



Facilities Planning, Construction,  
and Management  
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**Addendum No. 2  
March 4, 2010**

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

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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 second Site Visit on February 24, 2010. All information provided herein is made in good faith for information purposes only and does not in and of itself change the RFI. Changes to the RFI 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 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

**Addendum No. 2**  
**March 4, 2010**

**The City University of New York**  
**Request for Additional Information (RFI)**  
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**Project No. N003005 (nee ME-CUCF-09-10)**

**Overview**

The second Site Visit on February 24, 2010 opened with an explanation of the governing procedures (attached); a copy of the attendance sign-in sheets is also attached. CUNY and DASNY provided additional details of the project scope consistent with the Request for Additional Information. 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 extensive description of all the equipment and their functionality in the following areas: the boiler room, chiller room, mechanical room, the "penthouse" and the Theater. 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. The bid documents briefly mentioned a work order management system called FAMIS. Are we required to pay for this software? Does the contractor have the option to provide their own system?
- A1. The Contractor is responsible for providing the software and the training to the College facility staff. Only FAMIS can be used and it must be interfaced with our Central Archibus System.
- Q2. Will the contractor be permitted to use office space within the facility?
- A2. The Engineer's Office (18'X12') and an adjacent room (15'x12') in the basement will be provided to the contractor.
- Q3. Will the university be providing the contractor with computers/office equipment, telephone lines, or communication devices on-site?
- A3. Internet access, telephones and local telephone service will be provided by CUNY. Computers, office equipment, and additional communication devices must be provided by the contractor.
- Q4. Will the contractor's employees and subcontractors be provided with parking? Are all contractor's staff permitted to park free of charge?
- A4. A limited number of parking spaces will be provided, and it will be free.

- Q5. The RFP calls for all permits to be handled by the contractor, but can we confirm that this also specifically applies to the building equipment permits required by the City of NY?
- A5. Yes, it applies to all permits including all equipment permits.
- Q6. What equipment is currently under manufacturer's warranty? Please provide us with the warranty information?
- A6. All equipment is new and is currently under Standard manufacturer's warrantee as provided by the manufacturer. These warrantees will be provided to the selected contractor.
- Q7. Page 11, last clause, Operating Safety Tests and Controls: This paragraph mentions a Standard Procedure. Answers to previous questions indicated this would be provided to the short listed respondents. Please provide.
- A7. The procedure for operating and safety test must be prepared by the selected contractor and it will be reviewed and approved by CUNY.
- Q8. Appendix A, Page 24, Temporary Heating and Hot Water. For the hookup, is there enough space for a flat bed truck and is there a manifold installed for piping?
- A8. No connection is provided. If temporary boiler is required, the connection must be provided by the contractor.
- Q9. Question/Answer 10, Addendum No. 1 indicates a list of kitchen-related equipment to be maintained by the Contractor would be provided to the short listed respondents. Please provide.
- A9. The list of kitchen equipment is provided on drawing P113.
- Q10. Regarding repairs greater than \$10,000.00: We assume that only the portion exceeding \$10,000 is outside the Contract Scope of Work and considered billable. Example: a repair that costs \$12,000.00 will result (with CUNY approval) in a \$2,000.00 repair invoice to CUNY. Is this correct?
- A10. Any work more than \$10,000 is not the responsibility of the contractor and must be negotiated and be paid by CUNY/College for the full amount.
- Q11. Regarding the FAMIS work order management system: Will we populate and manage an existing FAMIS system currently in use by CUNY or will we be required to purchase a new FAMIS system as part of the Scope of Work?
- A11. There is no existing FAMIS system at CUNY, the contractor must provide the system and must provide training to CUNY/College staffs.
- Q12. The water treatment contractor must be approved by CUNY. Is there a list of CUNY approved water treatment contractors available?
- A12. The water treatment company retained by the Contractor must be reviewed and approved by CUNY. There is no approved vendor list.

- Q13. It is understood that management of gas, oil, electric and other utilities is the responsibility of the Contractor. Is the Contract also financially responsible for payment of utility invoices?
- A13. No, it shall be handled by college facility management department.
- Q14. Will Appendix-G be released soon? We need to expedite our internal review.
- A14. Appendix G was included as a part of RFAI.
- Q15. Regarding the line items associated with "Scheduled Maintenance Procedures" located in Appendix-C (Fee Proposal), we assume "Skill Level \ Title" and "Hours" are not required inputs. Is this correct?
- A15. The skill level/title/hours do not have to be provided in the cost breakdown. But the qualifications of the individuals, subcontractors, or authorized service companies who will be performing the preventive maintenance work must be reviewed and approved by CUNY.
- Q16. What specific laboratory equipment will be covered by the contract?
- A16. The list of laboratory equipment is provided on page 26 of the RFAI.
- Q17. Would you please elaborate on the definition of the phrase under item B. Evaluation Criteria, #2. "Total capacity of the Responder" and explain in more detail?
- A17. The Responder must demonstrate that it has the capability in all respects to perform fully the contract requirements.
- Q18. Union declaration: Are we assuming that the labor required will be Local 30?
- A18. This contract is subject to applicable New York State and New York City laws.
- Q19. It is our understanding that this is a lump sum base bid from the Project Scope. Just so we are clear, Overtime is not something that can be reimbursed outside of the base bid price per month (other than repair work in excess of 10K that is negotiated)? Emergency Services and services required for any coverage or OT expenses/assumptions are to be part of the base bid, correct?
- A19. Only over time for emergency repair work in excess of \$10,000 will be paid if found to be necessary at CUNY's discretion.
- Q20. Purchasing Agent: Please confirm that the contractor/vendor is responsible for purchasing all related supplies on behalf of CUNY and is that part of the lump sum? Or is the purchasing of said supplies going to be the responsibility of CUNY?
- A20. It is part of the lump sum fee, but the required supplies must be approved by CUNY/College facility staff prior to purchasing.
- Q21. Equipment: Please confirm that all equipment relating to the bid (tools, lifts, radios, etc.) are to be provided by the contractor.

