



NOTICE TO ALL FIRMS

Date: May 28, 2026
To: All Prospective Bidders
From: Sam Li
Director of Procurement Services
Re: Addendum Number 2
RFP # C1748 – Interior Architectural Design and Related Services
for Presidential Housing

Note:

Proposals are due on June 5, 2026, 12:00PM. They must be emailed to purchasingbids@fitnyc.edu and received on or before June 5, 2026, 12:00 PM.

Questions:

- Q1. Attachment A references inclusion of an “audited or reviewed financial report” for the last two years. However, the Bidder Requirements and Company Overview sections reference financial statements, balance sheets, and income/expenditure statements for the prior two fiscal years without specifying that they must be audited or reviewed. Can FIT confirm whether internally prepared financial statements for the prior two fiscal years are acceptable for purposes of this submission?
- A1. For your RFP submission, we will accept internally prepared financial statements for the prior two fiscal years but may request audited financial reports prior to contract award.
- Q2. Has the President expressed any preferences regarding the look, feel, or character of the apartment?
- A2. No.
- Q3. The RFP references concept development including finish selection, furniture and fixture specifications. Can you confirm whether the intent is interior design services only, or a full interior architectural scope including potential space planning and MEP coordination?
- A3. Yes, interior design services only.
- Q4. Do you wish to keep the existing kitchen layout, or are you open to reconfiguring it, which may require plumbing and electrical relocation?
- A4. Keep existing kitchen layout.

- Q5. Is the scope of work limited to the President's Apartment's Public event space, or will it extend to his personal quarters as well?
- A5. The scope of work is for both the public event space and personal quarters.
- Q6. Can you share structural drawings?
- A6. These documents will be shared with the contracted firm.
- Q7. What is the interior architectural design, construction, & furnishings budget for this project (broken out for each)? What is the overall budget for square foot?
- A7. Respondents are requested to provide budget recommendations based on their interpretation of the project scope.
- Q8. Do you intend to keep the existing wood floor finish?
- A8. We're keeping the existing wood floors, which will need to be refinished and repaired where necessary.
- Q9. Would you like to maintain the layout or are you open to modifying the layout?
- A9. We would like to maintain the layout.
- Q10. Is full or partial renovation of the kitchen included in the scope of work?
- A10. For the scope of the RFP, the kitchen renovation is limited to floors and minor updates.
- Q11. Is MEP work including in the scope of work?
- A11. MEP scope is limited to the selection of MEP finishes only.
- Q12. Should we assume there will be full renovation to all bathrooms?
- A12. Yes.
- Q13. Should we assume that the existing doors/sliders and windows in the exterior walls remain? Or should some or all be replaced?
- A13. Yes, those items are being replaced but it is outside the scope of this RFP.
- Q14. Is the consultant expected to provide expediting services?
- A14. No.
- Q15. For the RFP # C1748 Interior Architectural Design and Related Services for the Presidential Housing, can you please define "documentation" in the following instance: "Documentation that the firm has been doing business related to interior architectural services, preferably in higher education, for a minimum of five (5) years immediately prior to the date of this RFP."
- A15. The proposer must demonstrate a minimum of five (5) consecutive years of experience providing interior architectural services immediately prior to the issuance of this RFP. Documentation may include corporate formation records, or a copy of the firm's Secretary of

State business filing record. References to higher education in this section may be disregarded and should instead be addressed in the Similar Experience section of the proposal.”

Q16. Does the President have an initial vision or inspirations for the look and feel of the residence that can be shared or described?

A16. No.

Q17. Assuming the Board will be involved in all aspects of the project related to budget and timeline, but are they involved in design decisions? Will the FIT’s Executive Director of Facilities also be involved in design decisions in addition to the President?

A17. Decisions related to the apartment will be made by the RFP Interior Design Committee.

Q18. Will the President provide currently owned furniture and/or art collection other than the furnishings that were labeled ‘keep’ in the Library?

A18. To be determined.

Q19. Are all existing interior walls non-structural? Are there any walls that are required to be kept beyond the stair and elevator core?

A19. Demolition of walls are outside the scope of this RFP.

Q20. Is the Exterior Roof Terrace, the two Covered Roof Terraces, and landscaping a part of the project scope? If so, what improvements are desired?

A20. Yes, those spaces are part of the scope but for design services only. Terrace railing, and pavers are outside the scope of this RFP.

Q21. Is there any possibility to replace exterior windows as part of this project?

A21. See answer to Q13.

Q22. Is there any possibility to add skylights or modify the roof above the unit as part of this project?

A22. No.

Q23. Will existing conditions drawings be provided? CAD and 3d? Do they include disciplines (Arch, MEP FP)? We’ve noted that the floor plan on the last page of the RFP does not reflect existing conditions?

A23. These documents will be shared with the contracted firm.

Q24. Are there Agencies, other than the DOB, that will examine the project?

