

Purchase College Project #RFQ SU-020819  
Rehabilitation of Academic Bldg. Restrooms – Phases 1 & 2

**Addendum #01 - Consultant's Questions & Answers**

- Q1. We see there's a restroom rehab project walk through next week. Is there an RFQ available for that? The NYSCR announcement didn't have one attached.
- A1. You can find all you need to know about this RFQ at:**  
<http://www.purchase.edu/purchasemeansbusiness>
- Q2. Does Purchase College have an on-call agreement with any other architect-engineering firms?
- A2. We currently do not.**
- Q3. Are there any known legal issues regarding using Jacobs drawings?
- A3. Not that we are aware of.**
- Q4. Who was the MEP consultant for Jacobs?
- A4. Jacobs, at the time, an architectural/engineering firm. The MEP portion of design was handled in-house.**
- Q5. Does SUNY Purchase have campus restroom standards?
- A5. Currently we have a mix of manufacturers for fixtures, accessories and finishes. For this project we are going to standardize. College had selected fixtures and accessories for previous designs. Design intent will be to distinguish each building though different finishes. College will provide awarded firm design package with cut-sheets. College will entertain alternate recommendations from selected design firm.**
- Q6. Are the buildings listed in the RFQ sprinklered?.
- A6. There's a mix on campus and some that are partially sprinklered (i.e., the Library has sprinklers in the basement level but not the upper floors). As part of this project, assume there will be both sprinkler and fire alarm modifications required.**
- Q7. Are there ventilation issues present in any of the buildings?
- A7. Yes. Many of the buildings have old mechanical systems. The intent of this project is to tie into the existing buildings mechanical systems. If there are concerns or modifications are required to accommodate the new designs of the restrooms, then depending upon the scope of work required, we may look to incorporate that work into the project, and/or look to do that work as a separate project. At that time, the college would review the scope of work need to determine if it warranted additional design services.**
- Q8. Were plumbing fixture counts updated in the Jacobs' drawings?
- A8. Yes, we recently had Jacobs re-review the documents and update them to current code compliance. However, as part of this project, the selected design firm will be required to review the existing documents for fixture counts, code and other regulatory requirements that are currently in effect.**

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- Q9. Are the existing plumbing waste lines pitched per code?
- A9. Most of the existing plumbing infrastructure is old and original to the campus. It will be up to the awarded design firm to survey each building in its entirety (as is reasonably possible) regarding the project scope and make recommendations to the college for any corrective measures. The college would then, based on the complexity of the issue, either add-on to this project scope or create a new project. Our intent is to use low-flow toilets and urinals on this project.**
- Q10. Are permits required by the consultant?
- A10. No, SUNY is self-permitting. We will require signed and sealed drawings as part of the final submissions package.**
- Q11. Are structural drawings and calculations required?
- A11. That will be up to the awarded design firm to determine based on their evaluation of the existing conditions. Most the locations where we are renovating restrooms are currently restrooms. There are a few new locations.**
- Q12. Are all locations noted as new restrooms, already restrooms now?
- A12. Not all, but most. The new restrooms in the Main Dining Hall are adjacent to an existing kitchen. In the new building (CMFT), we are placing new restrooms where were designed at Schematic phase of the project but later eliminated. Not sure how far existing plumbing extends to new location.**
- Q13. Is asbestos present within the project scope?
- A13. Most probably. At the time many of these buildings were built, asbestos was used in many products. We have an old 1987 report of asbestos for the campus that will be shared with the awarded design firm. Abatement remediation will be required as part of the project and need to be reflected in the construction bidding documentation.**
- Q14. Is asbestos work a separate contract per the RFQ?
- A14. The RFQ notes that the college will hire a separate hazmat consultant to survey, test, and prepare remediation documentation that will be referenced into the main construction bidding documents (see section 3.3 Scope of Work under "Consultant's Basic Services"). However, we will leave this up to the bidding design firms. If you decide to include this scope of work under your contract, this needs to be clearly indicated on your RFQ submission. Having this work under your scope of services will not be a determining factor in award of design services.**
- Q15. Why isn't Jacobs being awarded this project?
- A15. Per the regulations for State procurement of design services, we feel the value of the design services needed for this project will exceed the maximum thresholds, and requires us to go through a full RFQ process to award this project. In addition, JE Architects Engineers was awarded a contract in early 2012, and performed services against that contract. In 2015, the College needed to halt the remaining contract work with JE Architects/Engineers, P.C. Contracts are not of indefinite duration.**

