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**ADDENDUM NO. 1  
September 23, 2008**

**The City University of New York  
Request for Proposals**

**Real Estate Planning and Consulting Services  
Project No.: RE003-08**

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**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 pursuant to the RFP Timeline.**

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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 the Proposer and submitted with the Proposal.**

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

\_\_\_\_\_  
Name of Authorized Responder  
Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The City University of New York  
Request for Proposals**

**Real Estate Planning and Consulting Services  
Project NO. RE003-08**

**Questions and Answers  
September 23, 2008**

*Consistent with Section 18 of the RFP (General Terms and Conditions), 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.*

Q1: We have reviewed the RFP and have a question with regard to the structure of the fee proposal. Are the fees strictly limited to hourly rates or are brokerage commissions allowed under certain circumstances, e.g. the acquisition or disposition of land, buildings or financing? The proposal asks for all inclusive hourly fee rates, but brokerage services are mentioned on page 8, Section 7(A) (5) (Contractual Requirements).

A1: For the purposes of this RFP and the proposed Scope of Work, fees are strictly limited to hourly rates. Arrangements whereby a consultant is selected for brokerage services would be negotiated under a separate contract.

Q2: Is WBE/MBE participation a requirement or just encouraged?

A2: Please refer to RFP Appendix D (MBE/WBE's)

Q3: Besides the requested qualifications in real estate, we were wondering how other qualifications in regard to experience with governmental procurement, public private partnerships, and construction in and outside of New York would be regarded as part of the proposal assessment.

A3: CUNY will evaluate each Proposer's full range of qualifications (See Section 10, Selection Process, Experience and Effectiveness Criteria) so long as the Minimum Qualification Requirements in Section 6 are satisfied.

Q4: We are a certified M/WBE and would like to participate on this project as a sub-consultant. Is it possible to get the contact information (email and phone) of companies that have received or downloaded this RFP from the published date to September 15 or so?

A4: A list of those companies known to have downloaded or received this RFP is attached.

Q5: Does CUNY have a MWBE Representative or Coordinator? If yes, may I please have that individual's contact information?

A5: Inquiries regarding MWBE should be directed to [DDCM.ContractsDept@mail.cuny.edu](mailto:DDCM.ContractsDept@mail.cuny.edu).

Q6: The minimum requirements for the reference Request for Proposals state that applicants should have "within the past three years completed at least three New York City projects of a similar size and scope...". Although my firm has not done work with the City of New York in the last three years, we have been closing agents for the US Department of Housing and Urban Development for the past almost five years. Would that be sufficient enough for the minimum requirements?

A6: The projects must have been in New York City; they do not have to be with the City of New York.

Q7: Can you please clarify/expand upon, E. Solicitation Assistance, in scope of services?

A7: As an example, CUNY may seek assistance in preparing RFEIs or RFPs for the acquisition, development and/or disposition of property for CUNY facilities; analyzing responses and participating in the selection process.

Q8: How large of a team is CUNY looking for in terms of the as-needed services?

A8: CUNY has not determined a specific size for the team but would like to have one or two primary contacts that have the appropriate support staff as-needed on any given project.

Q9: Is CUNY looking for specific sub-consultants to be assigned prior to as-needed services being outlined or are you only trying to establish that we have appropriate sub-consultant working relationships?

A9: Identify specific sub-consultants your firm works with on a regular basis and would likely collaborate on CUNY projects.

Q10: With regard to estimating development costs and/or construction costs, will this involve providing a range or will this be an itemized cost estimate?

A10: Specific requirements will be determined on a project-by-project basis.

Q11: In reviewing and recommending strategies for enhancing the value of property, other than appraisals what type of back up or supporting documentation would be valid?

A11: Requirements will be determined on a project-by-project basis.

Q12: Would the selected consultant or consultants be invited to participate in the contract negotiation?

A12: CUNY may request that the consultant(s) assist in contract negotiations as stated in Section 4. Scope of Work, item F.

