

**City University Construction Fund
New York City College of Technology
New Academic Building
Design and Installation of Artwork
Request for Qualifications**

Project No. NY-CUCF-05-10

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Submissions Due By: August 12, 2010, 12:00 Noon

www.cuny/constructionsolicitations

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I. Purpose

The City University Construction Fund (CUCF), on behalf of the City University of New York (CUNY) and New York City College of Technology is seeking to retain the services of an Artist to design, fabricate and install a site specific art installation as part of the New Academic Building Project located at New York City College of Technology in Brooklyn. The purpose of this art project is to create dynamic and exciting artwork which complements and enhances the New Academic Building. The CUCF provides facilities for the CUNY and supports the educational purposes of CUNY.

II. Introduction to CUNY and New York City College of Technology

The City University of New York (“CUNY” or “University”) is the largest municipal college system and the third largest University in the nation. Founded in New York City in 1847 as the Free Academy, CUNY is comprised of eleven (11) senior colleges, six (6) community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, and the CUNY School of Public Health (“Colleges”), and a central office. The University offers online baccalaureate degrees through the School of Professional Studies and individualized baccalaureate degrees through the CUNY Baccalaureate Degree.

The University’s total operating budget approximated \$1.8 billion for the 2009 fiscal year, funded primarily through New York State and New York City appropriations, as well as student tuition and fees; the University’s five year capital budget of \$1.6 billion is funded by proceeds from the sale of bonds.

New York City College of Technology (NYCCT) is the only senior college of technology among the eleven senior colleges in the CUNY system, and is the largest public college of technology in New York State. The College offers both associate and baccalaureate degree programs that provide over 13,500 degree students with highly relevant technical and professional programs and over 15,000 continuing education students with an array of educational opportunities. (For more information about NYCCT, including the degree programs offered, visit their website: <http://www.citytech.cuny.edu>.) Located in downtown Brooklyn, the College occupies nine buildings, including leased space in two buildings, for a total of 1,150,000 square feet

III. Project Background

The New Academic Building will be located on an “L” shaped lot at Jay Street, between Tillary Street and Tech Place, directly across from NYCCT’s main campus. The site is currently occupied by: i) a two-story academic building containing a gymnasium and an auditorium, also known as the Klitgord Building; and ii) an adjacent one-story television studio and parking lots. The existing structures will be demolished.

The prime objective of the New Academic Building is to support the long-term planning goals of the college’s science and health related programs by creating a new LEED Silver state-of-the-art facility, with technically advanced instructional spaces, a 1,000-seat auditorium and a gymnasium. A small parking garage with capacity for approximately 20 cars will be located below grade and accessed from Tech Place. The overall size of the building is approximately 350,000GSF.

In 2008 the architectural firm of Perkins Eastman was retained by CUNY to perform architectural services in connection with the project. Selected drawings from Perkins Eastman's Design Development submittal, including floor plans, elevations and sections, will be made available to Short Listed Proposers selected through this Request for Qualifications.

Included as part of this new facility is an art installation intended to enhance and enliven the experience of those students, faculty and visitors who will be using the new building. The total art project budget is approximately \$360,000 including design fees, fabrication, installation costs and all other related fees, sub-consultant costs and material costs.

IV. Project Scope of Work

This Art Project will consist of the following work:

A. Services

Services from the Artist shall include:

- All work required to create, execute and otherwise complete the work of art in the designated location, subject to CUNY approval.
- Identification of all construction requirements needed for the Artist's installation of the art work, including (but not limited to): weight of art work, structural supports, anchoring details, mechanical, electrical and lighting requirements, location on project site, etc. Installation of any base construction work required for the artist to install and connect the art work shall be provided under the New Academic Building Project.
- Coordination with CUNY's Architect, Engineer, and Construction Manager for design of the artwork and incorporation of the base construction work into the New Academic Building documents, as enumerated above.
- All sub-consultant engineering services and any other services required to complete the design and engineering of the art work itself shall be provided by the Artist and included in the final negotiated fee.

