



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

May 8, 2009

**ADDENDUM NO. 2**

**PROJECT: RQ\_A & E, Twenty Architectural and Engineering Design Requirements Contracts for Small Projects, Citywide, PIN: 8502009VP0010P-29P**

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THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

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**REQUEST FOR PROPOSAL**

**1) Attachment 3- Identification of Key Project Personnel**

Delete in its entirety and replace with the revised Attachment 3 attached to this Addendum. Attachment 3 has been revised to clearly and properly reflect the titles of personnel to be identified.

**2) Attachment 6- Subcontractor Utilization Plan**

This addendum is to address the M/WBE issues raised by prospective respondents. Attached is a sample of the Subcontractor Utilization Plan for your review and assistance. The sample demonstrates the calculation of the percentages for the “not to exceed” amount of \$4,000,000.

The M/WBE participation goals for this project of 60% of the targeted amount should be spread equally among the three ethnicity groups identified in the Subcontractor Utilization Plan.

Consultants are hereby advised that a responsive Subcontractor Utilization Plan requires, at minimum, that the firm check the 2 appropriate affirmation boxes, sign and date the form. However, when project specific task orders are written, upon demonstration of good faith efforts, modifications may be allowed if necessary.





**Contact: Carol Phoenix, phoenixca@ddc.nyc.gov**  
**Phone No.: 718-391-1530**

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**By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.**

**THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER FOR THE CONTRACT AND ATTACHED TO THE TECHNICAL PROPOSAL.**

\_\_\_\_\_  
**Carol DiAgostino**  
**Agency Chief Contracting Officer**

\_\_\_\_\_  
**Name of Proposer**

**By** \_\_\_\_\_

**Title** \_\_\_\_\_



**REVISED**  
**ATTACHMENT 3**

**IDENTIFICATION OF KEY PROJECT PERSONNEL**

Title	Name	Number of Years of Experience	Professional License or Certification
<b>ARCHITECTURAL DESIGN SERVICES:</b>			
Principal	_____	_____	_____
Project Architect	_____	_____	_____
Project Manager	_____	_____	_____
Senior Designer	_____	_____	_____
<b>STRUCTURAL DESIGN SERVICES:</b>			
Principal	_____	_____	_____
Project Engineer	_____	_____	_____
Project Manager	_____	_____	_____
<b>MEP DESIGN SERVICES:</b>			
Principal	_____	_____	_____
Project Engineer (Mechanical)	_____	_____	_____
Project Engineer (Electrical)	_____	_____	_____
Project Engineer (Plumbing)	_____	_____	_____
Project Manager	_____	_____	_____
<b>COST ESTIMATING SERVICES:</b>			
Principal	_____	_____	_____
Senior Estimator	_____	_____	_____

RQ\_A & E

**SAMPLE**

PIN: 8502009VP0010P-29P

Tax ID #: \_\_\_\_\_



THE CITY OF NEW YORK

**Subcontractor Utilization Plan -Part I: Agency's Target**

This page to be completed by contracting agency

**Contract Overview**

Pin # 8502009VP0010P-29P FMS Project ID#: RQ A&E

Project Title Architectural and Engineering Design Requirements Contract

Contracting Agency Department of Design and Construction

Agency Address 30-30 Thomson Ave City Long Island City State NY Zip Code 11101

Contact Person James A. Cerasoli Title Deputy Director

Telephone # (718) 391-1549 Email cerasoli@ddc.nyc.gov

**Project Description** (attach additional pages if necessary)

Twenty Architectural and Engineering Design Requirement Contracts for Small Projects, Citywide

(1)  **Target Subcontracting Percentage**  
 Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services. \_\_\_\_\_ 5 %

**Subcontractor Participation Goals**  
Complete and enter total for each Construction or Professional Services, or both (if applicable)

Group	Construction	Professional Services
Black American	_____ %	20 %
Hispanic American	_____ %	20 %
Asian American	_____ %	No Goal
Caucasian Female	No Goal	20 %
<b>Total Participation Goals</b>	<b>(2) _____ %</b>	<b>(3) 60 %</b>

Tax ID # \_\_\_\_\_

PIN # \_\_\_\_\_

**Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan**

This page and the next (Part I) herein are to be completed by the bidder/proposer. AFFIRMATIONS: Bidder/proposer must check the applicable boxes below, affirming compliance with M/WBE requirements.

