



Facilities Planning, Construction,  
and Management  
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**Addendum No. 1  
August 13, 2009**

**The City University of New York  
Request for Proposals  
Construction Management /Build Services Requirements Contracts  
Project Number: CITYW-CUCF-02-09**

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**This Addendum is issued for the purpose of conveying the below listed Questions and Answers which include responses to the questions raised in the Pre-Proposal Conference/Questions & Answers session of August 3, 2009 as well as responses to the questions that were emailed to the CUNY Contracts Department. Consistent with Section V.I.E. Reserved Rights of the RFP, all information provided herein is made in good faith for information purposes only and does not in and of itself change the RFP. Changes to the RFP may only be made by formal amendment if and when required.**

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Contact: Michael Feeney, [DDCM.ContractsDept@mail.cuny.edu](mailto:DDCM.ContractsDept@mail.cuny.edu)

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

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Name of Authorized Proposer  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Questions and Answers**

- Q1. We are a small/medium size MBE firm providing CM services. Can we submit as a prime while also submitting as a sub on other teams?
- A1. Yes.
- Q2. We are providing CM/Build services as a small/medium size firm to another NYC agency, with a similar contract range similar to this procurement. Will any consideration be made for selection of qualified small/medium size firms, as opposed to all large firms?
- A2. It is the intention of CUNY to select the best qualified firms for these contracts.
- Q3. Will the chosen CM hold the subcontracts or will CUNY?
- A3. The CMs will procure and hold all subcontracts for all construction work.
- Q4. Will WICK's Law apply to the contracts?
- A4. Wicks Law applies.
- Q5. I understand that there was a pre-bid conference held this morning for the contract mentioned in my subject line. I was wondering if I could have a list or copy of the sign in sheet for this conference. I am writing from an MBE/DBE Construction Management/Construction Inspection company and would like to send my information to other companies to team with them. Any help you can offer me would be greatly appreciated.
- A5. The list of pre-bid conference attendees is available on our website [www.cuny.edu/constructionsolicitations](http://www.cuny.edu/constructionsolicitations).

- Q6. Please let us know if it is acceptable to include a cover letter with our portfolio submittal.
- A6. A cover letter is not necessary, but may be submitted.
- Q7. “Section III.B of the RFP includes a requirement for the Construction Manager to post a payment bond to provide for claims of nonpayment made by the CM’s subcontractors. We respectfully request CUNY delete this requirement—we presume the contract between the CM and CUNY will contain industry standard provisions on payment and subcontractor liens and that these provisions will protect CUNY’s interests. Additionally, we are unable to determine if such a bond is obtainable because the potential value is indeterminable. Should CUNY choose not to delete this requirement we respectfully request CUNY revise this section to include a stated value.”
- A7. The draft contract, in the 2<sup>nd</sup> Stage, will contain a fixed dollar amount.
- Q8. There are three parts - pre-construction, construction, and post-construction. For the construction part, could you please describe and explain what we should do in detail?
- A8. Depending on the specific project needs, the CM will procure and enter into subcontracts for all necessary construction work, then manage the project through completion and closeout. This will be further detailed in the draft contract, in the 2<sup>nd</sup> stage.
- Q9. Can we get the blueprint for this project?
- A9. Over the duration of the contracts, as projects get identified by CUNY, design information will be made available to the contract holders so that they can compete for the specific project assignments.
- Q10. We belong to the minority group. Is there any special process that we should take? Or is it the same as regular one shown on the RFP?
- A10. The process is the same.