A24. Filings are currently in process and are outside the scope of this RFP; however, coordination will be required.

Q25. Is a project schedule available for design and construction phases? Are we to assume Schematic Design, Design Development, Construction Documents and Bidding, Construction Administration phases?

A25. No.

Q26. Will there be a Concept phase?

A26. Yes.

Q27. Is there a construction budget (or range) that the project is assuming?

A27. See answer to Q7.

Q28. The fee structure for FF&E services is often in the industry tied to the cost of items procured. Is there a budget for the cost of the FF&E?

A28. See answer to Q7.

Q29. Is there a General Contractor or a shortlist of builders that the College prefers to work with as a Negotiated Contractor? Or will the project go out to bid?

A29. A general contractor is not required, as it is outside the scope of this RFP. Any contractor required will be provided by our on-call contractor.

Q30. Will outside cost consulting be done if there is not a contractor hired for preconstruction cost estimating?

A30. Not applicable.

Q31. Line H on Page 9 indicated that FIT can require FIT's preferred on-call MEP/FP engineer- does that apply to this project? What is the name of the firm? And should any allowance for their services be included in the fee proposal?

A31. Allowance for MEP engineer is not part of this proposal and should not be incorporated into the submission. The name and contact information of our on-call MEP engineer will be shared with the contracted firm.

Q32. In the Subconsultants matrix on page 19, 'Millwork/Cabinetry' is listed as a subconsultant on line 1; is this a place where we recommend a millworker (fabricator)? Or if the Bidder designs millwork in-house, should this be left blank?

A32. The Subconsultant matrix on page 19 is provided for illustrative purposes only. Respondents shall modify and complete the table to reflect all subconsultants they propose to utilize for this project, including discipline, firm name, and estimated fee. Firms may add additional disciplines as required on their project approach and scope of services.

Q33. Is there a budget?

A33. See answer to Q7.

Q34. Will the President be relocating existing furniture, artwork, or other personal furnishings into the residence that should be incorporated?

A34. See answer to Q18.

Q35. Is there a targeted occupancy or move in date for the Presidential Housing project?

A35. Target occupancy undetermined. Substantial completion date is January 2027.

Q36. Is the large terrace part of the scope?

A36. See answer to Q20.

Q37. Considering the building was last renovated 20 years ago, is bringing the apartment perimeter walls up to current energy code standards with new insulation, vapor barrier, gypsum wall board, etc. included in the work scope?

A37. Out of RFP scope.

Q38. Are windows and exterior doors replacement in the scope of work?

A38. See answer to Q13.

Q39. Is the terrace and landscaping part of the work scope?

A39. See answer to Q20.

Q40. Is filing the drawings with the Department of Buildings in the work scope?

A40. See answer to Q24.

Q41. Is Construction Administration a separate contract and not included in the design work scope?

A41. Out of RFP scope.

Q42. What is the budget for the interior work?

A42. See answer to Q7.

Q43. What is the budget for furnishings?

A43. See answer to Q7.

Q44. Is a new heating and cooling system design by a mechanical engineer, and coordinated by the interior architect, included in the work scope?

A44. System is out of scope, however coordination for finishes are required.

Q45. Is this apartment served by a whole building mechanical system? If yes, what type is it? If no, does the apartment have a VRF system and where is the condenser located?

A45. Yes, the apartment is served by a whole building mechanical system, in addition to a few supplemental systems, however this is outside the scope of the RFP.

Q46. What is the total electrical amperage available to this apartment?

A46. 100 Amps

Q47. To be sure, XIII. FIT's EHS Plan references Appendix C. Was this meant to reference Appendix A?

A47. Yes, that was a typo, the intended reference was Appendix A.

Appendix A: EHS Plan was included for reference purposes only. FIT does not expect that the Prime Consultant/Architect to perform construction or provide expertise related to meeting the EHS Plan requirements. However, the Prime Consultant/Architect may be required to wear appropriate personal protective equipment (e.g. hardhats) during walkthroughs, inspection, of similar site visits.

Q48. Confirm if college is desiring to renovate the kitchen area of leave as is.

A48. See answer to Q10.

Q49. Confirm if college is planning on renovating all bathrooms within project scope.

A49. See answer to Q12.

Q50. Confirm if college would like to keep existing wood floors as is with stencil and simply refinish as needed in specific areas or if college would like entire wood flooring refinished.

A50. Refinish entire wood floors.

Q51. Is the college aware if there is wood flooring under existing carpeting in bedrooms/bedroom closets/dressing area & apartment area?

A51. Concrete flooring is beneath the existing carpeting in the bedrooms and closets, and also beneath the existing wood floors in the public event areas.

Q52. Should the proposal indicate, on a room-by-room basis, what modifications the architect recommends the college make?

A52. Yes.

Q53. The RFP states that the final scope of work is not yet determined. Therefore, should the fee include renovates of all rooms, with a breakdown by room/item, to allow the college to determine which rooms will be fully renovated, partially renovated, or not renovated?

