

#	Question	Corresponding RFQ Section	Answer
1	Can a NYC SBS-certified MBE meet the set aside goals?	Section 3 - Tab 5	No. Only New York State Certified MBE, WBE, and SDVOB's are eligible to satisfy the goals on the project.
2	Is the firm who preformed the feasibility study eligible to complete?	N/A	Yes.
3	Is there a specific LEED certification target for the project?/Is the project required to meet LEED certification?/Please confirm there is no specific LEED, or other specific sustainability certification requirement./What are the sustainability goals of the project?/Do the sustainability goals require third party certifications from LEED, Living Building Challenge, Green Globes, etc.?	Section 2 - 2.2	This project should comply with NYC and NYS requirements. It is anticipated that this project should be designed to meet LEED Silver standards, however, more information regarding this will be provided in the RFP.
4	Should cost consulting be included in the Architectural sub-consultant team, or will that scope be captured by the College?	Section 2 - Tab 2, 3 & 4	A cost consultant should be included as apart of the Architectural team. Further information surroudnig the scope will be provided within the RFP.
5	Does the maximum 50-page submission size include the cover page, tab pages and back cover? (Understood that resumes are outside of the page limitation).	Section 3 - 3.1	Only the first fifty (50) pages of the technical proposal will be read and evaluated. The page limitation excludes resumes under Tab 3, which should be included at the end of the technical proposal.
6	Is there a minimum font size for the submission? Are image captions allowed to be smaller than the typical font size?	Section 5	We cannot comment on how firms will choose to propose. Please be mindful of the quality of submission as it relates to ease of review.
7	Under Tab. 2, are in-progress, unbuilt and built reference projects all acceptable?/ Can consultant projects count towards the required minimum of five similar projects?/ Are projects that are in bidding or under construction eligible for inclusion in respondent's experience (Section 3—Tab 2)?	Section 3 - Tab 2	We cannot comment on how firms will choose to propose or what examples should be selected or deemed appropriate to meet qualifications of this RFQ. Please refer to Section 5 – 5.3 regarding criteria for selection.

8	We are a 100% woman-owned small business and expect our certification first quarter of this year. Will this be acceptable?	Section 3 - Tab 5	No. Only New York State Certified firms can contribute to the goal requirements on this project.
9	Confirming that the portion of Special Collection currently stored offsite will be relocated back to the reconfigured library space?	Section 1 - 1.5	There are no Special Collections materials currently stored off site.
10	Does the scope of the project include coordination of any offsite storage / would a special consultant for this scope need to be engaged?	Section 2 - 2.1	Yes, it is anticipated, however more details will be provided within the RFP.
11	For security, is all access to the library required to be through the new entrance off of 59th Street, and therefore cut off from the 10th Ave entrance?	Section 2 - 2.1	Proposeing firms can make recommendations on this, however, there should be only one main entrance into the library.
12	Is there a security consultant already part of the client team or should we propose as part of our team? Will a Security Consultant be needed for the project team?	Section 3	There is not a security consultant as part of the client team. Please propose. Further information will also be provided within the RFP.
13	Should we include a vertical transportation consultant for escalators / elevators?	Section 3	Yes. Please note that there are elevators within the existing library.
14	Will DASNY hire an environmental consultant for the identification of hazardous materials or should the consultant engage with one?/Will a Hazardous Materials Consultant be needed for the project team?	Section 3	The consultant will likely need to engage an environmental consultant. More information will be provided within the RFP.
15	Will the project be required to be done in a specific software?/Is a drawing format mandated such as BIM or AutoCASD?	Section 2	DASNY uses PMWeb for project management. The college requires AutoCAD. CUNY may have additional requirements that will be provided within the RFP.
16	The Feasibility Study estimate is from 2017; meaning the construction cost is outdated. Is CUNY/DASNY looking to do the design based on the \$55,454,953 budget, or will the consultant have the opportunity to provide recommendations and associated construction cost for CUNY/DASNY consideration?	Section 1 - 1.5	Yes, CUNY is currently looking to design to that budget. However, consultants will have the opportunity to provide recommendations and associated costs for consideration.
17	Since the library is to remain occupied during construction, does the \$55,454,953 budget include phasing and relocation costs?	Section 2	Yes.
18	Has CUNY/DASNY conducted geotechnical investigations?	Section 1	No geotechnical investigations have been conducted recently.
19	Have any probes been conducted? Will DASNY/CUNY engage with probe contractors and testing agency, or should the consultant include them as a response to the RFQ/RFP?	Section 1	The consultant should include probe contractors as apart of their team. More information will be provided within the RFP.

