



# Purchase College

STATE UNIVERSITY OF NEW YORK

735 Anderson Hill Road

Purchase, NY 10577-1402

www.purchase.edu

Procurement Department

RFQ: Engineering Design Services for Visual Arts Classrooms Electrical Upgrades

Project SU-031723

Addendum #1 \* May 16, 2023

**To: Prospective Bidders**

**No. of Pages: 6 in Total**

SUNY Purchase hereby issues this Addendum, dated May 16, 2023, for the above referenced IFB, in order to provide the following clarification:

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**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 qualifications package, which is due **Friday, May 19<sup>th</sup>, 2023, at 3 pm.**

Respectfully,

Sheli Taylor, Associate Director  
Contract & Procurement Services

Acknowledgement of ADDENDUM #1

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Signature                      Date

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Typed printed name and title

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Company name

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

- Q1. Can you please disclose the attendees list of the Pre-Bid Meeting held on April 25<sup>th</sup>?
- A1. Yes. See attached list.**
- Q2. Can a NYS firm, certified as MBE, self-perform entirely or partially the scope of work for this contract / solicitation...?
- A2. Yes, the contract may be entirely self-performed by a certified MBE firm. It can also be partially self-performed.**
- Q3. Due to the limited scope and construction value, can the sought M/WBE overall goals be fulfilled by just an MBE firm to fulfill 30% goals or higher...?
- A4. Yes, as long as the MBE portion is at least 30%. If self-performed by an MBE, this will suffice for the overall MWBE goals. If not, documentation will be needed to show an effort to reach the required WBEs and DBEs. A waiver may be granted if a good faith search has been shown.**
- Q5. Please advise if the construction value or program budget could be released days before May 16<sup>th</sup>., this will help for our planning purposes and M/WBE strategies.
- A5. We are estimating that the construction value of this project to be roughly \$100,000.**
- Q6. As part of the scope of work, is the campus seeking cost estimate services during the design phase...?
- A6. Yes, the selected design firm will be required to provide a preliminary construction budget as part of the bid package.**
- Q7. Is an Asbestos/Abatement Consultant required for this contract...?
- A7. Not under your services. 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.**
- Q8. Section 1, Request for Qualifications – Calendar of Events – Procurement Timetable states that the Addendum responses to questions will be published on May 16<sup>th</sup>, with submissions due on May 19<sup>th</sup>. This leaves a very limited amount of time to incorporate / address responses to questions within the submission (particularly in light of the requirement to submit seven hard copies, no electronic submission, by 3:00 pm on the 19<sup>th</sup>).
- Would it be possible to either 1) Extend the submission due date; 2) Accelerate the publication of the Addendum; or 3) Publish multiple Addenda on an ongoing basis that address questions as they are submitted?
- A8. Based on the questions we've received to date; I don't believe an extension is necessary.**
- Q9. Section 3.1, Background, states that the College is seeking to add "additional electrical services in a number of classrooms in our Visual Arts Building."

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Are these "additional electrical services" limited to additional 120-volt 20 Amp receptacles, or is it anticipated that there will or may be some other devices / services needed? If so, can you provide any information on such other devices / services that might be expected?

**A9. There is some equipment that will require more service than a typical 120-volt 20 Amp receptacle. Part of the design services will be meeting and reviewing the needs with the College and developing drawings based on our needs and existing services available.**

Q10. How many classrooms are anticipated to receive these additional electrical services? (Even an approximate count would be helpful.)

**A10. 35-40 spaces will be impacted by this project.**

Q11. Section 3.3, Scope of Services, Paragraph A states that the selected consultant will "Develop preliminary project budget." Does the College have a preliminary budget or construction cost estimate at this time, and if so, what is it?

**A11. We are currently estimating a construction budget of roughly \$100,000.**

Q12. Section 3.3, Scope of Services, Paragraph B1, states that the "Consultant will be responsible for providing all necessary planning, design and Engineering services require to provide the comprehensive Engineering/Architectural services as identified in the project scope." Are there any Architectural services required for this project, or is it purely Electrical Engineering services that are required?