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Currently, as so much time has passed since from the earlier contract and since there is additional scope and since the anticipated cost of the services warrants it, an RFQ solicitation is required to be held.

Q16. How were the M/WBE percentages determined?

**A16. There is a computer program called AXI that is used for this purpose. AXI was developed specifically for determining the MBE and WBE goals for SUNY solicitations, and it is the prescribed method of the State University of New York Office of University-wide MWBE Program. In the current instance, the computer program takes each of the total number of MBE firms and the total number of WBE firms in the Mid-Hudson region of New York State (counties of Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester) for NAICS commodities 541310 (Architectural Services) and 541330 (Engineering Services) from the New York State Directory of Certified Firms <https://ny.newnycontracts.com/> and compares those figures to the most recent census of all businesses in the respective counties for the above stated commodities.**

**Simply stated: Total MBE firms divided by the total of all firms equals the goal percentage of MBE firms; total WBE firms divided by the total of all firms equals the goal percentage of WBE firms.**

Q17. If my firm is both a minority and women owned business, can I claim 100%?

**A17. No. You can only claim one, either listing your firm as an MBE or a WBE register firm.**

Q18. Were you happy with the work Jacobs performed?

**A18. Yes.**

Q19. Can the college share what the MWBE percentages were for Jacobs and how they met them?

**A19. At the time of the previous solicitation (2011) and award (early 2012), Purchase College did not identify specific certified minority and women-owned business goals. Since that time, New York State and the State University of New York have required greater participation of certified minority and women in contract subcontracting. As SUNY Purchase College has always strongly encouraged use of New York State-certified minority and women-owned businesses, JE Architects/Engineers, P.C. did identify Toscano Clements Taylor (WBE) (7.3%) and Cuno Environmental Corp (MBE) (8%) as subcontractors.**

Q20. Can SUNY Purchase share the haz-mat consultant that Jacobs used?

**A20. Cuno Environmental Corp (MBE) (8%)**

Q21. What can we expect as far as documentation that will be turned over to us?

**A21. The college will turn over what we have as far as existing documentation to the awarded firm. This will range from the original scanned building drawings, renovation drawings that impacted the areas of work, AutoCAD files, cut-sheets of**

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plumbing fixtures, toilet accessories, hand dryer, light fixtures, etc., that were originally given to Jacobs, including the final Jacobs bidding documents.

However, it will still be the awarded firm's responsibility to verify existing conditions and that what is given back to us for construction bidding purposes meets existing governing codes.

Q22. The RFQ mentions phases and work over summers. Can you explain what is intended?

**A22. Our intent is to try and do most of the construction work over the summers as many of the classrooms are adjacent to the restroom and we want to limit as much disruption as possible. The original Jacobs design package was broken up by building. We are looking to first focus on plaza level restrooms so that we can have ADA compliant restrooms in all of our buildings. We would follow with the rest of the building floors.**

**You will be designing all of the restrooms as part of your scope. It is in how we break up the implementation phasing of the project that will need to be finalized, based on feedback from the awarded design firm.**

Q23. How can our fees be determined without knowing the final amount of phases?

**A23. Do not submit any fee proposal with this RFQ. We are only looking for qualifications. Once the best firm is determined, we then begin discussions on fee.**

Q24. I was curious to find out if SUNY Purchase will be putting out an RFP for Construction Management for this project (Rehabilitation of Academic Building Restrooms)?

