Addendum No. 1
August 30, 2010

ARCHITECTURAL DESIGN SERVICES
REQUIREMENTS CONTRACTS RFQ
Project No. CITYW-CUCF-08-10

Amendments to the RFQ

This Addendum is issued for the purpose of amending the Solicitation as follows:

- Changing the requirements set forth in Section II. A. 5. to be projects “completed within the last five years” for all Categories of Work except Architectural Design Services;
- Removing the requirement in Section II. B. 3 and Appendix E for the submission with the Response of the M/WBE Utilization Plan Form and the EEO Staffing Plan Form. Responders are advised that the M/WBE Utilization Plan Form & EEO Staffing Plan Form will be required to be submitted for each project-specific Task Order issued subsequent to contract execution;
- Correcting Appendix E to substitute “proposer” for “broker” wherever it appears;
- Adding Appendix F (attached) requiring the submission of an Affirmative Statement Acknowledging and Agreeing to Comply with CUCF’s Anti-Discrimination and M/WBE Policies and Forms.

Questions & Answers

This Addendum further conveys the attached Questions and Answers in response to the questions that were e-mailed to the CUNY Contracts Department. Consistent with Section IV. “Terms & Conditions” of the Solicitation, all information provided herein is made in good faith for information purposes only and does not in and of itself change the Solicitation. Changes to the Solicitation may only be made by formal amendment, if and when required.

Contact: Michael Feeney, DDCM.ContractsDept@mail.cuny.edu

By signing in the space provided below, the Responder acknowledges receipt of this Addendum. This Addendum must be signed by the Responder and submitted with the Response.

Name of Responder

Name of Authorized Responder Representative

Title

Signature

Date
AFFIRMATIVE STATEMENT
ACKNOWLEDGING AND AGREING TO COMPLY WITH
CUCF’S ANTI-DISCRIMINATION AND M/WBE POLICIES AND FORMS

The undersigned Responder to CUCF’s Architectural Design Services Requirements Contracts Request for Qualifications, Project No: CITYW-CUCF-08-10, hereby acknowledges that it has reviewed, and if selected for a requirements contract resulting from this Solicitation, agrees to comply with the Anti-Discrimination and M/WBE Policies and Forms set forth in Appendix E of this Solicitation, as amended by this Addendum 1.

This Affirmative Statement must be signed by the Responder and submitted with the Response.

Name of Responding Firm

Name of Authorized Responder Representative

Signature

Date
Addendum No. 1  
August 30, 2010

ARCHITECTURAL DESIGN SERVICES  
REQUESTS CONTRACTS REQUEST FOR QUALIFICATIONS  
Project No: CITYW-CUCF-08-10

Questions & Answers

(1) Regarding the format for the submission for the above referenced RFP, I wanted to confirm for each category we submit for, should we submit material for only our firm specifically or should we also include a list of sub-consultants as well even though we wouldn’t be submitting their credentials?

The experience you submit for each Category of Work should pertain principally to the work performed by your firm on each project submitted for our consideration. While it is expected that many of the completed projects would have included sub-consultants, their role should be clearly described even though their experience will not be relevant for this selection.

(2) Will there be a pre-proposal meeting to learn more about the subject project? It is a good opportunity for interested firms to network and develop teaming ideas, so if there is a possibility of holding a meeting, it would be greatly appreciated.

There is no pre-proposal meeting anticipated.

(3) Please confirm that the projects listed within a requested Category of Work must have been “completed within the last two years” (page 3 of 21) and that the submitting firm or principal must have “at least five years of experience” (page 4 of 21) in the requested Category. I ask because in a recent SUCF RFQ, a similar requirement was amended in the late stages of the submission period to show five years for both parts.

Given the unique nature of the work in some of the Categories of Work, this requirement is hereby amended to be projects “completed within the last five years” for all Categories of Work except Architectural Design Services.

(4) Shall I assume that if our firm does not offer Landscape Design Services and Signage and Interpretation Design Services in-house, we should not request these Categories of Work by using sub-consultant experience and a sub-consultant team? For instance, I assume you are looking for Landscape Architects and/or Architectural Firms with Landscape Architects on staff to apply in this category.

Yes. The focus for this RFQ is on the experience and skills of your firm without the assistance of sub-consultants.

(5) If we do not qualify as an M/WBE, are we disqualified? Also, if we are not M/WBE, are we to list anticipated M/WBE subcontractors in order to satisfy the required 7.25% MBE and 4.75 WBE participation requirements?

