



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

February 16, 2010

**ADDENDUM NO. 1**

**PROJECT: HWP2010MX HWP2010R, HWP2010CW, Resident Engineering Inspection  
Services for Construction of Pedestrian Ramps, Boroughs of the Bronx and  
Manhattan, Staten Island and Citywide**

**PIN: 8502010HW0042P-44P**

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**

The Request for Proposals is amended as set forth below.

(1) Section III F: Delete Section III F and replace with revised Section III F set forth below.

- F. Payment Provisions: Payments for all required services for the Project shall be in accordance with Article 7 of the Contract. As indicated therein, the Engineer shall be paid for staffing expenses for engineering personnel identified in the approved Staffing Plan. Staffing expenses shall be calculated based on Direct Salary Rates per hour for specified titles of personnel, subject to a Multiplier for Overhead and Profit. Both the Direct Salary Rates per hour for specified titles of personnel and the Multiplier for Overhead and Profit shall be negotiated with the selected proposer. Negotiation is subject to the budgetary limitation set forth in Attachment 3.

(2) Section IV D: Add new Section IV D set forth below.

- D. Fee Proposal: A form for submission of the Fee Proposal is included as Attachment 3 to the RFP. Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The Proposer must complete the Fee Proposal in accordance with the instructions on Attachment 3.





(3) Attachment 3: Delete Attachment 3 and replace with revised Attachment 3 attached to this Addendum. There are three versions of the revised Attachment 3 attached to this Addendum, two of which are borough specific and one of which is citywide.

(4) Contract: Delete Exhibit B. Exhibit B will be finalized after negotiation with the selected proposer.

(5) Contract: Revise the qualification requirements set forth in Exhibit C as follows:

- Resident Engineer: Delete “Qualified for ASCE Grade V” and replace with “Qualified for A-III / N-III.” Delete requirement for “Valid NYS P.E. License”.
- Office Engineer: Delete “Qualified for ASCE Grade III or NICET Grade IV” and replace with “Qualified for A-II / N-III.”

**Contact:** Belkis Palacios, palaciob@ddc.nyc.gov **palaciob@ddc.nyc.gov**  
**Phone No.:** 718-391-1866

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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** \_\_\_\_\_



ADDENDUM NO. 1

Project: Resident Engineering Inspection Services for the Construction of Pedestrian Ramps, Boroughs of the Bronx and Manhattan, Staten Island and Citywide

PIN: 8502010HW0042P-44P

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THIS 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 ORIGINALLY INCLUDED THEREIN.

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The Request for Proposals is amended as set forth below.

(1) Section III F: Delete Section III F and replace with revised Section III F set forth below.

F. Payment Provisions: Payments for all required services for the Project shall be in accordance with Article 7 of the Contract. As indicated therein, the Engineer shall be paid for staffing expenses for engineering personnel identified in the approved Staffing Plan. Staffing expenses shall be calculated based on Direct Salary Rates per hour for specified titles of personnel, subject to a Multiplier for Overhead and Profit. Both the Direct Salary Rates per hour for specified titles of personnel and the Multiplier for Overhead and Profit shall be negotiated with the selected proposer. Negotiation is subject to the budgetary limitation set forth in Attachment 3.

(2) Section IV D: Add new Section IV D set forth below.

D. Fee Proposal: A form for submission of the Fee Proposal is included as Attachment 3 to the RFP. Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The Proposer must complete the Fee Proposal in accordance with the instructions on Attachment 3.

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(5) Contract: Revise the qualification requirements set forth in Exhibit C as follows:

- Resident Engineer: Delete "Qualified for ASCE Grade V" and replace with "Qualified for A-III / N-III." Delete requirement for "Valid NYS P.E. License".
- Office Engineer: Delete "Qualified for ASCE Grade III or NICET Grade IV" and replace with "Qualified for A-II / N-III."

THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER AND ATTACHED TO ITS PROPOSAL.

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Name of Proposer

By: \_\_\_\_\_

Title: \_\_\_\_\_

ADDENDUM NO. 1

ATTACHMENT 3

FEE PROPOSAL

**FMS ID:** HWS2010MX  
**Project:** Resident Engineering Inspection Services for the Construction of Pedestrian Ramps, Boroughs of Manhattan and the Bronx

**Submission:** If requested in writing by DDC, the proposer shall submit Attachment 3 as its Fee Proposal. Attachment 3 shall be submitted in a clearly marked, sealed envelope. Submission shall be within ten business days of notice by DDC.

