



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

July 25, 2011

**ADDENDUM NO. 2**

**PROJECT: SE-796, Resident Engineering Inspection Services for the Installation of New Storm and Sanitary Sewers in Richmond Valley Road, Borough of Staten Island**

**PIN: 8502011SE0046P**

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:

1. **Section III:** Delete in its entirety and replace with the revised Section III attached to this addendum.
2. **Section IV:** Delete in its entirety and replace with the revised Section IV attached to this addendum.
3. **Attachment 2:** Delete in its entirety and replace with the revised Attachment 2 attached to this addendum.

**CONTRACT**

The contract is amended as set forth below:

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

**Contact: Belkis Palacios, 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** \_\_\_\_\_



**SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS****A. Scope of Services:**

The selected Engineer shall provide all services necessary and required for the inspection, supervision, management, coordination and administration of the Project, so the required construction work is properly executed, completed in a timely fashion and conforms to the requirements of the construction documents and to good construction practice. The Engineer shall provide the required services for the duration of the Project (i.e., pre-construction, construction and post-construction services). The proposer is advised to review the contract provisions.

**B. Contract Provisions:**

The services to be provided by the Engineer and all standards of performance applicable to the required work set forth in the form of contract, attached hereto and incorporated herein as part of this RFP. Any firm awarded a contract as result of this RFP will be required to sign this form of contract. For a more complete and thorough description of the scope of services summarized in this section of the RFP, the proposer is advised to review the contract.

**C. Subcontracting:**

Subcontracting is only permitted as set forth below:

- Resident Engineer and Office Engineer: The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.
- Other Key Personnel: The Engineer is permitted to enter into subcontracts for the services of Key Personnel other than the Resident Engineer and the Office Engineer.
- Non-Key Personnel: The Engineer is permitted to enter into subcontracts for the services of non-Key Personnel.
- Reimbursable Services: The Engineer is permitted to enter into subcontracts for Reimbursable Services

**D. Staffing Plan:**

The Engineer shall be required to provide personnel for the Project in accordance with the Staffing Plan approved by the Commissioner. Such Staffing Plan must include the Key Personnel identified by the Engineer in its Proposal, as well as other engineering personnel required for the Project.

**E. Qualification Requirements****Resident Engineer:**

- Qualified for ASCE Grade V
- Baccalaureate degree in engineering from an accredited college
- Valid NYS P.E. License
- Five years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP

specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)

- Excellent written, communication, organization and time management skills
- Proficiency in Microsoft Word and Excel
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Office Engineer:

- Qualified for ASCE Grade III, or NICET Grade IV
- Baccalaureate degree from an accredited college
- Five years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)
- Working knowledge of DDC record keeping, payment, and change order procedures
- Proficiency in Microsoft Word, Excel, Project and PowerPoint
- Effective oral, written, organization, and time management skills
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Senior Inspector:

- Qualified for ASCE Grade II, or NICET Grade III
- Baccalaureate degree from an accredited college or four years high school diploma or its educational equivalent and ten years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Three years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)
- Working knowledge of DDC record keeping, payment, and change order procedures
- Effective oral, written, organization, and time management skills
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

Inspector:

- Qualified for ASCE Grade I, or NICET Grade II

Construction Monitor / Restoration Specialist:

- Registered Landscape Architect (RLA), Certified Ecologist (CE), Certified Professional in Sediment and Erosion Control (CPESC), or equivalent experience.
- Five years of experience in NYSDEC wetland permit compliance, including familiarity with all NYSDEC wetland regulations and requirements, plus familiarity with all other permit requirements, including without limitation, permits from the United States Army Corps of Engineers (USACE), New York City Department of Parks and Recreation, and the New York City Department of City Planning
- Five years of experience in supervising the construction and restoration of storm water

- best management practices (BMP) work and/or wetland restoration projects
- Proficiency in identifying plant species that are native to the New York City region, as well as invasive plant species
- Certified for OSHA 10-hour safety and confined space training

Notes:

1. ASCE: The applicable requirements for the title in question shall be the most current requirements promulgated by the American Society of Civil Engineers (ASCE), as of the date on which the Engineer submitted its Proposal for the Contract.
2. NICET: The applicable requirements for the title in question shall be the most current requirements promulgated by the National Institute for Certification in Engineering Technologies (NICET), as of the date on which the Engineer submitted its Proposal for the Contract.

F. 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 a 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.**

G. 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 submission, 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 submission 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.

**SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL****A. Proposal Subdivisions Instructions:**

Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8½" X 11" paper. The City of New York requests that all proposals be submitted on paper with not less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic paper recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not its length. Failure to comply with any of these instructions will not make the proposal non-responsive.

