



NOTICE TO ALL FIRMS

Date: September 8, 2022

To: All Prospective Bidders

From: Candida Poinsette
Purchasing Agent

Re: **Addendum Number 2**
RFP C1552 - Library Renovation Feasibility Study

The following questions have been received from Firms indicating an intent to bid on the FIT RFP C1552 Library Renovation Feasibility Study. These questions and answers are made available to all bidders.

Q1. Does the responding architectural firm need to be registered with the NY Secretary of State, or is having an architect from the firm with a license to practice in NY sufficient?

A1. The firm must have a principal who is licensed to practice architecture in the State of New York.

Q2. Someplace in the bid package it, it states that we have a right to use our own Engineer. Should the bidder still put the engineering prices in?

A2. Yes.

Q3. Civil Engineering is shown as a discipline required, could the University please elaborate on what scope they imagine this including for the feasibility study?

A3. Civil Engineering has been removed as a *required* discipline.

Q4. Is there a security analysis available, and should a security between areas/floors be included in feasibility scope proposal?

A4. Yes.

Q5. Is there a library plan that projects the future size of the physical book collection?

A5. No.

Q6. Is there a desire to provide additional restrooms beyond code requirements?

A6. Yes. FIT is committed to diversity and supports the city's Human Rights Law, which states that people have the right to use public restrooms that are consistent with their gender identity. In keeping with this commitment, FIT has been installing single stall all-gender restrooms in recent renovations.

Q7. What types of materials are kept in storage?

A7. Materials kept in storage include, but are not limited to: Office and shipping supplies, book processing supplies, exhibit and display supplies, event supplies, stacking chairs for events, computer equipment, donations, etc.

Q8. Is a structural analysis of all floors for loading anticipated as part of this feasibility study?

A8. Yes.

Q9. Does the responding architectural firm need to be registered with the NY Secretary of State, or is having an architect from the firm with a license to practice in NY sufficient?

A9. (RFP III.D) See A1.

Q10. Are civil engineering services required? (RFP IV.B)

A10. Refer to Answer 3

Q11. Does the College intend to pursue LEED certification? If yes, which level?

A11. No, the College does not intend to pursue LEED certification. However, a Sustainable Strategies Planner (LEED AP) is a required consultant to ensure that sustainable design and materials are incorporated.

Q12. Does a hazmat survey exist? If not, should we include this consultant so that estimated abatement costs can be included in the cost estimate?

A12. A full hazmat survey does not exist for the entire Library. A subconsultant does not need to be included as FIT has its own on-call environmental consultant to perform the survey. The survey will be shared after the contract is awarded.

Q13. Can you provide FIT's on-call MEP?

A13. MG Engineering D.P.C, 116 West 32nd Street New York, NY 10001, Tel: 212.643.9055, <https://www.mgedpc.net/>

Q14. Does the College have existing building plans that can be shared? (Either the original 1977 drawings or more recent renovations.) If not, do we need to include laser surveys of the existing floors in our fee proposal?

A14. Existing AutoCAD building plans will be shared after contract award.

Q15. What does the College require for the firm's "proof of existence"? (RFP III.A) FIT

A15. Certified Business Certificate stating the firm is authorized to do business in NY State.

Q16. Can we modify Attachment 4 Hourly Rates to include additional lines?

A16. If additional space is needed, please add accordingly to the bottom of the chart. Please note that decision will be based on the information requested in the RFP.

Q17. Please clarify what is meant by “multidisciplinary capabilities of the firm”. (RFP V.C.3)

A17. The means that the firm needs to provide the required disciplines, either in-house or with subconsultants.

Q18. Who is FIT’s on-call MEP/FP engineer?

A18. MG Engineering D.P.C,116 West 32nd Street New York, NY 10001, Tel: 212.643.9055,
<https://www.mgedpc.net/>

Q19. Does FIT anticipate any hazardous materials testing & abatement?

A19. Yes. A full hazmat survey does not exist for the entire Library. A subconsultant does not need to be included as FIT has its own on-call environmental consultant to perform the survey. The survey will be shared after the contract is awarded.

Q20. The RFP states that FIT may substitute their preferred MEP engineer. Can you please provide the name and contact information for that engineer?

A20. MG Engineering D.P.C,116 West 32nd Street New York, NY 10001, Tel: 212.643.9055,
<https://www.mgedpc.net/>

Q21. The RFP asks for client references for projects completed in the last 5 years. Can that requirement be extended to 10 years, so that smaller firms who complete a limited number of projects per year can include their full portfolio of relevant work?

A21. The (5) year requirement allows small and large firms who have recently completed relevant work to bid on the project.

