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Addendum No. 1
September 22, 2011

City University of New York
Request for Proposals
Real Estate Representative Services
Project No. RE01-11

This Addendum is issued for the purpose of conveying the attached Questions and Answers, which include responses to the questions that were emailed to the CUNY Contracts Department. All information provided herein is made in good faith for information purposes only and does not in and of itself change the Solicitation. Changes to the Solicitation may only be made by formal amendment if and when required.

Contact: Michael Feeney, DDCM.ContractsDept@mail.cuny.edu

By signing in the space provided below, the Responder acknowledges receipt of this Addendum. This Addendum must be signed by an authorized representative of the Responder and submitted with the Response.

Name of Responder

Name of Authorized
Responder Representative

Title

Signature

Date

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Request for Proposals
Real Estate Representative Services
Project No. RE01-11

The following Questions and Answers pertain to Project No. RE01-11, Real Estate Representative Services:

1. The RFP calls for us to answer in four main areas for the technical proposal however only three areas were listed. 1. Experience 2. Organizational capability 3. Conflicts of Interest. Was the fourth area to be the project approach section?

No, there are only three (3) main areas for the technical proposal which are listed in the question above.

2. Please provide an overview of CUNY's portfolio by borough and anticipated needs over the next 3 years.

That information will be provided to the selected firms.

3. Regarding Scope of Services (Sec. II(A)(6)). There is a reference to working with CUNY's architect and attorneys to finalize leases. Does CUNY have its own architect in place, or are proposers expected/encouraged to include such a firm as a sub-contractor in their proposal?

CUNY has a staff of architects. CUNY may request, but not require, the selected Real Estate Representatives to recommend a(n) architect(s).

4. Regarding Proposal Format - Experience (Sec. III(A)(2)(a)). The first bullet requests "a list of successful transactions that the members of the Prime Project Team have negotiated in the last two years and the material business terms thereof." Given the Firm's obligations of confidentiality to its clients, how much detail of material business terms is expected?

A general description is required. CUNY does not expect proposers to divulge confidential information.

5. Regarding Proposal Format - Conflicts of Interest (Sec. III(A)(2)(c)). CUNY is requesting full disclosure of property within the City in which any principal, officer or employee has any interest, which is further described as all or part of a fee, leasehold, mortgage, broker, agency or other interest. This can be interpreted broadly to mean disclosure of any or all of our current assignments. Can this request be clarified?

The individuals representing CUNY should not have a personal interest in the property. Individual conflicts must be disclosed. However, firms need not disclose current assignments.