Addendum No. 2
April 15, 2015
Architectural Design Services Requirements Contracts
Request for Qualifications
Project No. CITYW-CUCF-01-15

This Addendum is issued for the purpose of conveying the attached Questions and Answers, which include responses to the questions that were emailed to the CUNY Contracts Department. All information provided herein is made in good faith for information purposes only and except for responses noted with an asterisk (*) 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 or Michael Rabin, cuny.builds@cuny.edu

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

___________________________
Name of Responder

___________________________
Name of Authorized Responder Representative

___________________________
Signature

___________________________
Date

___________________________
Title
1. Is there a firm capacity financial threshold for the RFQ?
   
   No.

2. How many firms do you anticipate selecting?

   See page 5, Section III. Requirements, Evaluation Criteria and Selection, C. Selection – It is anticipated that contracts will be awarded to approximately thirty (30) firms, but the actual number will be determined by the quality and quantity of the Responses.

3. For a firm submitting for “Architectural Design Services”, where do we include / indicate our sub-consultant team members?

   No sub-consultant team members are required at this time.

4. Could you please clarify the content of item 1 “the firm’s brochure”?

   The firm brochure is a summary description of your firm.

5. Should all of the items listed in Section II Format and Submission of Responses B. Additional Information be submitted loosely, or should they be bound together? If bound format is requested, should the forms be bound in order that they are listed (note, item 5 is the Response Cover Sheet, and item 6 is the Acknowledgement of Addenda)?

   We prefer to have the original hard copy submitted loosely and the 9 copies bound. Submit the sections in the RFQ in the order listed.

6. Will the respondent be submitting one response for all services described or should there be separate books for services in which our firm feels we can provide?

   Each firm should submit one response for the services it can provide.

7. Please confirm if we just fill out the City University Construction Fund Request for Qualifications Architectural Design Services Requirements Contract and then CUNY will send RFP’s based on our qualifications for specific projects, or are there specific projects we apply for after we send in this form?
No, the draft contract that was included was for information purposes only. Please see RFQ page 2, Section I. Purpose and Description, which describes the task order process and page 3, Section II. Format and Submissions of Responses.

8. Do we also submit the Vendor Responsibility Questionnaire?
   
   Yes, please submit the Vendor Responsibility Questionnaire as requested.

9. There is nothing described in Appendix A that includes Mechanical, Electrical, or Plumbing Engineering Services. Should these services be included as part of the team for this contract or does CUNY have another separate contract for those services?
   
   All sub-consultants, as required, will be proposed at the time of the project specific Task Order process.

10. Under Section II, Item 2, it requests submission of SF 254 and SF 255 forms, or 330 Forms, for **Responder only**. Then under Item 5, it states "Proposed project team, **not** including sub-consultants. Are we to submit only our firms relevant qualifications for this submission, without identifying any potential sub-consultants? Is the intent that if we are selected as one of the consultants, that we identify our subs when we are given a project assignment, and select them in a manner that ensures we comply with the MBE/WBE requirements? Clarification concerning these questions would be appreciated.

   The answer to both of your question is yes. Yes, that is our intention.

11. Will the scope include Pre-Planning Studies?

   Pre-schematic services, including planning studies, will be required on a project specific basis, as necessary, which the Task Order Request will specify.

12. Will the project types include Laboratories?

   Yes.

13. I am looking for some clarity on Attachment 2 - Design Fee Curve. Should the fee curve be reflective of the respondent only or of the respondent and its entire team (sub consultants).

   The Design Fee Curve is to be an all-inclusive lump sum fee, including all sub-consultants.

14. It appears that the solicitation does NOT require the prime architectural firm to identify anywhere in their response to the RFQ the various sub-consultants that they may use on project if awarded a contact. Is that correct?

   See answer to question 3. Please include sub-consultants that you have used in your list of (5) projects demonstrating your experience.
15. We are a team of architects that are interested in this solicitation and would like to know if there is a pre bid meeting scheduled for this RFQ?