Q22. On page 12, the RFP notes “Multidisciplinary capabilities of the firm are required;” can you clarify/elaborate on what is meant by “multidisciplinary capabilities?”

A22. Refer to Answer 17

Q23. The RFP notes that it reserves the right to use another consultant for the design and implementation of the feasibility study. Is FIT intending to go through an additional selection process for the implementation of the feasibility study, or can FIT elect to move forward with implementation with the selected consultant without an additional RFP process?

A23. There may be an additional selection process for implementation of the feasibility study depending on the project costs, timeline, funding sources. The selected feasibility study consultant may be eligible to re-compete for the implementation.

Q24. If the former, will the consultant selected for the feasibility study be eligible to re-compete for implementation?

A24. Refer to Answer 23

Q25. The RFP lists Civil engineering as a required consultant. As an interior renovation it is unclear what the civil engineering scope might be. Can you clarify?

A25. Refer to Answer 3

Q26. The RFP lists a specifications writer as a required consultant. Specifications are not typically required for feasibility studies. Can the specification consultant be eliminated as a requirement? If not, can you clarify the scope of the specifications anticipated?

A26. The specifications consultant has been changed to an optional consultant. Scope of specifications anticipated will be a general outline specification with a design narrative to account for the level of finish and building system descriptions

Q27. The RFP and the master plan don't include plans of the library. Are those available anywhere?

A27. Existing CAD drawings will be shared after contract award.

Q28. Should we assume that scope is only interior?

A28. No.

Q29. Is a Civil Engineer required?

A29. Refer to Answer 3

Q30. Are separate consultants needed for accessibility, code, LEED, and interiors, or can these areas be addressed by the architect?

A30. These can be addressed by the architect.

Q31. Section III "Bidder Requirements" part B, of the RFP states: "Bidder shall provide a minimum of five (5) references of contracts of similar scope and nature entered into within the past two (2) years. Bidder shall complete Attachment 5 - Consultant Reference Sheet by providing the name, title, address and current telephone number of a contact person for each such contract, along with the start and end date of the contract." While "Attachment 5 – Consultant Reference Sheet" states: "FIT requests a minimum of five (5) references for completed projects of similar size and scope." Please confirm that respondents should adhere to the directions on Attachment 5 rather than "Section III – Bidder Requirements".

A31. "Bidder shall provide a minimum of five (5) references of contracts of similar scope and nature entered into within the past two (2) years. Bidder shall complete Attachment 5 - Consultant Reference Sheet by providing the name, title, address and current telephone number of a contact person for each such contract, along with the start and end date of the contract."

Q32. Could FIT let us know if they updated CAD plans for all existing floors of the library? And if yes, how current are they?

A32. FIT has CAD plans for all existing floors of the library which have been updated to include the most recent renovations.

Q33. Does FIT have a recent space utilization report they could share?

A33. Existing reports will be shared after contract award.

Q34. Can FIT clarify the scope for the civil engineer relative to scope?

A34. Refer to Answer 3

Q35. Can FIT clarify the scope for the specification consultant?

A35. The specifications consultant has been changed to an optional consultant. Scope of specifications anticipated for the feasibility phase will be a general outline specification with a design narrative to account for the level of finish and building system descriptions

Q36. Can FIT indicate who is the on-call MEP/FP Engineer?

A36. MG Engineering D.P.C,116 West 32nd Street New York, NY 10001, Tel: 212.643.9055,
<https://www.mgedpc.net/>

Q37. Can FIT indicate who is leading the signage MP and what the expected intersection of the feasibility study will be?

A37. FIT's office of Communications and External Relations is leading the signage master plan. Expected intersection of the signage master plan and the feasibility study may incorporate opportunities for signage, including wayfinding and donor signage.

Q38. Do you have a recent/current HazMat report?

A38. Refer to Answer A12

Q39. For the requested outline specification, can we provide a design narrative to account for level of finish and building system descriptions? Or we could provide finishes as part of the room data sheets?

A39. The specifications consultant has been changed to an optional consultant. Scope of specifications anticipated for the feasibility phase will be a general outline specification with a design narrative to account for the level of finish and building system descriptions.

Q40. Are you requiring us to hire a Civil consultant?

A40. Refer to Answer 3

Q41. Are you requiring us to hire an outside Code consultant as part of the team?

A41. This could either be an internal or external subconsultant.

Q42. Who is your preferred MEP/FP consultants?

A42. FIT's on-call MEP/FP Engineer is MG Engineering D.P.C, 116 West 32nd Street New York, NY 10001, Tel: 212.643.9055, <https://www.mgedpc.net/>

Q43. Can you provide the existing conditions report referenced on page 16?

A43. Page 16 refers to existing conditions reports that are deliverables a part of this feasibility study. Existing conditions reports from any prior projects will be shared after contract award.