**A24. An RFP for general contractor bids will follow the schedule within the RFQ.**

A25. Is there a preferred format and size for the technical proposal? Letter/Tabloid and landscape/portrait?

**A25. No and No.**

Q26. Is there a limit for the number of pages of the technical proposal?

**A26. No**

Q27. Should we include copies of exhibits A and A1 with the submittal?

**A27. No, not necessary.**

Q28. Please confirm that the forms listed at page 22 of the RFQ under "The following forms are required from the most qualifier bidder" should not be submitted with the technical proposal by March 11<sup>th</sup>.

**A28. Please see the Request for Qualifications, pages 21-22.**

Q29. Shall the forms required with the Submittal of Qualifications be attached as an appendix on all seven (7) hardcopies submitted?

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**A29. All requested forms should be included in all sets of the Qualifications Proposal.**

Q30. Is it requested that the items to be submitted with the qualification (as per page 4 of the RFQ) be presented in a specific order?

**A30. Yes. It would be easier for SUNY staff to track.**

Q31. Regarding references as described on page 05 of the RFQ, will you require name, contact and reason for reference only or would specific testimonials or reference quotes be necessary?

**A31. We require name, contact and reason for reference, but will accept testimonials if they're relevant to this project.**

Q32. Are nearby janitor closets and drinking fountains to be considered as part of this project? These are indirectly tied to the restrooms with some matching finishes and plumbing connections. (Specifically, at the Library lower restrooms)

**A32. No unless the design requires relocation of existing services.**

Q33. Some mechanical and electrical rooms are accessed from inside the restrooms. Are these to be renovated as well? (Library upper restrooms and Visual Arts Building restrooms)

**A33. No.**

Q34. Many of the women's restrooms have connected adjacent vacant areas. Are these to remain as lounges or can these areas be used for expansion for accessibility compliance or all gender restrooms?

**A34. Yes.**

Q35. Can space will be captured from adjacent (non-toilet room) areas to provide accessibility compliance for renovated toilet rooms?

**A35. Probably, but each situation will be reviewed on a case by case basis with the awarded firm.**

Q36. Will all restrooms in the project be required to be barrier free accessible or only first/ground floor restrooms?

**A36. The intent is to have all be barrier free, but each situation will be reviewed on a case by case basis with the awarded firm.**

Q37. Is this project a LEED (or other such system) project? Are there any required sustainable initiatives above and beyond the applicable code requirements mentioned at the site meeting?

**A37. It is the college's intention to design towards LEED silver or as green as possible.**

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Q38. Will SUNY provide occupancy counts for each existing building/floor for required plumbing calculations prior to the RFP submittal deadline?

**A38. No**

Q39. The RFQ states that “New fixtures will be based on Campus Standards”. At the site meeting, only certain toilet accessories were indicated. Please clarify what is included in these standards and what materials, finishes, etc. the selected bidder will be specifying. Will SUNY provide the “Campus Standards” prior to the RFP submittal deadline?

**A39. SUNY to provide campus standards to the awarded firm, but the awarded firm is to confirm that those standards and the standards specified in the Jacobs drawings are currently available. If not, awarded firm will make recommendations to SUNY Purchase.**

Q40. The RFQ states that CAD and PDF drawings will be provided for ‘Architecture and MEP’. Does that include Fire alarm/protections, structure, etc.? And what is the extent of the existing drawings to be provided? Is there a list? Will SUNY provide these documents prior to the RFP submittal deadline?

**A40. SUNY will provide previous ‘issue for bid’ documents to the awarded firm.**

Q41. The RFQ refers to HVAC, electrical, and fire alarm modifications. At the site meeting, these were noted as excluded. Please clarify what is included.