Bidder/proposer  AFFIRMS or  DOES NOT AFFIRM [statement below]

It is a material term of the contract to be awarded that, with respect to the total amount of the contract to be awarded, bidder/proposer will award one or more subcontracts for amounts under one million dollars, sufficient to meet or exceed the Target Subcontracting Percentage (as set forth in Part I) unless it obtains a full or partial waiver thereof, and it will award subcontracts sufficient to meet or exceed the Total Participation Goals (as set forth in Part I) unless such goals are modified by the Agency.

Bidder/proposer  AFFIRMS that it intends to meet or exceed the Target Subcontracting Percentage (as set forth in Part I); or

AFFIRMS that it has obtained a full/partial pre-award waiver of the Target Subcontracting Percentage (as set forth in Part I) and intends to award the modified Target Subcontracting Percentage, if any; or

DOES NOT AFFIRM

**Section I: Prime Contract Contact Information**

Tax ID # \_\_\_\_\_ FMS Vendor ID # \_\_\_\_\_  
Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Email \_\_\_\_\_

**Section II: General Contract Information**

1. Define the industry in which work is to be performed.

- **Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance.
- **Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.

a. Type of work on Prime Contract (Check one):

b. Type of work on Subcontract (Check all that apply):

Construction  Professional Services  Construction  Professional Services  Other

2. What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts?

UNDETERMINED

3. Will you award subcontract(s) in amounts below \$1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract?

UNDETERMINED

**Section III: Subcontractor Utilization Summary**

IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).

Step 1: Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	Subcontracts under \$1M (4) (construction/professional services)	Total Bid/Proposal Value	Calculated Target Subcontracting Percentage
	\$ 200,000	\$ 4,000,000	5 %

- **Subcontracts under \$1M (construction/professional services):** Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2.
- **Total Bid/Proposal Value:** Provide the dollar amount of the bid/proposal
- **Calculated Target Subcontracting Percentage:** The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1).

NOTE: The "Calculated Target Subcontracting Percentage" MUST equal or exceed the Target Subcontracting Percentage listed by the agency on Page 1, Line (1).

Tax ID # \_\_\_\_\_

PIN # \_\_\_\_\_

cont.

**Step 2:**

Calculate value of subcontractor participation goals

**Subcontracts under \$1M**  
(construction/professional services)

a. Copy value from Step 1, line (4) – the total value of all expected subcontracts under \$1M for construction and/or professional services \$ 200,000

b. From line a above, allocate the dollar value of "Subcontracts under \$1M" by Construction and Professional Services

	Construction	Professional Services
• If all subcontracts under \$1M are in one industry, enter '0' for the industry with no subcontracts.		
• Amounts listed on these lines should add up to the value from line a		
Subcontracts under \$1M by Industry	\$ _____	\$ <u>200,000</u>
• For Construction enter percentage from line (2) from Page 1		
• For Professional Services enter percentage from line (3) from Page 1		
c. Total Participation Goals Percentages must be copied from Part I, lines (2) and (3).		
Total Participation Goals	x _____ %	x <u>60</u> %
d. Value of Total Participation Goals	\$ _____	\$ <u>120,000</u>

**Step 3:**

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

- ✓ Subcontracts in Amounts Under \$1 M Scope of Work – Construction

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

- ✓ Subcontracts in Amounts Under \$1 M Scope of Work – Professional Services

**UNDETERMINED**

**Section IV: Vendor Certification and Required Affirmations**

I hereby 1) acknowledge my understanding of the MWBE requirements as set forth herein and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder; 2) affirm that the information supplied in support of this subcontractor utilization plan is true and correct; 3) agree, if awarded this Contract, to comply with the MWBE requirements of this Contract and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this contract; 4) agree and affirm that it is a material term of this contract that the Vendor will award subcontract(s) sufficient to meet the Target Subcontracting Percentage, unless a waiver is obtained, and the Vendor will award subcontract(s) sufficient to meet the Total Participation Goals unless such goals are modified by the Agency; and 5) agree and affirm, if awarded this contract the Vendor intends to make all reasonable, good faith efforts to meet the Target Subcontracting Percentage, or if the Vendor has obtained a waiver, the Vendor intends to meet the modified Target Subcontracting Percentage, if any, and the Vendor intends to solicit and obtain the participation of MWBEs so as to meet the Total Participation Goals unless modified by the Agency.

**X**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Title \_\_\_\_\_