Q44. Can you provide existing building floorplans that show current exiting and fire separations on the three floors?

A44. Existing AutoCAD building plans will be shared after contract award.

Q45. Can you confirm that the three floors we will be working on have up to date code drawings and that FIT has a current and approved Certificate of Occupancy for the three floors?

A45. FIT does not have a current and approved Certificate of Occupancy for the Goodman building. FIT will be pursuing a Certificate of Occupancy for the Goodman building as a separate project. The building has a FDNY letter of approval for the fire alarm system.

Q46. Are there open issues with DOB related to these three floors that would need to be addressed as part of this study?

A46. Only the lack of C of O

Q47. Should the projects referenced on the consultant reference sheet (attachment 5) be the same as the similar experience (section C – page 12) or can they be different?

A47. They should be the same.

Q48. Please clarify if client references should be within the past 2 years (as noted on page 5 of the RFP) or within the past 5 years (as noted on page 12 of the RFP)?

A48. Refer to Answer 31 & 47

Q49. We have some questions and comments regarding the proposed terms. How and when should we identify and present them to FIT?

A49. Each firm should provide their terms with their proposal submission if different than that which is proposed in the RFP. Terms will not be discussed unless the firm moves forward to the next round.

Q50. We are a local NYC based firm teaming with another out-of-state architecture firm with specific library expertise. Can the following requirements be fulfilled by a combination of projects and references from both firms?

A50. A list of other educational or other large institutions and libraries where similar projects have been completed. Include detailed information for a minimum of five (5) references.

List clients within the last five (5) years of a similar nature, which best demonstrate the firm's qualifications for the proposed work.

Q51. We see that survey and documentation of existing building conditions is part of the scope. Are any existing conditions drawings available? If so, what disciplines- (ex. architectural, structural, map, code, life safety, etc.)? In what format are they available? - CAD and/or PDF?

A51. Existing CAD drawings will be shared after contract award.

Q52. What departments/stakeholders will the consultant be required to coordinate with throughout the feasibility study process?

A52. The department/stakeholders include the Library, Academic Affairs, Finance and Administration, Academic Support departments (Writing Studio, Advisement, Internship Studies, Tutoring), Extended Academic Council, School of Art & Design (MakerSpace, Photography, Interior Design Materials Lab), Students, Faculty, Center for Excellence in Teaching, Facilities, Operations, Environmental Health and Safety, Public Safety, Events Management & Production, Museum, Information Technology, President's Cabinet, and the Board of Trustees.

Q53. Are existing building drawings available for reference (in either PDF or CAD file format)?

A53. Refer to Answer 51

Q54. Does FIT have a security vendor that the consultant can coordinate with?

A54. A security consultant is required to be added as part of the feasibility study team.

Q55. Is it anticipated that the swing space will be located within the scope area / within the same building or elsewhere on campus?

A55. Determining the location of swing space will be part of this study.

Q56. Is the HVAC system in question tied to other spaces in the building that are not in scope?

A56. The Library has an existing HVAC system that only feeds the 4th, 5th and 6th floors

Q57. The RFP states that a civil engineer is required. Please confirm whether site work is included in the scope of work.

A57. Refer to Answer 3

Q58. Are specifications and a specification consultant needed for the Feasibility phase? Or is this for future phases?

A58. The specifications consultant has been changed to an optional consultant. Scope of specifications anticipated for the feasibility phase will be a general outline specification with a design narrative to account for the level of finish and building system descriptions.

Q59. How will the consultant's LS fee be reconciled if FIT elects to utilize their own preferred MEP engineers?

- A59. If the firm elects to use FIT's preferred MEP engineers, the MEP engineer will be a subconsultant to the prime, and the cost of these services are part of the lump sum fee.
- Q60. Does FIT have environmental reports available for the work area? Should the consultant include services to sample/analyze/provide a report on hazardous materials (asbestos, lead, etc.)?**
- A60. Refer to Answer A12
- Q61. Please confirm whether submissions should demonstrate good credit rating with at least one (1) major financial institution as part of the Company Overview as it is not mentioned under Bidder Requirements. Is submission of financial statements sufficient?**
- A61. Bidder shall provide evidence of financial viability by providing financial and income and expenditure statements for prior two (2) years.
- Q62. We are wondering whether existing building plans will be provided for reference for bidders?**
- A62. No. Existing AutoCAD drawings will be shared after contract award.
- Q63. Page 6- Item III. B. - Please confirm that submitting Attachment 5 for the five requested firms also satisfies what is requested in Page 11- Item A.4 and Page 12- Item C.1.**
- A63. Refer to Answer 31 & 47
- Q64. Page 6- Item III. C.- Please confirm that the financial information requested in this item is the same as the information requested in Page 11- Item A.3.**
- A64. Refer to Answer 61
- Q65. We intend to submit the CPA firm's statement on their review of our Financials, Balance Sheet, and Income Statement. Does this satisfy the document request to demonstrate financial viability?**
- A65. Yes.
- Q66. Page 9- Item B- Should the response to the Feasibility Study RFP include only the proposed subconsultants needed for the feasibility study or should it include all the subconsultants anticipated for the complete project work?**
- A66. Please include the proposed subconsultants needed for the feasibility study as listed on page 9 under "B. The following specific abilities and disciplines are required"
- Q67. Page 10-Item V. 1- This item states that "Bidder shall give pricing for Lump Sum Fee, Technical Specifications and Hourly Rates." Does "Technical Specifications" refer to the Technical Classification listed in Addendum 4- HOURLY RATES?**
- A67. Bidder shall give pricing for Lump Sum Fee, Technical Specifications and Hourly Rates.