**A41. The scope will include all MEP, Fire Alarm, Fire Sprinkler, etc as it relates to this project. Any scope increases in area outside the indicated work area may be considered a new project and viewed on a case by case basis.**

Q42. It is indicated that “the project manual specifications can be accessed at <https://www.purchase.edu/PurchaseMeansBusiness>”. However, it is not found at that web location. Please advise.

**A42. You can use either <https://www.purchase.edu/PurchaseMeansBusiness> or <https://www.purchase.edu/offices/purchasing/procurement-opportunities/>**

Q43. Will SUNY provide the Jacobs “bid ready” documents prior to the RFP submittal deadline for the RFP period so bidders can determine the extent of work remaining?

**A43. No**

Q44. Is there a list available of certified M/WBE and SDVOB consultants who have worked with SUNY Purchase in the past?

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- A44. The College does not maintain such a listing. Please see <https://ny.newnycontracts.com/> and click Search the Directory for a listing of the New York State certified Minority and Women businesses.
- Q45. I would like a detailed description of how the MWBE quota can be fulfilled. As mentioned in the meeting, it is my understanding that one business cannot claim in all the quotas. Considering there is no GC requirement in the early stages of the RFQ, and the limited number of sub consultants that we will be collaborating with at this point, how many of the required MWBE utilization can one firm claim. Looking forward to your feedback. Thank you for your time.
- A45. **One firm can provide more than one service, but can claim under only one type of certification (MBE or WBE). For example, one MBE firm can provide the services of an industrial hygienist sub-consultant (10%) and landscape sub-consultant (7%) for a total of 17% MBE. Or there could be a separate, different MBE firm for each of the services.**

Addendum to Schedule: In bold, italic and underlines below

1.1 **Time of Completion Schedule**

**PROJECT SCHEDULE:**

Release of RFQ to Vendor.....	February 08, 2019
Open Question Period.....	Feb. 12, 2019 – Feb. 27, 2019
Pre-Bid Meeting.....	February 20, 2019
Response to Questions/Addendum Release.....	March 01, 2019
<b><i><u>Proposal Due Date.....</u></i></b>	<b><i><u>March 18, 2019</u></i></b>
<b><i><u>Schedule Interviews with Short Listed Firms.....</u></i></b>	<b><i><u>March 22, 2019</u></i></b>
<b><i><u>Short Listed Firms Interviews.....</u></i></b>	<b><i><u>March 25, 2019 – Mar. 29, 2019</u></i></b>
Design Award.....	April 08, 2019

**Phase 1**

80% Design Submission - Phase 1.....	May 17, 2019
Pre-Bid Document Submission.....	June 03, 2019
Advertise for Construction Bids (Phase 1).....	June 14, 2019
Open Question Period.....	June 19, 2019 – June 26, 2019
Pre-Bid Meeting.....	June 20, 2019
Response to Questions/Addendum Release.....	June 28, 2019
Receive Bids.....	July 09, 2019
Award Construction – Phase 1.....	July 22, 2019
Begin Construction (summer 2019 work).....	July 24, 2019
Begin Punch list.....	September 30, 2019
Phase I Completion.....	October 11, 2019

**Phase 2**

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80% Design Submission - Phase 2..... July 29, 2019  
Pre-Bid Document Submission (Phase 2)..... August 16, 2019  
Advertise for Construction Bids (Phase 2)..... August 26, 2019  
Open Question Period..... Aug 30, 2019 – Sept. 20, 2019  
Pre-Bid Meeting..... September 10, 2019  
Response to Questions/Addendum Release..... September 25, 2019  
Receive Bids..... October 08, 2019  
Award Construction – Phase 2..... October 21, 2019  
Begin Construction (winter 2019 work)..... December 16, 2019  
Begin Punch list..... January 20, 2020  
Phase II Completion..... February 07, 2020  
Begin Construction (summer 2020 work)..... May 25, 2020  
Begin Punch list..... August 24, 2020  
Project Completion..... September 14, 2020