A53. If possible, please provide a breakdown for each room.

- Q54. Confirm if all phases of design services (schematic design, design development, construction documentation and construction administration) will be required from architect.
- A54. See answer to Q25.
- Q55. Confirm if a project specifications manual will be required to be submitted for this project.
- A55. Yes, but for interior design finishes.
- Q56. Is the college planning on keeping any existing light fixtures or shall architect assume to replace all light fixtures?
- A56. All fixtures to be replaced in the scope of the RFP.
- Q57. The RFP states, "design of limited interior built-in elements including shelves, millwork, and related architectural finishes" is part of scope of work. Can the college confirm which existing built-in elements are intended to remain?
- A57. Out of RFP scope, however we intend to keep the built- in closets in the middle bedroom.
- Q58. Since renovation were completed over 20 years ago, changes per code will/may require updates to mechanical, electrical, and plumbing systems. To be safe, should the proposal include a complete MEP review of existing system elements and assume replacement of all elements (as a worst-case scenario)?
- A58. Out of RFP scope.
- Q59. Will the college provide a full list of furniture that the President would like to keep within the space?
- A59. Yes, which we will share with the contracted firm.
- Q60. All shelving within closets appears to be in good condition. Would the President prefer to keep the closet shelving, or replace shelving on a case-by-case basis?
- A60. Replace and minor modifications as-needed.
- Q61. Approximately how many on-site (non-virtual meetings) will be required throughout the duration of the project? Should the architect outline the anticipated number of design meetings and construction meetings within the proposal?
- A61. Meetings will be required; however, we have not established a set number at this time.
- Q62. Will the roof terrace be included within the project scope and, if so, what improvements are desired there?
- A62. See answer to Q20.
- Q63. Will the list of pre-proposal site visit attendees be released?
- A63. See site visit sign in sheet attached.

Q64. Please confirm any patio work?

A64. See answer to Q20.

Q65. Will new windows/sliders be needed?

A65. See answer to Q13.

Q66. Please confirm if we can use roof space above the apartment for any mechanical equipment.

A66. Not applicable.

Q67. Should we assume total gut renovation on both the public and private residence?

A67. Gut renovation out of RFP scope.

Q68. Is wet over dry an issue?

A68. Unsure what this means.

Q69. Is an AV consultant needed?

A69. To be determined.

Q70. Has a budget for FF&E been determined and if so, what is that budget?

A70. See answer to Q7.

Q71. Under requirements A. 4. Include detailed information for a minimum of 5 references (page 11), is this the same as attachment B?

A71. Yes, the reference information requested on page 11 is the same as Attachment B. Proposers may also supplement this with additional documentation as needed to clearly present the reference information and related project details.

Q72. What is the HVAC scope? Replacement of existing equipment or new system(s).

A72. Finishes only. HVAC out of RFP scope.

Q73. What is the plumbing scope?

A73. Finishes only. Plumbing out of RFP scope.

Q74. Could you share the preferred FIT MEP/FP consultant for the building?

A74. See answer to Q31.

Q75. Could you include the Fee Proposal Form (Attachment 2) as an editable word document?

A75. A link labeled "Attachment 2" provides the Fee Proposal Form in Word format on our website under RFP C1748. <https://www.fitnyc.edu/about/administration/finance/purchasing/current-bids.php>

- Q76. Could you share the anticipated or typical use of the existing kitchen for events? Is an expanded commercial kitchen desired? Are services and kitchens elsewhere in the building or across campus typically used to support hosted events?
- A76. We have no intention to expand a commercial kitchen. Yes, there are other kitchens at the college that support hosted events.
- Q77. a. How frequently are hosted events anticipated to occur? Could you share the expected attendee range for typical events?
b. Are events typically staffed with caterers & passed hors d'oeuvres, or a different setup?
c. Does the format ever vary from event to event?
d. Is there a desire for exterior terrace to be used during colder months as well as warmer months?
e. How many staff are typically expected for events? Do they have access to a private restroom on a different level?
- A77a. Events are anticipated to occur on a frequent basis; however, event schedules and attendance levels may vary depending on institutional needs and programming.
- A77b. Events may involve caterers and/or passed hors d'oeuvres, though service arrangements will vary by event.
- A77c. Yes, event formats may vary depending on the nature and purpose of the event.
- A77d. Exterior terrace usage may occur during both warmer and colder months, weather and event conditions permitting.
- A77e. Staffing levels may vary by event. There are no private restrooms located on other levels for dedicated staff use.
- Q78. Would the President prefer for the piano to be used privately, or located within the amenity/event space?
- A78. Piano to be located in the public event space.
- Q79. Are there any specific upgrades the President for Facilities team would like to consider as part of the top-floor renovation?
- A79. Only interior design work as per the RFP.
- Q80. Regarding RFP formatting, would you like teams to follow the instructions on page 4 or page 11? There appears to be a slight discrepancy, as page 11 notes that projects with an "expected completion date may be included, where as page 4 specifies complete projects only. We ask because we have a highly relevant project that recently completed CDs and would like to include it as a reference project.
- A80. Please disregard the reference to "expected completion date" on page 11. For this RFP, only fully completed projects should be included as reference projects.

