

Purchase College Project #RFQ-030915
Heritage Site Programming Study Project

Addendum #01 - Consultant's Questions & Answers

Q1. I am writing to obtain more information on the programming and Schematic Design Services RFP issued by SUNY Purchase. Would you be able to send me those documents to review?

A1. You can find all you need to know about this RFQ at:
<http://www.purchase.edu/purchasemeansbusiness>

Q2. Is there a sign-up online for the pre-bid meeting? Also, to stay up to date on any information or potential edits to the RFQ, is there another place online to sign up?

A2. No there is not an online sign up for the pre-bid meeting. All information can be found on the link: <http://www.purchase.edu/purchasemeansbusiness>

Q3. Do you know if there's an established budget for these design services or an estimated cost of work?

A3. There is a roughly \$4 million dollar construction budget.

Q4. I have reviewed the RFQ and would like to know if any of the five buildings at the Heritage Site might require Historic Preservation?

A4. No Historic Preservation is required.

Q5. What is the scope of this project?

A5. All information can be found on the link:
<http://www.purchase.edu/purchasemeansbusiness>

Q6. I attended the pre-bid meeting yesterday and would like to request a copy of the sign-in sheet. We are a MBE mechanical, electrical, plumbing and fire protection engineering firm and we would like to explore teaming opportunities with the Architects in attendance.

A6. The pre-bid meeting sign in sheet will be available after all proposals are received.

Q7. We are interested in submitting our firms' qualifications to you for Programming and Schematic Design Services for Heritage Site Programming Study. We have one question at this time, and may get back to you with additional questions.

"18. Liability Insurance – Prior to the commencement of work, the Successful Offerer will provide, at its sole cost and expense, Certificates of Insurance which shall remain in force throughout the term of the agreement, or any extension thereof, from an insurance company authorized to do business in the State of New York with a combined liability insurance policy with limits no less than Three Million Dollars (\$3,000,000) per individual for bodily injury and no less than Five Million Dollars (\$5,000,000) for property damage."

Is there a Professional Liability limit required to be maintained for this project?

A7. In response to your question please see below. Once the College determines a firm that is the best qualified, we will begin contract negotiations. The following is part of our Agreement document:

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**Article VII
LIABILITY OF THE CONSULTANT**

In addition to any liability or obligations of the Consultant to the University that may exist under any other provisions of this Agreement or by statute or otherwise, the Consultant shall be liable to and hold harmless and indemnify the University from and against any damages, lawsuits, claims and liabilities, excluding the University's attorney fees and court costs, which the University may sustain, be subject to or be caused to incur by virtue of as a result of any claim, demand, lawsuit, proceeding, action or cause of action in connection with the Project for:

1. Any infringement of any claimed copyright or patent right of designs, plans, drawings or specifications resulting from the use or adoption of any designs, plans, drawings or specifications furnished by the Consultant; or
2. Any negligence of the Consultant, its agents, employees, officers, sub-consultants or subcontractors for which the Consultant is legally liable.

The Consultant represents that its sub-consultants, subcontractors, agents, employees and officers shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform in connection with the Project.

The Consultant shall procure and maintain at its own cost and expense, until final acceptance by the University of all of the construction work of the Project and the expiration of the **one (1) year general guarantee, errors and omissions insurance, including contractual liability, from an insurance company that cites the University as a named insured. Such policy shall be approved by the University and authorized to do business in the State of New York, covering the Consultant for all services performed hereunder with a limit for each occurrence equal to one-half of the University's budget for the Project or one million dollars (\$1,000,000), whichever shall be the lesser amount.** The Consultant shall furnish to the University, with its Pre-Bid Report, a certificate of insurance which shall contain a provision that the insurance will not be canceled unless the insurer shall provide the University with fifteen (15) days' written notice of cancellation. Neither the procurement nor the maintenance of such insurance shall in any way affect or limit the obligations, responsibilities or liabilities of the Consultant hereunder.

Nothing in this Article or in this Agreement shall create or give to third parties any claim or right of action against the Consultant or the University beyond such as may legally exist irrespective of this Article or this Agreement.

- Q8. Does the College/University maintain an up-to-date space inventory? What format is the inventory in (Excel?) Is it coded by National Center for Educational Statistics? If not, how is the space identified?
- A8. Regarding space inventory, yes, the College does maintain an up-to-date space inventory, called the PSI or Physical Space Inventory. This is available in an excel format. SUNY space is currently tracked through the SUNY Physical Space Inventory using a series of space types very similar to the National Center for Education Statistics FICM 2006, but not exactly the same.**
- Q9. May we have a copy of the strategic plan?
- A9. The Facilities Master Plan will be available to the successful design firm.**
- Q10. What is the square footage of the Heritage Site buildings?

