



QUESTIONS AND ANSWERS

Request for Proposals for Commercial Interior Architectural and Engineering Design Services for NYC Location

Round 4 of Questions and Answers: Issued March 24, 2017

1. Section 8/Page 9: Can the 5 relevant projects have been completed separately by either the Architect or Engineer?

RESPONSE: Yes.

2. Section 10.4 Page 19: Will the "Contract" be an AIA contract? Please confirm Appendix I and II will be included with the Contract.

RESPONSE: No, the Contract will not be on a form AIA contract. Yes, Appendices I and II will be incorporated in the contract.

3. Section 9.6/Page 12: Please clarify if fees are required from all the sub consultants listed or just the Architect and Engineer. Some of the sub consultants will require additional scope clarification in order to provide their fees.

RESPONSE: We would request hourly fees from the sub-consultants in the event that additional scope is required. All consultants and sub consultants are required to provide hourly rates for this RFP.

4. With respect to General Architectural Engineering Questions/clarifications, (*reference Section 9.6/Pages 11-17*):

- a. Will we be required to assist with lease evaluation for the MEP/FP/FA systems?

RESPONSE: Yes.

- b. Please confirm there will be a due diligence engineering study required for each of the build out options: Phased build out/renovation of the existing sight (swing space); buildout/renovation of new space@ 641 Lexington or a buildout/ renovation of space at a new building space renovated?

RESPONSE: Yes.

- c. We can and have self-certified mechanical and plumbing, however, we prefer not to but will for an additional cost. We typically do not self-certify Sprinkler or Fire Alarm.

RESPONSE: Bidders to provide line-item costs for self-certification.

d. Will there be any special MEP system designs required such as standby/emergency generator, uninterruptable power supply systems, special fire protection systems (Pre Action/ FM-200) or supplement air conditioning systems?

RESPONSE: Yes, all of the above except the generator is not in the scope of this project.

e. Will there be a requirement for public assembly which will require special MEP system designs?

RESPONSE: Yes, public assembly spaces comprised of conference rooms and meeting rooms will exist for up to 100 people.

f. Will there be a design requiring a raised and or a central data center?

RESPONSE: This has yet to be determined.

g. Will this project require LEED certification?

RESPONSE: No.

h. Will this project require design prepared utilizing Revit?

RESPONSE: There is no current preference for or against Revit.

i. Will MEP commissioning be required?

RESPONSE: Yes, to be determined for any special equipment, i.e. UPS.

5. Please confirm the project schedule. We presume the following based upon a lease expiration January 2019;

a. Move-in December 2018?

RESPONSE: This has yet to be determined.

b. Construction phase 12 months?

RESPONSE: This has yet to be determined.

c. Design phase 6 months?

RESPONSE: This has yet to be determined.

d. Site selection due to diligence 2 months?

RESPONSE: This has yet to be determined.

e. Start May 2018?

RESPONSE: This has yet to be determined.

6. Will there be a cooking kitchen with hoops, special exhaust, precipitation design, or commercial dishwashing etc.?

RESPONSE: No, we anticipate using pantries.

7. Can the proposal be double-sided pages?

RESPONSE: No.

8. Please clarify if the selected firm must have a NYC office or if a consultant to the selected firm (located there) can provide self- certification. We understand that the requirement also includes a list of 5 relevant self- certified projects and the name of the staff member and contact information for the person who is authorized to Self-Certify. (Section 8, Item 3: Firm must be capable of Self-Certification by in house NY staff).

RESPONSE: The Architect, the contract awardee, must be able to provide self-certification.

9. Are separate fees required? One for renovation of existing and one for relocation? Section 9 project scope, page 12

RESPONSE: We have not determined whether it will be renovation or relocation at this point, so yes, fees should be detailed for both scenarios.

10. If renovating existing, would their current data center and IDF closets remain? Section 9 project scope, page 12

RESPONSE: This has not yet been determined.

11. Will the proposed project foot print be envisioned to be equivalent to, lesser or greater than the current 102,866 sq. Ft .footprint? Section 9 project scope, page 10

RESPONSE: Our expectation is that it will be substantially equivalent, but this has not yet been determined.

12. Will the new offices be located on a single or multiple [more than 1] floors? Section 9 project scope, page 10

RESPONSE: Our expectation is that we will be on multiple floors, but this has not yet been determined.

13. The work 'kitchen' is used. Will this require cooking with grease extraction exhaust and grease traps? Section 9 project scope, page 10

RESPONSE: No, we anticipate utilizing pantries.

14. Will there be new 'tenant' bathrooms? (Separate from base LL core bathrooms) Section 9 project scope, page 10

15. **RESPONSE: This has not yet been determined.**

16. Will the MDF/IDF or any other area need to be supported from a UPS (uninterruptable power supply)? Section 9 project scope, page 10

RESPONSE: We assume that our computer and telephone systems will require a UPS.

17. Does MDF/IDF require computer grade cooling systems? CRACS? *Section 9 project scope, page 10*

RESPONSE: We assume this to be the case.

18. Should all supplemental cooling be listed separately as options? *Section 9 project scope, page 10*

RESPONSE: Yes

19. Should self-certification be included in fee? *Section 12.3 Cost proposal, page 25*

RESPONSE: Yes, included but broken out by line item.

