages listed in the RFQ. Please provide any further information that is available, particularly how if a firm is not SDVOB and SDVOB requirements are needed where "potential job orders issued may contain goals for an individual project" (RFQ, page 10).

RESPONSE: MWBE/SDVOB goals are not required or applied to this solicitation. Future potential job orders may require goal percentages and will be evaluated and determined at the time of scope development. Goals may be met by subcontracting opportunities.

20. Please provide further information about what is intended with "Peer Reviews" scope of work.

RESPONSE: Federal and State permitting agencies at times require independent peer reviews for technical specifications.

21. Appendix B Questions on APDC General Conditions: Qualifications and Responsibilities of Contractor and Methods, Procedures, and Materials. Many sections of this contract seem to apply to construction work, including but not limited to items listed below. Please explain how that is applicable to RFQ# 2026-07 for On Call Engineering Services.
- a. Paragraph I-4 seems to be intended for contractors and requires site safety plans.
 - b. Paragraph I-8, what is "Federal Form I-0 for all employees, subcontractors, and their employees."

c. Paragraphs I-11, I-12, I-13 again seems to apply to construction projects. Please explain how these are applicable to RFQ# 2026-07 for On Call Engineering Services.

RESPONSE: Correct. Appendix B is General Standards and Conditions and sections referring to Construction projects do not apply to this solicitation. In future potential job orders conditions and terms would be determined.

22. Appendix B, Insurance Requirements: Are there exceptions to the \$5,000,000 umbrella coverage given that individual job limits are no more than \$50,000?

RESPONSE: Individual job limits are not limited to \$50,000. Jobs estimated to cost \$50,000 or more require plan approvals by the APDC Board of Commissioners. Please respond with Commercial Liability Insurance, Automobile Insurance, and Workers Compensation Insurance at this time. Future potential work assignments may require additional policies.

23. MWBE/SDVOB participation and team formation

The RFQ notes that individual Job Orders may include M/WBE and SDVOB participation goals. For purposes of the qualifications submission, does APDC expect proposers to identify specific M/WBE and/or SDVOB subconsultants at this stage, or may firms establish participation plans and teaming arrangements in response to individual Job Notifications once the applicable scope and participation goals are known?

RESPONSE: Please refer to page 8 of RFQ document Proposal and Content Format section. No subconsultant teams are required at this time. The APDC is seeking in-house capabilities and qualifications from Respondents to this RFQ, however if this is something your firm wishes to highlight in your response this is acceptable, but it is not something that will be evaluated.

24. Time-and-materials / negotiated NTE assignments

The RFQ states that compensation for individual assignments will generally be based on time and materials with a not-to-exceed limit agreed upon by APDC and the Consultant. Should proposers assume that the rates established through this RFQ will serve as the contractual basis for pricing future Job Orders, subject to negotiation of staffing, hours, reimbursables, and the applicable not-to-exceed amount for each assignment?

RESPONSE: The RFQ document pg. 4 Procedure for Assignment of Work #3 states “As an alternative to a not-to-exceed total cost, in appropriate circumstances APDC may request that Consultants propose a fixed price or lump sum project cost. If such a cost is requested in the Job Notification, the Consultant’s Response should include a Fee Schedule for fixed price work.”

It is understood that current rate/fee sheets submitted by Respondents are subject to change within the five-year contract term. Any future potential job work order compensation requirements will be determined at the time of job scope development.

25. Rate Sheet / Contract Sum Analysis / exact pricing format

The RFQ references an “Agreement’s Rate Sheet,” requires consideration of “Base rate ranges, multipliers, and escalations,” and Exhibit A references an attached “Contract Sum Analysis form.” Could APDC please clarify the required cost proposal format, including whether proposers should submit raw labor rates, billing rates, multipliers, annual escalation factors, or some combination thereof, and whether a separate Rate Sheet or Contract Sum Analysis form will be provided by addendum?

RESPONSE: Please omit/disregard EXHIBIT A Bid Form however this may be informative for future potential work orders.

26. Coordination with terminal operators and tenants

For future Job Orders, does APDC anticipate that selected consultants may be expected to coordinate directly with the Port’s terminal operators, tenants, stevedores, or other private-sector operating partners, including Logistec/Enstructure where applicable, or should all such coordination generally be conducted through APDC staff?

RESPONSE: All coordination and communication would be directly with the APDC. The APDC would coordinate and organize other entities as necessary.

