Addendum No. 2  
February 19, 2014  
City University Construction Fund  
Engineering Design Services Requirements Contracts RFQ  
Project No. CITYW-CUCF-02-14

This Addendum is issued for the purpose of amending the Request for Qualifications ("RFQ") as below and is hereby made a part of said RFQ to the same extent as though it were originally included therein.  **The due date for submitting Responses to the RFQ has been extended to Tuesday, March 4, 2014 by 12:00 Noon.**  “Attachment 2” of the RFQ is replaced in its entirety by “Attachment 2” (Amended February 19, 2014), included herein. All Responders must use the amended Attachment 2 document in preparing their submission.

This Addendum is also 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, and that where applicable amend the RFQ. All other information provided herein is made in good faith for information purposes only and does not in any way 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
**Amended February 19, 2014**

**ATTACHMENT 2**

** MEP PROJECT STAFF SALARY RATES**

**MEP Project Staff All-inclusive Hourly Rates:** The Responder shall be paid for staffing expenses for project personnel identified in the approved Staffing Plan for each project.

All Inclusive Hourly Rates: The All Inclusive Hourly Rate shall apply to all hours during which the individual performs services for the Project. No increase in such rates shall be provided for services performed during overtime hours. Such All Inclusive Hourly Rates shall be deemed to include: (1) all direct salary expenses incurred for each assigned individual; (2) all expenses related to management and oversight, including, without limitation, any time spent by principals performing such duties; (3) all expenses related to overhead; (4) any anticipated profit; (5) all employer payments mandated by law, including without limitation, social security and Medicare taxes, insurance (Worker’s Compensation, Employers Liability, Unemployment); (6) all employer contributions, if any, to retirement plans, including without limitation pension and/or deferred compensation plans, and (7) all costs for any and all other fringe and/or supplemental benefits.

**MEP PROJECT STAFF**

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**NOTE:** Do not leave any blanks nor qualify fees in any way. Do not retype this form. Attach additional pages if necessary.
Addendum No. 2
February 19, 2014

City University Construction Fund
Engineering Design Services Requirements Contracts
Project No. CITYW-CUCF-02-14

The following Questions and Answers pertain to Project No. CITYW-CUCF-02-14,
Engineering Design Services Requirements Contracts:

1. I did not see a proposal meeting date the RFQ - CUCF Engineering Design Services. Is there one?
   No.

2. a. What firms currently hold the Contract for Environmental Engineering Services for CUCF
   Engineering Design Services?

   Check the CUNY Website at cuny.edu/cunybuilds.

   b. Can you provide the number of sites/number of task order projects assigned to each firm, and the
dollar amount spent, for each contract/contractor approved to provide Environmental Engineering
Services?

   An answer to this question isn’t necessary for the purpose of this RFQ.

3. For Category Environmental Engineering/Pricing:
   In addition to Attachment 3 - All Inclusive Rates, should the Prime firm provide direct staff salary rates
(per hour) and pricing for other items listed in the scope of work including environmental services, and
laboratory testing for lead-based paint; lead dust; mold or other biological substances; PCB; and oil
contaminated soil?

   No.

4. For Category Environmental Engineering/Pricing –Attachment 3: Please provide Total Square Feet for
which an estimate is desired.

   Not necessary for the purpose of the RFQ. The best competitive unit prices per square foot (both all-
inclusive and not to exceed all-inclusive) are to be provided by the Responders. The total square feet
will be provided subsequent to contract execution when eligible firms compete for project specific task
order assignments.
5. Please confirm SF330s and resumes are not required for proposed laboratories performing analysis?

   See answer to question 20.

6. If the firm submitting as a Prime is a WBE/MBE, is credit applied toward meeting WBE/MBE goals?

   Yes, if the firm is a New York State Certified WBE/MBE.

7. Please confirm that Form #1 M/WBE UTILIZATION PLAN and Form #5 EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN are not required with responses to this RFP.

