



NOTICE TO ALL FIRMS

Date: August 12, 2026

To: All Prospective Bidders

From: Sam Li
Director of Procurement Services

Re: Addendum Number 4
IFB # C1700 – Campus-Wide Landscape and Maintenance Services

Questions

Q1. Current existing plant beds do not match plans. For example, on drawing 1 L-103 the first plant bed on the left shows several shrubs, however it is empty. Are there plans that show the current conditions?

A1. The Planting Plans reflect what needs to be done by the landscaper. As said during the walk through, if there are plants missing, the contractor is to include that in their bid price. The plants would be planted in the fall or spring depending upon the type of plant and the weather conditions. The Planting Plan reflects the desired final look for Spring of 2027.

Q2. How should the annuals be arranged for the tree pits on 28th St? Is there a planting plan for the tree pits?

A2. During the spring, the annuals will be selected, tagged and set aside by the landscape architect (LA) at the nursery. The contractor will pick them up and the layout will be done in the field, by the LA. This will all be coordinated between the contractor and LA in March/April, weather dependent.

Q3. The street trees that need to be removed must be removed by the city, which the client must submit a request for through the NYC Parks Department website. We want to make the client aware that we will be unable to remove the trees ourselves due to NYC Parks regulations.

A3. Yes, the street trees fall under the Dept of Parks. It was discussed that FIT would discuss with DOT potential reimbursement for the trees due to damage from construction in the street. We are working on this now. Thank you for the comment.

Q4. For the green roof areas, would the client like the chives and asters weeded out of the green roof, or would they like to keep them?

A4. The chives were part of the original design. The asters are attractive, but we aren't sure if they were part of the original design. Please do not remove either.

Q5. Would the client be amenable to alternate species for the necessary plant replacements? We would like to suggest different species that may thrive better in this environment to avoid more replacements in the future.

A5. Yes, we are open to alternate species.

Q6. Are missing and dead plants going to be quantified by the Landscape Architect prior to bidding for item #13?

A6. No, the contractors bidding, all have the drawings. As stated during the walk through, it is the bidder's job to walk both sides of 27th street and make a comparative analysis and put a price to the plant material which needs to be replaced.

Q7. How is Item #13 going to be evaluated if contractors come to different conclusions regarding quantities to infill bare spots?

A7. The quantities and types of plants for any bare spots are listed on the planting plans as well as the plant schedules. There shouldn't be a different conclusion.

Q8. Can you please provide the manufacturer and model of the planters to be added as ADD ALT #3?

A8. Please see the note on Sheet L-107. Pots are specialty items which must be fabricated. Heavy gauge powder coated aluminum 4'-0" D x 8'-0" W x 3'-6" H

Q9. Can you please provide plant species and size for IAR tree planting replacement on L-103 for ADD ALT #2?

A9. I think you want the variety. Acer Rubrum var. Red Sunset 2 1/2 " caliper.

Q10. Approximately how much soil (in CY) needs to be added to the interior planters at Dubinsky Hall for ADD ALT #1? Has any soil or plants been installed to date?

A10. Yes, there is existing soil currently. Assume the REPLACEMENT/ADDITION of 1 CY for both planters. Some of the existing soil will have to be removed and fresh soil added.

Q11. Do any sedum trays for the green roof need to be replaced?

A11. At this time no, however, if during the contract they die back, then they should be replaced. For bidding purposes assume 3%-5% loss. They are very well established.

Q12. What methods have historically been used to transport supplies and materials to the roofs, given that there does not appear to be direct elevator access?

A12. There is a Freight Elevator and then you walk up one flight of stairs.

Q13. We believe the organic content within the green roof soil may need to be replenished (based on a visual assessment only, as no soil testing has been performed). If soil amendments are required, would this work be covered under the fixed contract costs, or would it be considered an additional expense?

A13. A soil test of each green roof would need to be done prior to performing any amendments. Include the cost to do the soil test in this bid. 1 per section of green roof. Exclude any amendments since we do not have the results of the tests.

Q14. If damage to the roof structure or membrane is determined to have resulted from the weight of the green roof system, would that be the contractor's responsibility?

A14. No.

Q15. We understand there is a requirement that at least 25% of the contract value cannot be subcontracted. Does this requirement apply to the overall contract value or specifically to routine daily labor? We ask in relation to specialized or infrequent services such as annual arborist inspections, tree replacements, and similar work.

A15. This applies to the routine daily labor as well as the specialty work.

Q16. For annual tree replacements within the planters, are replacement trees expected to be of similar size, maturity, and species as the existing trees?

A16. The species is labeled on the planting plan as well as the planting schedule. They should be 1- 1/2" caliper in size, to give them room to grow.

Q17. For currently missing plant material and the removal of existing tree stumps, what is the expected timeline for completion following contract award?

A17. Depending upon the weather and the plant material being replaced, some could be replaced in the fall, while other material is best planted in the spring. The tree stump removal, if accepted (it is an add alt), would be removed as soon as the contract is awarded. The new tree can only be planted up until the end of October safely unless a very cold snap occurs.

Q18. How many seasonal color change-outs should be anticipated each calendar year?

A18. The spring is the major seasonal change. If for a special event fall color is requested that would be an extra, not included in this contract.

Q19. Can you please confirm that snow removal services and hardscape maintenance/repairs are not included within the scope of this bid?

A19. Snow removal and hardscape maintenance/ repairs are not included in the scope.

Q20. Is there an established budget allowance for plant and tree replacement materials, or should all replacement costs be included in our pricing assumptions?

A20. All replacement costs should be included in your pricing assumptions.

Q21. Please confirm whether the listed NYC DOB licenses, DOB work permits, and FDNY Certificates of Fitness are required for vendors providing landscaping services only, as these requirements typically apply to construction or building operations activities rather than routine landscaping."

A21. You are not required to have the above-mentioned licenses or permits. You are required to have OSHA certification.

Q22. Confirm if the selected landscaper is responsible for turning on and shutting off the Sprinkler system.

A22. Yes.

THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.

Signature

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date