27. Existing Port plans and planning documents

The RFQ identifies potential assignments involving planning studies, land use, economic and sustainability analysis, resiliency, and equity planning. Are there existing APDC strategic plans, master plans, capital improvement plans, resilience plans, decarbonization plans, or other adopted planning documents that selected consultants should expect to use as a basis for future Job Orders, and, if so, can APDC identify or provide access to those documents?

RESPONSE: This is not applicable to this solicitation. Potential future job orders assigned that require review of any potential APDC plans would occur at time of Job Order Request.

28. Approach Plans for assignments above \$50,000

The RFQ states that an Approach Plan is required when an On-Call Project is estimated at \$50,000 or more and is expected to exceed ten workdays, or when otherwise requested by APDC. Can APDC confirm whether the \$50,000 and ten-workday thresholds must both be met for an Approach Plan to be required absent a specific APDC request, and whether APDC anticipates using a standard Approach Plan template for such assignments?

RESPONSE: Per APDC Procurement Policy any cost of \$50,000 or more must be approved by the APDC Board of Commissioners and is also subject to NYS Finance Laws. Therefore, a workplan submission would be presented to the Board of Commissioners for approval before a job could be officially assigned. A Notice of Job Order template will be utilized by the APDC, but the workplan portion of the quote submission may be formatted by the Respondent.

29. Capital District / “surrounding areas” qualification

The minimum qualifications require at least five years of experience providing E/A services in the Capital District of New York “or surrounding areas.” Could APDC clarify the geographic extent it considers to constitute “surrounding areas,” and whether relevant experience of a proposer’s key personnel, affiliated/predecessor entities, or proposed subconsultants may be considered in satisfying this qualification?

RESPONSE: Experience working with agencies/companies that are within 100 miles of Albany, NY including Capital Region, Berkshires, Hudson Valley, Adirondack Region, etc. In-house personnel experience history will be considered.

30. Preferred Disciplines

The RFQ encourages proposers to focus on their areas of strength and does not require expertise across all listed On-Call Disciplines. Should proposers expressly identify each discipline for which they seek prequalification, and may APDC qualify a firm for some, but not necessarily all, of the Preferred Disciplines identified in its submission?

RESPONSE: The APDC is seeking information from Respondents in all categories the Respondent is qualified in. This contract will NOT be awarded in individual categories but will instead form a pre-approved list of firms with qualified disciplines to contact for services as needed. Respondents are welcome to highlight areas or disciplines of strength or expertise.

31. Proposal page limit

The Proposal Content & Format section does not appear to specify a maximum page count. Can APDC confirm that there is no page limit for the qualifications narrative, and that required exhibits, certifications, resumes, project sheets, and other supporting materials are not subject to a separate page limitation?

RESPONSE: The APDC requests that the Respondent limit the all-inclusive page # submission to 20 pages. Please keep submissions under 30 MB.

32. Given the breadth of disciplines and to allow proposers adequate time to prepare a thorough and well-coordinated response, will the Albany Port District Commission consider issuing a two-week extension?

RESPONSE: Unfortunately, the APDC is not able to offer an extension at this time.

33. Will APDC permit the addition of subconsultants after award, once specific task orders define a discipline need that the awarded firm cannot perform in-house, and if so, is there a required approval or notification process?

RESPONSE: The APDC understands the need at times for subconsultants. When responding to future potential work orders, the awarded firm would be asked to provide all subconsultant information.

34. Appendix C and Exhibit A reference a 30% MWBE goal and a 6% SDVOB goal, but Addendum #1 states no MWBE/SDVOB goals apply to this contract because no specific work is yet assigned. Should proposers leave the "Goal % Expected to Achieve" fields in Exhibit A blank, mark them "N/A," or complete them with a placeholder pending future task order-level goals?

RESPONSE: See note on top of this page and Response #25> APPENDIX C is not applicable to this RFQ.

35. Is there a maximum file size for the emailed PDF submission?

RESPONSE: Please limit to 20 pages all inclusive. No more than 30MB

36. Can APDC confirm the required format (pages versus a standalone schedule) for the “Proposed Cost of Services,” including hourly rates, fee factors, and multipliers, and whether a specific rate sheet template should be used as referenced on page 5 of the RFQ?

RESPONSE: Pages 4 & 5 of the RFQ document describes the procedure for assignment of future work. The requirements stated only apply to future potential work orders.

37. Can APDC confirm whether proposers are required to acknowledge or sign off on Appendix B as part of this RFQ response, or only at the task order stage when construction-phase services are assigned?

RESPONSE: Appendix B will apply and be agreed to at time of work assignment.