

**City University of New York
Request for Qualifications**

**York College Academic Village and Conference Center
Project No. YC-CUCF-04-09**

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I. Purpose

The City University of New York is seeking a firm to provide architectural/engineering services to program, design, prepare contract documents and perform construction administration services for the Academic Village and Conference Center project located at York College, Jamaica, NY. The project will have two parts:

1. Full Services, as described above, in connection with a new 160,000 GSF building, the Academic Village and Conference Center. The new building will include: a new state-of-the-art facility for student services, general instruction and community use, with administrative support functions, lounges, study areas, general classrooms, a conference center and support spaces; and
2. Pre-Schematic Design Services only in connection with a new 90,000 GSF School of Pharmacy Building that will include laboratories and classrooms and will be located in the immediate vicinity of the Academic Village and Conference Center.

A Master Plan Amendment for York College is in progress, and will form the basis for this project.

II. Introduction to CUNY

The City University of New York (“CUNY” or “University”) is the largest municipal college system and the third largest University in the nation. Founded in New York City in 1847 as the Free Academy, CUNY is comprised of eleven (11) senior colleges, six (6) community colleges, the William E. Macaulay Honors College at CUNY, the Graduate School and University Center, the CUNY Graduate School of Journalism, the CUNY School of Law, the CUNY School of Professional Studies, and the CUNY School of Public Health (“Colleges”), and a central office. The University offers online baccalaureate degrees through the School of Professional Studies and individualized baccalaureate degrees through the CUNY Baccalaureate Degree.

The University’s total operating budget approximated \$1.8 billion for the 2009 fiscal year, funded primarily through New York State and New York City appropriations, as well as student tuition and fees; the University’s five year capital budget of \$1.6 billion is funded by proceeds from the sale of bonds.

III. Project Background

On October 24, 1966, “Alpha College” was established by the Board of Higher Education of The City University of New York, (CUNY), as its fifth (5th) senior college. Its name was changed to York College by its first president, Dumont Kenny.

York College opened its doors in the fall of 1967 in rented space at the Oakland Jewish Center in Bayside, Queens. An entering class of 371 students and a full-time instructional staff of 50 occupied that site for the first academic year. In May of 1968 the Board determined the permanent location of the College after presentations from representatives of various communities in Queens. The successful petitioners were a coalition of business, community and religious leaders who were advocates for locating the college in Jamaica, Queens.

While the College awaited its move to Jamaica, it relocated to temporary quarters on the campus of Queensborough Community College, in Bayside. In September 1971, after holding classes for three academic years, the College moved into a combination of rented and purchased properties in Jamaica.

Over the next decade, the College underwent expansive curricular development. While maintaining a liberal arts emphasis, career related majors in the health professions and business were instituted, The Office of Continuing Education opened and began addressing the needs of the Jamaica community. New York City's mid-seventies fiscal crisis placed a veil of uncertainty over York's future. However, in May of 1978, the Board of Higher Education assured the permanence of York College in a resolution which affirmed its construction and mandated its development as a center for health and business professions in a cooperative education mode, in addition to the existing liberal art programs.

Today, York College provides a broad baccalaureate curriculum to 7,157 students (5,053 full-time equivalent students) with emphasis on the liberal arts and sciences, business, health, and cooperative education. Conferring B.A. and B.S. degrees in more than 40 majors, York College offers a number of special programs. Among the liberal arts and science programs is a major in Spanish language and literature with an emphasis on the Caribbean and Latin America; an English major in Journalism with a field-work component; a Biotechnology major; a federal grant-supported program to promote minority science; a major in African-American Studies; a very popular Psychology major; and a minor in Women's Studies. Among the professional degree programs is a major in Information Systems Management combining Business and Computer Studies; Health Sciences majors in Occupational Therapy, Medical Technology, and Environmental Health Science and an upper division Nursing Program; majors in Community Health and in Gerontological Studies and Services; a Teacher Education program leading to New York City and State Certification; and pre-medical, pre-law, pre-dental, and pre-engineering curricula.