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A10. The square footage of the Heritage Site buildings are as follows:

**Administration Annex (2,572 gsf)
Administration Building (25,126 gsf)
Business Annex (1,194 gsf)
Gate House (1,958 gsf)
Human Resources (3,996 gsf)**

Q11. Can you provide the demarcation/boundaries of the limits of the Heritage Site on the campus?

A11. The Heritage Site boundaries plan is available upon request.

Q12. At the walkthrough, Sean indicated that the Capital Facilities Planning Building is to be included in the study. It was not mentioned in the list at the top of Page #11. Please confirm that it is to be included and that six, not five, buildings are part of the Heritage Site study?

A12. Capital Facilities Planning is in the Administration Annex building. There are only 5 buildings in the Heritage Site.

Q13. Can you confirm if a Hazardous Materials Study should be included in our scope of work? This question was raised at the walkthrough and Sean mentioned that he would discuss with others and clarify.

A13. This should be included as part of your scope of work. If you are unable to provide these services or contract with a sub-consultant for these services, please just note so in your response and why.

Q14. There was mention that building plans may be made available.

A14. Building plans will be available upon request.

Q15. We understand the buildings are not Landmarked and there is no intent to pursue this type of designation. Do you see the need for any type of Cultural Resources Study such as historical research or analysis or the need for an archeological study?

A15. No.

Q16. Are current Site Plans available for the Study or should we include the cost for a Site Survey? If we should include the survey, please clarify the boundaries.

A16. DO NOT INCLUDE ANY PRICING as part of your proposal. Yes there are existing surveys available which will be given to the successful design firm. However, please include a survey of existing site utilities as part of your scope of work.

Q17. Please provide information on the senior learning community project.

A17. You can find additional information on our website www.purchase.edu/purchasemeansbusiness under Archived Procurement Opportunities.

Q18. To describe the percentage of the project that the architectural team, estimator, engineers etc. will each encompass-what total shall we use, as this phase is for programming and

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schematic design and not part of the \$4,000,000 construction budget mentioned in the pre-bid meeting? Please clarify.

- A18. Use the percentage you would normally use for full design services against a \$4,000,000.00 construction project and then estimate the percentage of that which would make up programming and schematic design. Do Not Submit pricing with your proposal.**
- Q19. Page 11, Qualifications, paragraph B: Please clarify what is meant by 'Team Organization of Resources.' How is this different from 'Project Organization/Design Team'?
- A19. Project Organization / Design Team** -This category looks at how the firm plans to organize their project team. A flow chart or other graphical reference is helpful along with staff roles in understanding how the team interacts and outlines any necessary consultants.
- Team Organization of Resources - This category looks at outside consultants and how they're integrated into the team structure.
- Q20. Who was the structural engineer on the exterior renovation of the Heritage Site buildings that he mentioned? Are there other structural engineers that are preferred on campus for this type of work?
- A20. The structural engineer for the exterior renovation of the Heritage Site buildings was Afridi Associates. Other engineers recommended, Grigg & Davis Engineers.**
- Q21. Our company has both WBE and MBE status. Does that qualify us in meeting the 15% WBE and 15% MBE required goals?
- A21. No. You are not allowed to claim both under a single company. In this case you must choose either WBE or MBE. You would then need to demonstrate how you will achieve the other 15%.**
- Q22. We do everything in-house, and we're not MWBE certified, but we're still interested in bidding. We're not sure how to achieve the MWBE goals. Can you offer any suggestions?
- A22. There are many MWBE certified vendors out there. You might consider; where you get you materials from? How you plan on transporting the signs to the campus? Who's doing the excavating and any footing work? Do you need to purchase text fonts or other graphic programs for this project? Service contracts with other vendors you use for your business? Who actually installs the signs?**
- The best way to find a NYS certified MWBE is on the following link:**
- <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=382>
- Q23. I will be hand delivering my proposal. Which building is the Purchasing office located in? The RFQ does not specify what building.
- A23. All bids are due on Thursday April 16th 2015, no later than 1:00PM (no exceptions). Bids are to be sent to the Purchasing and Accounts Payable Office, which is building #11 'Admissions' on our campus map. The Purchasing and Accounts Payable Office is located to the right of the main building entrance. This information and additional information is included in Part 1- General Standard Information and Instructions of**

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the RFQ. The link to the campus map is listed in; Part 1, Section D – Pre-Bid/Proposal Meeting.