



Purchase College

STATE UNIVERSITY OF NEW YORK

735 Anderson Hill Road
Purchase, NY 10577-1402
www.purchase.edu

Procurement Department

Addendum #1

Request for Qualifications – Project SU-031523

Theater Design and Safety Review Services for Purchase College Performing Arts Center Safety Study

To: Prospective Bidders

No. of Pages: 6 pages

SUNY Purchase hereby issues this Addendum, dated 4/14/2023, for the above referenced RFQ, in order to provide the following clarifications:

Item 1:

SUNY Purchase received questions at the pre-bid meeting and via email. Answers with additional clarification are provided on the following pages.

Please be sure to sign THIS ADDENDUM (as acknowledgment that your firm received it) and submit it with your bid package.

Respectfully,

Sheli Taylor
Associate Director of Contract & Procurement Services

Acknowledgement of ADDENDUM #1

Signature

Date

Typed printed name and title

Company name

Purchase College Project #RFQ-031523
PAC Safety Study

Addendum #01 - Consultant's Questions & Answers

Q1. Will the consultant who is awarded this project be eligible to propose on future work that is a direct recommendation from these reviews?

A1. Unfortunately, anyone who is involved in the design and putting the bidding documents together, cannot bid on implementing/constructing the work. It's viewed as a conflict of interest, giving that firm an unfair advantage.

However, as this is a study, you would be eligible to submit a proposal for any design work needed, based on the recommendations in the report.

Q2. Will there be a chance to tour the Performing Arts Center?

A2. Yes, we will tour the facilities as part of the pre-bid meeting on March 28th.

Q3. Is the inspection to be limited to theatre production systems only; that is, rigging, lighting and AV systems?

A4. Yes, we are limiting the study to the elements within the four theaters and support spaces (i.e., scene shop and costume shop). The spaces that our students, faculty, staff and renters use (i.e., Green Room, theater control rooms, dressing rooms, etc.). You are not to include the main public spaces (lobbies, restrooms, PAC underpass and parking) unless there's an element that is integral to the theaters (i.e., intercom, and or interconnected monitors, loading dock areas). Additionally, the building's MEP systems will be a separate project. The exception would be electrical related to the actual spaces, not building power issues.

Q5. Is fall protection included in the scope of inspection?

A5. Yes, including specifications for engineered tie-off points.

Q6. Are inspections for hazardous materials (such as asbestos, mold or lead) to be included?

A6. No, the College will be hiring a separate hazmat consultant for this project. There will be some coordination between you and the hazmat consultant, and their report may be integrated into the final report.

Q7. Are OSHA issues, other than those directly related to theatre production, to be addressed?

A7. No, but if there's something you notice, in the other spaces or feel should be looked further into, we'd want you to bring it to our attention.

Q8. Are we to concern ourselves at all with the building itself: its structure, exterior, trip hazards, slip and fall, etc.?

A8. No, but if there's something you notice, or feel should be looked further into, we'd want you to bring it to our attention.

Q9. Do you require that the report be reviewed and signed by an engineer or architect licensed in the state of NY?

A9. This would be based on what is discovered. If the issues are related to building and MEP codes, then yes.

Purchase College Project #RFQ-031523
PAC Safety Study

Addendum #01 - Consultant's Questions & Answers

Q10. Are seven hardcopies of our RFQ necessary?

A10. No. We will need (2) two hardcopies submitted (one must be originally signed), along with one complete copy of the proposal package submitted in a digital format (PDF) on a flash drive. Do not send digital copies via e-mail as they will not be accepted. We highly recommend that you confirm that the digital copy matches the hardcopy/

Q11. Will acoustic analysis of the spaces be required for this project?

A11. No.

Q12. Our understanding is that the project scope is for the safety of personnel using technical areas of the four theaters, including the stage, trap room and orchestra pit, gridiron, technical floors, theatrical infrastructure, and related access (technician ladders/stairs), etc. Such personnel may include PAC and student cast and crew, technicians, invited guests for activities on stage, etc., but excludes the public seating and access areas. Please confirm.

A12. That is correct.

Q13. Does the project scope include stage machinery, such as pit lifts?

A13. Yes.

Q14. Does the project scope include theatrical rigging?

A.14. Yes.

Q15. Does the project scope include movable theatrical equipment, such as wagons, rolling orchestra shells, modular platforms, equipment booms, etc.?

A15. No.

Q16. Does the project scope include the scene shop and/or the costume shop?

A16. Yes.

Q17. Does the project scope include back-of-house areas such as loading docks, green rooms, storage rooms, underground corridors connecting various theaters, stairs, etc.?

A17. Your scope will include a number of back-of-house areas, including the loading docks, green rooms, dressing rooms, ladders and stairs that are integrated into catwalks, and rigging elements, etc. It will not include the public restrooms on the main level, corridors, storage rooms, building stairs, building elevators, and data rooms.

Q18. MEP and fire safety curtain systems are excluded from the scope, so facility electrical and facility fire safety are excluded. Are theatrical electrical control and communication systems in scope?

A18. Yes.

Purchase College Project #RFQ-031523
PAC Safety Study

Addendum #01 - Consultant's Questions & Answers

Q19. ADA is excluded from the scope. Please confirm this exclusion pertains to backstage areas.

A19. Yes.