There is no pre-bid meeting scheduled for this RFQ.

16. I had one question on the above mentioned RFQ: Under II. Format and Submission of Responses B. Additional Information - 4. M/WBE and EEO Policy Statement form #4: It states: Responders who are awarded contacts will be required to submit forms #1 and #5 in appendix E for each project specific task order issued subsequent to contract execution. Does that mean at this time we are to only complete forms # 2, 3, 4, & 6?

With your submission, you must complete and submit M/WBE and EEO Policy Statement Form #4 as stated on page 4, Section II. Format and Submission of Responses, B. Additional Information, Item 4.

17. Are MEP and Structural Engineering services to be assumed as included in the potential scope of work, or are those services being solicited separately by CUNY?

See answer to question 9.

18. Please can you confirm if we need to provide for all of the design services listed? Or if we can specifically respond to one or more.

As stated in the answer to question 6, a firm should provide only one response for the services it can provide.

19. Can you please clarify the requirements for documentation of MBE/WBE participation? On page 3 the requirements of the response are outlined including in paragraph 5 “The proposed team not including sub-consultants”.

See answer to questions 3 and 16.

20. Appendix E - W/MBE and EEO Requirements states that on Form 1 that an M/WBE Utilization plan must be submitted with each Bid/Proposal. Does Appendix E apply after the firm has been chosen for the requirement contract and is submitting a proposal for a specific project?

Yes.

21. Do you want to see the sub-consultants in this current response?

No.

22. Instead of a CD could we turn in a flash drive?

(*) Yes, you may submit a flash drive instead of a CD.
23. The RFP states that "up to Five (5) projects" can be submitted as examples of our work, so basically even though there are several work types indicated in the RFP such as Architectural, Landscape, Building Envelope work, etc., we can only submit a total of 5 relevant projects? So for example if only 5 sample projects can be submitted, is it best to submit one sample project for each type of the five design services that CUNY proposes in the RFP?

(*) Each firm can submit a list of additional projects not to exceed two pages.

24. Is it acceptable to propose for this project as a joint venture with another architectural firm?

Yes.

25. The evaluation criteria does not indicate any special consideration or points for MWBE, but then MWBE is discussed later on page 23 with clear percentage requirements for MWBE participation. The basic question is does it matter if the architectural firm submitting for this RFP is a MWBE firm or will a firm that is not a MWBE have the same chance of being awarded this RFP as long as the non MWBE firm adhere to the MWBE utilization plan?

The evaluation criteria will apply equally to all firms making a submission. M/WBE certification is not a factor in the contract selection process. MWBE participation goals will be a term of the contract and an MBWE Utilization Plan will be required for each task order.

26. The Design fee curve states to "Include all design services required for a project including design services during construction, overhead and profit". Should MEP design be included in the proposed fee? Structural design? Or is it just pertaining to architectural design services?

See answer to question 13.

27. From Section II Format and Submission of Responses, A. Response—described on page 3—is comprised of seven items. Should each of these items be submitted individually, or is it acceptable to submit all six items, but the pricing, in a bound document, subdivided by tabs for each defined item (brochure, SF330, five projects, etc.)?

See answer to question 5

28. From Section II Format and Submission of Responses, item 7. Pricing states that “In a separate sealed interior envelope labeled ‘Pricing Information’ include the Design Fee Curve (See Attachment 2) - hard copies and 1 electronic CD.” Should we submit all 10 copies and 1 electronic CD in one envelope, separate from the 10 hard copy sets, or should we include an envelope with 10 copies and 1 electronic CD in one of our hard copy sets?