York College and CUNY seek to provide a superior environment for education and campus life for the students and faculty of the College and the community it serves. Although enrollment at the College has increased, the facilities on the campus have generally not been renovated to keep pace with this increase and the changes in the delivery of student services. To achieve this goal, the College anticipates a new state-of-the-art facility on the campus devoted to student services, general academics and community outreach. Currently, the majority of the student service facilities are housed in the Academic Core Building. The existing student service departments and functions occupy a total of approximately 29,000 NASF, primarily in the Academic Core Building. The campus does not currently have a student center.

Classroom space, including large lecture halls, seminar rooms and classroom support spaces, comprises nearly 74,000 NASF distributed throughout four buildings: Academic Core Building, the Classroom Building and the Science Building and the Health & Physical Education Complex. The College currently does not have a conference center on campus. This new element will provide much-needed instructional space for the College during peak demand periods and will serve as a community resource at all other times.

It is anticipated that the Academic Village and Conference Center will be built on the site currently occupied by the Classroom Building (see Attachment 1). The existing Classroom Building, constructed in 1974, contains 39,000 gross square feet of classrooms; instructional laboratories (non science); a learning center; and approximately 4,500 net assignable square feet of space utilized by a non-CUNY child care center that will be relocated off campus. The ongoing Master Plan Amendment is in the process of identifying the College's overall facilities needs and will specify the distribution of classroom,

office, lounge, conference center and support space required in the new building. The College also anticipates establishing a School of Pharmacy in the near future that will be located adjacent to the Academic Village and Conference Center building with a strong relationship to the FDA Headquarters located on the western edge of the campus.

York College occupies 6 full block parcels bounded by Archer Avenue, 158th Street, South Road and 165th Street. The campus is physically divided by two major thoroughfares, Guy R. Brewer in the north-south direction and Liberty Avenue in the east-west direction. A secondary less traveled road is 160th Street. The campus is bordered by the LIRR embankments north and west of the College. The remaining edges of the campus abut residential, commercial and light industrial use. A subway tunnel, bisects the site and must be taken into account when designing the Academic Village and Conference Center.

At the heart of the campus is located the Academic Core (ACore), which houses classrooms, lecture halls, laboratories, art studios, library, computer facilities, academic and administrative offices, as well as dining facilities and a bookstore. On adjacent superblocs are located the Performing Arts Center (PAC) with a 1,500 seat Auditorium and 185 seat Black Box Theater; the Health and Physical Education Complex (HPEC), which includes a gymnasium and swimming pool; the Classroom and Science Buildings; the Athletic Fields and the parking lot. An undeveloped 5-acre superblock known as Site 9 is slated for development in the future.

The Academic Village and Conference Center, along with the new School of Pharmacy Building, will create a new 21st Century vision, not only for the college's Northwest quadrant, but for the entire campus. The planning and design of the Academic Village and Conference Center therefore encompasses and integrates student, faculty and community life on campus, the future of the North West quadrant of the campus, and the vision of York College and CUNY.

IV. Project Scope of Work

CUNY and York College wish to retain the services of an architectural/engineering consultant to design the Academic Village and Conference Center. The purpose of this project is to create a new consolidated home for student services, general instruction and community relations at York College, a dynamic, state-of-the-art facility to educate future professionals, and to serve the surrounding community.

The Academic Village and Conference Center is a two-part project. At this time, under this project scope, only the Academic Village and Conference Center will be fully designed and built. Architectural and engineering services are required for both the design and construction of this new approximately 160,000 GSF facility. In addition, as part two of this project, the selected consultant will provide Pre-Schematic Design services only for the approximately 90,000 GSF School of Pharmacy building which will be located in the immediate vicinity of the Academic Village and Conference Center. The Academic Village and Conference Center, with general classrooms, administrative offices for student services, lounges, study space, a conference center and support spaces, will serve the College and its surrounding community. The School of Pharmacy building will consist generally of instructional and research laboratories, some general classrooms, faculty offices and support spaces. The School of Pharmacy project will start with Schematic Design and build upon the findings of the ongoing Master Plan Amendment, including the Program of Spaces, Cost Estimate, and Project Schedule. Demolition of the existing Classroom Building is included under The School of Pharmacy project scope.