Q20. During the site visit, Purchase personnel mentioned that any blatant "red flag" safety issues of excluded items identified during the course of work should be added to the scope.

a) Do such additions include anything encountered while on the campus, are they limited to the PAC facility, or to specific defined spaces?

A20. What was mentioned during the pre-bid meeting and walk-thru is if you notice something that may be of concern or doesn't seem right which is outside of your scope, the campus would appreciate you notifying us of these concerns.

Q21. Liability exposure is a concern to this bidder since we may not encounter a red flag concern if we do not investigate all potential areas/subjects.

A21. We do not expect you to uncover red flags in areas you have not been given access to. We are looking at this as a professional courtesy. If for example you notice a crack in the wall or something that may look suspect, we just want to know about it. We may then decide to ask you to address it or bring in an outside consultant (say if it was beyond your area of expertise, i.e., a structural engineer was needed). At that point, there would also be discussions about additional compensation, etc.

Q22. Should these red flag items simply be identified as concerns or should they be added to the scope for outlining and budgeting of remediation projects?

A22. You should assume simple identification first and then possible additional action based on what the red flag is. We can't really define what action would be needed without knowing what the potential issue is. For example, you may notice that a light is out in a stairwell outside of your area of work. This should be flagged. The college would probably have our campus electrician come in and fix the light. However, if a catwalk was properly secured to a wall and you noticed that there was a suspicious crack in the wall, we'd want you to flag that. We'd then have further discussion and determine if the College would look to bring in an outside consultant to look at it, or if we'd want to incorporate that into the remediation project.

Q23. How should we budget the addition of such items?

A23. Your submission to the RFQ is for qualifications only. No cost or budget should be included in this submission.

Q24. Is facility architectural lighting included in the scope?

A24. If you are referring to built-in house lighting or other decorative elements, then no. However, lighting that is part of the theater's catwalks, and or rigging systems, or are consider theater lights are to be included.

Q25. What are the intended final deliverables? Drawings and specifications? A report?

a) NYS Contract Reporter notes that we are to "develop a report outlining potential safety issues in the PAC."

Purchase College Project #RFQ-031523
PAC Safety Study

Addendum #01 - Consultant's Questions & Answers

- b) Section B of the Specific Services section of the RFQ lists all acceptable formats à this includes a list of Project alternatives/preferred action.

A25. As this is a study, we are looking for a detailed report, not plans and specifications that we would then go out and solicit pricing from vendors and contractors.

The report should outline what was surveyed and observed (which could be done by highlighting the areas on plans, photos of the existing conditions, etc.) and a description of what issue was discovered. The report should outline these by theaters and put them in an order of importance. We are also looking that you provide recommended corrective actions that should be taken to resolve the issue.

Our intent is to have a report that gives us the ability to create implementation projects that will address these issues. Once we determine what that project will be, and depending upon the complexity of the solution, we may decide to go out to your firm, or other design firms, to develop the necessary documents (plans and specifications) that we could then bid to contractors.

- Q26. The scope includes identifying deficiencies and outlining proposed approaches to remedy each deficiency found. Does the scope also include developing schematic or more developed designs for remediation?

A26. No, that will be handled separately from this study.

- Q27. What level of detail is required for the remediation budgets to be included in the final report?

A27. We are looking for a preliminary budget.

- Q28. Should the proposed outline remediation projects and associated budgets in the final report be separate for each theater?

A28. Yes.

- Q29. We assume the applicable codes and standards include the New York State Building Code and OSHA, supplemented by ANSI ESTA standard for the entertainment industry. Please confirm. Are there other applicable codes and standards?

A29. These should cover it.

- Q30. There are technical packages accessible on the website, but will we have access to additional documentation/lists of equipment, etc., in each theater?

A30. Once we award a firm, we'll share all of the drawings, AutoCAD files, and other documentation we have.

- Q31. Does the scope include the development of a Program Budget and development of a construction schedule?

- a) Section B of the Specific Services section of the RFQ notes that this is included in the scope of work.

A31. Yes, we are looking for a preliminary budget on the costs of the recommended solutions to issues discovered. A construction schedule is not required.

Purchase College Project #RFQ-031523
PAC Safety Study

Addendum #01 - Consultant's Questions & Answers

Q32. RFQ Page 8, Section 3.5 – Subconsultant Staffing: Given that the disciplines required for this study will be defined as the work progresses, please confirm that we can include the requested materials (staffing list, Form 7555-15, 7555-16 or 7555-17, and percent of work to be completed) for some key subconsultant disciplines, and that we can identify just our approach to including other potential firms and disciplines.

A32. You should try your best to develop a proposed subconsultant staffing list based on any previous experience of a similar type of project. The information on the forms will be considered by the committee reviewing the proposals. Note that the selected firm will provide us with updated forms with their fee proposal.

Q33. RFQ Page 5, Section 2.1 - Format of Proposal and Statement of Qualifications, 1.f.: Given that the preparation of New York State bid documents is beyond the scope of this study, is a response to this section required?

A.33 Not required.

Q34. RFQ Page 5, Section 2.1 - Format of Proposal and Statement of Qualifications, 1.g.: Given that on-site construction is beyond the scope of this study, is a response to this section required?

A34. No, but you should demonstrate you have adequate staff for the study.

Q35. If my firm is both a minority and women owned business, can I claim 100%?

A35. No. You can only claim one, either listing your firm as an MBE or a WBE register firm.

Q36. How can our fees be determined without knowing the final number of items to be addressed?

A36. 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 the fee.