**Negotiation:** DDC will attempt to negotiate the items listed below on a fair and reasonable basis with the highest ranked proposer. Such negotiation is subject to the budgetary limitation set forth below. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

- Multiplier for Overhead and Profit
- Direct Salary Rates Per Hour for All Required Titles

**Budgetary Limitation:** The funding available for REI services for the Project is \$728,112. No additional funding will be provided, so it is essential that the Fee Proposal conform to this budgetary limitation. As indicated in Item (C) below, the proposer shall submit the Total Estimated Staffing Expenses for the Project, calculated based on the proposed Direct Salary Rates Per Hour and the proposed Multiplier for Overhead and Profit. Such Total Estimated Staffing Expenses cannot exceed the budgetary limitation of \$728,112. In calculating the Total Estimated Staffing Expenses, the proposer cannot change the required titles of personnel; nor can it alter the estimated hours per title. The required titles of personnel reflect the minimum number of personnel necessary to supervise the required construction work at multiple locations. The estimated hours per title are based on the actual term of the contract for the required construction work.

**Back Up Material:** DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier and/or proposed Direct Salary Rates.

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**(A) Multiplier for Overhead and Profit:** In the space provided below, the proposer shall indicate a Proposed Multiplier for Overhead and Profit. Such Multiplier is subject to negotiation.

Proposed Multiplier for Overhead and Profit: \_\_\_\_\_

**(B) Direct Salary Rates Per Hour:** For each title listed below, the proposer shall indicate a Proposed Direct Salary Rate Per Hour. The proposed Direct Salary Rate Per Hour must correspond to the grade level per title set forth below, regardless of the actual grade level of the individual proposed for the title. Such Direct Salary Rates are subject to negotiation.

Resident Engineer, A-III / N-III: \_\_\_\_\_  
Office Engineer, A-II / N-III: \_\_\_\_\_  
Inspector, A-I / N-II: \_\_\_\_\_

**(C) Total Estimated Staffing Expenses:** In the space provided below, the proposer shall calculate the total estimated staffing expenses for the Project. Such calculation shall be based on the proposed Direct Salary Rate per hour per title and the proposed Multiplier for Overhead and Profit. As indicated above, the Total Estimated Staffing Expenses cannot exceed the budgetary limitation for the Project.

<b>Titles and Qualification Requirements Per Title</b>	<b><u>Number of Staff</u></b>	<b><u>Direct Salary Rate Per Hour</u></b>		<b><u>Total Estimated Hours Per Title</u></b>		<b><u>Total Estimated Amount per Title</u></b>
Resident Engineer, A-III / N-III:	1	_____	x	2,288	=	_____
Office Engineer, A-II / N-III:	1	_____	x	2,112	=	_____
Inspector, A-I / N-II:	2	_____	x	4,224	=	_____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)						_____
Total with Proposed Multiplier for Overhead and Profit:						_____

The proposer must sign the Fee Proposal in the space provided below.

\_\_\_\_\_

Name of Proposer

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm

\_\_\_\_\_  
EIN #

ADDENDUM NO. 1

ATTACHMENT 3

FEE PROPOSAL

**FMS ID:** HWS2010R  
**Project:** Resident Engineering Inspection Services for the Construction of Pedestrian Ramps, Borough of Staten Island

**Submission:** If requested in writing by DDC, the proposer shall submit Attachment 3 as its Fee Proposal. Attachment 3 shall be submitted in a clearly marked, sealed envelope. Submission shall be within ten business days of notice by DDC.

**Negotiation:** DDC will attempt to negotiate the items listed below on a fair and reasonable basis with the highest ranked proposer. Such negotiation is subject to the budgetary limitation set forth below. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

- Multiplier for Overhead and Profit
- Direct Salary Rates Per Hour for All Required Titles

**Budgetary Limitation:** The funding available for REI services for the Project is \$728,112. No additional funding will be provided, so it is essential that the Fee Proposal conform to this budgetary limitation. As indicated in Item (C) below, the proposer shall submit the Total Estimated Staffing Expenses for the Project, calculated based on the proposed Direct Salary Rates Per Hour and the proposed Multiplier for Overhead and Profit. Such Total Estimated Staffing Expenses cannot exceed the budgetary limitation of \$728,112. In calculating the Total Estimated Staffing Expenses, the proposer cannot change the required titles of personnel; nor can it alter the estimated hours per title. The required titles of personnel reflect the minimum number of personnel necessary to supervise the required construction work at multiple locations. The estimated hours per title are based on the actual term of the contract for the required construction work.

**Back Up Material:** DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier and/or proposed Direct Salary Rates.

\*\*\*\*\*

**(A) Multiplier for Overhead and Profit:** In the space provided below, the proposer shall indicate a Proposed Multiplier for Overhead and Profit. Such Multiplier is subject to negotiation.

Proposed Multiplier for Overhead and Profit: \_\_\_\_\_

**(B) Direct Salary Rates Per Hour:** For each title listed below, the proposer shall indicate a Proposed Direct Salary Rate Per Hour. The proposed Direct Salary Rate Per Hour must correspond to the grade level per title set forth below, regardless of the actual grade level of the individual proposed for the title. Such Direct Salary Rates are subject to negotiation.

