



## TRANSMITTAL MEMORADUM

March 15, 2022

To: All Gown Advisory Council Member Representatives and Alternate Representatives

From: Terri Matthews, Director

Re: NYC DOT Neighborhood Loading Zone Study RFP

Enclosed herewith are the NYC DOT Neighborhood Loading Zone Study RFP with attachments including the Word version of the Proposal in Response template. This Town+Gown RFP will also be posted to the Consortium page on the Town+Gown webpage at: <http://www1.nyc.gov/site/ddc/about/town-gown-rfps.page>.

**Please indicate by email to [matthewte@ddc.nyc.gov](mailto:matthewte@ddc.nyc.gov) that you have received the email transmitting NYC DOT Neighborhood Loading Zone Study RFP.**

Please note all specific considerations in **Section IV, B. Other Considerations** to the researchers at your institution to whom you send this NYC DOT Neighborhood Loading Zone Study RFP and remind them that NYC DOT Neighborhood Loading Zone Study RFP is a New York City procurement and not a grant.

Please also note the requirement for Commercial General Liability and Commercial Auto Liability insurance. There is no requirement for Professional Liability insurance.

In addition, the Master Contract, under which this T+G RFP has been issued, permits the Consultants (1) to join with one or more other Consultants to prepare a Proposal in Response (see Section 3.3 (b)) as well as (2) to utilize Subcontractors (as defined in the Master Contract) as part of a Proposal in Response (see Sections 3.3(b) and 3.3(e)(8)). Please note that Consultants wishing to subcontract with a Subcontractor as part of its Proposal in Response must disclose its intention to use the services of a Subcontractor in its Proposal in Response as provided in Section 3.3 (e) (8) of the Master Contract.

Consultants contemplating including Subcontractors as part of their Proposal in Response, should let such potential Subcontractors know the requirements under the Master Contract that will also bind them should the Proposal in Response be awarded, by sending potential Subcontractors the Consultant's Master Contract, including Appendix A, in addition to the [Name of T+G RFP]. The [Name of T+G RFP] incorporates all terms and provisions of the Master Contract by reference.

As noted in the form of the Proposal in Response, it is critical that the academics at your institution who submit Proposals in Response understand that they must not alter the form itself apart from indicating the details of the researchers' proposal in Article 2. The Proposal in Response accepted by the

Requestor will form the basis of the Task Order and it is important that this template *form* be unchanged. Please let them know that if they have questions on the form of the Proposal in Response they should contact you, as your institution's Gown Advisory Council representative, and that you can reach out to DDC contact person above to discuss whatever issues there may be.

Should your institution be awarded a Task Order for this NYC DOT Neighborhood Loading Zone Study RFP, it is critical, **at the time the Requestor submits the Task Order for registration with the Comptroller's Office**, that your institution is current with respect to PassPort (formerly VENDEX) disclosure (see <http://www1.nyc.gov/site/passport/index.page>). Please take the time now to alert your institution's administrative staff to make sure they know to update Passport with respect to your institution.

Finally, we have had experience with some institutions where institutional awareness of the Master Contract and how it works had dimmed since the date of execution, resulting in delays at the institution due to legal staff getting back up to speed on the Master Contract during legal review of the Task Order. Please take the time now to check with the legal review personnel to alert them to this NYC DOT Neighborhood Loading Zone Study RFP and the Master Contract under which it is issued. You should have a copy of the executed Master Contract, but Terri Matthews can send you a copy if you request it. The form of the Master Contract is also available on the Town+Gown website.