Q81. On page 12, could you clarify how fee proposals factor into the evaluation criteria and selection process?

A81. The Evaluation Criteria have been updated to include Fee Proposal as part of the selection process. The revised Evaluation criteria are as follows:

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| 1. Firm Experience and Project Understanding | 20% |
| 2. Qualifications of Proposed Staff | 20% |
| 3. Client References | 15% |
| 4. Design Approach/Methodology | 20% |
| 5. Fee Proposal | 15% |
| 6. Interview or Oral Presentation (Optional) | 10% |

The selection of firms and submission of additional information will be made consistent with applicable laws and procedures. This is a quality-based selection project. Responses will be ranked by technical merit. FIT reserves the right to award Contract to the Proposer with the highest score on criteria 1 through 5. Proposers may be requested to make presentations on their Responses and attend interviews. If presentations and interviews are conducted, FIT will award the Contract to the firm with the highest score on the sum of items 1 through 6. FIT will award contracts to the responsive and responsible Proposers whose responses are determined to be the highest quality and most advantageous to FIT, taking into consideration the overall quality of the Responses as measured against the Evaluation Criteria above.

Q82. Can you confirm whether Appendix A, "Outline for Preparing Work-Specific Environment, Health, and Safety (EHS) Plan," is intended to be completed only by the selected firm?

A82. See answer to Q47.

Q83. From V.C. (pg. 9) will Specifications be required to be submitted in Deltek format? (not for MN – do we need a spec writer, or will our normal process be sufficient?)

A83. Normal process will be sufficient.

Q84. For construction, is union labor required?

A84. The College requires compliance with New York State prevailing wage requirements for applicable work. The College does not dictate or make determinations regarding the use of union labor; that decision is at the discretion of each prime contractor.

Q85. Can FIT provide the anticipated construction budget or a target budget range for the Presidential Housing renovation, inclusive of both the public and private spaces?

A85. See answer to Q7.

Q86. Has FIT engaged a cost estimator or construction manager for this project, and if so, will their estimates be shared with the selected design firm?

A86. To be determined.

Q87. Is there a separate furniture, fixtures, and equipment (FF&E) budget, or is it expected to be incorporated into the overall project budget?

A87. Interior Design and FFE to be part of the overall budget.

Q88. Has FIT identified any specific finishes, furniture standards, or institutional procurement contracts (e.g., preferred vendors or state contracts) that the designer must work within?

A88. The selected firm will work within the College's procurement guidelines.

Q89. Will FIT provide existing as-built drawings, floor plans, or measured drawings of the Presidential Housing unit prior to or upon contract award?

A89. These documents will be shared with the contracted firm.

Q90. Can FIT confirm the approximate square footage breakdown between the public event spaces and the private residential spaces within the approximately 4,500 sq. ft. unit?

A90. The public event spaces, excluding the large terrace, are approximately 1,900 sq. ft. and the private residential space, including two small covered terraces, is approximately 2,600 sq. ft.

Q91. Are there known hazardous materials (asbestos, lead paint) within the Presidential Housing that have been surveyed or abated, and will those reports be made available?

A91. If any hazardous material survey or remedy is required, they will be addressed by FIT.

Q92. What is the current condition of the mechanical, electrical, and plumbing systems within the Presidential Housing, and has FIT identified any mandatory infrastructure upgrades that must be incorporated into the design scope?

A92. Out of RFP scope.

Q93. Are there any active or pending capital projects in Alumni Hall that could affect the schedule or scope of this engagement?

A93. No.

Q94. Will the selected firm have access to the space for field measurements and investigation prior to the formal project kickoff?

A94. Access will be given to the contracted firm.

Q95. Will FIT provide a written program of requirements, or is the development of a program document an expected deliverable of the selected firm?

A95. The selected firm may be expected to assist with development and refinement of the program requirements in coordination with FIT.

Q96. What is the anticipated occupancy load for the public event space, and are there specific event types (seated dinners, standing receptions, lectures, etc.) that must be accommodated simultaneously or in sequence?

A96. Specific occupancy loads and event requirements have not been finalized at this time. The selected firm should anticipate a flexible, multi-use event space.

Q97. Are there any institutional branding, aesthetic guidelines, or donor recognition requirements that must be incorporated into the design of the public spaces?

A97. No.

Q98. Given that the President is required to reside on campus, will the President be an active participant in design decisions for both the public and private spaces, and how will the College mediate potential conflicts between institutional and personal preferences?