The Master Plan Amendment, currently in progress and anticipated to be completed in December of 2009, will form the basis for this project and provide a space budget by space type which will be the basis for developing the Program for the Academic Village and Conference Center. A conceptual Program will also be developed for the School of Pharmacy, as part of the Master Plan. Also as part of this project, the design team will study the entire Northwest quadrant of the campus, in order to plan the new buildings and site appropriately, even though only the Academic Village and Conference Center will be fully designed and built at this time. The approximate construction cost for the Academic Village and Conference Center is about \$69,000,000, i.e. about \$430/square foot.

Since the Classroom Building is currently occupied, the programs located within the Building will require swing space. Included in the architectural/engineering services, as part of this project, is swing space design for approximately 21,000 NASF elsewhere on campus or in leased facilities, to be determined and located by CUNY. This swing space portion of the work must be started immediately after the contract for this project is finalized. This swing space package and the Schematic Design for the Academic Village and Conference Center are to therefore be done concurrently.

The architects/engineers will provide full construction phase services in connection with part one of this project: the Academic Village and Conference Center, including the Swing Space. This project will incorporate sustainable design principles in order to achieve a Silver LEED rating from the USGBC.

V. Evaluation Criteria

The Following Criteria will be used by CUNY to evaluate the submissions to this solicitation.

<u>Criteria</u>	<u>Points</u>
Prime Consultant Firm	
Experience with similar projects & student/community facilities	20
Experience with large academic buildings	15
Experience with urban campus planning	15
Project Team including sub-consultants	
Experience with similar projects & student/community facilities	20
Experience with large academic buildings	15
Quality of previous collaborations	15
TOTAL	100

The selection of a firm and submission of additional information, if any, will be made consistent with applicable laws and procedures. The form of contract that will be utilized is the general form of contract that the City University Construction Fund on behalf of CUNY will execute with the selected Responder. The City University Construction Fund provides facilities for CUNY and supports the educational programs of CUNY.

VI. Submissions to this Solicitation

Firms that wish to be considered for this project should submit ten (10) sets of the items listed below to Michael Feeney, Chief of Consultant Contracts, CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th Street, 11th Floor, Room 1140, New York, NY 10019, **no later than 12:00 Noon on January 6, 2010:**

- The firm brochure;
- SF-254 and SF-255 forms or SF-330 form;
- A list of similar, completed projects demonstrating a minimum of three (3) mixed-use academic buildings of similar size and scope, including a description of the project, client names and contact information; and
- The proposed Project Team including their resumes.

VII. General Information

Inquiries: All questions pertaining to this solicitation shall be directed to Michael Feeney, the Authorized Agency Contact, by email to: DDCM.ContractsDept@mail.cuny.edu or postal mail to the address below by **5:00 PM on December 15, 2009**. Please place “York College-Academic Village and Conference Center Project” in the subject heading of the email/mail. Answers of general applicability will be issued in the form of an Addendum to this solicitation.

Solicitation and Addenda Availability:

This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are available for downloading at www.cuny.edu/constructionsolicitations. Please periodically check this website for any Addenda to this solicitation. This solicitation, and any Addenda to this solicitation that may be issued by CUNY, are also available for in-person pick-up during regular business hours at the CUNY Office of Facilities Planning, Construction and Management, Procurement Services, 555 West 57th, Room 1140, 11th Floor, New York, NY 10019. Receipt of an Addendum to this RFQ by a Responder must be acknowledged by submitting an original signed copy of the Addendum with the firm’s Submission to this RFQ. All Addenda shall become part of the requirements of this RFQ.

VIII. Anti-discrimination and MWBE Program

MWBE: Minority-owned Business Enterprise subcontracting goal: 7.25 percent.
Women-owned Business Enterprise subcontracting goal: 4.75 percent.

Note: In fulfilling these goals, under New York State MBE/WBE Law and Regulations, Responders may only use New York State Certified MBEs and WBEs listed in the New York State Directory of Minority and Women-owned Business Enterprises certified pursuant to the Regulations. The Directory may be accessed at: <http://www.nylovesmwbe.ny.gov/>.

Anti-discrimination Policy

This policy applies to any contracts resulting from this solicitation.