20	During construction phase, will DASNY/CUNY engage with a construction manager and third party special inspector?	N/A	Although a construction manager is anticipated, however a final determination has yet to be made. More information will be provided within the RFP.
21	Has a standard fee curve been established for this project based on the estimated construction budget and if so, does it include a complexity factor?	Section 1	Further information regarding cost will be provided within the RFP.
22	Has a library consultant been involved in the project to date?	N/A	Not recently.
23	Are there any additional projects that may take place in the future as a part of a college/building master plan?	Section 1 - 1.5	Yes. There is a current project to replace the atrium skylight and renovate the 10th avenue Lobby and atrium that would precede the library project.
24	Is there any scope that would include the exterior restoration of the historic building?	Section 2 - 2.1	There is no exterior restoration scope within this library renovation project.
25	Please confirm if there is climate/ humidity control requirements for any special collections.	Section 2 - 2.1	More information will be provided within the RFP.
26	Please confirm if there is any exterior envelope work, such as windows replacement, etc.	Section 2 - 2.1	Window replacement will be done as a separate project.
27	If a local NY State based architecture firm is teaming with an out-of-state firm that specializes in library design, should both firms sign the cover letter or does one firm have to be designated as the respondent? Note that both firms have leadership licensed to practice architecture in NY State.	Section 3 - Tab 1	The Cover Letter must be signed by the individual(s) authorized to contractually bind the Respondent.
28	If the Respondent is a corporation or LLC, the SOQ and Cover Letter shall be signed in the name and under the seal of the corporation...etc...	Section 3 - Tab 1	If the Respondent is a corporation or limited liability company, the SOQ and Cover Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and properly attested. The SOQ and Cover Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the SOQ shall show whether or not the Respondent is licensed to transact business in the State of New York.

29	We don't have a seal and when we asked our attorney specializing in architecture he said he has never seen a seal be required and suggested we ask: "Is there is something else we can provide in lieu of an actual seal as a DPC in New York State?"	Section 3 - Tab 1	If the Respondent is a corporation or limited liability company, the SOQ and Cover Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and properly attested.
30	Tab 1, Last line: "Anyone signing the SOQ as an agent shall file with it, legal evidence of his or her authority to execute such SOQ." What qualifies as legal evidence?	Section 3 - Tab 1	If someone is signing the SOQ on behalf of another entity as an agent, they must also provide official documentation proving they have the legal power to act on that entity's behalf when signing the SOQ.
31	Tab 3, c) Do you require license numbers on the resumes? / Tab 7, Licenses and Certifications: Do you want copies of licenses to practice a professional service for all licensed team members, or only for the leads from the various design and engineering firms?	Section 3 - Tab 7	Provide license numbers or copies of registration certificates for the Respondent and each of the Team Members, as appropriate.
32	Tab 5, Last line: "The reporting and monitoring process for the utilization of M/WBE and SDVOB firms will require submission of a Utilization Plan and the completion of all audits in the NYS Contracts System for both the design and construction phase." Confirm this utilization plan is only required after being hired.	Section 3 - Tab 5	A completed Utilization Plan will be required of shortlisted firms who will be receiving the RFP. However, the Utilization Plan must include all subcontractors who will be working on the job. You are required to illustrate the Firm's commitment to utilizing M/WBE and SDVOB's for this RFQ phase.
33	Section 4- Administrative Documentation - Is the Prime Firm/ Respondent required to be the one to submit the SOQ + forms on the SharePoint site and register for the "System"?	Section 6 - 6.1	Please follow the directions that have been provided within the RFQ, Section 6.
34	If the NY State local firm is the prime/ respondent, is the out-of-state architecture firm specializing in library design required to complete the forms mentioned in Section 4.1? Or are these solely for the prime/ respondent to complete? Do all engineering and design sub consultants have to fill out these forms?	Section 4 - 4.1	The list of required information, listed in Section 4, must be provided by the Respondent.
35	Section 5/ 5.3/ last bulletpoint: Clarify what is the EEO questionnaire and where it can be found and/or downloaded?	Section 3 - Tab 6	Please refer to Section 3 - Tab 6 of the RFQ for qualifications related to Diversity and Inclusion. More information regarding the EEO Questionnaire will be provided within the RFP.

36	Section 11- Regarding, New York State Department of Labor (NYSDOL) Contractor Registry, Can you confirm this would need to be completed by the Respondent only if shortlisted to the RFP stage? Or does it need to be completed now? (Note that it takes 3 to 4 weeks to complete registration)./Would only the Prime Respondent be required to register? Or all subconsultants?	Section 11	Only firms who are anticipated to be performing work that is subject to prevailing wage are required to register with New York State Department of Labor (DOL). More information will be provided within the RFP.
37	Is there a program for the Interim Library? Is there a location offered or identified?	Section 2	More information will be provided within the RFP.
38	Aside from NYC DOB, elaborate on required review and approvals process including any agency or community reviews and approvals?	Section 2	More information will be provided within the RFP.



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