



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

April 9, 2010

ADDENDUM NO. 1

PROJECT: HWDRWALLF, REQUIREMENTS CONTRACT FOR ENGINEERING DESIGN AND RELATED SERVICES FOR RETAINING WALLS, CITYWIDE

PIN: 8502010RQ0002P

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.

- Attachment 5, Requirements Per Title, Pages RFP-22 to RFP-24: Delete entire page and replace with Revised RFP-22 to RFP-24 attached to this Addendum.

CONTRACT

- Exhibit D, Requirements Per Title, Pages 44 to 46: Delete entire page and replace with the Revised Exhibit D attached to this Addendum.





Contact: John Katsorhis, katsorhjo@ddc.nyc.gov
Phone No.: 718-391-2263

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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 _____



ATTACHMENT 5**MINIMUM REQUIREMENTS PER TITLE**

Minimum Requirements Per Title: Any personnel provided by the Consultant and/or its Subconsultants must satisfy the Minimum Requirements Per Title set forth below.

NOTE: Various titles listed below are preceded by an asterisk. Such titles are titles of Key Personnel. After selection of the Consultant, DDC will revise the Minimum Requirements for such titles to reflect the actual qualifications of the individuals identified by the Consultant in its Proposal as Key Personnel.

TITLE	REQUIREMENTS PER TITLE		
	Number of Years of Experience	ASCE or NICET Grade	Professional License or Certification
STRUCTURAL ENGINEERING SERVICES			
* Project Manager	10	ASCE VI	Professional License
* Senior Structural Engineer	7	ASCE V	Professional License
Junior Structural Engineer	3	ASCE II	
Senior Engineering Drafter/CADD Operator	5	N III	
Junior Engineering Drafter/CADD Operator	2	N II	
ARCHITECTURAL DESIGN SERVICES			
* Senior Project Architect/Designer	7		Professional License
Junior Project Architect/Designer	3		
Senior Architectural Drafter/CADD Operator	5	N III	
Junior Architectural Drafter/CADD Operator	2	N II	
ELECTRICAL DESIGN SERVICES			
* Senior Electrical Engineer	7	ASCE V	Professional License
Junior Electrical Engineer	3		
Drafter/CADD Operator	2	N II	
GEOTECHNICAL ENGINEERING SERVICES			
* Senior Geotechnical Engineer	7	ASCE V	Professional License
Junior Geotechnical Engineer	3	ASCE II	
Drafter/CADD Operator			
CIVIL ENGINEERING SERVICES			
* Senior Civil Engineer	7	ASCE VI	Professional License
Junior Civil Engineer	3	ASCE II	
Drafter/CADD Operator	2	N II	
LANDSCAPE ARCHITECTURAL DESIGN SERVICES			
* Senior Landscape Architect	7		Professional License
Junior Landscape Architect	3		
Drafter/CADD Operator	2	N II	
URBAN DESIGN/PLANNING SERVICES			
* Senior Urban Designer/Planner	7		Professional License
Junior Urban Designer/Planner	3		
Drafter/CADD Operator	2	N II	
TOPOGRAPHIC SURVEY SERVICES			
* Surveyor	7		Professional License
Party Chief	5	N III	
Instrument Person	3	N II	
Rod Person	1	N I	
Senior Drafter/CADD Operator	3	N III	
Junior Drafter/CADD Operator	2	N II	

ATTACHMENT 5 (Continued)**MINIMUM REQUIREMENTS PER TITLE**

TITLE	REQUIREMENTS PER TITLE		
	Number of Years of Experience	ASCE or NICET Grade	Professional License or Certification
ENVIRONMENTAL ENGINEERING/HAZMAT SERVICES			
* Senior Environmental Engineer	5		Licensed by N.Y.S. Dept. of Labor
Junior Environmental Engineer	3		
Technician / Inspector	3		Licensed by N.Y.S. Dept. of Labor & NYC DEP
Monitor	3		Licensed by N.Y.S. Dept. of Labor
* Certified Industrial Hygienist			See Note 5
Drafter/CADD Operator	2	N II	
MARINE ENGINEERING SERVICES			
* Senior Structural (Marine/Waterfront) Engineer	7	ASCE VI / NICET IV	Professional License
Junior Structural (Marine/Waterfront) Engineer	3	ASCE III	
* Diving Inspector / Engineer	5		Professional License
TRAFFIC/TRANSPORTATION ENGINEERING SERVICES			
* Senior Traffic/Transportation Engineer	7	ASCE V	Professional License
Junior Traffic/Transportation Engineer	3	ASCE III	
Drafter/CADD Operator	2	N II	
TREE CONSULTING SERVICES			
* Arborist / Forester	5		See Note 4