A98. The RFP committee members will be active participants in design decisions.

Q99. Does FIT have sustainability goals, green building standards, or energy efficiency targets (e.g., LEED, NYSEERDA) that the design must address?

A99. Only where applicable.

Q100. Are there any NYC Department of Buildings filings, Landmarks Preservation Commission approvals, or SUNY/DASNY oversight requirements anticipated for this project, and if so, will FIT coordinate those approvals or is that the responsibility of the selected firm?

A100. FIT will coordinate.

Q101. Will the selected firm be required to use FIT's on-call MEP/FP engineer exclusively, or may the firm propose an alternative MEP consultant for FIT's consideration?

A101. The selected firm will work with our on-call MEP/FP engineer.

Q102. Will the selected firm be responsible for bidding and contractor procurement, or will FIT manage the general contractor selection separately?

A102. Out of RFP scope.

Q103. What is FIT's anticipated approval process for design decisions — who are the primary decision-makers, and what is the expected turnaround time for design reviews?

A103. The RFP committee members will serve as the primary decision-makers for design reviews and approvals. The committee will provide feedback and review comments in a timely manner.

Q104. Is the Week of June 15 presentation/interview date firm, and will all shortlisted firms present on the same day or on separate days?

A104. As stated in the RFP, interviews are currently anticipated for the week of June 15; however, the schedule may be adjusted depending on the number of proposals received. Shortlisted firms will be notified directly regarding interview scheduling, and interviews may take place across multiple days.

Q105. Given FIT's M/WBE and SDVOB encouragement language, does FIT have specific participation goals — whether percentage-based or aspirational — for this project?

A105. FIT does not have specific percentage-based or aspirational participation goals for this project beyond the language included in the RFP. Participation by M/WBE and SDVOB firms is encouraged, and respondents are expected to cooperate with that intent as outlined in the solicitation.

Q106. Will FIT require a separate contract with the F.I.T. Student Housing Corporation in addition to the contract with the Fashion Institute of Technology, or will one contract govern the entire engagement?

A106. One contract to govern the entire engagement.

Q107. Is the six-month to one-year contract term measured from notice to proceed or from contract execution, and does FIT have a target substantial completion date for the renovation work?

A107. Contract term is measured from contract execution, and the work must be substantially completed by January 2027.

Q108. Are reimbursable expenses subject to a not-to-exceed cap, or will they be reviewed and approved on a case-by-case basis throughout the project?

A108. Case-by-case basis.

Q109. Will FIT share the fee proposal summary with all proposers prior to interviews, or only after final award?

A109. Fee proposals will not be shared with other proposers prior to interviews. Any requests for records after contract award will be processed in accordance with the New York State Freedom of Information Law (FOIL).

Q110. We understand the exact scope will be refined during the process, but at this stage, are you anticipating renovation of the kitchen and all bathrooms? Only bathroom renovation is currently listed in the scope of work.

A110. See answer to Q10 and Q11.

Q111. We also note references to reconfiguration of spaces, but the scope will focus on 'non-structural' changes. Can you provide any more clarity on this?

A111. Additional details will be shared with the contracted firm.

Q112. Do you have an overall budget in mind for the project - interior architecture and FFE?

A112. See answer to Q7.

Q113. Can you provide some guidance on providing a lump sum or not to exceed fee against a scope of work that is still being refined? Or is it acceptable to provide only hourly rates at this point?

A113. Proposers should base their fee proposal on their understanding of the services described in the RFP and their proposed approach to complete the work. Pricing may be submitted using Lump Sum, Not-to-Exceed, and/or Hourly Rate structures, as applicable. The college is not prescribing a specific pricing method, and proposers may determine the structure that best reflects their approach. A reasonable breakdown of the proposed fees should be included.

Q114. Are there any drawings available for the existing mechanical systems?

A114. Out of RFP scope, however we will share mechanical system information with the contracted firm.

Q115. Please clarify the demolition scope.

A115. Out of RFP scope.

Q116. Please clarify the MEP scope.

A116. Out of RFP scope.

Q117. Has a General Contractor already been selected to serve as Construction Manager?

A117. Out of RFP scope.

Q118. Should we include the fee for the lighting designer subconsultant?

A118. Yes.

Q119. Should we include the fee for code/expediter subconsultant?

A119. No.

Q120. Will the plans be submitted to DOB for approval and permit?

A120. Out of RFP scope. See answer to Q24.

Q121. Should the proposal be submitted in person or via email?

A121. Please submit the proposal via email to purchasingbids@fitnyc.edu before the proposal due date/time.

Q122. Is there a project budget including FF&E?

A122. See answer to Q7.

Q123. Who will the design team answer to directly? Is there anyone beyond the President who will be a decision maker?

A123. See answer to Q103.

Q124. Is this a design-bid-build process?

A124. No.

Q125. Will there be a CM?

A125. Yes.

