



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

July 19, 2011

ADDENDUM NO. 1

PROJECT: SER002313, Resident Engineering Inspection Services for the Installation of Storm and Sanitary Sewers and Water Mains in the McBaine Avenue Area, Borough of Staten Island

PIN: 8502011SE0045P

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 RFP is amended as set forth below:

- Attachment 3:** Delete in its entirety and replace with the revised Attachment 3 attached to this addendum.

CONTRACT

The contract is amended as set forth below:

- Exhibit B:** Delete in its entirety and replace with the revised Exhibit B attached to this addendum.

**Contact: Hemwattie Roopnarine, ramnarah@ddc.nyc.gov
Phone No.: 718-391-1375**

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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 3

FEE PROPOSAL

FMS ID: SER002313
Project: Resident Engineering Inspection Services for the Installation of Storm and Sanitary Sewers and Water Mains in the McBaine Avenue Area, 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. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

- Multiplier for Overhead and Profit
- Maximum Allowable Direct Salary Rates Per Hour for All Required Titles. The negotiation of such rates shall be based on the Actual Direct Salary Rates Per Hour submitted by the proposer, as well as the projected increase per year in such rates, based on the Employment Cost Index for Professional, Scientific and Technical Services, published by the U.S. Department of Labor, Bureau of Labor Statistics (the "Index").

(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: _____

- (1) In support of its proposed Multiplier, the proposer shall submit the following:
 - (a) If the proposer has an "Audited Multiplier for Overhead" that has been accepted by a governmental agency, it shall submit its Audited Multiplier for Overhead, as well as a letter from a governmental agency that engages in capital construction work (city, state or federal) approving or accepting such Audited Multiplier for Overhead. The proposer is advised that DDC has **NO OBLIGATION** to accept an Audited Multiplier for Overhead, even if such multiplier has been approved by a governmental agency.
 - (b) If the proposer does not have an "Audited Multiplier for Overhead" that has been accepted by a governmental agency, it shall submit Audited Financial Statements for the three (3) most recent fiscal years. Each Financial Statement (Balance Sheet and Income Statement) must have been audited by an independent auditor licensed to practice as a certified public accountant (CPA). Each Financial Statement must include the auditor's standard report.
- (2) DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier. Such records may include, without limitation, the "CONR 385 Package". For a description of the "CONR 385 Package", the proposer is directed to the following website:
<https://www.nysdot.gov/main/business-center/audit/conr-385-388>

(B) Actual Direct Salary Information: For each individual identified as Key Personnel in Attachment 2, the proposer shall submit the Actual Annual Direct Salary Information described below.

ATTACHMENT 3 (continued)

- (1) Actual Annual Direct Salary: An individual's actual annual direct salary shall be the salary amount directly payable to such employee on an annual basis and shall **NOT INCLUDE** any amount for the following costs or payments: (1) any payments for services performed during other than regular business hours (i.e., premium for Night Differential and/or Overtime); (2) any employer payments mandated by law, including without limitation, social security and Medicare taxes, insurance (Worker's Compensation, Employers Liability, Unemployment); (3) any employer contributions to retirement plans, including without limitation pension and/or deferred compensation plans, and (4) any costs for any other fringe and/or supplemental benefits.
- (2) Actual Annual Direct Salary on an Hourly Basis: To compute an individual's actual annual direct salary on an hourly basis, the individual's actual annual direct salary, as defined above, shall be divided by 2080.
- (3) Payroll Register: To verify the actual direct salary information described above, the proposer must submit the firm's payroll register for the six (6) months prior to submission of the proposal.

(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 Actual Direct Salary Rate per hour per title and the total estimated hours per title.

<u>Personnel: Titles and Qualification Requirements</u>	<u>Number of Staff</u>	<u>Maximum Allowable Direct Salary Rate Per Hour</u>		<u>Total Estimated Hours Per Title</u>	<u>Total Estimated Amount per Title</u>
Resident Engineer, A-V:	1	_____	x	4,928	= _____
Office Engineer, A-III / N-IV:	1	_____	x	4,224	= _____
Sr. Inspector, A-II / N-III:	1	_____	x	4,224	= _____
Inspector, A-I / N-II:	1	_____	x	4,224	= _____
Inspector, A-I / N-II:	1	_____	x	4,224	= _____
Community Liaison:	1	_____	x	3,696	= _____
Construction Monitor / Restoration Specialist:	1	_____	x	1,056	= _____
CADD Operator:	1	_____	x	528	= _____

Total Estimated Amount for All Titles:
(Addition of Total Estimated Amount per Title for all titles) _____

Total with Multiplier for Overhead and Profit: _____

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

Name of Firm (Full Business Name)

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Telephone #

EIN #

EXHIBIT B: PERSONNEL FOR THE PROJECT

Key Personnel: The Engineer specifically agrees to assign to the Project for its entire duration, the individuals identified below as Key Personnel. These individuals were identified by the Engineer in its Proposal for the Contract. The Actual Direct Salary Rate per Hour for each individual was submitted by the Engineer in its Fee Proposal for the Contract. Such rates, as well as any increase in such rates, are subject to review and determination by the Commissioner in accordance with Article 7. The Engineer is not permitted to enter into any subcontract(s) for the services of Key Personnel. Individuals providing services as Key Personnel must be employees of the Engineer.

Title	Name	Actual Direct Salary Rate per Hour
Resident Engineer:	_____	_____
Office Engineer:	_____	_____
Senior Inspector:	_____	_____
Construction Monitor / Restoration Specialist:	_____	_____

Staffing Requirements: Staffing requirements for the Project are set forth below, including: (1) required titles of personnel for the Project, (2) qualification requirements per title, (3) total estimated hours per title, and (4) Maximum Allowable Direct Salary Rate per hour per title. Additional qualification requirements for Key Personnel are set forth in Exhibit C.

Personnel: Titles and Qualification Requirements	Number of Staff	Maximum Allowable Direct Salary Rate Per Hour		Total Estimated Hours Per Title	Total Estimated Amount per Title
Resident Engineer, A-V:	1	_____ x		4,928	= _____
Office Engineer, A-III / N-IV:	1	_____ x		4,224	= _____
Senior Inspector, A-II / N-III:	1	_____ x		4,224	= _____
Inspector, A-I / N-II:	1	_____ x		4,224	= _____
Inspector, A-I / N-II:	1	_____ x		4,224	= _____
Community Liaison:	1	_____ x		3,696	= _____
Construction Monitor / Restoration Specialist:	1	_____ x		1,056	= _____
CADD Operator:	1	_____ x		528	= _____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)					_____
Total with Multiplier set forth in Exhibit A:					_____