Notes:

- (1) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the American Society of Civil Engineers (ASCE). The applicable requirements for the title in question shall be the most current requirements promulgated by the ASCE for that title as of the date on which the Consultant submitted its Proposal for the Contract.
- (2) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the National Institute For Certification In Engineering Technologies (NICET). The applicable requirements for the title in question shall be the most current requirements promulgated by the NICET for that title as of the date on which the Consultant submitted its Proposal for the Contract.
- (3) If a title requires a professional license, such license must be issued by the State of New York.
- (4) The minimum requirements for the specified title of Arborist/Forester shall be the requirements established by the New York City Department of Parks and Recreation, as set forth below.
 - (a) Associate degree in forestry, arboriculture, horticulture, or related plant science field, and five years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or

ATTACHMENT 5 (Continued)

- (b) B.S. in forestry, arboriculture, horticulture, or related plant science field, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (c) M.S. in forestry, arboriculture, horticulture, or related plant science field, and one year of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (d) Arborist certification from the N.Y.S. Arborists/International Society of Arboriculture Chapter, Inc., and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (e) Other state arborist certification recognized by the International Society of Arboriculture or the National Arborist Association, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction.
- (5) The minimum requirements for the specified title of Certified Industrial Hygienist (CIH) shall be the requirements set forth below:
- (a) **Certified Industrial Hygienist (CIH)** - shall possess a CIH license granted by the American Board of Industrial Hygiene (ABIH) for at least five (5) years. An advanced degree (M.S., M.E., and PhD) in science or engineering is preferred. This individual will demonstrate at least fifteen (15) years of experience in this field of expertise with not less than 5 years practical experience in the environmental engineering / science fields.
 - (b) **Duties:** The CIH will act as the lead and provide expert opinion on matters of industrial hygiene, site safety, and environmental compliance. This individual will review and interpret data, author environmental reports and site specific health and safety plans; and shall be responsible for all aspects, including execution and monitoring, of the health and safety program.
- (6) No Payment for Principal: The Consultant shall not be entitled to payment for a principal's time performing oversight or management duties. This prohibition on payment for a principal's time shall not apply if the following criteria are met: (1) the principal is qualified to perform services in accordance with one of the titles set forth above, and (2) the principal is included in the approved Staffing Plan for such title.

EXHIBIT D

MINIMUM REQUIREMENTS PER TITLE

MINIMUM REQUIREMENTS PER TITLE: Any personnel provided by the Consultant and/or its Subconsultants must satisfy the Minimum Requirements Per Title set forth below.

NOTE: Various titles listed below are preceded by an asterisk. Such titles are titles of Key Personnel. After selection of the Consultant, DDC will revise the Minimum Requirements for such titles to reflect the actual qualifications of the individuals identified by the Consultant as Key Personnel. Such individuals are listed in Exhibit B.

TITLE	REQUIREMENTS PER TITLE		
	Number of Years of Experience	ASCE or NICET Grade	Professional License or Certification
STRUCTURAL ENGINEERING SERVICES			
* Project Manager	10	ASCE VI	Professional License
* Senior Structural Engineer	7	ASCE V	Professional License
Junior Structural Engineer	3	ASCE II	
Senior Engineering Drafter/CADD Operator	5	N III	
Junior Engineering Drafter/CADD Operator	2	N II	
ARCHITECTURAL DESIGN SERVICES			
* Senior Project Architect/Designer	7		Professional License
Junior Project Architect/Designer	3		
Senior Architectural Drafter/CADD Operator	5	N III	
Junior Architectural Drafter/CADD Operator	2	N II	
ELECTRICAL DESIGN SERVICES			
* Senior Electrical Engineer	7	ASCE V	Professional License
Junior Electrical Engineer	3		
Drafter/CADD Operator	2	N II	
GEOTECHNICAL ENGINEERING SERVICES			
* Senior Geotechnical Engineer	7	ASCE V	Professional License
Junior Geotechnical Engineer	3	ASCE II	
Drafter/CADD Operator			
CIVIL ENGINEERING SERVICES			
* Senior Civil Engineer**	7	ASCE VI	Professional License
Junior Civil Engineer	3	ASCE II	
Drafter/CADD Operator	2	N II	
LANDSCAPE ARCHITECTURAL DESIGN SERVICES			
* Senior Landscape Architect	7		Professional License
Junior Landscape Architect	3		
Drafter/CADD Operator	2	N II	
URBAN DESIGN/PLANNING SERVICES			
* Senior Urban Designer/Planner	7		Professional License
Junior Urban Designer/Planner	3		
Drafter/CADD Operator	2	N II	
TOPOGRAPHIC SURVEY SERVICES			
* Surveyor	7		Professional License
Party Chief	5	N III	
Instrument Person	3	N II	
Rod Person	1	N I	
Senior Drafter/CADD Operator	3	N III	
Junior Drafter/CADD Operator	2	N II	