20. What is the schedule for each phase including construction phase/SD/DD/CA/CO? *Section 12, proposal contents page 21*

RESPONSE: This has not yet been determined.

21. Is there an overall project schedule in months developed per phase? (i.e. when are CD's envisioned to be completed by?) *Section 12, proposal contents page 21*

RESPONSE: No; project strategy has not been developed.

22. Are there any test fits available? *Section 9 project scope, page 13*

No; project strategy has not been developed.

23. Will sprinkler pre-action systems be required for either MDF or IDF? *Section 9 project scope, page 13*

RESPONSE: We assume this to be the case.

24. Are there any special areas that would require MEP systems over and above standard office space such as: Kitchen/dining, Fitness Center, Tenant bathrooms/Executive bathrooms, Commons/Town hall spaces, Board rooms, Training rooms, etc?

RESPONSE: This has not yet been determined but we do not anticipate a fitness center.

25. Is this project preferred to be in Revit?

RESPONSE: There is no current preference for or against Revit.

26. Will the project aspire to any form of LEED compliance or achievement? If LEED certification required should this be included in our fee or priced separately?

RESPONSE: Not required.

27. Please list anticipated structural work. *Section 9 project scope, page 12*

RESPONSE: If required, Structural Scope only may include reinforcing for UPS/Files or Heavy Equipment. Structural Engineer to include hourly rate.

28. Will compliance with Wick's law be required and be reflected in the structure of the contract documents?

RESPONSE: This has not yet been determined.

29. Is there an overall budget identified for the project?

RESPONSE: This has not yet been determined.

30. Will this team have a Cost Estimator? *Section 9 project scope, page 12*

RESPONSE: Architect may provide or offer an option for this service, but not required.

31. Will this client (as a state agency) be required to demonstrate compliance with any aspect of NYS Executive Order 88)?

RESPONSE: Not anticipated but subject to final determination.

32. Is the kitchen/dining referred to in the RFP envisioned to be a full working kitchen /café? *Section 9 project scope, page 14*

RESPONSE: No.

33. Kitchen/dining to serve what number of employees? *Section 9 project scope, page 14*

RESPONSE: At present, our headcount is 248.

34. If they remain in place or add SF in same NYC bldg., will their existing kitchen/dining facility be refurbished or completed renovated? *Section 9 project scope, page 14*

RESPONSE: This has not yet been determined.



ANDREW M. CUOMO
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

QUESTIONS AND ANSWERS **Request for Proposals for** **Commercial Interior Architectural and** **Engineering Design Services for NYC Location**

Round 3 of Questions and Answers: Issued March 24, 2017

1. Are there any relevant architectural drawings of the “Current Site” (641 Lexington Avenue) of the NYC Agency offices that can be shared with AKRF at this time?

RESPONSE: None are presently available.

2. Under Section 9 (Project Scope) of the RFP, general descriptions of the Agencies new space requirements are provided (i.e., offices, cubicles, meeting/conference rooms, etc.). Can these be expanded upon? Can more details be provided?

RESPONSE: Details would vary based on the final location selection. We are currently working with real estate broker to identify potential locations and office environment improvements that would influence these details.

3. Are there any Drawings for this RFP?

RESPONSE: Not yet, as the location is still not determined.

4. Page 24, Section 12.2.2 #2, letter i: What / Where is Attachment A? Additionally what is the “project documentation” that is required?

RESPONSE: The reference to an Attachment A should be to Exhibit III. There is not a separate Attachment A. Program documentation refers to case study summaries of similar, relevant projects.

5. Page 24, Section 12.3, Cost Proposal: How many scenarios should we consider for Space Planning & Building Analysis? Also, how many buildings are being considered?

RESPONSE: Three buildings, including our present location should be considered for Space Planning and Building Analysis. Three buildings will be considered, including our present location at 641 Lex.

6. With respect to page 10: Scope of Services:

a. What is the Structural Scope?

RESPONSE: If required, Structural Scope only may include reinforcing for UPS/Files or Heavy Equipment. Structural Engineer to include hourly rate.

b. Are there any LEED Goals?

RESPONSE: No LEED certification needed.

c. Are there any areas of public assembly?

RESPONSE: Public assembly areas include the board room and other conference rooms. The largest area to accommodate up to 100 people.

d. What are the acoustical requirements?

RESPONSE: Typical office space requirements with standard acoustic requirements.

e. Do we need an IT Consultant for the conference rooms mentioned in the scope of work?

RESPONSE: Yes.



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Round 2 of Questions and Answers: Issued March 21, 2017

1. Can a certified MWBE interior design firm who is proposing to partner with an Architecture/Design Firm and Construction Engineering Company as two separate sub-contractors, serve as the prime contractor on this project?

RESPONSE: The prime contractor must be an architect that meets the minimum qualifications stipulated in Section 8 of the RFP.



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QUESTIONS AND ANSWERS ***Request for Proposals for*** ***Commercial Interior Architectural and*** ***Engineering Design Services for NYC Location***

Round 1 of Questions and Answers: Issued March 16, 2017

1. I am interested in offering my firm's services to potential prime contractors for this RFP but, although I am a NYC WBE, my NYS WBE certification is still pending and I am not currently appearing on the NYS WBE contractor list. Is there any way that I can access a list of interested firms that I may contact to offer my services?

RESPONSE: We are unable to share a list.