The Artist shall provide all services required to successfully complete the design of the art work in a timely and cost-effective manner. The design shall be fully compliant with applicable Building Codes and other regulations pertinent to an educational facility on a public, higher education campus in the City of New York.

B. Fabrication and Installation

At such time as directed by CUNY, the selected Artist will be further required to provide the fabrication and installation of the art work. Services required are as follows:

- Fabrication of the art work, complete and ready for installation.

The selection of a firm and submission of additional information, including a fee proposal, will be made consistent with applicable laws and procedures. The form of contract that will be utilized is the general form of contract that the City University Construction Fund on behalf of CUNY will execute with the selected Responder.

VI. Submissions to this Solicitation

Firms that wish to be considered for this project should submit ten (10) compact disks containing the items listed below to Michael Feeney, Chief of Consultant Contracts, CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th Street, 11th Floor, Room 1140, New York, NY 10019, **no later than 12:00 Noon on August 12, 2010:**

- A signed letter of interest (limited to one page) describing the artist's approach to public art and highlight relevant past experience on projects of similar scope and budget.
- A professional resume (limited to 2 pages). Please include your full contact information at the top: name, address, phone, email, and website address (if applicable).
- Portfolio of NO MORE THAN 6 images of relevant work, **a minimum of three projects to be depicted.** Images should be saved as JPEGS. Do not send PDFs. Set image resolution to 72 pixels/inch with image HEIGHT set to 10 inches if submitting a VERTICAL image, or set image WIDTH to 13 inches if submitting a HORIZONTAL image. File names must correspond to annotated image list (see below).
- An annotated image list sent either in the body of the email submission, or attached as a Microsoft Word document. Clearly identify the following where applicable: Title of Artwork/Project Name, Media/Dimensions, Date of Work, Location, Project Budget, and Commissioning Entity. Also include a brief description (no more than a paragraph) of each project, highlighting those of similar scope, media, and budget.

VII. General Information

Inquiries: All questions pertaining to this solicitation shall be directed to Michael Feeney, the Authorized Agency Contact, by email to: DDCM.ContractsDept@mail.cuny.edu or postal mail to the address below by **5:00 PM EST on July 15, 2010**. Please place "New York City College of Technology-New Academic Building Artwork Project" in the subject heading of the email or by mail to the address listed in Section VI. above. Answers of general applicability will be issued in the form of an Addendum to this solicitation.

Solicitation and Addenda Availability:

This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are available for downloading at www.cuny.edu/constructionsolicitations. Please periodically check this website for any Addenda to this solicitation. This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are also available for in-person pick-up during regular business hours at the CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th, Room 1140, 11th Floor, New York, NY 10019. Receipt of an Addendum to this Request

For Qualifications by a Responder must be acknowledged by submitting an original signed copy of the Addendum with the firm's Submission to this RFQ. All Addenda shall become part of the requirements of this RFQ.

VIII. Anti-discrimination and MWBE Program

**MWBE: Minority-owned Business Enterprise subcontracting goal: 7.25 percent.
Women-owned Business Enterprise subcontracting goal: 4.75 percent.**

Note: In fulfilling these goals, under New York State MBE/WBE Law and Regulations, Responders may only use New York State Certified MBEs and WBEs listed in the New York State Directory of Minority and Women-owned Business Enterprises certified pursuant to the Regulations. The Directory may be accessed at: <http://www.nylovesmwbe.ny.gov/>.

Anti-discrimination Policy

This policy applies to any contracts resulting from this solicitation.

A. Contractors will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members including, without limitation, women, are afforded equal opportunity without discrimination. Such programs shall include, but not be limited to, recruitment, employment, job assignments, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selections for training or retraining, including apprenticeship and on-the-job training. The contractor will agree to post, in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this non-discrimination provision.

B. At the request of the CUNY, contractors shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding and which is involved in the performance of the contract with the authority to furnish a written statement that such employment agency, labor union or representative shall not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status and that such union or representative will cooperate in the implementation of the contractor's obligations hereunder.

C. The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor in the performance of the contract with the CUCF, that all qualified applicants will be afforded equal employment opportunity without discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status.