**A12. At this time, it's electrical design services.**

Q13. Section 3.3, Scope of Services, Paragraph D1, states that "The bid period phase includes, but is not limited to, the reproduction and distribution of bid documents..". Would the College be willing to handle the reproduction and distribution of bid documents instead of having the Consultant do it?

**A13. In an effort to save paper and be more environmentally friendly, the College releases bid documents electronically in PDF format on our website, which allows the contractors to download and print as many copies as they want. The consultant will not be printing and distributing documents to the contractors.**

Q14. Section 3.3, Scope of Services, Paragraph A, states that the selected consultant will "Provide full construction administration services including...attendance at bi-weekly meetings...", while Paragraph E1 states that "The Construction Administration period phase includes, but is not limited to...attendance at bi-monthly site visits..." Are the bi-weekly meetings referenced in Paragraph A and the bi-monthly site visits referenced in Paragraph E1 the same thing, or are they meant to be separate items?

**A14. It's the same. The College will assume if the design team needs to be on site for a particular meeting they will be. Otherwise, we have no issues with doing virtual meetings. Not sure if this question really applies to qualifications. This is more an issue when discussing design fees. No fees should be submitted with this RFQ.**

Q15. If separate items, can they be conducted simultaneously by the same personnel?

**A15. Yes, if that makes sense.**

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Q16. Section 3.3, Scope of Services, Paragraph E1, states that the "Consultant will make periodic site inspections..." Are the periodic site inspections referenced in Paragraph E2 and the bi-monthly site visits referenced in Paragraph E1 the same thing, or are they meant to be separate items?

**A16. They can be, however, if the progression of work will require the engineering firm to make periodic site visits that are outside the normal bi-weekly meetings, the College expects that the engineering firm will have the needed presence in the field.**

Q17. If separate items, can they be conducted simultaneously by the same personnel?

**A17. Yes, if that makes sense.**

Q18. Section 3.5, Subconsultant Staffing, states that "The consultant shall provide a subconsultant staffing list for the project using Form 7555-15, 7555-16 or 7444-17. This subconsultant staffing list shall indicate the percent of work to be completed by each subconsultant and indicate whether each subconsultant is a Minority or Women Owned Business." Are these forms required as part of the submission that is due on May 19<sup>th</sup>, or are they to be completed / submitted by the Consultant who is awarded the work?

**A18. Yes, these forms are required to be submitted with your qualifications (requirements are on pages 20-21 of the RFQ.)**

Q19. It is difficult to work out the sub-consultant staffing without having a deeper understanding of the size of the project / scope of the work, so that a reasonable delineation of scope / responsibilities can be made, with an understanding of how that delineation achieves the MBE/WBE participation goals and requirements. Can the College address the above questions concerning either the anticipated project budget / construction cost, and/or the number of classrooms to be included in the project, as a way of providing a framework for the Consultant to develop an appropriate sub-consultant plan?

**A19. Once the fee is negotiated, the winning firm will need to update the staffing forms and resubmit.**

Q20. RFQ Page 7, Section 3 – Scope of Services, Paragraph 3.1 Background - Can you provide the number of classrooms that are expected to need additional electrical services?

**A20. 35-40 spaces, spread out over multiple floors.**

Q21. Can you provide the approximate square footage of the affected classrooms?

**A21. Roughly 58,000 square feet.**

Q22. Will the College provide the existing documents, plans, and specifications now to all bidders or after the selection process has concluded, to the candidate that gets the project awarded?

**A22. Once we have awarded a design firm we will turn over all the documentation we have to assist you in your review and designs.**

Q23. The cover and several other places refer to the project as electrical upgrades for Visual Arts Classrooms, but page 5 says the project intent is to develop a report outlining safety

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issues in the Performing Arts Center, and the list in section 2.1 calls for experience in theater design, etc. Please confirm the scope of work related to theater design, operations and related code/safety issues.

- A23. **This is a carry-over from a previous project. The reference to the Performing Arts Center, theater work, safety review, and study should be ignored.**

## Optional Pre-Bid Meeting Sign-In

Tuesday, April 25, 2023 @ 10 am

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Name	Company	Phone	Email
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