Resident Engineer, A-III / N-III: \_\_\_\_\_  
Office Engineer, A-II / N-III: \_\_\_\_\_  
Inspector, A-I / N-II: \_\_\_\_\_

**(C) Total Estimated Staffing Expenses:** In the space provided below, the proposer shall calculate the total estimated staffing expenses for the Project. Such calculation shall be based on the proposed Direct Salary Rate per hour per title and the proposed Multiplier for Overhead and Profit. As indicated above, the Total Estimated Staffing Expenses cannot exceed the budgetary limitation for the Project.

<b>Titles and Qualification Requirements Per Title</b>	<b>Number of Staff</b>	<b>Direct Salary Rate Per Hour</b>		<b>Total Estimated Hours Per Title</b>	=	<b>Total Estimated Amount per Title</b>
Resident Engineer, A-III / N-III:	1	_____	x	2,288	=	_____
Office Engineer, A-II / N-III:	1	_____	x	2,112	=	_____
Inspector, A-I / N-II:	2	_____	x	4,224	=	_____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)						_____
Total with Proposed Multiplier for Overhead and Profit:						_____

The proposer must sign the Fee Proposal in the space provided below.

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

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm

\_\_\_\_\_  
EIN #

ADDENDUM NO. 1

ATTACHMENT 3

FEE PROPOSAL

**FMS ID:** HWS2010CW  
**Project:** Resident Engineering Inspection Services for the Construction of Pedestrian Ramps, Citywide

**Submission:** If requested in writing by DDC, the proposer shall submit Attachment 3 as its Fee Proposal. Attachment 3 shall be submitted in a clearly marked, sealed envelope. Submission shall be within ten business days of notice by DDC.

**Negotiation:** DDC will attempt to negotiate the items listed below on a fair and reasonable basis with the highest ranked proposer. Such negotiation is subject to the budgetary limitation set forth below. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

- Multiplier for Overhead and Profit
- Direct Salary Rates Per Hour for All Required Titles

**Budgetary Limitation:** The funding available for REI services for the Project is \$728,112. No additional funding will be provided, so it is essential that the Fee Proposal conform to this budgetary limitation. As indicated in Item (C) below, the proposer shall submit the Total Estimated Staffing Expenses for the Project, calculated based on the proposed Direct Salary Rates Per Hour and the proposed Multiplier for Overhead and Profit. Such Total Estimated Staffing Expenses cannot exceed the budgetary limitation of \$728,112. In calculating the Total Estimated Staffing Expenses, the proposer cannot change the required titles of personnel; nor can it alter the estimated hours per title. The required titles of personnel reflect the minimum number of personnel necessary to supervise the required construction work at multiple locations. The estimated hours per title are based on the actual term of the contract for the required construction work.

**Back Up Material:** DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier and/or proposed Direct Salary Rates.

\*\*\*\*\*

**(A) Multiplier for Overhead and Profit:** In the space provided below, the proposer shall indicate a Proposed Multiplier for Overhead and Profit. Such Multiplier is subject to negotiation.

Proposed Multiplier for Overhead and Profit: \_\_\_\_\_

**(B) Direct Salary Rates Per Hour:** For each title listed below, the proposer shall indicate a Proposed Direct Salary Rate Per Hour. The proposed Direct Salary Rate Per Hour must correspond to the grade level per title set forth below, regardless of the actual grade level of the individual proposed for the title. Such Direct Salary Rates are subject to negotiation.

Resident Engineer, A-III / N-III: \_\_\_\_\_  
Office Engineer, A-II / N-III: \_\_\_\_\_  
Inspector, A-I / N-II: \_\_\_\_\_

**(C) Total Estimated Staffing Expenses:** In the space provided below, the proposer shall calculate the total estimated staffing expenses for the Project. Such calculation shall be based on the proposed Direct Salary Rate per hour per title and the proposed Multiplier for Overhead and Profit. As indicated above, the Total Estimated Staffing Expenses cannot exceed the budgetary limitation for the Project.

<b>Titles and Qualification Requirements Per Title</b>	<b><u>Number of Staff</u></b>	<b><u>Direct Salary Rate Per Hour</u></b>		<b><u>Total Estimated Hours Per Title</u></b>		<b><u>Total Estimated Amount per Title</u></b>
Resident Engineer, A-III / N-III:	1	_____	x	2,288	=	_____
Office Engineer, A-II / N-III:	1	_____	x	2,112	=	_____
Inspector, A-I / N-II:	2	_____	x	4,224	=	_____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)						_____
Total with Proposed Multiplier for Overhead and Profit:						_____

The proposer must sign the Fee Proposal in the space provided below.

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

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm

\_\_\_\_\_  
EIN #