No, a firm is not required to be an M/WBE to make a submission. As per the Amendments to the RFQ above, firms are required to affirmatively state that they
acknowledge & if selected agree to comply with CUCF’s Anti-Discrimination & M/WBE Policies & Forms. This contract has the stated M/WBE goals which are to be met either by your firm or through the use of sub-consultants to be identified in the task order selection process.

(6) We are an architectural firm submitting qualifications for this solicitation. It seems that the RFQ instructs us not to submit project team information for sub-consultants. However, we would need an MEP and a Structural Engineer on our team. How shall we incorporate their information? Should we submit qualifications for the sub-consultants we work with in order to reach the MBE/WBE goals?

We fully envision the use of sub-consultants for many individual Task Order projects, however we feel the time to select the most appropriate sub-consultants is only once the individual project is identified during the task order selection process. Also see answers to questions 1, 4, & 5, above.

(7) We are planning on submitting for 3 Categories. I want to verify that all 3 Categories should be grouped together in one statement of qualifications, not 3 separate complete statements of qualifications.

One statement listing the requirements of Section II. A., but with clear distinctions for each Category of Work.

(8) We do not have 5 projects completed in the last two years for each of the Categories we plan to submit qualifications for. Can we extend the time period beyond the past two years?

See answer to question 3 above.

(9) Are you looking for a list of proposed subcontractors from us? I cannot find any mention of listing them and I know you are only looking for the SF330 form from the Prime.

See answer to question 6 above.

(10) We are licensed to practice engineering in the State of New York, but not architecture. May we submit as prime on Building Envelope design Services, High Performance Design Services, and/or Historic Preservation Design Services?

Yes, as long as the Minimum Qualification Requirement in Section III.A of the RFQ is met.

(11) In reading through the RFQ for Project No. CITYW-CUCF-08-10, it seems you are looking for qualifications from individual firms, as opposed to an entire team comprising multiple disciplines (engineering, acoustics, etc.) Could you please confirm that I am interpreting the RFQ correctly? Also, if that is the case, how would you like us to complete the M/WBE Utilization Plan that must be submitted in our package, per Appendix E?

Please see the Amendments to the RFQ above and answer to question 6 above.

(12) Section II A 6 states the submission is to include the “proposed project team NOT including sub-consultants…” I would like to confirm that under the category of work Architectural Design Services that engineering disciplines, such as structural and mechanical (which are sometimes termed “consultants” as opposed to “sub-consultants”) are NOT to be included in the RFQ response.
Correct, see answer to question 6 above.

(13) Does CUNY have a preference for single-category responders over a team composed of a prime and sub-consultants covering all 6 categories? That is, does CUNY prefer to sign a host of individual contracts by discipline rather than engage, say, a single discipline from a composite team?

See the answer to question 6 above.

(14) What share of the eventual task orders would go to composite teams and what share to individual disciplines?

See the answer to question 6 above.

(15) Do we read Section II. A. 6. correctly to mean that you do not want to see any sub-consultant resumes? This is specifically and only about in-house teams for each category?

See the answer to question 6 above.

(16) I will be submitting qualifications for the landscape architectural contract and want to be sure that I’m filling out the appropriate vendor responsibility questionnaire. We are a "for profit" business. Please confirm that the correct questionnaire for this contract is the For-Profit Construction (CCA-2) Questionnaire.

Correct.

(17) We are a contract staffing firm specializing in contract per diem placements of the types of professionals requested by this RFP. WE place them as long as you need them for an hourly billing rate, when there is not a need we take them back. We are NOT a Professional A&E type firm; hence the SF 254 and 255 or SF 330 will not be typical. Would you consider us acceptable to bid this or will we be rejected immediately for non-compliance or not able to meet the requirements?

Your firm must meet the Minimum Qualification Requirements in Section III.A of the RFQ.

(18) Are architectural firms allowed to propose consultant teams, or to apply as teams of more than one architectural office?

See the answer to question 6 above.

(19) Please confirm that we are not submitting qualifications for sub-consultants at this time.

See the answer to question 6 above.

(20) Please confirm that we will be preparing a complete SF330 (including Part I, Sections A-H & Part II), in addition to the project lists for each Category of Work.

Yes.

(21) Can representative projects used be work-in-progress? We have several projects, in various stages of design and construction, which are highly relevant in terms of scope for
High Performance Design and Building Envelope Design, and would like to use them. However, they are not “complete.”

The RFQ calls for completed projects. Any projects submitted that are not yet complete may be evaluated, but may be downgraded.

(22) Can representative projects be used for multiple Categories of Work, as long as they are identified properly in separate lists?

Yes, see the answer to question 7 above.

(23) We are the prime planning to use sub-consultants as part of our team. Do sub-consultants have to submit SF330 forms too?