EXHIBIT D (Continued)

MINIMUM REQUIREMENTS PER TITLE

TITLE	REQUIREMENTS PER TITLE		
	Number of Years of Experience	ASCE or NICET Grade	Professional License or Certification
ENVIRONMENTAL ENGINEERING/HAZMAT SERVICES			
* Senior Environmental Engineer	5		Licensed by N.Y.S. Dept. of Labor
Junior Environmental Engineer	3		
Technician / Inspector	3		Licensed by N.Y.S. Dept. of Labor & NYC DEP
Monitor	3		Licensed by N.Y.S. Dept. of Labor
* Certified Industrial Hygienist			See Note 5
Drafter/CADD Operator	2	N II	
MARINE ENGINEERING SERVICES			
* Senior Structural (Marine/Waterfront) Engineer	7	ASCE VI / NICET IV	Professional License
Junior Structural (Marine/Waterfront) Engineer	3	ASCE III	
* Diving Inspector / Engineer	5		Professional License
TRAFFIC/TRANSPORTATION ENGINEERING SERVICES			
* Senior Traffic/Transportation Engineer	7	ASCE V	Professional License
Junior Traffic/Transportation Engineer	3	ASCE III	
Drafter/CADD Operator	2	N II	
TREE CONSULTING SERVICES			
* Arborist / Forester	5		See Note 4

Notes:

- (1) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the American Society of Civil Engineers (ASCE). The applicable requirements for the title in question shall be the most current requirements promulgated by the ASCE for that title as of the date on which the Consultant submitted its Proposal for the Contract.
- (2) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the National Institute For Certification In Engineering Technologies (NICET). The applicable requirements for the title in question shall be the most current requirements promulgated by the NICET for that title as of the date on which the Consultant submitted its Proposal for the Contract.
- (3) If a title requires a professional license, such license must be issued by the State of New York.
- (4) The minimum requirements for the specified title of Arborist/Forester shall be the requirements established by the New York City Department of Parks and Recreation, as set forth below.
 - (a) Associate degree in forestry, arboriculture, horticulture, or related plant science field, and five years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (b) B.S. in forestry, arboriculture, horticulture, or related plant science field, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to

existing trees from the negative impacts of construction; or

- (c) M.S. in forestry, arboriculture, horticulture, or related plant science field, and one year of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (d) Arborist certification from the N.Y.S. Arborists/International Society of Arboriculture Chapter, Inc., and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
 - (e) Other state arborist certification recognized by the International Society of Arboriculture or the National Arborist Association, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction.
- (5) The minimum requirements for the specified title of Certified Industrial Hygienist (CIH) shall be the requirements set forth below:
- (a) **Certified Industrial Hygienist (CIH)** - shall possess a CIH license granted by the American Board of Industrial Hygiene (ABIH) for at least five (5) years. An advanced degree (M.S., M.E., and PhD) in science or engineering is preferred. This individual will demonstrate at least fifteen (15) years of experience in this field of expertise with not less than 5 years practical experience in the environmental engineering / science fields.
 - (b) **Duties:** The CIH will act as the lead and provide expert opinion on matters of industrial hygiene, site safety, and environmental compliance. This individual will review and interpret data, author environmental reports and site specific health and safety plans; and shall be responsible for all aspects, including execution and monitoring, of the health and safety program.
- (6) No Payment for Principal: The Consultant shall not be entitled to payment for a principal's time performing oversight or management duties. This prohibition on payment for a principal's time shall not apply if the following criteria are met: (1) the principal is qualified to perform services in accordance with one of the titles set forth in Exhibit D (other than the title "Principal"), and (2) the principal is included in the approved Staffing Plan for such title.