



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

July 22, 2011

ADDENDUM NO. 1

PROJECT: PW311STLS, FIVE REQUIREMENTS CONTRACTS FOR TOPOGRAPHICAL SURVEYING SERVICES FOR VARIOUS STRUCTURES PROJECTS, BOROUGHES OF STATEN ISLAND, QUEENS, BROOKLYN, MANHATTAN, AND THE BRONX

PIN: 8502011RQ0008P-12P

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.

- **Section III**: Delete in its entirety and replace with the revised Section III attached to this Addendum.

CONTRACT

The Contract is amended as set forth below.

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

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





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 _____



SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS

A. Scope of Services

The range and type of surveying services the Consultant may be required to provide shall include without limitation the services described in Technical Requirements for Surveying Services for Various Projects Exhibit D, Sections 1-9. As the need arises for survey services throughout the term of the contract, the Commissioner shall issue a Work Order(s). The Consultant services to be provided for specific projects will be specified in the respective Work Order(s). Proposers are advised to carefully review the above cited sections of the attached contract, which details the surveying and related services subsumed in the services to be rendered under this contract.

B. Contract Provisions

The services to be provided by the Consultant and all standards of performance applicable to the required work are set forth in the form of contract, attached and incorporated as part of this RFP. Any firm awarded a contract as a result of this RFP will be required to sign this form of contract. Proposers are advised to carefully review the attached contract in its entirety before submitting a proposal.

C. Contract Term

The term of the contract shall commence as of the date of registration and shall remain in effect for 730 consecutive calendar days. The total value of all Task Orders that may be issued pursuant to the contract shall not exceed \$1,500,000 for the base term of contract. At the Commissioner's sole option, the term of the contract may be renewed for 365 consecutive calendar days for up to \$750,000. However, in the event a Work Order or Supplementary Work Order issued during the term of the contract(s) specifies a time frame for completion, which extends beyond the contract term, the term of the contract(s) shall extend through the time frame for completion set forth in the Work Order or Supplementary Work Order. The Commissioner may issue a Work Order at any time throughout the term of the contract(s), inclusive of the last effective day of the contract.

D. Insurance

Requirements for insurance that must be provided by the Consultant and its subconsultants are specified in Article 7 of Appendix A. Appendix A is included as an Exhibit to the attached contract. The cost of all insurance is deemed included in payments to the Consultant, as set forth in the attached contract.

E. Payment Provisions

Payments for all required services for the Project shall be in accordance with the Specific Requirements Exhibit B, Section 4 of the attached contract. The proposer is advised to carefully review Exhibit B of the contract, which specifies the terms and conditions of payment for items listed below. Information regarding the elements to be included in the Proposer's Fee Proposal is set forth in Section IV(B) of this RFP.

1. Payment for Services based on Unit Prices

2. Payment for Services based on Staffing Hours (Time Card)
3. Payment for Reimbursable Services

F. Guaranteed Minimum

The City guarantees that under the contract it will issue Work Orders to the Consultant in the total minimum amount of \$5,000. The City has no obligation to order the performance of services under the contract in excess of the guaranteed minimum amount specified, and, no action for damages or for loss of profits shall accrue to the Consultant by reason thereof.

G. Key Personnel

Contract award shall be subject to demonstration by the selected contractor that the proposed key personnel will be the staff that will perform on the subject contract.

The proposer is advised that it is the intent of the City to secure the personal services of the key personnel identified in the contractor's technical proposal. Accordingly, such key personnel must be assigned to the Project. In accordance with Exhibit B of the attached contract, failure by the Consultant to provide such Key Personnel will be considered a material breach of the contract and grounds for termination for cause. Replacement of such Key Personnel is subject to approval by the Commissioner and will only be permitted in the following circumstances: (1) if the designated individual dies or is no longer in the employ of the Consultant; or (2) if the City fails to direct the Consultant to commence work on the project within nine (9) months of the date the Consultant submitted its technical proposal.

Any personnel provided by the Consultant must satisfy the requirements for the specific title in which he/she is performing services. The minimum requirements for any given title are listed in Section H below and Exhibit C of the contract.