1. Technical Proposal (1 original and 4 copies): The Technical Proposal should contain all the information requested in Subsection B below, plus completed forms 254 and 255 for Proposer and its subconsultants. These forms are available at <http://www.nyc.gov/html/ddc/html/business/otherfrm.shtml>.
2. Fee Proposal (1 original): **To be submitted ONLY upon request.** The Fee Proposal shall consist of the items requested in Subsection C Below. The form for submission of the Fee proposal is included as Attachment 3 to the RFP.

**B. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain the information described below.**

1. Cover Letter: Submit a maximum one-page cover letter, indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm. **(Be sure to refer to the proper DDC project number and title).**
2. Experience of Firm & Subconsultants: Provide examples of up to five projects, completed within the last ten years, which are similar in scope and type to the Project described in this RFP. Visual materials can take the form of a printed brochure, photographs, drawings or similar images. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget.

**Key Personnel for the Project:**

- Submit Attachment 2, which identifies the individuals to be assigned to the Project for its entire duration as Key Personnel. The required titles of Key Personnel for the Project are set forth in Attachment 2. Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract, and Section III of the RFP.
- Submit a resume for each individual identified in Attachment 2. The resume shall detail the individual's managerial and technical qualifications, as well as his/her experience with similar projects.
- Individuals serving as the Resident Engineer and the Office Engineer must be employees of the proposer.

3. Strategic Approach: Provide a three page statement describing the proposer's strategic approach to the Project, including (1) its understanding of the technical issues and complexities of the Project, (2) its methodology for tracking and maintaining the Project's budget and schedule, and (3) its techniques for problem solving.
4. Organizational Capability: Demonstrate the organizational capability of the firm. The proposer shall submit a SF-254 Form, which provides information concerning (1) the number of full-time people currently employed by the firm, (2) the projects on which the firm is currently working, (3) the projects the firm has completed, and (4) future projects to which the firm is committed. All project information shall include the dollar value of the contract, as well as the schedule.
5. Statement of Understanding: The Statement of Understanding form included as Attachment 1 of this RFP should be signed by a responsible partner or corporate officer of the proposing firm and submitted with the firm's Technical Proposal.
6. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 4) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by the Agency prior to the proposal due date and time. The proposer should complete this form as instructed on the form.

C. Fee Proposal:

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 as per instructions on Attachment 3.

D. Proposal Package Contents ("Checklist"):

The Proposal Package should consist of the following THREE packages:

1. Technical Proposal (1 original and 4 copies):  
Sealed envelope, clearly marked as "Technical Proposal", including
  - Statement of Understanding (Attachment 1)
  - Form for Key Personnel (Attachment 2)
  - Acknowledgement of Addenda (Attachment 4)
2. Subcontractor Utilization Plan (1 original): (Attachment 6)  
Sealed envelope clearly marked as "Subcontractor Utilization Plan".
3. Doing Business Data Form (1 original) (Attachment 7)  
Sealed envelope clearly marked as "Doing Business Data Form" containing a completed Doing Business Data Form.

**ATTACHMENT 2**

**TECHNICAL PROPOSAL – IDENTIFICATION OF KEY PERSONNEL**

**FMS ID:** SE-796  
**Project:** Resident Engineering Inspection Services for the Installation of New Storm and Sanitary Sewers in Richmond Valley Road, Borough of Staten Island

**Submission:** The proposer shall submit Attachment 2 as part of its Technical Proposal.

**Key Personnel:** Required titles of Key Personnel for the Project are indicated below. In this Attachment, the proposer shall identify the individuals it will assign to the Project for its entire duration as Key Personnel. The proposer is advised that submission of completed form for all information set forth below with respect to the proposed Key Personnel is **MANDATORY**. Failure to submit all such information in the completed form will result in automatic rejection of the proposal as non-responsive. The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.

**Resumes:** The proposer shall submit a resume for each individual identified below. The resume shall detail the individual’s managerial and technical qualifications, as well as his/her experience with similar projects.

**Qualification Requirements:** Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.

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**(1) Resident Engineer:** Name of Proposed Candidate: \_\_\_\_\_

Is the Candidate currently employed by proposer? \_\_\_\_ Yes \_\_\_\_ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: \_\_\_\_\_  
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate’s current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Title: \_\_\_\_\_  
Anticipated Completion Date: \_\_\_\_\_

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? \_\_\_\_ Yes \_\_\_\_ No. If the answer is Yes, the proposer must provide an attachment listing all such proposals.

