



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

August 17, 2011

**ADDENDUM NO. 1**

**PROJECT: HWRC054-R, Resident Engineering Inspection Services for Intersection Improvements  
Along Hylan Boulevard Area, Borough of Staten Island**

**PIN: 8502011HW0053P**

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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.

**Contact:** Jia Mei, meij@ddc.nyc.gov  
**Phone No.:** 718-391-2264

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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

Inspector:

- Qualified for ASCE Grade I, or NICET Grade II

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.