



**Fashion Institute
of Technology**

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NOTICE TO ALL FIRMS

Date: August 11, 2025

To: All Prospective Bidders

From: Maria De Los Angeles Lopez
Purchasing Agent

Re: Addendum Number 3
RFP C1705 – Museum Exhibition Architect

Bid Due date: August 21, 2025 at 12:00 pm

****Attention firms please note below are clarification to questions received from firms pertaining to this project.**

Notes:

The scope of work described in this Request for Proposal (RFP) is intended to outline the primary tasks and deliverables anticipated at the time of issuance. However, FIT reserves the right to request additional services during the course of the engagement. These requests may include, but are not limited to, related tasks, deliverables, or support services not specifically described in the initial scope.

Due to the complexity of the questions and the need for further clarification of the responses, the bid due date has been extended by one week. This extension allows firms sufficient time to prepare and submit their bids. The new bid due date is now **August 21, 2025, at 12:00 PM.**

Further clarification of the responses is provided below.

Q1. Pertaining to page 3 of the RFP, section IV. The Assignment, "...Firm must be a licensed and professionally insured architect in the City of New York with in-depth knowledge of New York City building and safety codes." Does this project need to be led by a licensed and professionally insured architect in the City of New York? Alternatively, would you accept a proposal where a licensed and professionally insured architect in the City of New York is a consultant on a team led by an exhibit design firm?

A1. Architect must be licensed and insured in NYC.

No consultants.

Q67.

Firm must be a licensed and professionally insured architect in the City of New York with in-depth knowledge of New York City building and safety codes.

Universal Design Studio is comprised of architectural and interior designers, but does not have an internal "AoR" (state registered architect) in their team. During the site visit, it was mentioned that the firm selected would be required to run all designs thru the campus architect for permits; given this information, is it safe to assume the campus architect would serve as the AoR? If this is not the case, would FIT consider awarding the contract to a design studio, such as Universal if they were to agree to partner with an external "AoR" as and when is needed, to comply with state regulations if the specific exhibition requires permit filings.

A67. No, the assigned firm must be a registered architect in NYC, we would not award a contract to a design studio. The external firm working at FIT is used as a fail safe to double check the design for any issues that may arise during construction.

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 _____