



## Purchase College

STATE UNIVERSITY OF NEW YORK

735 Anderson Hill Road

Purchase, NY 10577-1402

www.purchase.edu

Procurement Department  
RFQ: Architectural & Engineering Design Services for Modifications to Natural  
Science Biology Lab  
Project SU-110525  
Addendum #1 \* December 3, 2025

**To: Prospective Bidders**

**No. of Pages: 5**

SUNY Purchase hereby issues this Addendum for the above referenced RFQ, in order to provide the following clarifications:

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**Item 1:**

SUNY Purchase received the following questions during the Q & A period. Answers with additional clarification is provided on the following page.

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Please be sure to sign THIS ADDENDUM (as acknowledgment that your firm received it and submit it with your bid package, which is due **Tuesday, December 9, 2025, at 3 pm.**

Respectfully,

Elizabeth Pleva

Director of Procurement & A/P

Acknowledgement of ADDENDUM #1

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Company name

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

- Q1. Please clarify the environmental scope. Is there anticipation that the design team will produce abatement documents, or will ACM/PCB be handled as part of a larger
- A1. We had an extensive review of the building for hazardous materials as part of the larger SUCF project. The college will be hiring a separate firm to do any drawings or specifications, as well as monitoring.**
- Q2. Please confirm that SUNY/SUCF design standards apply to this project.
- A2. Yes, as do all applicable local and State building codes.**
- Q3. In Section 3.2 of the RFQ it states the College will provide awarded firm all existing documents, reports, and drawings that are available. Are you able to expand upon the extent of existing drawings being offered?
- A3. We have the scanned original design drawings for the building, hazmat material reports, AutoCAD drawings of the building (architectural floor plans), and the larger SUCF project designs that we will be mimicking in the teaching lab.**
- Q4. Are there any special equipment requirements or hazards anticipated in the Research Lab or Prep Lab?
- A4. We'll provide the award firm with a full list of equipment (most of which will be relocated from our existing biology teaching lab).**
- Q5. Are lab services for the project area existing in the vicinity and have capacity to support the proposed lab?
- A5. Yes.**
- Q6. Please confirm that Civil Engineering and Landscape Architecture are not required, although listed on Form 7555-15 "Subconsultant Staffing List"
- A6. These two consultants and design services are not required for this particular project.**
- Q7. Please clarify if existing HVAC system will remain. If it remains, please advise if the balancing report will be provided to design team. If intent is to use new system, please confirm that the system should be stand- alone and not connected to proposed large project systems.
- A7. Yes, you will be tying into the existing system. If a balancing report is available, we will share with the awarded design team. If not, College will hire a contractor to obtain balancing report as needed.**
- Q8. Please confirm that the intent is to use all new low voltage systems including AV, IT and security.
- A8. Yes. College will be hiring an IT A/V and security contractor to do the installations. Your drawings will need to show required infrastructure (i.e., back-box in wall with**

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**stub-up above ceiling, power for projector or motorized screens, feeds to island worktables, pathway in door frames to support card readers, etc.).**

- Q9. Please confirm that existing fire alarm system will remain and will not require any modifications.
- A9. Existing fire alarm is to remain. Modifications will probably be needed as the layout of the space will probably change. Your drawings will need to reflect this.**
- Q10. Please confirm that existing vacuum system is operational.
- A10. They currently do not have a vacuum system. New space will not have one.**
- Q11. Current project space appears un-sprinklered. Please clarify if SUNY/SUCF desires the addition of sprinklers to this area.
- A11. Existing spaces are not sprinklers and will not be sprinklered as part of this project.**
- Q12. Please confirm that solicitation of Bids will be performed by SUNY/SUCF.
- A12. This is a Campus-let project. The College will be administering the contracts for both design and construction.**
- Q13. Please confirm the amount of desired or required estimates.
- A13. We will require a pre-bid estimate from you with an estimate broken down by construction trades (i.e., construction, mechanical, electrical, plumbing, fire alarm, equipment, etc. This does not have to be done by a professional estimator. We need the estimated breakdown so our Purchasing department can determine MWBE goals by trades.**
- Q14. We understand that there is a larger renovation currently in design. Will the documents and information that are part of the larger renovation be made available for reference during this design project?
- A14. Yes.**
- Q15. Will existing MEP information and readings be made available by SUNY/SUCF? (i.e., Electrical tracing, HVAC Air readings)?
- A15. We can provide you with the original scanned design drawings we have and any other documents. If we need an air balancing report, the College will have one done. We don't have electrical tracing info.**
- Q16. Page 15 of the RFP (second full paragraph) states "Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question "Will New York State Businesses be used in the performance of this contract?" on the" Can you please provide the end of the sentence and/or provide the appropriate form to use?
- A16. This last sentence may be disregarded and no response from the vendor is required.**