The City University of New York  
Office of Facilities Planning, Construction & Management  
Construction Management/Build  
Requirements Contracts Request for Proposals (RFP)  
Project No: CITYW-CUCF-02-09

Pre-Proposal Conference Procedures  
August 3, 2009 – 10:00 AM

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- Good morning, I am Jeffrey Weinstein, Director of Procurement Services for CUNY's Office of Facilities Planning, Construction and Management.
- The purpose of this morning's session is to provide you with the opportunity to get an overview of and ask questions about the Construction Management/Build Requirements Contracts RFP. It is, therefore, important that you understand the following procedures.
- Consistent with RFP Section VI. E. "General Information to Proposers/Reserved Rights", all information provided or available in connection with this session is made in good faith for information purposes only and does not in and of itself change the RFP. Therefore, anything said during the course of this session is not binding and does not change the RFP. Changes to the RFP may only be made by formal Amendment if, and when required.
- All Addenda to the RFP, including Amendments and any other information related to the RFP issued by CUNY, will be available for downloading at [www.cuny.edu/constructionsolicitations](http://www.cuny.edu/constructionsolicitations) and will also be available for in-person pick-up during regular business hours at CUNY's Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57<sup>th</sup> Street, 11<sup>th</sup> Floor, Room 1140 in Manhattan.
- We will make our best effort to address your questions during this session. In those cases where additional follow-up may be needed to provide an answer, we will so advise you.
- Questions addressing the same or similar subject may be treated as a single question and responded to once. Responses of general applicability will be issued in the form of an Addendum to the RFP for informational purposes only. Questions and/or other issues that may materially affect the RFP will be addressed as an Amendment and issued as an Addendum to the RFP. In either case, the Addendum will be available as I previously described.

- Everyone will get the same opportunity to raise questions and hear the responses.
- You are reminded that questions may also be submitted via email to the address listed in the RFP: [DDCM.ContractsDept@mail.cuny.edu](mailto:DDCM.ContractsDept@mail.cuny.edu). Please place “Construction Management/Build Requirements Contracts RFP” in the subject heading of the email. Emails are due by the end of today.
- You are also reminded that the ONLY Authorized Agency Contact Person for all matters concerning this RFP is Michael Feeney, CUNY’s Chief of Consultant Contracts, whose contact information is in the RFP. Attempts to contact other individuals are prohibited and are required to be recorded in accordance with the New York State Procurement Lobbying Act of 2006. For more information, please refer to the New York State website listed in the RFP.
- I now want to provide an overview of the RFP.
- CUNY is seeking to enter into approximately 4 requirements contracts with Construction Management firms to provide all services for the construction of medium-size projects, i.e., projects anticipated to be in the \$3 - \$25 million dollar range. The services include the open competitive procurement of construction subcontracts, as well as the management and supervision of all required construction work from commencement through substantial completion, final acceptance, and project closeout for all assigned projects.
- The prime objective of this procurement is to provide on-demand construction management/build services for new and renovated facilities for various CUNY colleges.
- Subsequent to contract execution, as the need arises, CUNY will identify those firms eligible to compete for project specific assignments and send them a written description of the assignment and the criteria that will be used for selection. The firms will have an opportunity to submit a written response to the request, including a fee. The responses will be reviewed and evaluated by CUNY according to the criteria, after which the firm that best meets the criteria will be selected for the assignment at a fee determined by CUNY to be fair and reasonable.
- The RFP comprises a two-stage selection process. In Stage One, proposers will submit the prescribed materials to document their ability to act as a Construction Management/Build firm on an on-demand, requirements contract basis for college facilities. Based on an evaluation of these materials, CUNY will establish a short list of proposers to be further considered in the second stage of the

selection process. In Stage Two, the short listed proposers will be requested to submit Technical Proposals and Fee Proposals. The Technical Proposals will be evaluated to determine each proposer's ability to provide the necessary services. It is anticipated that CUNY will enter into fee and contract negotiations with the 4 highest ranked firms.

- Today's overview will also be formally issued as an Addendum to the RFP.
- If you have not already done so, please sign in.
- Thank you for your participation and cooperation.
- I will now turn the session over to James Gleba, Director of CUNY's Office of Construction Management. James, who is spearheading CUNY's construction management initiatives, will give you an overview of the program and examples of the types of projects that may be assigned under these contracts.
- Potential projects may include: Cafeteria and bookstore at Medgar Evers College; Kupfuberg Center for the Arts, at Queens College; Academic Village at York College; Biology Lab at Queens College.
- We now invite your questions.
- Please state your name and the name of your firm. Also, please use the floor microphones so that everyone can hear the question. Thank you.