Q126. It appears there are some MEP items that will need to be addressed and has this been accounted for in the budget?

A126. See answer to Q11.

Q127. Is a reconfiguration of interior partitions (selective demo and relocation) being considered or is the intention to keep the existing layout?

A127. Out of RFP scope.

Q128. Should an MEP subconsultant be retained for this project. If so, should the fee for MEP engineering be included in the base scope of services?

A128. No. Out of RFP Scope.

Q129. Are all 3 bedrooms necessary?

A129. Yes.

Q130. How many people will occupy the apartment?

A130. To be determined.

Q131. Will there be hospitality grade entertaining?

A131. Not defined at this time.

Q132. Does the President cook or have an appetite for it?

A132. This has not been shared at this time.

Q133. Will there be upgrades to AV/IT and security? Are there any special requirements or request under this umbrella?

A133. To be determined.

Q134. Is there a desire to update the terrace and is it in the scope?

A134. See answer to Q20.

Q135. Is there any information on the roofs and their age and condition? This will become relevant in the event new equipment or penetrations will need to be implemented (includes terrace).

A135. Out of RFP scope.

Q136. What is the desired move in date?

A136. Substantial completion by January 2027.

Q137. Will structural/architectural and MEP drawings of as-built conditions be made available?

A137. These items will be shared with the contracted firm.

Q138. In the event things need to be rearranged from an MEP perspective, is access available in the unit below?

A138. Access will be limited.

Q139. Can the slab be channeled if required?

A139. No.

Q140. What are the sizes of the existing electrical panels? Is there an additional panel available if required?

A140. See answer to Q46. Additional panel or power requirements will be discussed with the contracted firm, if necessary.

Q141. Is there any desire for more plumbing fixtures or specialty equipment beyond what already exist?

A141. To be determined.

Q142. Will this require confidentiality agreements and/or will there be limitations on photography and publication material?

A142. Need FIT's consent.

Q143. Is all the furniture in the apartment that was present during the walk-through remaining in the President's unit and was this earmarked by him?

A143. To be addressed with the contracted firm.

Q144. Is the apartment meant to be completed ADA accessible?

A144. To be determined.

Q145. Is there a desire to keep any of the existing flooring, in particular the marquetry flooring?

A145. Floors to be refinished.

Q146. Are there any specialty vendors that should be used or specifications?

A146. To be determined.

Q147. Shall all non-compliant outdoor conditions be remedied?

A147. Out of RFP scope.

Q148. Should there be acoustical requirements considered beyond the norm?

A148. To be determined.

Q149. Is the roof deck or rear balcony within the scope of this project?

A149. See answer to Q20.

Q150. Are upgrades to windows or terrace doors being considered as part of this project?

A150. See answer to Q13.

Q151. Will exterior awnings be replaced at the roof deck?

A151. To be determined.

Q152. Is exterior planters or irrigation at the roof deck being considered?

A152. To be determined.

Q153. Is replacement of rear balcony railings being considered?

A153. Yes, but out of RFP scope.

Q154. Are elevator cab finishes within the scope of this project?

A154. No.

Q155. Is there any intention of keeping existing appliances, e.g. refrigerator, washer/dryer, etc.?

A155. To be addressed with the contracted firm.

Q156. Is it FIT's expectation that the work of the project will be "cosmetic" only and therefore not require filing with the Department of Buildings?

A156. See answer to Q24.

Q157. Should proposers include and MEP/FP engineer as part of our team to address modifications or upgrades to the HVAC or other systems, if any, or should we assume that we will work with FIT's on-call engineers, if the need arises?

A157. See answer to Q31.

Q158. There is a roof terrace adjacent to the living room. Is the renovation of the roof terrace included in the scope of work?

A158. See answer to Q20.

Q159. The private quarters of the residency—the area where the three bedrooms, two bathrooms, and the laundry are located- are in similar conditions to the public areas of the residency. Are the private quarters included in the scope of work?

A159. See answer to Q5.

Q160. Some areas have wall-through HVAC units under windows, while others have dropped ceilings with vents. Will the scope of work include a comprehensive HVAC system design?

A160. See answer to Q72.

Q161. If not structural, can the facade facing the roof terrace be renovated to include more window area?

A161. Out of RFP scope.

Q162. Are HVAC system improvements planned?

A162. See answer to Q72.

Q163. Should the lighting design be redone?

A163. Only where applicable.

Q164. Do you intend to replace the wood flooring?

A164. There is no intention to replace the wood flooring; it is expected to be refinished.

Q165. Will A/V design services be required?

A165. See answer to Q69.

Q166. Does the intercom system require an upgrade?

A166. Outside of RFP scope.

Q167. Are any terrace upgrades needed?

A167. See answer to Q20.

Q168. Do you anticipate fenestration replacements, including terrace doors, that would trigger NAC requirements?

A168. Outside of RFP scope.

Q169. For the asbestos investigation, should this be handled as a direct cost by the owner but arranged by the architect?

