Addendum No. 1
March 14, 2016

City University of New York
Request for Proposals
Real Estate Representative Services
Project No. RE001-16

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. - This Addendum is also conveyed for the purpose of amending the Request for Proposals by removing the bullets regarding Vendor Disclosure Forms from Section III, 3B and Attachment 3 – Submission Cover Sheet of the RFP. This Addendum is further conveyed for the purpose of changing the reference in the last bullet in Section III, 3A, 2a. Experience of the RFP from 1F to 1G.

Contact: Sammy Li, 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 Title Signature Date
Addendum No. 1  
March 15, 2016  
City University of New York  
Request for Proposals  
Real Estate Representative Services  
Project No. RE001-16

The following Questions and Answers pertain to Project No. RE001-16, Real Estate Representative Services:

1. The Vendor Disclosure Form was not included with the RFP nor were we provided a web address where we can find it. Can you please verify if we must submit it with the RFP and if so, where we can locate it?

   The Vendor Disclosure Form is not required at the time of the RFP submission. Please refer to Appendix C - Vendor Integrity and Investigations of the RFP – “Upon notification by CUNY, firms, including any identified subcontractors, shall submit electronically a completed CUNY Vendor Disclosure Form (VDF) within five (5) business days of the notification. Upon notification firms will be provided with the website address where they can complete and submit the form.” The RFP is hereby amended by removing the bullets regarding Vendor Disclosure Forms from Section III, 3B and Attachment 3 – Submission Cover Sheet of the RFP. (attached)

2. Can we be provided with a list of location addresses, whether they are owned/leased/licensed and lease expiration dates?

   Such a list will be provided to the firms selected for contract award.

3. Please confirm that the reference in the last bullet of 2. a. Technical Proposal is a reference to 1.G not 1.F?

   This Addendum amends the RFP as noted above by changing the reference in the last bullet in Section III, 3A, 2a. - Experience of the RFP from 1F to 1G.

4. Should we assume the scope of work would also include potential subleases/licenses of CUNY occupied facilities as well?

   No, that should not be assumed.

5. Is CUNY’s portfolio currently structured by zone or a single geography?

   By Zone.

6. How many providers is CUNY currently utilizing for the real estate representative services? Which firm(s)?

   CUNY is currently utilizing the services of three firms for Real Estate Representative Services. The firms are CBRE, Newmark Grubb Knight & Frank, and Savills Studley.
7. Under the maximum Fee Schedule, CUNY only lists Manhattan rates; Would CUNY be willing to accept outer Borough rates if the Landlord is willing to pay them?

   *No, the Fee Schedule rates should apply to all transactions.*

8. The Scope of Service in the RFP does not include certain items that are required in the Draft Contract under Section I (Scope of Services) A (Leasing Services) 2 (Market Analysis) c (i Building) & (ii Services); and 4 Additional Services a & b. Can you clarify if these services will be required?

   *Yes, the Draft Contract sets forth additional details that derive from the Scope of Services set forth in the RFP.*

9. The RFP states that the RE Representatives would assist in the negotiation for office and non-office space. Could you please define non-office space?

   *Non-office space may include, but not be limited to, classrooms, computer labs, science labs, and other related educational facilities.*

10. With reference to the Evaluation Criteria, it mentions development analysis. Are there projects currently slated for development that will be part of the scope of services for the RFP?

   *No, there are no development plans at this time.*
Attachment 3

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Request for Proposals

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SUBMISSION COVER SHEET

PLEASE CHECK ALL ITEMS BELOW TO CONFIRM THEY ARE CONTAINED IN YOUR SUBMISSION.

☐ Proposal Cover Letter
☐ Technical Proposal in a separate sealed envelope
☐ Resume of each key person constituting the prime project team (the “Prime Project Team”) and a resume of the Principal-in-Charge and a list of successful transactions that the members of the Prime Project Team have negotiated in the last two years and the material business terms thereof.
☐ Certification of Prime Project Team’s availability for the duration of the contract.
☐ Copy of New York State License for each member of the Prime Project Team
☐ Evidence of Compliance with minimum qualification requirements
☐ Provide three (3) references for the Proposer from current or former tenant clients.
☐ Written Code of Conduct
☐ Annual Report
☐ New York State Vendor Responsibility Questionnaires and Attachments (See Appendix B)
☐ Procurement Lobbying Act Compliance Form
☐ M/WBE and EEO Policy Statement Form #4
☐ Vendor Disclosure Form for Proposer and each proposed sub-contractor, if any. (See Appendix C)
☐ New York State Department of Taxation and Finance Form
☐ Fee Proposal in a separate sealed envelope
☐ Submission Cover Sheet