A. Contractors will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members including, without limitation, women, are afforded equal opportunity without discrimination. Such programs shall include, but not be limited to, recruitment, employment, job assignments, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selections for training or retraining, including apprenticeship and on-the-job training. The contractor will agree to post, in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this non-discrimination provision.

B. At the request of the CUNY, contractors shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding and which is involved in the performance of the contract with the authority to furnish a written statement that such employment agency, labor union or representative shall not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status and that such union or representative will cooperate in the implementation of the contractor's obligations hereunder.

C. The contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor in the performance of the contract with the CUNY, that all qualified applicants will be afforded equal employment opportunity without discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status.

D. The contractor will include the provisions of paragraphs A through C of this section in every sub-contract or purchase order in such a manner that such provisions will be binding upon each sub-contractor or vendor as to its work in connection with the contract with the CUNY.

CUNY MWBE Policy

It is the policy of CUNY that New York State Certified Minority and Women-Owned Business Enterprises (MBE/WBE's) shall have the maximum opportunity to participate in the performance of any contracts resulting from this solicitation. In those contracts, successful Proposers would agree to insure that New York State Certified MBE/WBE's have the maximum opportunity to participate in the performance of those contracts. In this regard, all Proposers shall take all necessary and reasonable steps as hereinafter defined to insure that New York State Certified MBE/WBE's have the maximum opportunity to compete for and perform on contracts or sub-contracts. CUNY and its contractors shall not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, in the awarding and performance of contracts and sub-contracts.

This language is included to insure that all Responders who enter into any contract with CUNY are aware of their responsibility and the commitment of CUNY and CUCF to see that their MBE/WBE Policy is carried out in all of their business dealings.

The Minority-owned business sub-contracting goal is 7.25 percent. The Women-owned business sub-contracting goal is 4.75 percent.

Article 15-A of the NYS Executive Law

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as Proposers, Sub-proposers and Suppliers on its procurement contracts.

Information on the availability of New York State Sub-Proposers and Suppliers is available from:
New York State Department of Economic Development
Division of Small Businesses
One Commerce Plaza
Albany, NY 12245
(Telephone) 518-474-7756

Contract Provisions

Under the contract to be awarded through this solicitation the successful Responder would specifically agree that:

- A. In the hiring of employees for the performance of services under the contract or any sub-contract hereunder, neither the Responder nor any Sub-consultant or other person acting on behalf of such Responder or Sub-consultant shall, by reason of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status, discriminate against any person who is qualified and available to perform the services to which the employment relates;
- B. Neither the Responder nor any Sub-consultant or other person acting on behalf of such Responder or Sub-consultant shall in any manner discriminate against or intimidate any employee hired for the performance of services under the contract on account of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status;
- C. It shall include the provisions of paragraph A and B of this section in every sub-contract the Responder enters into with respect to the services to be performed hereunder and shall take such action to enforce such provisions of such sub-contract as CUNY may direct.

IX. Debriefings:

Any unsuccessful Responder, upon written request to DDCM.ContractsDept@mail.cuny.edu, will be given a debriefing as to why that Responder was not selected for the award. The request for a debriefing shall not be made more than three (3) months subsequent to the completion of the award process. The debriefing will be given as soon as possible subsequent to the completion of the award process.

X. Representation and Warranties:

All information, descriptions, data, tables, calculations, examples, opinions or assumptions made in connection with this solicitation are made in good faith for information purposes only. The Responder shall not rely on any such information without conducting its own independent research and verification. CUNY and its officers, agents and employees make no representations or warranties, including without

limitation representations or warranties as to the accuracy of any information, opinions or assumptions contained in this solicitation or otherwise furnished to Responders by CUNY, and will assume no responsibility or liability for any errors and omissions contained herein.