H. Minimum Requirements Per Title

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
Contract Executive	10 years of experience and BS in Civil Engineering or Land Surveying	Principal or Officer of Company, and NYS Licensed Professional	Project Management, Land Surveying Services
Licensed Land Surveyor	10 years of experience and BS in Civil Engineering or Land Surveying	LS in New York	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Project Manager	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
CADD Supervisor	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices, Strong Knowledge of CADD and Surveying Software Packages
Survey Party Chief	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Instrument Operator	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Technician/ Researcher	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying, Record Plan Research, and use of AutoCAD Software
CADD/GIS Technician	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	NA	Strong knowledge of latest releases of AutoCAD, Land Development Desktop, Carlson Civil/Survey or other Surveying Software

I. Staffing Requirements for Personnel

Staffing requirements for personnel for the required services have been established by the Commissioner and are set forth in Section II of the RFP, as well as Exhibit C of the contract. The procedures are outlined in Exhibit D - Technical Requirements of the contract.

1. Contract Executive

The Consultant(s) shall, as part of this Technical Proposal, identify the Contract Executive. The Contract Executive shall serve as the Consultant's principal representative with respect to its obligations under this contract. Such Contract Executive shall be responsible for the following: (1) coordinating the activities of the Consultant's personnel performing services pursuant to a Work Order, and (2) providing, on an as-needed basis, executive or management expertise and oversight with respect to the project.

2. Qualifications and Approval of the Consultant's Personnel

Prior to the approval of a Work Order, all proposed personnel are subject to the prior written approval of the Commissioner. With respect to the proposed personnel, the

Consultant shall provide the following: resumes and any other information regarding the qualifications and/or areas of expertise. The Consultant specifically agrees that its employees, agents and consultants shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform.

3. Replacement Personnel

Replacement personnel must possess qualifications substantially similar to those of the personnel being replaced and are subject to the prior written approval of the Commissioner. In addition, at the Commissioner's request at any time, the Consultant shall remove any personnel and substitute another employee of the Consultant reasonably satisfactory to the Commissioner. The Commissioner may request such substitution at any time, at his sole discretion.

J. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement

The contract resulting from this Request for Proposals will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program. Please refer to Attachment 6 for information on the M/WBE requirements established for this solicitation and instructions on how to complete the required forms.

If an M/WBE Subcontractor Utilization Plan is required for this proposal, the plan must be submitted in a separate, sealed envelope marked "Subcontractor Utilization Plan" at the same time the technical proposal is submitted. This envelope will be opened only when and if the firm is selected for fee negotiations. Failure to include or properly fill out the Subcontractor Utilization Plan will result in the rejection of the Proposal as non-responsive. If a full waiver has been granted, the proposer shall include the signed waiver form in the envelope *in lieu of* a Subcontractor Utilization Plan. If a partial waiver has been granted, the proposer shall include the signed waiver form in the envelope with its Subcontractor Utilization Plan.

Note: As fully explained in Attachment 6, if you are planning to request a waiver of the Target Subcontracting Percentage, the waiver must be submitted to the Agency at least seven days prior to the proposal due date and time in order to be considered.

K. Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

EXHIBIT C

STAFFING REQUIREMENTS

TITLES OF PERSONNEL AND MINIMUM REQUIREMENTS PER TITLE

(A) **TITLES:** Staffing requirements are set forth on the following page. Such staffing requirements specify the titles of personnel which the Consultant will be required to provide through its own employees.

(B) **MINIMUM REQUIREMENTS PER TITLE**

Key Personnel: The names of individuals identified as Key Personnel, as well as their titles and qualifications, are set forth in Exhibit A. For any title of Key Personnel, the minimum requirements per title shall be the **GREATER** of the following: (1) the qualifications for the title in question, as set forth in Exhibit A, or (2) the minimum requirements per title set forth on the following page.

Other Personnel: For all other titles of personnel, the minimum requirements per title are set forth on the following page.

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
Contract Executive	10 years of experience and BS in Civil Engineering or Land Surveying	Principal or Officer of Company, and NYS Licensed Professional	Project Management, Land Surveying Services
Licensed Land Surveyor	10 years of experience and BS in Civil Engineering or Land Surveying	LS in New York	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Project Manager	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
CADD Supervisor	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices, Strong Knowledge of CADD and Surveying Software Packages
Survey Party Chief	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Instrument Operator	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Technician/ Researcher	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying, Record Plan Research, and use of AutoCAD Software
CADD/GIS Technician	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	NA	Strong knowledge of latest releases of AutoCAD, Land Development Desktop, Carlson Civil/Survey or other Surveying Software