No, see the answer to question 6 above.

(24) Could you please clarify whether a responder is to identify a consultant team that it would propose to work with, and if it is, what information should be submitted for the consultants? On page 3 of the RFQ, under A.5 the responder is asked to identify consultants that it’s worked with on reference projects. Under A.6, the responder is told not to identify consultant members on the responders Team. Contract Provisions on page 17 discuss proposers and sub-proposers. Finally on page 19, there is a form for the responder to list M/WBE Utilization.

See the Amendments to the RFQ above and answer to question 6 above.

(25) I have a question regarding the NYS Vendor Responsibility Questionnaire. Could you please clarify if we should complete the Non-Construction or the Construction questionnaire?

Construction Questionnaire.

(26) Can some of the categories of Work be through sub-consultants (for instance High Performance is a combination of architectural and engineering services)?

See the answer to question 6 above.

(27) If the answer to above is yes, do you want a firm brochure / list of 5 projects / and proposed team from the sub consulting engineer for such categories?

See the answer to question 6 above.

(28) In the responder’s SF330, should we identify all the sub-consultants, include the sub-consultants’ key personnel resumes in Part 1 and provide a Part 2 for all sub-consultants as the form requests?

See the answer to question 6 above.

(29) If sub-consultants should be identified, what type of sub-consultants should be included under the base contract?

See the answer to question 6 above.

(30) Can we add or replace sub-consultants in the next phase of the RFQ and eventually for each specific project task order?
See the answer to question 6 above.

(31) I have the following question regarding the RFQ - Part 11. A. Response (page 3 of 21). In item # 5, you ask that we provide “a list of up to five (5) projects demonstrating a range of the firm’s work completed within the last two years” in a given category. Fine. But what do you mean by item # 4 when you ask for a “demonstration that the Minimum Qualification Requirement cited below (meaning item # 5) has been met”? How shall we demonstrate it beyond the mere listing of such relevant projects and their dates of completion?

See the answer to question 17 above.

(32) We understood from reading the RFQ that we do NOT need to submit any proposed sub-consultants at this time, however page 16 of 21 states that an M/WBE Utilization Plan Form is required to be submitted with our “proposals”. Is our response to this RFQ considered a “proposal” and thereby we are required to submit the M/WBE form at this time? Or will it only be required with our response to a project specific task order assignment at a later date?

See the Amendments to the RFQ above and answer to question 6 above.

(33) If we are requesting consideration for multiple Categories of Work, can we address the multiple categories within a single (bound) booklet? Or are separate responses (booklets) required for each Category which we are requesting consideration for?

See the answer to question 7 above.

(34) Re: Item II. Format and Submission of Responses, Paragraph A. Response, subparagraph 5: Please clarify if the five (5) projects demonstrating a range of the firm’s work completed within the last two years are limited to projects in which both design and construction were completed or if design completion alone is satisfactory. Is our understanding correct that the only place in our Response to mention sub-consultants is in the M/WBE Utilization Plan? Are we required to submit an EEO Staffing Plan for sub-consultants?

See the Amendments to the RFQ above and answers to questions 6 & 21 above.

(35) Can you clarify what should be included in the “Firm Brochure,” the 2nd item listed in the response submission requirements? Should the Firm Brochure include more detailed information and images of the list of 5 projects, or should it demonstrate a broader spectrum of the firm’s work?

The list of up to five projects should establish the firm’s qualifications to perform work under the Category(ies) of Work for which the firm is applying. The Firm Brochure can demonstrate the broader spectrum of the firm’s work.

(36) For the Architecture Design Services Category, are we required to compose and submit a full design team with consultants as part of the RFQ (i.e., Structural Engineer, MEP Engineer, etc.)?

See the answer to question 6 above.
(37) If the prime contractor submitting the RFQ is M/WBE certified by New York State, can the prime fulfill the M/WBE goals?

If the prime is a New York State Certified M/WBE, it can claim credit for either MBE or WBE, as appropriate, but not both categories.

(38) If no consultants are required beyond the prime contractor submitting the RFQ, are we still supposed to propose subcontractors that meet the M/WBE goals and list them in the utilization form, as the form requires?

See amendments to the RFQ above, and answer to question 6 above.

(39) In the RFQ #CITYW-CUCF-08-10 Architectural Design Services Requirements Contracts, there is a section for Additional Information where Appendices C-E are listed. Appendix E asks for an M/WBE Utilization Plan and we are wondering how to fill this out because we are not submitting with a consultant team (as directed in the RFQ)

See the Amendments to the RFQ above, and answer to question 6 above.