   Forms #1 and #5 are not required with responses to the RFQ, but Form #4 M/WBE & EEO Policy Statement is required. Forms #1 and #5 will only be required from Responders who are awarded contracts for each project specific task order issued subsequent to contract execution.

8. Is it allowed for a Prime Consultant to be a sub-consultant of some other Prime Consultant?

   Yes.

9. We can provide MEP & Structural services as a sole source Prime Consultant. Can we retain sub-consultant for the 'separate assignment' to provide Building Commissioning, Cost Estimating & AV IT INTERCOM?

   Yes.

10. RFQ calls for MEP & Structural services. Will any related architectural work be provided by others or CUNY?

    In some cases yes, but not all.

11. For Special Inspections as it pertains to item 7 in Format and Submission of Responses, does the methodology and tracking of the budget for each project refer to the total cost or each individual category of inspection?

    Both.

12. Can we exclude certain inspections from the list in Attachment 4 that we either don't do or are not accredited to do?

    Firms proposing to provide special inspection must meet the Minimum Qualification Requirements set out in Section III of the RFQ. In addition, all categories of inspection and testing specified in Attachment 4 must be addressed. However, approved class I special inspection firms may retain other approved firms as subs under the rules and regulations of NYC DOB to provide inspection and testing in any uncovered categories.
13. Attachment 2 Direct Salary Rates – The RFP instruction is not to alter the Project Staffing Plan form, however, the titles are very limited in light of the requirement that for payment of personnel, all personnel must be listed. For this type of contract we expect to utilize many engineers and CADD personnel in different disciplines and job titles and direct salary rates. We would request that we be allowed to add more titles (for example: HVAC Sr. Engineer, Electrical Sr. Engineer, HVAC Engineer, Jr. Engineer, Sr. CADD, CADD, etc.).

Firms are allowed to attach lists of any additional titles they believe necessary.

14. Project Staff Direct Salary Hourly Rates . . . “Multiplier for Overhead of 2.0” – Please verify that overhead is to be calculated with a 2.0 multiplier and then added to the direct salary rate (for example, an employee with a direct salary rate of $30 per hour would be billed for one hour at $90, calculated as $30 + 2.0*$30)? If this is not the case and the 2.0 multiplier is used to calculate the total rate to be billed (using the same example: 2.0*$30 = $60 per hour), would CUNY consider a multiplier greater than 2.0 if the consultant can document this with a FAR Audited Overhead Statement?

Attachment 2 has been revised to request all-inclusive hourly rates for the MEP Project Staff. It is included herein as Attachment 2 (Amended February 19, 2014).

15. On page 13 in “CUNY RFQ Amended 1 23 14.pdf”, attachment 2 – MEP Project Staff Salary Rates indicates the “Staffing expenses shall be calculated based on direct salary rates for specified personnel, subject to a Multiplier for overhead of 2.0”. Please clarify the allowable fee. Does the 2.0 Multiplier include profit as well, or will an additional profit multiplier be added to the 2.0? Will additional compensation be allowed for profit for the tasks as they are assigned?

See answer to question 14.

16. If a firm is selected and wins design tasks, will this preclude this firm from bidding on construction management services for these tasks?

Yes.

17. Is Part F: MWBE Goals. Does this section pertain to Special Inspection Agencies as well as we don’t typically sub anything out?

Yes.

18. For the MEP submission, the RFQ doesn’t reference architectural services anywhere. Should the Responding firm propose an architect as a sub-consultant or will CUNY handle this?

Yes, the responding firm should propose an architect for those projects where a CUNY-contracted architect is not involved.
19. For the MEP submission, the RFQ doesn’t reference DOB / Expeditor services anywhere. Should the Responding firm propose a DOB / Expeditor as a sub-consultant or will CUNY handle this?

Yes, the responding firm should propose an expeditor. In some cases where a CUNY contracted architect is involved, there will be a need to coordinate efforts.