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Q17. Page 20 of the RFP (5.4.3) lists Vendor Responsibility as a required form. If we have completed the vendor responsibility form on vendrep, what do we need to include in the RFP to show that it was completed online?

**A17. If completed online, it must have been certified within (6) months of the proposal due date and vendor should submit a printout of the online certification.**

Q18. The MWBE forms 7555-15 ad 7557-104 – Can these documents be submitted to Elizabeth Pleva with the RFQ package submission on 12/09/2025 or do these need to be submitted in advance or separately from the RFQ submission on 12-09-2025?

**A18. These documents should be submitted with your RFQ proposal, due 12/9/2025.**

Q19. Please confirm that the following is correct - insurance forms 7555-09 and OSC Form A/B are only required to be submitted if we are selected as one of the most qualified bidders and they are not required to be submitted as a part of the response to this RFQ due 12/09/2025.

**A19. Correct, insurance forms and OSC Form A/B are only required to be submitted if selected as one of the most qualified bidders.**

Q20. The RFQ states on page 4 that the responses to questions will be provided on 12/03/2025 and the proposal due date is 12/09/2025, that leave only 3 full business days to address the responses to questions received and mail or hand deliver the proposals. Will an extension of time be considered to allow more time between receiving responses to questions and the proposal due date?

**A20. We will review the questions that come in and if we feel additional time is needed, may extend the due date. To date, the questions we've received do not warrant an extension on the due date.**

Q21. The timetable for the question and response periods on page 4 of the RFQ does not align with the dates on page 6. Please clarify which dates are correct.

**A21. This is a typo error on page 6. The open Question Period is from November 11<sup>th</sup> through November 21<sup>st</sup>. An addendum with the questions received and their answers will be released no later than December 3<sup>rd</sup>.**

Q22. If the proposal is hand delivered, is there a different address that it should be delivered to other than the 3<sup>rd</sup> floor of 735 Anderson Hill Road, Purchase, NY?

**A22. No, hand-delivered proposals should be delivered to the 3<sup>rd</sup> floor of Campus Center South (located on the southeast corner of our Main Plaza.**

Q23. RFQ Section 2.1 - Is there a limit to the number of pages to include in the proposal?

**A23. No, but we ask that you don't include the RFQ proposal we released as it's just extra pages that aren't useful.**

Q24. Does Purchase have existing construction drawings of the existing building including the MEP & FA systems?

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- A24. Yes, we have scanned original design drawings (can't say they're as-builts), AutoCAD drawing (architectural layout only), etc. They will all be turned over to the awarded design firm.**
- Q25. Does Purchase believe that the existing HVAC system is in reasonable working order and condition?
- A25. We are making the assumption that it is. If it isn't, then we may decide to go with a ductless exhaust hood or have a breakout project to get the system working again.**
- Q26. Is the design of IT for the labs included in our scope?
- A26. Just the infrastructure to support it. College will be hiring a telecom. contractor to do the installation work.**
- Q27. Is there an existing IT Closet in the area where the IT for the lab will be connected?
- A27. Yes, on the same floor just southwest of the room.**
- Q28. Are the existing fume hoods in this area on a separate exhaust riser and fan?
- A28. Yes.**
- Q29. Nothing is indicated on concept plan for the Research Lab, Room 207. What is envisioned for this Lab?
- A29. We'd are looking to try and mimic what the new research labs will look like in the larger SUCF project. We will share what has been developed by the other project with the awarded design firm.**