(40) Also, can we submit our EEO forms as prepared by our HR department and submitted to the government in this section or do we need to fill out the CUNY/CUCF form as is? If we do need to complete the CUNY form, where can we find the correct Anti-Discrimination and M/WBE Policies and Form? I don't see a link in the RFQ.

See the Amendments to the RFQ above & see Appendix E in the RFQ.

(41) Although sub-consultants qualifications are not required, do we still have to complete the “M/WBE Utilization Plan” with the NAMES of sub-consultants we intend to use?

See the Amendments to the RFQ above, and answer to question 6 above.

(42) Are bidding firms required to complete an MWBE Plan for each category of work we are submitting for?

See the Amendments to the RFQ above, and answer to question 6 above.

(43) We are a WBE. After reading through the RFQ, it appears as though larger firms are preferred by CUNY. Is your organization able to provide a list of firms that would be the Prime Architect or Engineer?

There is no preference for larger firms. The names of the firms selected will be posted on the CUNY website.

(44) Item 3: High Performance Design Services - Work in this category is geared toward the MEP systems. Would this work be done under the direction/license of the architect? In which case, do we need to identify the MEP and other consultants who would be used for this work?

See the answers to questions 6 & 17 above.

(45) Do we assume that the forms that go with Appendices C, D, and E (one original, one copy) are to be submitted in hard copy only?

Yes, and see the Amendments to the RFQ above.
As an architecture firm submitting for Category #1 on Attachment B, should we be filling out the Non-construction or Construction Vendor Responsibility Forms in Attachment C?

See the answer to question 25 above.

What materials/statements would be considered sufficient to fulfill demonstration of the Minimum Qualification Requirement?

Examples include but are not limited to the resume(s) of the relevant principal(s).

Are firms expected to provide any information about subcontractors/consultants other than identifying them on the WMBE form and submitting an Equal Opportunity form for each? Page 3 of 21 states that we must include a SF254/255 or a SF330. Should the SF330 include an org chart/resumes/projects for each Category we are submitting for? For example, if we are submitting for Architectural Design Services and Landscape Design Services, should we have two separate org charts and two separate Section G’s or should all the services we are offering be combined into one org chart and one Section G that shows KEY STAFF?

See the Amendments to the RFQ above & see the answers to questions 6 & 7 above.

In Section II, Item A, Subheading 6, you state: The proposed project team not including sub-consultants… Does that mean the qualifications of sub-consultants (engineers, cost consultants, etc.) are not to be included in this proposal?

See the answer to question 6 above.

We intend to submit for three different categories and want to make sure we are able to fully represent our relevant project experience in each of the three categories we are pursuing. If we are supposed to submit one combined SF 254/255 (or 330) that covers all three categories, can we submit up to the normal maximum of 10 individual Section 8 Project Sheets for each of the three different categories for a total of up to 30 project sheets?

See the answer to question 7 above.

It appears that the only information you will need from our team of sub-consultants is the information requested in the MBE/WBE Utilization Plan which asks for a description of the type of work they do. Other than that, it seems like you are only looking for project information, Standard Forms and Background information on the responding firm. Is this correct?

See the Amendments to the RFQ above and see the answer to question 6 above.

When do you expect to release the addendum with the Agreement that will be used? What will CUNY’s insurance requirements be?

This information will be provided at a later date.

How many requirements contracts does CUNY expect to award in this category?

The number of contract awards will vary depending on the Category of Work and the quality & quantity of the Responses.
(54) Does CUNY have any preference in terms of firm size or prior experience working with CUNY?

CUNY is seeking the most qualified firms regardless of their size or prior experience with CUNY.

(55) Will excellence in design be considered as part of a firm's professional and technical competence?

Yes.

(56) The RFQ states that we should not submit information in the RFQ on sub-consultant teams that would be engaged for CUNY projects. If that is the case, please provide further guidance on how the M/WBE Utilization Plan and EEO forms in Appendix E should be completed for the RFQ.

See the Amendments to RFQ above and the answer to question 5.

(57) We are interested in submitting our proposal. However, we have one question regarding the submission. Are you asking for submissions from individual firms for each individual category? Or would you prefer a proposal that includes a team to cover all categories?

See the answer to question 6 above.

(58) Are you asking for submissions from individual firms for each individual category or would you prefer a proposal that includes a team to cover all categories?

See the answer to question 6 above.

(59) Will the projects under this contract be bid under Wicks Law?

Construction projects that result from the work under these contracts will be bid under Wicks Law, as required by NY State Law.

(60) How will the sub-consultants be selected for each project? Will the architecture firm be able to recommend approved candidates for CUNY to consider?

See the answer to question 6 above.

