Addendum No. 1
February 19, 2014

Request for Qualifications
Real Estate Planning and Consulting Services Requirements Contracts
Request for Qualifications
Project No. CITYW-CUCF-03-14

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 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
Addendum No. 1  
February 19, 2014  

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Real Estate Planning and Consulting Services Requirements Contracts  

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Project No. CITYW-CUCF-03-14  

The following Questions and Answers pertain to Project No. CITYW-CUCF-03-14,  
Real Estate Planning and Consulting Services  
Requirements Contracts:  

1. If a team of firms is responding to this RFQ, does each team member have to complete the forms in the Appendices?  

Each firm that is part of the team must complete the forms in Appendix B, Appendix C, Appendix D, and Appendix E. Attachment 1 should be completed by the firm that will be identified as the principal contact firm.  

2. What pieces of the response fall within the 10-page limit? (For instance, does our firm brochure count as part of that? Is the separate page for the “Staffing Titles and Services” included in the page limit? Can we assume that none of the CUNY forms, such as MWBE, count? Please clarify; we want to make sure we adhere to all parameters.)  

The CUNY forms, company brochure, cover page, and table of contents, do not count towards the ten (10) page maximum. All other aspects of the response count towards the limit.  

3. Would it be okay to provide USB drive instead of 1 electronic CD set of the materials? (page 3 of the RFQ)  

Yes.  

4. Please confirm that the NYS Procurement Lobbying Act Forms (Appendix D) and the M/WBE & EEO Form #4 are not included in the 10 page response limit.  

Confirmed.  

5. We plan to include our proposed team organization structure within the 10 page limit. May we attach a supporting appendix with the proposed team bios?  

Please include bios within the 10 page limit.
6. On page 3, you ask for the proposed team including sub-consultants. We do not anticipate the need to engage sub-consultants to perform the requested scope. However we will, per your requirement, utilize M/WBE firms as part of our service delivery. Do we need to provide the names of the M/WBE firms as part of our response / proposed team?

Please provide information on all proposed team members.

7. As a full-service firm, we believe that the great majority of the work outlined in the Scope of Work (“SOW”) will be performed in-house without subcontractors. We have experts in feasibility, due diligence, planning and entitlements, strategic planning and law, as well design and construction and many other aspects of real estate on staff. In addition, since the contract is set up as a master agreement with work orders related to scopes of work not yet defined, it is not possible to propose subcontractors without knowing the nature of each specific assignment. Another consideration is that in our experience, third-party consultants required for the types of assignments contemplated are often best contracted to the client with our firm providing coordination. A good example is an environmental consultant necessary to evaluate potential hazardous materials or contaminated soils during site analysis, which would be best, contracted directly to the client in order to protect attorney-client privilege. We have a large number of contacts in these fields and would be involved in the selection and coordination of their work, but would not contract directly with them.

Given that quality of sub-consultants is 25% of the project evaluation, we question how this can be appropriately scored with a firm that conducts most of the work in house and considering that there are not any identified specific projects at this time.

If requested services can be provided in house, the proposal will be valued the same as if subs are providing the services. Please provide information on what group/persons will provide services along with relevant experience. (Please note, in most circumstances CUNY expects the firms awarded to sub-contract with all necessary sub-contractors).

8. We understand that the responses may not exceed 10 pages in length. Please confirm which items in RFQ Section II, A (pg 3) are calculated towards this 10-page limit:
   - A1 “Response Cover Sheet”?
   - A2 “Firm Brochure”?  
   - A3 “Minimum Qualifications”? 
   - A4 “Previous Experience”? 
   - A5 “Proposed Team”? 
   - A6 “Staffing Titles & Salaries”? 

Of the 6 sections listed, A3, A4, and A5 count towards the 10 pages. (A1, A2, and A6 do not count towards the 10 pages).

9. Will CUNY review and consider for scoring additional information provided in appendices?

We require adherence to the 10 page maximum.
10. We understand there is a 12% MBE goal and an 8% WBE goal for each project specific task order. Could CUNY provide several examples of how this goal has been achieved for specific task orders under the existing contract?

Examples will be provided to the firms that are awarded contracts.

11. We have used the NYS Vendor Responsibility Questionnaire as printed from the VendRep system, along with the certification. Please confirm if that’s acceptable.

Yes.

12. Section 2, number 6 asks respondents to supply salaries (or salary ranges) by title in a separate sealed envelope. This information is highly confidential and we typically do not avail such information within our own company, let alone to outside sources. In addition, some of our team members will be “1099” employees who do not receive a salary. In lieu of providing salary information can we quote our standard hourly rates, such as the rates we use for the State of New York contract?

Yes, please provide the hourly rates that will pertain to this contract.

13. Section 7, Other Assistance: Requirement, “Perform appraisals to determine land/development right values for acquisitions and dispositions;” Is this a requirement for MAI appraisals, or broker opinion of value?

Potentially either, depending on the project.

14. Section 7, Other Assistance: Requirements, “Demand studies for student housing projects”, will CUNY provide the raw data for this or is this something the consultant is expected to generate?

Most likely, the project will require both.

15. The RFQ states that the response shall be limited to 10 pages of content. Does this exclude Appendices items, Table of Contents and Cover Page?

See answer to question 2.

16. Attachment I – the Response Cover sheet lists eight check-off items that must be included in the proposal, including M/WBE EEO Form #4. However, in the body of the RFQ it states that vendors are also required to submit M/WBE Utilization Plan Form #1 and EEO Staffing Plan, Form #5. Please clarify if these forms are required with the submission of the Proposal, or upon award of contract.

Yes, Forms 1, 4 and 5 must be included.