- A21. Yes, they must be provided by the contractor.
- Q22. Service Contracts: Please confirm that all sub-contracts (cost) for physical plant and building systems are the responsibility of the contractor and are part of lump sum base bid cost. If there are contracts that are to be administered by CUNY relating to the bid, please provide information.
- A22. Yes, it is the contractor's responsibility.
- Q23. Appendix A Page 19 - Will there be any consideration of lowering the \$10,000.00 threshold for repairs?
- A23. No.
- Q24. Scope of Services Part 5 Page 35 - Is Emergency repair work considered to be included in a \$10,000.00 threshold capacity?
- A24. Yes.
- Q25. Scheduled maintenance work window (8am – 4pm)....this window of time may result in shutting down equipment or systems necessary for the comfort and practical use of the building occupants....is this window of time flexible (after consultation with CUNY)?
- A25. Yes, but only at CUNY's discretion and approval.
- Q26. Is it the contractor's responsibility to provide comprehensive service and maintenance for the Elevators (at the contractor's cost) inclusive of all NYC / NY State required tests, clean-downs, permits, fees, etc? Also – does the \$10,000.00 repair threshold apply to Elevators?
- A26. Yes, the contractor is responsible to provide comprehensive service and maintenance inclusive of all required tests/clean-downs/permits at its own expense. Only the repair work more than \$10,000 which is not covered by warranty shall be negotiated and paid by CUNY.
- Q27. Work Management; describe the work order management system in place and will the contractor's staff be trained at the college's expense?
- A27. Contractor is responsible for the training of its staff and must pay for the all training expenses.
- Q28. Appendix A Page 21 – as related to the entire scope of work and all related equipment on the 24/7 schedule, are there any conditions upon which the contractor is responsible for the cost of any portable equipment (chillers, hot water heaters, boilers, etc) ? and if so is it completely reimbursable?
- A28. The vendor is responsible to provide portable and temporary equipment.
- Q29. Page 22 – In what capacity is the security and site safety personnel available to the contractor (i.e. assist with monitoring systems during inspections and testing)
- A29. They will be available as required.

Q30. What is the window of time for “other” visits to the facility in preparation of our proposal (next submittal due on March 10<sup>th</sup> )?

A30. There are no other visits planned before the submittal due date.

**The City University of New York  
Office of Facilities Planning, Construction & Management  
Medgar Evers College School of Science, Health & Technology  
Building Operation and Management Services  
Request for Additional Information (RFAI)**

**Project No: N003005 (nee ME-CUCF-09-10)  
Site Visit Procedures  
February 24, 2010 – 4:00 pm**

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- **Good afternoon, I am Mike Feeney, Chief of Professional Contracts 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 RFAI, they should be submitted by 5:00 PM, tomorrow, February 25<sup>th</sup> to Michael Feeney, the Authorized Agency Contact Person, by email to: [DDCM.ContractsDept@mail.cuny.edu](mailto:DDCM.ContractsDept@mail.cuny.edu) or postal mail to the address cited in the RFAI. 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 RFAI for information purposes only. Questions and/or other issues that may materially affect the RFAI will be addressed as an Amendment and issued as an Addendum to the RFAI.**
- **All Addenda to the RFAI, including Amendments and any other information related to the RFAI issued by CUNY, will be available for downloading at [www.cuny.edu/constructionsolicitations](http://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 57<sup>th</sup> Street, 11<sup>th</sup> floor, Room 1140, in Manhattan.**
- **Consistent with the RFAI “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 RFAI. Therefore, anything seen or said during the course of this site visit is not binding and does not change the RFAI. Changes to the RFAI 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 RFAI without the express prior written approval of CUNY.**

- **You are reminded that the ONLY Authorized Agency Contact Person for all matters concerning this RFAI is Michael Feeney, CUNY's Chief of Consultant Contracts, whose contact information is in the RFAI. 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 RFAI.**
- **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.**

Meeting Soon-In-Sight	Subject: Site Visit			
Project:	Medgar Evers College School of Science, Health & Technology Building Operation and Management Services Project No. M000005 (Phase M0-CRCE-00-10)			Meeting Date: Wednesday, February 24, 2010 at 4:00 P.M.
Organization	Name	Title	Phone	E-Mail
Technical assistance				
George & May Inc.	Tomy Egan	Partner	914-327-8111	long@georgeandmay.com
Medison City	Don White	Manager	917-992-5980	
Medison City	Patricia	Project Manager	718-750-7	PublicConstruction
City of New York	Tim Murray	Manager	572-333-5311	Tim.Murray@CUNY.edu
Preparations 2014	Micaela	NA	516-664-6445	mic@preparations.com
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