Addendum No. 2  
September 5, 2012  
The City University Construction Fund  
Request for Qualifications  
For Master Planning and Related Services  
Requirements Contracts  
Project No. CITYW-CUCF-01-12

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 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, CUNY.Builds@mail.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    Title    Signature    Date
Addendum No. 2  
September 5, 2012  
The City University of New York  
Request for Qualifications  
For Master Planning and Related Services  
Requirements Contracts  
Project No. CITYW-CUCF-01-12  

The following Questions and Answers pertain to Project No. CITYW-CUCF-01-12, Request for Qualifications Master Planning and Related Services Requirements Contracts:

1. Could you please clarify which sub consultant disciplines should be included on the project team?

   The project team should include an educational planner sub consultant. All other consultants, such as a MEP consultant, cost estimator, food vendor, library consultant, landscape architect and transportation consultant, will be project dependent and will be required for the project specific task order.

2. Are the M/WBE requirements listed in this RFP for the whole contract or are we to ensure that each project to come out of this contract must be staffed with a 12% MBE and 8% WBE quota?

   Each project specific to task order must meet the 12% MBE and 8% WBE goals. The entire contract will likewise have these goals.

3. Can we show projects in section A, 5 under “format & Submission of response” that are in progress or must we only submit completed projects?

   Yes, if the projects will be completed within the next 6 months.

4. Are hourly rates and titles required for sub consultants or from the submitting firm only?

   Yes, titles and hourly rates and/or salaries are required for both Responding firms and their sub consultants as stated in Section II.A.7 of the RFQ.

5. What qualifications material is required of our consultants?

   Refer to Section II.A.

6. Could you tell us how many contracts that CUNY plans to award to qualified firms?

   The number of contracts will depend on the number of respondents and the quality of those responses.
7. Since the range of services for project assignments and respective percentage of scope for each consultant remain to be determined, how will the percentages for MBE and WBE consultants be assessing for the qualifications submittal?

Assessments of M/WBE compliance and utilization will be made on a project-by-project basis subsequent to contract execution. Responders are reminded to include M/WBE & EEO form #4 per RFQ section II.B.

8. In part 6, for the prime firm proposed team members, is the intent to submit personnel for one team, or for a selection of personnel with expertise in campus planning who can be assigned depending on the requirements of the specific.

The primary project manager in charge of planning for these contracts should be identified as such. Additional personnel should be assigned per task order.

9. Are responses to this RFQ able to be delivered by UPS or FedEx, or do they need to be hand delivered to your office?

Yes, responses may be delivered by courier.

10. Is it possible to include a mix of recent projects and notable earlier work in fulfillment of this requirement?

Yes.

11. Will successful bidders be allowed to compete for design commissions on the CUNY campuses concurrent with this contract?

Yes.

12. Is there a page limit to this submission?

No.

13. Is there a specific format for the “Staffing, Titles and Salaries” submission?

No.

14. Are copies of MBE and WBE certifications required in this submission?

No.

15. Confirm that Appendix B & C, are not required as part of this qualifications submission.

Yes, that is correct.
16. Confirm that under Appendix E, completion of Forms #1, #2, #3, #5 and #6 is not required as part of this qualifications submission.

   Yes, only Form #4 is part of the submission.

17. Confirm that the SF330 form can be substituted for the SF350 noted on attachment #1, page 9

   SF350 form was a typographical error. Please submit a SF254 and SF255 forms or SF330 form.

18. What is the approximate timeframe for selection and award?

   Six (6) months.

19. Should all submission copies be bound?

   Yes.

20. With respect to Attachment #1, should contact information be provided for all sub-consultants?

   Only the Responding firm contact information is needed for Attachment #1.

21. The RFP states that SF254 and SF255 forms or SF 330 forms should be provided for the Responder only. Should we therefore not include sub-consultant resumes as part of our SF 254 / SF 255 or SF 330 package?

   Include your proposed project team resumes, including your proposed sub-consultants, as part of your SF254/SF255 or SF330 package. Also see answer to question #1 above.

22. Under Item II A #6, we are asked to identify the proposed project team including sub-consultants. Should we provide resumes for all project team members in this section or should we identify the team through firm profiles?

   A listing or profile of the team will suffice, as resumes are provided in the SF 254/SF255 or SF330 forms. Also see answers to question #1 above.

28. Do sub-consultant firms have to be licensed in NY to work with our team?

   No.

31. What sub-consultant services are required? Should Structural, MEP, Landscaping, Sustainability, and Cost-estimation be included at this time?
See answer to question #1 above.

32. If my firm chooses to submit SF330, would I need to include Section A to H and Section II of SF330?

Yes.

33. Regarding Section F of SF330, would I only need to include 5 projects, since pg. 3 of the RFQ only asks the firm to provide "a list of up to five (5) projects"?

Yes, up to five (5) projects. Also see answers to question # 3 and #10 above.

34. Can the 5 relevant projects include projects from out sub consultants?

No, the responding firm must provide projects of their own.

35. Since SF330's Section F already relevant projects and Section D already includes project team, do I still need to include a separate Project List and a list of my Project Team for the submission (Items 5 & 6 on pg. 3 of the RFQ)?

Yes.

36. Should the NYS Procurement Lobbying Act Forms and the M/WBE & EEO Form #4 be included in the 10 hard copies of the requested responses? Or should the Lobby Act Forms and M/WBE & EEO forms be bounded separately?

One (1) original and one (1) copy of the NYS Procurement Lobbying Act Forms and the M/WBE & EEO Form #4 should be bound and included separately.

37. If the prime firm is a MBE, then can the prime firm fulfill the RFQ's MBE sub-contracting goal of 12%?

Yes, if the prime consultant is a New York State certified MBE, its self-performed work can fulfill the goal.

38. Will multiple task orders be assigned to one firm? If so, does the 20% MWBE requirement apply for each task order assigned or the overall award of the project?

Multiple task orders may be assigned to one firm. In addition, see answer to question #2 above.

39. If a firm is awarded more than one task order; will we be able to add or remove consultants based on the requirements of the task order?

Yes, with the approval of CUNY. See answer to question #1 above.
40. Once a consultant is added as part of the team, can they be removed at a later date or after the award of a project?

   Yes, with the approval of CUNY.