(*) We require 10 hard copy sets, and 1 digital set (CD or flash drive) of the Response (Items II.A.1-6). The Pricing Information is to be in a separate sealed envelope containing 10 hard copies and 1 digital set (CD or flash drive) of the Design Fee Curve. (Item II.A.7)
29. From Section II Format and Submission of Responses Section of the RFQ, item 2 states “SF254 and SF255 Forms or SF330 Form for the Responder only.” Then, item 4 and 5 indicates we will need to provide a list of five projects completed in the last five years and the proposed project team (which we are interpreting as a request for resumes). If we are providing resumes and project experiences in the SF330 forms, are we still required to supply the same information for items 4 and 5?

It is required that the firm provide its responses to items II.A.4 & 5 in a separate section.

30. Section I (page 2, paragraph 3)-“CUNY will identify those firms eligible to compete for project specific task assignments and send them a written description of the task order assignment and criteria that will be used for selection.”: Typically, how many firms will be asked to submit for a project specific task assignment?

(*) The number of firms invited to submit a task order proposal is task order specific and will be determined at that time. CUCF reserves the right to utilize other selection methods appropriate to specific task order assignments.

31. Section I (page 2, paragraph 3)- “fee calculated in accordance to with the approved fee curve subject to adjustment with the established complexity and/or simplicity factors” and Section II.A.7: Please provide the established factors, which are not included in the RFP.

The complexity and simplicity factors established for these contracts will be provided to firms awarded contracts under this solicitation.

32. Section III.C (page 5)-“It is anticipated that contracts will be awarded to approximately thirty (30) firms, but the actual number will be determined by the quality and quantity of the Responses.”:
   a. Are there any existing term contracts that will remain active? Is this new selection of firms additive or are they a replacement for the existing contracts, i.e.-there appears to be approximately 20 firms with current term contracts for architectural services.

   Except for ongoing task orders, it is our intention that the existing contracts will end.

   b. Can you approximate the breakdown of firms to be selected for each of the five (5) services listed?

   No. CUNY is not awarding contracts based on the listed design services, but on the quality of the submission.

33. Will contracts be awarded by category as in the current Architectural Requirements Contract?

   See answer to question 32.b.

34. Is there a page limit for the submission?

   No.

35. Are we allowed an additional tab with “supplemental information”?
Only the information requested in the RFQ will be used for evaluation purposes.

36. Vendor Responsibility Questionnaire. Do we as an architecture firm pick Construction for-Profit? We are not sure if Construction is for construction companies only or includes architects.

No.

37. CUCF & CUNY are governed by the NYS Procurement Lobbying Act Forms no longer work. Can you provide a new link?

(*) Here is the new link: http://ogs.ny.gov/acpl/regulations/advisoryCouncil/ModelLang.html
Please complete Form 3, 4, & 5.

38. EEO Staffing Plan (Form #5). What do staff with professional degrees but currently do not have their architectural license considered? Professionals, Technicians, or Service Workers? We understand the only Form #4 is currently required, but we wanted to know for future submission.

Guidance will be provided to the selected firms.

39. Please confirm CUNY’s intent to award separate contracts for architectural design services, building envelope design services, historic preservation services, landscape design services and signage/interpretation services with each of these disciplines serving as individual prime contract holders.

Please see answer to question 32.b.

40. Does the not-to-exceed $4.95 million for all assigned task order services cover the three year contract term including the three year option renewal for a total of six years or is it just for the first three years?

It is anticipated that the not-to-exceed amount of $4.95 million is for the 3 year contract term.

41. Can the “list of up to five (5) projects demonstrating a range of the firm’s work completed within the past five (5) years” be answered in Form SF 330, Section F?

No. Please see answer to question 29.

42. Can the “proposed project team” be answered in Form SF 330, Section E?

No. Please see answer to question 29.

43. Can the “narrative of no more than five (5) pages describing the proposed approach including the firm’s understanding of the objectives and complexities of the project, methodology for tracking and maintaining each assigned task order project’s budget and schedule, and techniques for problem solving” be answered in Form SF 330, Section H?
No. It is required that the firm provide its response to item II.A.6 in a separate section.