D. The contractor will include the provisions of paragraphs A through C of this section in every sub-contract or purchase order in such a manner that such provisions will be binding upon each sub-contractor or vendor as to its work in connection with the contract with the CUCF.

CUCF and CUNY MWBE Policy

It is the policy of CUCF and CUNY that New York State Certified Minority and Women-Owned Business Enterprises (MBE/WBE's) shall have the maximum opportunity to participate in the performance of any contracts resulting from this solicitation. In those contracts, successful Proposers would agree to insure that New York State Certified MBE/WBE's have the maximum opportunity to participate in the performance of those contracts. In this regard, all Proposers shall take all necessary and reasonable steps as hereinafter defined to insure that New York State Certified MBE/WBE's have the maximum opportunity to compete for and perform on contracts or sub-contracts. CUCF, CUNY and its contractors shall not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, in the awarding and performance of contracts and sub-contracts.

This language is included to insure that all Responders who enter into any contract with CUCF are aware of their responsibility and the commitment of CUCF and CUNY to see that their MBE/WBE Policy is carried out in all of their business dealings.

The Minority-owned business sub-contracting goal is 7.25 percent. The Women-owned business sub-contracting goal is 4.75 percent.

Article 15-A of the NYS Executive Law

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as Proposers, Sub-proposers and Suppliers on its procurement contracts.

Information on the availability of New York State Sub-Proposers and Suppliers is available from:

New York State Department of Economic Development
Division of Small Businesses
One Commerce Plaza
Albany, NY 12245
(Telephone) 518-474-7756

Contract Provisions

Under the contract to be awarded through this solicitation the successful Responder would specifically agree that:

A. In the hiring of employees for the performance of services under the contract or any sub-contract hereunder, neither the Responder nor any Sub-consultant or other person acting on behalf of such Responder or Sub-consultant shall, by reason of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, discriminate against any person who is qualified and available to perform the services to which the employment relates;

B. Neither the Responder nor any Sub-consultant or other person acting on behalf of such Responder or Sub-consultant shall in any manner discriminate against or intimidate any employee hired for the performance of services under the contract on account of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status;

C. It shall include the provisions of paragraph A and B of this section in every sub-contract the Responder enters into with respect to the services to be performed hereunder and shall take such action to enforce such provisions of such sub-contract as CUNY may direct.

IX. Debriefings:

A debriefing as to why a firm was not selected for the award will be provided to any unsuccessful Responder if a request is made in writing within ten (10) business days subsequent to the date of notification of the award designation decision with respect to a Response. The debriefing will be given as soon as practicable thereafter.

X. Representation and Warrantees:

All information, descriptions, data, tables, calculations, examples, opinions or assumptions made in connection with this solicitation are made in good faith for information purposes only. The Responder shall not rely on any such information without conducting its own independent research and verification. CUCF, CUNY and its officers, agents and employees make no representations or warranties, including without limitation representations or warranties as to the accuracy of any information, opinions or assumptions contained in this solicitation or otherwise furnished to Responders by CUCF or CUNY, and will assume no responsibility or liability for any errors and omissions contained herein.

XI. Consultant Disclosure Law Requirements

State contractors are required to disclose, by employment category, the number of persons employed to provide services under a contract for consulting services, the number of hours worked and the amount paid to the contractor by the State as compensation for work performed by these employees. This includes information on any persons working under any sub-contracts with the State sub-contractor. For further information, consultants are directed to the New York State Office of the State Comptroller's Procurement and Disbursement Guidelines (G-Bulletins), Bulletin Number 226, available at: <http://www.osc.state.ny.us/agencies/gbull/g-226.htm>

Responders are advised that the ONLY Authorized Agency Contact for ALL matters concerning this RFQ and the individual who also serves as the Procurement Lobbying Act Designated Contact for this RFQ is Michael Feeney, Chief of Consultant Contracts. All contacts shall be sent by email to DDCM.ContractsDept@mail.cuny.edu or by postal mail to the address above. Place "New York City College of Technology-New Academic Building Artwork" in the subject heading of the email/mail.

Attachment 1

Renderings 1 and 2 - Posted on the Website