A169. See answer to Q91.

Q170. Additionally, we would appreciate clarification on the submission format. Could you specify if the required forms should be included within the proposal PDF or submitted as separate files? The current RFP is unclear regarding which sections these forms should be placed in.

A170. Please include all required forms within the proposal PDF and place them at the end of the proposal document. This will help us easily locate and review the required forms during the evaluation process.

Q171. How many people typically attend events in the public spaces of the residence? If over 75, will Prime Consultant be responsible for obtaining a PA, or is there already one in place?

A171. See answer to Q96.

Q172. Are there examples of events of different scales that FIT is anticipating holding at the public spaces of the residence?

A172. See answer to Q96.

Q173. Are there any FIT requirements for key deliverables – in format or content – that are not listed in the RFP?

A173. To be determined.

Q174. Please clarify what 'discretionary purchasing thresholds' are applicable to this project (page 12 of RFP)

A174. The referenced discretionary purchasing thresholds related to the College's internal procurement requirements and processes, which may affect how procurements are processed depending on final scope and fee.

Q175. Are there any requirements to purchase furniture or materials through already established FIT vendors?

A175. See answer to Q88.

Q176. Appendix A calls for an EHS Plan, which appears to be related to the construction of the project. Please clarify that FIT does not expect the Prime Consultant of this RFP to perform construction, nor to have the expertise required to meet the requirements laid out in Appendix A.

A176. See answer to Q47.

Q177. As the prime design consultant, we will not be performing construction work. The Broad Form Property Damage insurance is typically something requested of a construction contractor. Is it required for this RFP submission?

A177. Construction is out of RFP scope; however, we require the contracted architectural firm to have insurance.

Q178. Are there current existing conditions drawings available? If yes, CAD? Do they include all disciplines? Arch, MEP FP?

A178. See answer to Q23.

Q179. Is there a construction budget for the project? Please advise.

A179. See answer to Q7.

Q180. Access for contractor: will we need to add drawings to show access, coordination with other projects?

A180. No access drawings required.

Q181. Is the provided plan sketch the entire footprint or is more space available for the common/public functions?

A181. It's the entire footprint.

Q182. RFP indicates last renovation was over 20 years ago (2006), presume there are no abatement issues? Please confirm.

A182. See answer to Q91.

Q183. What is the extent of expected structural alterations, upgrades? Mechanical, electrical, telecommunication, plumbing upgrades, fire protection, security?

A183. Out of RFP scope.

Q184. Please clarify the paragraph below: should we provide pricing for additional consultants to support the scope?

“The Consultant may engage additional specialists as needed to support specific design element; however, such consultants shall only be included where relevant to the scope of services and with prior coordination with the College”

A184. Yes.

Q185. Section V-H: *“FIT can request that the Consultant Interior Architect use FIT's preferred on-call MEP/FP Engineer”*.

If Mechanical Electrical Plumbing and Fire Protection engineering is needed for renovation (min plumbing, lighting, power, telecommunications, fire protection) : who is(are) the above firm(s)? Should a quote for their services be included with the LS for the above RFP or are we use our own AE team.

A185. See answer to Q31.

Q186. Section VI: indicates LS proposals, not to exceed pricing and subconsultant fees, the cost sheet also presents options. How would you like for the fees to be presented, broken down?

A186. See answer to Q113.

Q187. Deliverables are listed as: final design documentation, bid services. Are Construction Administration services not required? Not to be included in LS?

A187. Construction Administration services are out of RFP scope.

Q188. Will attendance sheets for all the site visits be published by addendum?

A188. See answer to Q63.

Q189. Is the attached EHS plan for our information only at this time? and need to be included with the final project specifications?

A189. See answer to Q47.

Q190. Should the exterior terraces be included in the scope of work?

A190. See answer to Q20.

Q191. What fee structure do you prefer? Since the scope is not entirely firm, do you recommend the fee structure be hourly or a percentage of construction?

A191. See answer to Q113.

Q192. Should the lighting designer and interior designer fees be included in this proposal or will they be separate?

A192. The lighting designer and interior designer fees should be included in this proposal.

Q193. In the likely event that the HVAC, plumbing, and sprinkler systems need modification or redesign, is FIT's MEP engineer part of a different fee? Or should there be an MEP design fee included in our proposal?

A193. Out of RFP scope.

Q194. Since the university is part of SUNY, will the contractors be union contractors or prevailing wage?

A194. See answer to Q84.

Q195. How is the space filed at the Department of Buildings?

A195. See answer to Q24.

Q196. Would you like us to submit a portfolio of previous projects or how should we best demonstrate our experience?

A196. Please refer to page 11 of the RFP, section IV, item C., and yes, you can submit a portfolio of previous projects.

Q197. Will furnishings be purchased by the design team and reimbursed or purchased directly through the FIT purchasing department?

A197. See answer to Q88.

