



Facilities Planning, Construction,
and Management
Office of Financial Management
Procurement Services
555 West 57th Street 11th Floor
New York, New York 10019
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**Addendum No. 1
February 1, 2010**

**The City University of New York
Request for Qualifications (RFQ)
To Perform Building Operation and Management Services
Medgar Evers College School of Science, Health & Technology
Project No. N003005 (nee ME-CUCF-09-10)**

This Addendum is issued for the purpose of conveying the below listed Questions and Answers that were emailed to the CUNY Contracts Department. In addition, appended are the presented Procedures and the Sign in Sheets for the Site Visit. All information provided herein is made in good faith for information purposes only and does not in and of itself change the RFQ. Changes to the RFQ 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 Responding Firm acknowledges receipt of this Addendum. This Addendum must be signed by an authorized representative of the Responding Firm and submitted with your Response.

Name of Responder

Name of Authorized Responder Representative

Title

Signature

Date

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Overview

The Site Visit opened with an explanation of the governing procedures (attached); a copy of the attendance sign-in sheets is also attached. CUNY, DASNY and the construction project's Construction Manager, Mckissack/Turner a Joint Venture, provided details of the project scope consistent with the Request for Qualifications. The Site Visit involved a tour of the facility and particular focus was placed on the areas of the building and equipment that will fall within the purview of the responsibilities of the Building Operation and Management Services Contractor. The tour gave a brief description of all the equipment and their functionality in the following areas: the boiler room, chiller room, mechanical room, and the "penthouse". The roof was also visited and the tour party was shown the roof equipment, and layouts of a typical floor: the laboratory, offices, hallways and corridors. The emergency generator, the primary and secondary hot water pump, and the air handler units were also viewed. The equipment that was presently in use was identified and the equipment still to be put into use was also indicated. Most of the equipment is in use and the rest of the equipment is expected to be functional within the next few weeks.

Questions and Answers

Questions Submitted via E-mails

- Q1. Page 7, Item IX. MWBE. Are the percentage goals firm or good faith effort? The types of subcontracted services anticipated are not usually performed by MWBE firms?**
- A1. The percentage goals are firm.
- Q2. Page 7, Item IX. MWBE. Is the 4.75% Women-owned business goal part of the 7.25% Minority-owned business goal or are they cumulative for a total MWBE goal of 12%?**
- A2. The 4.75% Women-owned business goal and the 7.25% Minority-owned business goal are separate and distinct goals.
- Q3. Page 9, Project Scope, 3rd paragraph states that the Contractor shall provide services 24 hours per day, 365 days per year. Does CUNY want the building to be staffed on-site 24/7? If not, please provide the anticipated building operating hours (Campus Business Hours) and days?**
- A3. Yes.
- Q4. RFQ, Page 9, Project Scope, 3rd paragraph says that CUNY has the option to terminate the contract after one year into the three-year base period. Please reconsider this option for two reasons. First, with the possibility of only one year of employment it will adversely impact the hiring and retention of the highly trained personnel required by the RFQ. Second, it will skew the first year pricing**

unnecessarily high due to having to recoup all start-up costs in one year vice (sic) spreading them out over a three year base period?

- A4. RFQ, Page 9, Project Scope, 3rd paragraph remains unchanged.
- Q5. Page 9, Project Scope, 9th paragraph: This paragraph mentions an attached maintenance procedures manual; however none was attached. Please clarify?**
- A5. To be provided to the short-listed respondents.
- Q6. Page 10, 2nd clause, Safety and Security Personnel: Will the college provide the required Fire Safety Director and their assistants? If not, will this be the Contractor's responsibility?**
- A6. College to provide.
- Q7. Page 11, last clause, Operating Safety Tests and Controls: Please provide a copy of the Standard Procedures manual mentioned in this paragraph. It is referenced several times?**
- A7. To be provided to the short-listed respondents.
- Q8. Page 12, 3rd clause, Required Permits, Registration and Certificate of Fitness: Is the Contractor responsible to pay for the initial and on going costs for Permits, Registrations and Certificate of Fitness?**
- A8. Yes.
- Q9. Page 18, 1st clause, Work Management, 15th bullet. Is the FAMIS software program going to be provided by CUNY for the Contractor's use? If yes, what are the hardware/software requirements and who will be responsible for their procurement?**
- A9. To be provided by the Contractor.
- Q10. Can the Contractor assume that all kitchen-related equipment is the responsibility of others? If not please provide list of equipment to be maintained by the Contractor?**
- A10. The list will be provided to the short-listed respondents.
- Q11. Will any on site parking be available?**
- A11. Yes, a limited amount.
- Q12. Who is responsible for trash disposal, including hazardous waste? Will the Contractor have to provide a separate dumpster? If so, is there sufficient room for this? Closely related to this will the Contractor be responsible to handle any medical waste? If so what types can be anticipated?**
- A12. Any trash or hazardous waste related to the operation, maintenance, and repair of the building systems shall be the Contractor's responsibility to remove, and legally dispose.
- Q13. Will CUNY provide internet access, telephone devices and local service or must the Contractor provide these?**
- A13. The College will provide internet access, telephone devices and local service.