**The City University of New York  
Real Estate Planning and Consulting Services RFP  
Project No. RE003-08**

**List of Prospective Proposers known to have Downloaded or Received this RFP\***

<b>Firm Name</b>	<b>Email</b>	<b>Phone</b>
A1 Works-in-Progress Associates, LLC	kfrederick@wpa-works.com	212-871-0933
AccuCost Construction Consultants, Inc.	pneumann@accucost.com	212.687.2121
AKRF	ehauser@akrf.com	646-388-1870
Albanese Organization, Inc.	rgh@albaneseorg.com	516-746-6000
Amerihome Realty Corp	amerihomerealty@gmail.com	347-231-9738
Appleseed	hughoneill@verizon.net	212-964-9711
B. Munlin Consulting Services	bmunlin@verizon.net	212-496-0914
Body Connection, Ltd.	nita195@att.net	917-881-0622
CB Richard Ellis	joan.meixner@cbre.com	212.984.6613
CBA-Inc.	callahbenue@msn.com	7189403369
CBRE	david.hollander@cbre.com	2129846553
CBRE	molly.murphy@cbre.com	202.585.5587
CJF Realty	JFernan351@optonline.net	914-739-7119
CML & Associates, LLC	mark@cmlassociates.com	2129055029
Commun Econ Group LLC	pzedalis@communecon.com	212-355-3180
CresaPartners	kkepler@cresapartners.com	917-750-4551
Cushman & Wakefield	ed.donnery@cushwake.com	212-841-7690
Cushman & Wakefield	robert.hutchinson@cushwake.com	212-713-6750
Cushman & Wakefield	glenn.markman@cushwake.com	212-841-5022
Cushman & Wakefield, Inc.	kim.barton@cushwake.com	212 841 7589
Cushman & Wakefield, Inc.	carri.lyon@cushwake.com	212-709-0749
Cushman & Wakefield, Inc.	john.peters@cushwake.com	2128417510
CW	ed.donnery@cushwake.com	212-841-7500
Daniel P Lane and Associates Inc	o0daniboy@aol.com	212-370-5993
Deloitte	adrosen@deloitte.com	212 436 6983
Donia + Associates	piersaint@doniaassociates.com	6469631141
Economic Project Solutions, Inc.	kknight@economicprojects.com	866-246-1110
Economics Reseach Associates	jacqueline.garcia@econres.com	212-481-6920
ELKAN REALTOR	HOOKSMUSIC13@AOL.COM	2126140650
Emergen Realty Group Inc	claudine@emergengroup.com	8886443288
Eng-Wong, Taub & Associates	jtaub@eng-wongtaub.com	212-695-5858
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Federal Appraisal & Consulting	wbohdan@federalappraisal.com	908 534 3593
Federal Appraisal & Consulting LLC	starr@federalappraisal.com	908-534-3590
Ferrandino & Associates, Inc.	esmith@faplanners.com	(914)-345-5820
Forsyth Street Advisors	emoffat@forsythstreet.com	2126971640
Fridman Saks LLP	efridman@fridmansaks.com	718-998-1800
G.E. Grace & Company, Inc.	grace@gegrace.com	212-486-4100
Gilberti Stinziano Heintz & Smith, P.C.	creeves@gilbertialw.com	315-442-0153
Global BMC	shawn@globalbmc.com	718 322 8532
GMAC Real Estate International Properties Group	jclegg@gmacrealestateipg.com	212 620-2614
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Granary Associates	maggio@granaryassoc.com	(212) 768-8886
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Helmsley Spear LLC	jrosenblatt@helmsleyspear.com	2123968550
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Jones Lang LaSalle	jordan.rosenstadt@am.jll.com	202-719-5829
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JRT Realty Group	tonilee.underberger@jrtrealty.com	212-445-1200
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Landair Project Resources	njones@projectresourcesgroup.com	212-685-9680
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LAW OFFICE	abel@apierrrelaw.com.com	718 797-3323
Lawrence Indimine Consulting Corp	indimine@verizon.net	(631) 979-2735
Leitner Group, Inc.	jleitner@leitnergrouppinc.com	212-682-0400
lloyd appraisal associates llc	lloydappraisals@bellsouth.net	9178043007
Louise Ferrante	ferrante.louise@gmail.com	845 224-6133
Malik & Associates, P.C.	pgopaul@malikpc.com	718-446-5755
McAllewis, LLC.	mlewis@mcallewis.com	718-508-0143
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Navigant Consulting	ycheng@navigantconsulting.com	646-227-4335
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Newmark Knight Frank	jlizzul@newmarkkf.com	212-372-2087
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No Place Like Home Real Estate, LLC	sscottdaniel@gmail.com	(347) 665-6532
nonprofit coordinating committee of new york, inc.		
ODMD	ggis@npccny.org	212-502-4191
Palatine & CO	dhottle@odmd.com	914-421-5600
Paula Konikoff, Inc.	BernardV.Mollahan@Verizon.net	718-478-1354
Perfect Quarters	pkonikoff@psnyc.com	212-308-6676
Perkins Eastman	jedwards@perfectquarters.com	212-281-3295
Perkins Eastman Architects	d.levo@perkinseastman.com	212.353.7302
phbCatalyst group	m.le@perkinseastman	212-353-7662
Property Advisors, Inc.	csagonas@msn.com	917 299 6694
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Velez Organization	evelez@velezorg.com	718 565-2111
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Washington Square Partners	ptravis@washsquare.com	212 906 9090
Weichert Realtors Peters Associates	mpeters@weichertpeters.com	212 461 4240

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