Q198. Can you please share the budget for the project including architecture and furnishings, or ideally provide two budget numbers?

A198. See answer to Q7.

Q199. Is security / IT / AV part of the scope?

A199. To be determined.

Q200. Will the new kitchen replace the existing, assuming all electric?

A200. See answer to Q10.

Q201. Will the HVAC be all new or re-use existing?

A201. See answer to Q72.

Q202. Is the building currently sprinklered?

A202. Yes.

Q203. Can you give us an existing roof plan?

A203. Out of RFP scope.

Q204. Can you provide us with the existing MEP drawings?

A204. These items will be shared with the contracted firm.

Q205. Do you anticipate adding an additional kitchen or any additional plumbing fixtures?

A205. See answer to Q10.

Q206. Should MEP and other engineering disciplines be included within the consultant team and overall pricing, or will these be provided separately by the Government?

A206. See answer to Q31.

Q207. Are there any specific building or housing system requirements we should account for (e.g., wet vs. dry systems, structural or historic constraints)?

A207. Out of RFP scope.

Q208. Is an electrical upgrade anticipated as part of the scope of work?

A208. Out of RFP scope.

Q209. Will roof areas be available for HVAC or mechanical equipment placement, or are there restrictions we should be aware of?

A209. Out of RFP scope.

Q210. Are there pre-approved contractors or vendors (other than building engineers) required for construction or implementation phases? If so, could you please provide the list?

A210. Out of RFP scope.

Q211. Given potential scope uncertainty, would the Government allow a hybrid pricing structure (fixed fee for design with hourly/T&M allowances for additional services if needed)?

A211. The Fee Proposal Form allows proposers to use Lump Sum, Not-to-Exceed, and/or Hourly Rate Schedule pricing. Combination approaches may be proposed within these options.

Q212. For the presentation phase, is the intent to focus primarily on conceptual design direction, or more on team qualifications and overall project approach?

A212. The presentation phase may include discussions of the firm's team, qualifications, and project approach, along with preliminary design thinking for the project.

Q213. Please clarify whether the Project is anticipated to include a formal contractor bidding/procurement phase following completion of design services. If so, please confirm whether the selected Consultant will be expected to provide bidding-phase services, such as preparation of bid support documentation, responses to contractor questions/RFIs, bid review, or participation in contractor selection.

A213. See answer to Q29.

Q214. Who is the preferred on-call MEP/FP engineer, and should any allowance for their services be included in the fee proposal?

A214. See answer to Q31.

Q215. Should expediting services be included in our scope?

A215. Out of RFP scope.

Q216. Should hazardous material testing and reporting be included in our scope?

A216. See answer to Q91.

Q217. Are there specific requirements for MWBE fee percentages?

A217. See answer to Q105.

Q218. Is there a target budget for construction and FFE?

A218. See answer to Q7.

Q219. Should we assume furniture is being replaced throughout both the public space and private residence?

A219. Yes.

Q220. Should anything related to Appendix A "Outline for Preparing Work-Specific EHS Plan" be included in the RFP submission, or has it been provided for reference only?

A220. See answer to Q47.

Q221. Should we include updates to the public roof terrace in our scope?

A221. See answer to Q20.

Q222. Should our proposal include a fee for construction administration services?

A222. No.

Q223. Can you share the budget for this project with the participating bidders?, if so, What is the cost per square foot?

A223. See answer to Q7.

Q224. Is the furniture budget included in this figure?

A224. See answer to Q7.

Q225. Have a General Contractor and consultants for MEP and Structural been selected?

A225. Yes, but out of RFP scope.

Q226. Are there any photographs / survey materials that will be made available for a better understanding of the scope of work?

A226. No.

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

Bid/Proposal #:	Company:	Name:	Telephone#:	Email Address
RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/11/2026 - 10am	MKCA	Michael Chen	2127320060	michael@mkca.com
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RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/11/2026 - 10am	Studio Armando Aguirre	Armando Aguirre	9176233895	aa@armandoaguirre.com
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RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/11/2026 - 10am	YUN Architecture	Susan Yun	3476458453	susan@yunarchitecture.com
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RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/11/2026 - 12pm	Celeste Umpierre Architect	Celeste UMPIERRE	9177571314	celeste@cu-a.com
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RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/11/2026 - 12pm	David Smotrich & Partners	Clare Kerrigan	9173766750	ckerrigan@dsmotricharch.com
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RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/12/2026 - 12pm	O'Neill Rose Architects	Devin O'Neill	7188523925	do@oneillrosearchitects.com
RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/12/2026 - 12pm	Belmont Freeman Architects	Belmont Freeman	2123823311	bfreeman@belmont.com
RFP C1748 - Interior Architectural Design and Related Services for Presidential Housing - 05/12/2026 - 12pm	Charla Hyman and herrero	Adam Charla hyman	9737159694	adam@ch-herrero.com