44. We noticed that a minimum qualification requirement includes a firm principal who is licensed to practice Architecture in the State of New York. Our Principal is licensed to practice engineering in the State of New York. Is that acceptable as well?

No.

45. Our question is to inquire what type of information should be included from our sub-consultants which we propose for the Architectural Design Services RFQ?

See answer to question 3.

46. Please confirm that 'Attachment 2' is the only fee information required.

Yes, ‘Attachment 2’ is the only fee information required at this time.

47. Page 3, Section B lists required 'Additional Information', and states that one hard copy be submitted. Should this information be in a separate sealed envelope, or can it be included in our technical proposal.

(*) We prefer to have the “Additional information” in a separate envelope marked “Additional Information.”

48. Please confirm that fees on the Design Fee Curve shall include scope for compliance with CUNY’s sustainability guidelines, including LEED Silver certification, life cycle costing, and commissioning.

Yes.

49. Is there a limit to the number of personnel we can include on our project team, given the range of potential project types?

No.

50. Can more than one team member be included for project manager and project architect roles?

Yes.

51. How are preliminary budgets established and escalation addressed? Are fees for services prior to the completion of Design Development to be negotiated as a lump sum based on a preliminary construction budget? The RFP notes on page 3 that the estimated construction cost will be approved by CUNY at the conclusion of Design Development.

(*) At the conclusion of Design Development, if the approved construction budget has increased, then an adjustment to the fee will be made, consistent with the approved Fee Curve.
52. Surveying and testing for hazardous materials are typically services contracted directly to the owner. Will CUNY require these services to be under the Architect’s contract?

Any topographical survey required for the design of the project, as well as geotechnical investigations and miscellaneous probes will be contracted through the Task Order with the selected consultant.

53. Can CUNY/CUCF provide a sample copy of the Architectural Design Services Agreement that will be utilized for task orders in the Requirements Contract during the selection process?

For informational purposes only, please refer to Appendix F.

54. Is our understanding correct that while some of the assigned tasks may require sub-consultants (audio-visual, IT/Data infrastructure, environmental design services, cost estimating), CUCF does not require, nor will selection be based upon, such sub-consultants at this time?

Your understanding is correct.

55. One additional question in regard to the above referenced Request for qualifications. We are anticipating submitting for Landscape Design Services. Under A. Responses on page 3, Item 4, it requests the size of the project in square feet. Some of the project examples we had planned to include in our submission are streetscapes, non-contiguous sites, or on call contracts with many project areas., making the determination of the square footage hard to determine. Please advise on how to appropriately respond in these cases.

Project examples should be described in whatever terminology is relevant to that type of work.

56. We understand from the Solicitation that CUNY may award contracts to approximately 30 firms. Will any contract awards be set aside for small businesses / small firms?

No. We anticipate that large and small firms will be selected.

57. Will consideration be given to a firm’s geographic location when awarding contracts or assigning task orders?

No, but the firm must have a principal who is licensed to practice Architecture in the State of New York.

58. We understand from the RFQ Part II (A) (7) that our proposed Design Fee Curve is to be provided in a separate sealed envelope as part of our response to this RFQ. However, RFQ Part I states that firms will compete for specific task order assignments, and that fees shown on the Design Fee Curve (previously submitted) may be adjusted. Would you please clarify this process?

See answer to question 31.

59. Does the fee curve only include base design services?

The fee curve includes all design services required for the project.
60. Are non-traditional design services such as acoustical, A/V, Security etc. additional service design fees?

   See answer to question 59.

61. Can supporting images (photographs, drawings, and/or charts) be included in our responses to II.A.3-II.A.6 (Minimum Qualification Requirement, Project List, Project Team, Narrative), or is this limited to a written response?

   We leave this to your discretion.

62. For the SF 330 Form, will the 2013 version fulfill this requirement (II.A.2)?

   Yes.