**ATTACHMENT 2 (continued)**

**(2) Office Engineer:** Name of Proposed Candidate: \_\_\_\_\_

Is the Candidate currently employed by proposer? \_\_\_\_ Yes \_\_\_\_ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: \_\_\_\_\_  
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Title: \_\_\_\_\_  
Anticipated Completion Date: \_\_\_\_\_

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? \_\_\_\_ Yes \_\_\_\_ No  
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

**(3) Senior Inspector:** Name of Proposed Candidate: \_\_\_\_\_

Is the Candidate currently employed by proposer? \_\_\_\_ Yes \_\_\_\_ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: \_\_\_\_\_  
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Title: \_\_\_\_\_  
Anticipated Completion Date: \_\_\_\_\_

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? \_\_\_\_ Yes \_\_\_\_ No  
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

**(4) Construction Monitor/Restoration Specialist:**  
Name of Proposed Candidate: \_\_\_\_\_

Is the Candidate currently employed by proposer? \_\_\_\_ Yes \_\_\_\_ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: \_\_\_\_\_  
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

**ATTACHMENT 2 (continued)**

Name of Entity or Agency: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Title: \_\_\_\_\_  
Anticipated Completion Date: \_\_\_\_\_

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? \_\_\_\_ Yes \_\_\_\_ No  
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

**(5) Certification:** By signing this Attachment, the proposer certifies as follows: *[The proposer shall check the appropriate box(es).]*

- All individuals identified as Key Personnel are currently employed by the proposer, except for the individual(s) identified below. (If applicable, the section below must be completed.)
- The following individual(s) identified as Key Personnel is not currently employed by the proposer:

\_\_\_\_\_  
The proposer certifies that (1) it has entered into an agreement (written \_\_\_\_ or verbal \_\_\_\_ ) with the individual(s) identified above, and (2) in accordance with such agreement, the individual(s) has agreed to be employed by the proposer and assigned to the Project if the contract is awarded to the proposer.

**(6) Affirmation:** By signing this Attachment, the proposer affirms that (1) all information provided on this Attachment is true and accurate in all respects, and (2) if an award of contract is made to the proposer, it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel.

The proposer understands that (1) if an award of contract is made, the City was induced to make such award based upon the proposer's affirmation that it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel, and (2) failure to assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

If the proposer is unable to make the affirmation set forth above, it shall attach a signed statement indicating why it is unable to make the affirmation.

\_\_\_\_\_  
**Name of Firm (Full Business Name)**

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone #

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

**EXHIBIT A**

**CONTRACT INFORMATION**

- **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
  
- **Subconsultant(s):** \_\_\_\_\_
  
- **Base Term of the Contract:** This Contract shall commence as of the date of registration by the Comptroller and shall remain in effect until Final Acceptance of all required construction work for the Project and completion of all required services hereunder, including Post Construction Services, as set forth in Article 6.4. The anticipated time frame for completion of all required services is set forth below. All time frames below are in consecutive calendar days (“CCDs”).
  - Anticipated time frame for Completion of all Required Services: 850 CCDs
  - Anticipated time frame for Pre-Construction Services: 30 CCDs
  - Anticipated time frame for Construction Services: 730 CCDs
  - Anticipated time frame for Post Construction Services: 90 CCDs
  
- **Insurance Requirements:** General Provisions governing the Contract, including insurance coverage the Engineer and its subconsultants are required to provide, are set forth in Appendix A. Appendix A is included as Exhibit H to the Contract. Insurance Requirements are set forth in Article 7 of Appendix A.
  
- **Subcontracting:** Subcontracting is only permitted as set forth below. Provisions regarding subcontracting, including provisions requiring the approval of subcontractors, are set forth in Appendix A. Appendix A is included as an Exhibit to the Contract.
  - **Resident Engineer and Office Engineer:** The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.
  - **Other Key Personnel:** The Engineer is permitted to enter into subcontracts for the services of Key Personnel other than the Resident Engineer and the Office Engineer.
  - **Non-Key Personnel:** The Engineer is permitted to enter into subcontracts for the services of non-Key Personnel.
  - **Reimbursable Services:** The Engineer is permitted to enter into subcontracts for Reimbursable Services
  
- **Multiplier for Overhead and Profit:** \_\_\_\_\_
  
- **Allowance for Staffing Expenses:** Not to Exceed \$ \_\_\_\_\_
  
- **Allowance for Reimbursable Services:** Not to Exceed \$50,000
  
- **Total Amount of Contract:** Not to Exceed \$ \_\_\_\_\_

**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 the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer

<b>Title</b>	<b>Name</b>	<b>Actual Direct Salary Rate per Hour</b>
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.

<b>Personnel: Titles and Qualification Requirements</b>	<b>Number of Staff</b>	<b>Maximum Allowable Direct Salary Rate Per Hour</b>	<b>Total Estimated Hours Per Title</b>	<b>Total Estimated Amount per Title</b>
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	4,224	= _____
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:				_____