Q14. Will the Contractor be responsible to provide fire alarm monitoring and elevator phone monitoring?

A14. Yes.

Q15. Will another site visit be scheduled for the short-listed firms and their potential subcontractors?

A15. Yes.

Q16. The above noted bid does not appear to have a pricing page. Please advise?

A16. To be provided to the short-listed respondents.

Q17. Aside from Monday's walkthrough, will there be additional opportunity for the selected "Short-List" firms to review the site in more detail in preparation for the RFAI?

A17. Yes.

Q18. At the Medgar Evers Campus there are 3 other buildings, The Carroll Street Building, The Bedford Building, and The School of Business. How are these buildings currently operated and maintained?

A18. They are operated and maintained by the College

Q19. Is there an opportunity to bundle them together with the School of Science?

A19. No.

**Office of Facilities Planning, Construction & Management
Medgar Evers College School of Science, Health & Technology
Building Operation and Management Services
Request for Qualifications (RFQ)**

**Project No: N003005 (nee ME-CUCF-09-10)
Site Visit Procedures
January 25, 2010 – 4:00 pm**

- **Good afternoon, I am Jeffrey Weinstein, Director of Procurement Services for CUNY's Office of Facilities Planning, Construction and Management.**
- **The purpose of this afternoon's site visit is to provide you with the opportunity to see and walk through the new School of Science, Health & Technology building on the Medgar Evers College campus that is the subject of this project. It is, therefore, important that you understand the following.**
- **Given the setting for today's site visit, we ask that you limit your questions to those of a situational nature (e.g., Where are we? What is this? Etc.). However, to ensure that all your other questions are addressed, as cited in the RFQ, they should be submitted by 5:00 PM, tomorrow, January 26th to Michael Feeney, the Authorized Agency Contact Person, by email to: DDCM.ContractsDept@mail.cuny.edu or postal mail to the address cited in the RFQ. Please place "Medgar Evers College Building Operation and Management Services" in the subject heading of the email or mail.**
- **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 RFQ for information purposes only. Questions and/or other issues that may materially affect the RFQ will be addressed as an Amendment and issued as an Addendum to the RFQ.**
- **All Addenda to the RFQ, including Amendments and any other information related to the RFQ issued by CUNY, will be available for downloading at www.cuny.edu/constructionsolicitations and are also available for in-person pick-up during regular business hours at CUNY's Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th Street, 11th floor, Room 1140, in Manhattan.**
- **Consistent with RFQ Section IX "General Information", all information provided or available in connection with this site visit, is made in good faith for information purposes only and does not in and of itself change the RFQ. Therefore, anything seen or said during**

the course of this site visit is not binding and does not change the RFQ. Changes to the RFQ may only be made by formal Amendment if, and when required.

- **The Building is currently unoccupied. While photography is permitted, it is limited to photographs of the site and building exteriors and interiors only. Do not photograph any staff or other persons who may be on the site or in the building today. Photographs shall not be used for any purpose other than the submission of a response to the RFQ without the express prior written approval of CUNY.**
- **You are reminded that the ONLY Authorized Agency Contact Person for all matters concerning this RFQ is Michael Feeney, CUNY's Chief of Consultant Contracts, whose contact information is in the RFQ. 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.**
- **This overview and the sign-in sheets will be issued as an Addendum to the RFQ.**
- **If you have not already done so, please sign in, and complete the Site Visit Release Form.**
- **We will now begin the site visit, which will be led by Robert Thalian, DASNY's Project Manager for the construction of this building.**
- **Thank you for your participation and cooperation.**



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MEETING SIGN-IN SHEET

SUBJECT: SITE VISIT

Project: Medgar Evers College School of Science, Health & Technology Building Operation and Management Services
Project No. N003005 (nee ME-CUCF-09-10)

Meeting Date:

Monday, January 25, 2010 at 4:00 P.M.

Organization	Name	Title	Phone	E-Mail
Mesdian Light Corp	Pete Lobito	Project Manager	(347) 392-7523	plobito@mesdian.com
Mesdian Light Corp	Dave Deinde	Business	347 992-5980	
Johnson Controls	Margaret McIntire	Bus Develop	914-261-0184	margaret.e.mcintire@jci.com
11	Ernie Daviani	"	914-523-5587	Ernest.E.Daviani@JCI.com