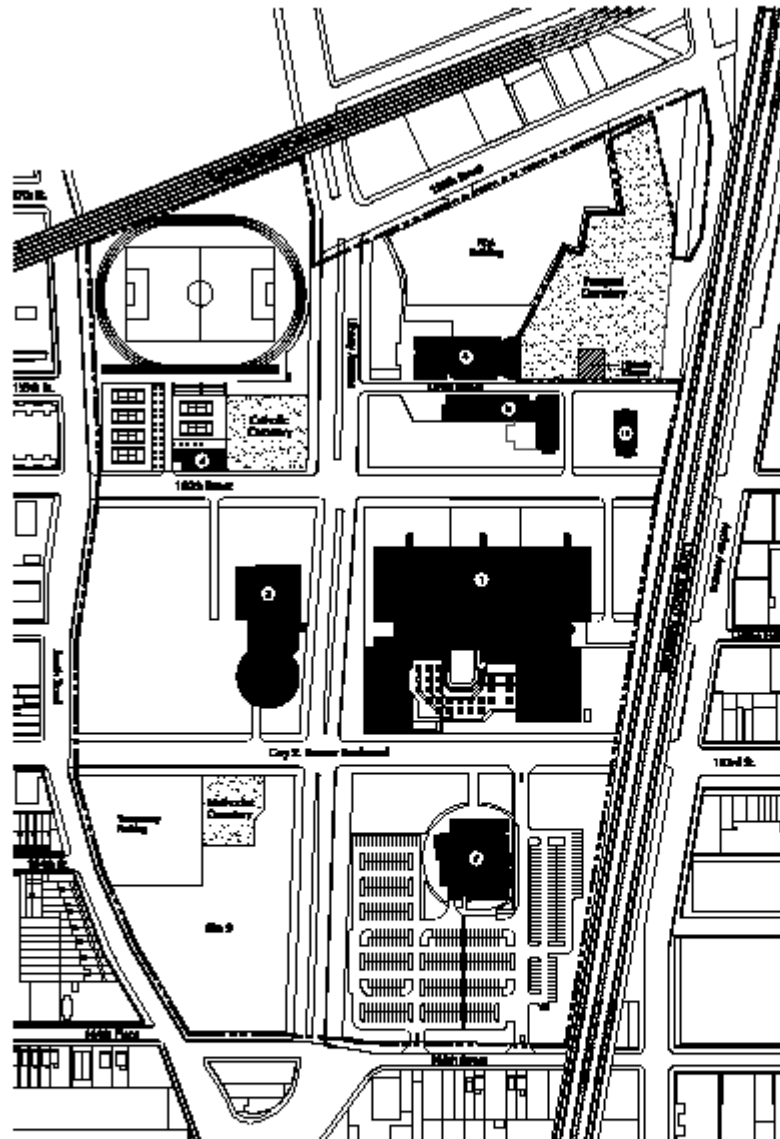
XI. Consultant Disclosure Law Requirements

State contractors are required to disclose, by employment category, the number of persons employed to provide services under a contract for consulting services, the number of hours worked and the amount paid to the contractor by the State as compensation for work performed by these employees. This includes information on any persons working under any sub-contracts with the State sub-contractor. For further information, consultants are directed to the New York State Office of the State Comptroller's Procurement and Disbursement Guidelines (G-Bulletins), Bulletin Number 226, available at: <http://www.osc.state.ny.us/agencies/gbull/g-226.htm>

Responders are advised that the ONLY Authorized Agency Contact for ALL matters concerning this RFQ and the individual who also serves as the Procurement Lobbying Act Designated Contact for this RFQ is Michael Feeney, Chief of Consultant Contracts. All contacts shall be sent by email to DDCM.ContractsDept@mail.cuny.edu or by postal mail to the address above. Place "York College Academic Village and Conference Center" in the subject heading of the email/mail.

Attachment 1

Campus Site Plans



BUILDING KEY

- 1 ACADEMIC CORE
- 2 PERFORMING ARTS CENTER
- 3 HEALTH AND PHYSICAL EDUCATION COMPLEX
- 4 SCIENCE BUILDING (QUEENS HIGH SCHOOL FOR SCIENCES)
- 5 CLASSROOM BUILDING
- 6 ATHLETIC FIELD STORAGE
- 10 CHILD & FAMILY CENTER
- 12 ACADEMIC VILLAGE AND CONFERENCE CENTER (FUTURE)
- 13 SCHOOL OF PHARMACOLOGY (FUTURE)

LEGEND

EXISTING FACILITIES

PROPERTY LINE



YORK COLLEGE
 The City University of New York