20. For the MEP submission, the RFQ requests that the Responding firm propose at least a structural engineer, cost estimating firm, AV/IT/INTERCOM firm and lighting consultant (there may also be additional sub-consultants). The RFQ also says that each sub-consultant needs to submit a full SF254/SF255 or SF330, resumes of key personnel and Appendix D. If we are proposing 6 sub-consultants, our submission will have hundreds of pages. Will CUNY please consider limiting the amount of information required from sub-consultants?

The Responder should propose a team which best meets the scope of work and design assignments described in Appendix A. SF254 & SF255 forms or SF330 form, resumes, and Vendor Disclosure Forms (Appendix D) are not required with Responses to the RFQ for any of the Responder’s proposed sub-consultants. Note that all sub-consultants proposed for each project-specific task order issued subsequent to contract execution are subject to CUNY approval and the submission of Vendor Disclosure Forms, and other information as needed.

21. In Attachment 2, a multiplier of 2.0 is well below industry standards. Can this be negotiated?

See answer to question 14.

22. Even though the bottom of Attachment 2 says we cannot retype this form, can we add more Titles and Rates of project staff?

See answer to question 13.

23. Page 19, Appendix A - Can the Responding firm provide Commissioning Services in-house or must this be an independent sub-consultant?

The firm assigned a task order for MEP design services cannot do commissioning for the same project. They can, however, be selected to do commissioning work for projects that were designed by other firms.

24. Page 19, Appendix A - #5 references ACP-5 and ACP-7 which requires an Asbestos consultant. Will the Responding firm or CUNY handle this?

Responding firm.

25. Who is on the review committee?

CUNY personnel.
26. We have a question regarding the rates and multipliers. In Attachment 2, pg. 13 of 55, the first paragraph defines direct salaries and seems to indicate that direct salaries should be entered into Attachment 2. It also indicates that a 2.0 multiplier will be applied to the direct salary rates. This seems to conflict with the language on Pg. 4 of 55 which requests that “fully loaded salary rates” be provided in Attachment 2. Can you clarify the requirements? Also can the contract language which defines the allowable components of the multiplier be provided for review at this time?

See answer to question 14.

27. On attachment 4 Special inspection all inclusive rates we assume since unit quantity (A) and total cost (AXB) are shaded we do not complete these. Is this correct?

Yes.

28. Also, how do you wish us to price out staff hours per unit and all inclusive unit price (b) – hourly, per visit, or a daily rate (8 hours)?

Per service or test.

29. Do we submit the vendor information form in our bid or send to the email address provided on the form (vii.vdf@cuny.edu)?

Both.

30. Does our sub consultant need to submit an organization chart with the RFQ? Does the sub consultant need to submit 5 similar projects, narrative, or proposed project team?

No.

31. With respect to item 5. “A list of up to five (5) similar projects completed in the last three years which demonstrate the firm’s ability to carry out the requested Category of Work” Does a completed project mean the completion of construction, or can a completed project be considered as one complete with design or complete with an energy study?

Complete in this context means completion of the assigned element, not necessarily completion of the physical project.

32. Can we add relevant MEP titles, such as Senior Engineer, Junior Engineer, CADD Designer, etc. to “Attachment 2 “MEP Project Staff Salary Rates form?”

See answer to question 13.
33. Please define the responsibilities of the Office Engineer.

Office Engineer means design engineer.

34. Will the contract entertain annual escalation of hourly rates over the duration of the contract?

No

35. Please confirm that each sub-consultant must complete their own SF 254/SF 255 or SF 330 form.

See answer to question 20.

36. Resumes are part of the SF 330 submittal and they are also being requested in Item #6 on page 4 of 55. Would it be sufficient to include in the SF 330 only?

Yes

37. Can the (typically 10) projects included within the SF330 (submission format item 3) be used to fulfill the separate request for up to 5 similar projects (submission format item 5)?

The responder needs to indicate the up to five (5) similar projects completed in the last three years they want CUNY to evaluate that demonstrates the responder’s ability to carry-out the requested Category of Work described in this RFQ and to provide the information requested for each project.

38. Are MEP project staff salary rates subject to a maximum overhead multiplier of 2.0 (i.e., total multiplier of 2.2, assuming 10% profit), or will actual multipliers be negotiated with the selected firms?