- Q68. Page 11- Item A.3.- Please confirm that the financial information requested in this item is the same as the information requested in Page 6- Item III.C.**
- A68. Please refer to Answer 61
- Q69. May these items be included as part of an Appendix?**
- A69. No. Please use specific documents as indicated in the proposal.
- Q70. Page 11- Item A.4.- This section requires information for a minimum of five references. Is this requirement in addition to the five references submitted using Attachment 5- CONSULTANT REFERENCE SHEET? Do the references in this section need to be for contracts entered into in the past two years as required for Page 6- Item III. B.?**
- A70. Refer to Answer 31 & 47
- Q71. Additionally, is this where you would like Attachment 5 to be inserted, or should all attachments come at the end of the SOQ Response in an Appendix?**
- A71. No. Please use specific documents as indicated in the proposal.
- Q72. Page 12- Item C.1- Are the client references being requested by this paragraph in addition to the references being requested in Page 6- Item III. B. and Page 11- Item A.4., or are they to be the same as those listed in Attachment 5?**
- A72. Refer to Answer 31 & 47
- Q73. Please provide direction on where in the submission firms should place:**
- a. Attachment 1: RFP Checklist
 - b. Attachment 2: Response Coversheet
 - c. Attachment 3: Lump Sum Fee Proposal
 - d. Attachment 4: Hourly Rates
 - e. Attachment 5: Consultant Reference Sheet
- A73. As long as all requested documents are with the submission and on the designated forms.
- Q74. III.B. (page 6) Is it possible to provide references for projects that we have entered into contract with beyond two (2) years ago? Also, to note, under V.A.4, this requirement of “within past two years” is not indicated.**
- A74. Refer to Answer 31 & 47
- Q75. III.C. (page 6) Can more specific details be provided of what is required to see, or are these the items listed in V.A.3 (page 11)?**
- A75. Refer to Answer 61
- Q76. IV.B.3 (page 9) As the project scope is entirely interior, we are unclear for the need for a civil engineer. Let us know if there was a reason this is listed as required.**

A76. Refer to Answer A3

Q77. IV.B.11 (page 9)As the project is for feasibility only, we wanted to inquire if a specification consultant is required.

A77. Refer to Answer 26

Q78. IV.J (page 10) – Can you provide FIT’s preferred on call MEP/FP engineer for us to consider for the team?

A78. FIT’s on-call MEP/FP Engineer is MG Engineering D.P.C,116 West 32nd Street New York, NY 10001, Tel: 212.643.9055, <https://www.mgedpc.net/>

Q79. VIII (page 14) – The provided table for hourly rates uses titles that differ from our firm’s structure, would it be ok for us to use what we believe our equivalent titles are? This is more for the Architecture list but we may get the same question from potential consultants.

A79. Firms use of equivalent titles should be written next to the appropriate technical classification title.

Q80. XVI. We appreciate that FIT is looking for our teams to be inclusive of MWBE firms as part of the project team. We just wanted to confirm there is no requirement % of the contract that we should anticipate?

A80. FIT encourages minority and women business enterprise participation in this project by consultants, sub consultants and suppliers, and all bidders are expected to cooperate with that commitment. Also, bidders are encouraged to use Service-Disabled Veteran-Owned Businesses (SDVOB).

THIS ADDENDUM IS PART OF THE RFP DOCUMENT AND **MUST BE INCLUDED WITH YOUR 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

*Proposals shall be submitted on or before **September 23, 2022 at 12:00pm.** to:*

**Candida Poinsette
Purchasing Agent
Fashion Institute of Technology
Purchasing Office
333 Seventh Avenue, 16th Floor
New York, NY 10001-5992**