(61) Page 12 Appendix B states that “A firm may apply to be considered for one, some or all Categories of Work.” We would like to be considered under several categories and to make individual responses under each category; this would mean we would be submitting individual forms and teams with each response. We would like to confirm that this is a correct interpretation of this language.

See the answers to questions 6 & 7 above.

(62) Are there specific format expectations for the RFP response such as number of pages or binding type?

As some firms will submit for multiple Categories of Work there is no page limitation. However, your Response will be one of many received so concise and well-organized Responses are preferred.
(63) Related to the category “Building Envelope Design Services” - where probes are required as part of the building envelope assessment, will the probes and access for inspection (lifts and scaffolds) be the responsibility of the owner?

It will be the responsibility of the Consultant to arrange for probes to be executed. Associated costs will be paid as reimbursable expenses.

(64) Related to the category “Landscape Design Services” – where a specific scope of work or solicitation is listed, such as “Vehicular access and parking” should we include in our response all possible related disciplines including a traffic consultant? Are the proposals meant to be complete teams, including sub consultants? If so, what are the disciplines that CUNY anticipates needing, and where in the Response should sub consultants be specified?

See the answer to question 6 above.

(65) How many contracts does CUNY intend to award in each category?

See the answer to question 53 above.

(66) Reading the ARCHITECTURAL DESIGN SERVICES REQUIREMENTS CONTRACT - CITYW-CUCF-08-10 - Request for Qualifications, we have the following questions regarding “II- Format & Submission of Responses” (RFQ - page 3 of 21):

1. A. Response Item (4) “Demonstration” and Item (5) “List of up to 5 projects” seem to cover the same topic – please confirm if the response for items 4 & 5 for each Category of Appendix B can be combined.

See the answers to questions 17 & 47 above.

2. A. Response Please confirm if we have to identify the project team for the prime proposer only or if a list of proposed consultants for multidisciplinary categories or assignments may be included.

See the answer to question 6 above.

3. B. Appendix E Kindly confirm if we have to submit the M/WBE Utilization Plan with the RFQ, before knowing the scope of the assignments and the requirements to engage any specific sub-consultant or supplier.

See the Amendments to the RFQ above & see the answer to question 6 above.

4. B. Appendix E We are a certified WBE Firm: please confirm if it counts toward the quota of the M/WBE Utilization Plan.

See the answer to question 37 above.

(67) The response section implies that a SF330 is to be submitted for responder only. However the scope of work and design section implies that new buildings, additions and alterations may be assigned. Are we to include the necessary sub-consultants in the SF330 to deliver a full set of contract documents to CUNY or will sub-consultants be under contract to CUNY and assigned to projects.

See the answer to question 6 above.
Are design consultants applying for the listed project require to complete the for profit NYS vendor responsibilities questionnaire?

**Most responders would complete the For-Profit Construction Questionnaire & Attachments.** Click on the website link listed in Appendix C of the RFQ for more detailed definitions & instructions.

The RFQ seems to indicate that the qualifications of sub-consultants are not needed at this stage. However, an MWBE Utilization Plan is asked for. Please confirm that this is just to verify the commitment of each responder to CUNY/CUCF goals but that sub-consultants' background information is not required as part of this submission.

**See the Amendments to RFQ above, and answer to question 6 above.**

For the Building Envelope category, please confirm if you would require the responder in this category to have substantial experience in Local Law 11 since there are no sub-consultants required.

**See the answers to questions 4 and 6 above.**

Do you want a separate submission for each individual category that a firm is responding to?

**See the answer to question 7 above.**

For the SF 330 or SF 255 do you want resumes to be solely within the content of the form?

**Yes.**

The SF 330 (Section F) and SF 255 (Question 8) is where one places their firm projects. Do you want the 5 projects illustrating the range of work in that section or do you want 10 projects in that section and the additional 5 in Section H (SF330) or Question 10 (SF 255)?

**The SF 330 and SF 255 forms are independent of the list of up to 5 projects you feel are most representative of your expertise relevant to this RFQ.**

Please confirm that you want separate individual project lists for each category one is responding to, in addition to the five (5) projects within each category.

**A separate relevant list of up to 5 projects required by Section II.A.5 of the RFQ is to be submitted for each requested Category of Work.**

The SF 330 (Section H) and SF 255 (Question 10) is normally where one would put experience about the firm. Is there where you want separate individual project lists?

**See the answer to question 73 above.**

Since resumes and projects are covered in the SF 330 or SF 255, are there specific items you would like to see in the firm brochure?

**See the answer to question 35 above.** The proposer may use the firm’s brochure to convey a broader, more general range of information. Please remember to keep it concise.