See answer to question 14.

39. We have several staff of the same title with varying salary rates. Can a range of direct salary rates be presented for MEP Project Staff in Attachment 2?

No, these salary rates will be reflected as maximum rates in the contract.

40. Should an environmental sub-consultant be included as part of the MEP team, or will those services be provided by SUCF through the Environmental Engineering Requirements Contract also being solicited?

The MEP consultant is responsible to retain an environmental firm to provide ACP-5 or ACP-7 which are required by NYC DOB to file the design documents for plan examination review and approval.
41. May the required Building Commissioning/Retro Commissioning Services detailed be provided by a sub-consultant, or must these be in house disciplines?

See answer to question 23.

42. May the required AV IT Intercom Services detailed be provided by a sub-consultant, or must these be in house disciplines?

The design consultant can either self-perform or retain their own subs to perform the related AV/IT design services, consistent with the experience requirements set out in the RFQ.

43. Can a WBE certification issued by NYC School Construction Authority (SCA) be accepted by CUNY as compliance of WBE requirements for this project?

No. New York State MBE and WBE certification is required. However, firms which are certified by the SCA or other government entities are strongly encouraged to apply on a fast-track basis to NYS Empire State Development for NYS certification.

44. Quality Control Laboratories, LLC (QCL) is a Minority Business Enterprise (MBE) certified by:
   a. Port Authority of New York and New Jersey (PANYNJ)
   b. Empire State Development
   c. NYC Small Business Services (NYC EDC)
   d. School Construction Authority (NYC SCA).

In this regard, can QCL MBE certification be accepted by your office as compliance of MBE requirements for this project?

Yes, MWBE certification by NY Empire State Development complies. With regard to the other cited government entities, please see answer to question 43.

45. In regards to Attachment 3. Environmental Engineering All-inclusive Unit Prices, page 14 of 55:
   - Square footage pricing is difficult to estimate for air monitoring and ACP5 & Lead Paint Inspection services. Can unit prices be provided instead of per square foot price?

     No.

   - ACP7: Please clarify what services are requested? This is typically provided by an abatement firm.

     The consultant must retain the environmental firm to investigate the area of the work, take required samples, provide laboratory report, and ACP-7.
46. Under Additional Information on Page 5 there is a list of documents and the instructions indicate that we should "one (1) original hard copy of each of the following." Does this mean they should be in a separate envelop or can we simply bind them with the "Original" copy of the proposal and leave it out of the other 9 copies of the submission?

They may be submitted along with or separate from the other Response materials specified in Section II.1-7 of the RFQ. The only materials that must be submitted in a separate, sealed interior envelope is the pricing information specified in Section II.8 of the RFQ.

47. According to Appendix C we are required to submit the form as downloaded from the New York State Office of the State Comptroller website. Greenman-Pedersen, Inc. is certified and listed in the Vend Rep system. Can we submit the on-line printout of that file since the questions are the same and this is the official vendor record, instead of filling out the form with the online information?

Yes, accompanied by either a Responder-signed update or a statement of no change, as applicable.

48. Regarding Appendix D. The form itself states:

Please submit the completed, signed and notarized form by email, as an attachment, to vii.vdf@cuny.edu and also send the original document to:

CUNY Facilities Planning, Construction and Management
Office of Procurement Services
555 West 57th Street, 16th Floor
New York, NY 10019

Should we e-mail it, put an original in the proposal, and mail a second original to the procurement office?

See answer to question 29.

49. Do we need to submit sub consultants M or WBE certifications as applicable, with our submission?

No. See answer to question 7.

50. Regarding Appendix C: New York State Vendor Responsibility Questionnaire. We are currently filling out the *For-Profit Construction (CCA-2) Questionnaire* from the New York State Office of the State Comptroller website, and are inquiring, whether we also have to fill out *Attachment A: Completed Construction Contracts, Attachment B: Uncompleted Construction Contracts and Attachment C: Financial Information*.

Yes.