



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

December 20, 2012

ADDENDUM NO. 1

PROJECT: GRINFRA01, GRINFRA02, Requirements Contract for Engineering Design and Related Services in Connection with Green Infrastructure Work, Boroughs of Queens and the Bronx

PIN: 8502013SE0003P-04P

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 PROPOSALS

The RFP is amended as set forth below:

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



SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL**A. Proposal Subdivision 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/epawaste/conservation/tools/cpg/index.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. Submit proposal in a clearly labeled, sealed package as follows:

1. Technical Proposal (1 original and 5 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 the following website: <http://www.nyc.gov/html/ddc/html/business/otherfrm.shtml>). **Such forms shall not be altered in any way.**
2. Fee Proposal (1 original): The Fee Proposal shall consist of the information set forth in Attachment 5 and Attachment 11 (Schedule A) to the RFP.

B. Technical Proposal:

The Technical Proposal shall contain the information described below. The proposer shall submit one Technical Proposal applicable to both contracts to be awarded pursuant to this RFP.

Each Technical Proposal shall contain the information described below.

1. Cover Letter: Submit a maximum of three pages, 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
 - (a) Experience: The proposer and each of its subconsultant(s) shall provide a list of up to ten projects completed within the last 8 (eight) years, which demonstrate the firm's ability to provide services similar to those required for infrastructure design and construction projects. Infrastructure design and construction projects include, but are not limited to: hydraulic modelling and analysis of combined and sanitary sewer systems, green infrastructure planning and design, streets, roadways, sewers and related incidental items. The proposer and each of its subconsultants shall provide information regarding prior projects in response to Question #8 of Form 255.
 - (b) Subconsultants: The proposer shall submit Attachment 2, identifying by name the subconsultants it intends to provide throughout the term of the Contract, as well as the type of services to be provided by each subconsultant.

- (c) Joint Ventures: If the proposer is a joint venture, it shall delineate the Lead Consultant for this Project and the areas of technical responsibilities of each joint venture partner.
- (d) Expertise: The proposer shall provide information indicating why the firm is especially qualified for the design of infrastructure projects. The proposer shall provide such information in response to Question #10 of Form 255.

3. Key Personnel

For each title of **Key Personnel** listed in Attachment 3, the proposer shall identify the individual(s) it will provide, throughout the term of the contract, to perform the required services. Such individuals must be employees of the proposer or its subconsultant. The proposer shall identify multiple individuals for each title; provided, however, it shall only identify those individuals it or its subconsultant(s) has the ability to provide.

For each individual identified for a title of Key Personnel in Attachment 3, the proposer must submit the individual's resume and any other information detailing his/her number of years of experience, as well as technical and professional qualifications. Any proposed Key Personnel provided by the Consultant and/or Subconsultant must satisfy the minimum requirements per title set forth in Exhibit D to the attached Contract. All personnel performing services for any Project(s) assigned to the Consultant must be approved in advance by the Commissioner.

TITLES	ASCE (A) NICET (N) GRADE See Notes 1 & 2	License or Certification and Number of Years of Experience
Project Manager	A-VI	Professional License / 10 years
Senior Civil Engineer	A-V	Professional License / 7 years
Senior Landscape Architect		Professional License / 10 years
Senior Environmental Engineer/Planner		Professional License / 7 years
Senior Geotechnical Engineer	A-V	Professional License / 7 years

4. Technical Approach

The proposer shall submit a response to each item listed below. The proposer's response shall be limited to a total of **four (4) pages**.

- (a) Describe the proposer's methodology for resolving important technical and administrative issues which may arise in connection with infrastructure Design projects.
- (b) Describe the proposer's methodology for tracking and maintaining project's budget and schedule.
- (c) Describe the proposer's own technical approach and design procedures to complete each of the tasks listed below. For the purpose of this item, the proposer shall assume that these tasks are in connection with typical green infrastructure work.
 - 1)SITE ASSESSMENT (SEE ATTACHMENT 11)
 - 2)DESIGN OF GREEN INFRASTRUCTURE
 - 3)CONSTRUCTION SUPPORT SERVICES
 - 4)POST-CONSTRUCTION MONITORING
- (d) The proposer shall provide a staffing plan showing the estimated hours required to perform Task Order No. 1 as described in Attachment 11, Exhibit 2.
- (e) Development and implementation of an effective web based Document Management Plan proposal.

5. Firm's Capability:

The proposer shall submit Attachment 4, indicating its current and anticipated workload with DDC, the New York City Department of Environmental Protection and the New York City Department of Transportation. In completing Attachment 4, the proposer shall list any Requirements Contracts it holds, as well as each individual Task Order and Supplemental Task Order issued pursuant to such Requirements Contracts.

6. Estimated Project Schedule and Phasing:

The proposer shall submit an estimated project schedule that demonstrates the estimated range of durations and activity phasing for completion of the following tasks:

- 1) SITE ASSESSMENT (SEE ATTACHMENT 11, EXHIBIT 1)
- 2) DESIGN OF GREEN INFRASTRUCTURE

The proposer's estimated project schedule should demonstrate its ability to meet the milestone requirements mentioned in Section II.B. It is expected that in order to meet these milestone requirements, Task #2 (Design of Green Infrastructure) shall commence prior to completion of Task #1 (Site Assessment). The estimated project

schedule shall show the relationship between the Site Assessment and Design of Green Infrastructure phases, and shall include an estimated time frame for completion of each phase. Additionally, the proposer shall indicate at what stage during Site Assessment it is feasible to commence Design of Green Infrastructure. Finally, the estimated project schedule shall indicate an assumed number of sites to be designed and shall identify the number of design teams required to design those sites while meeting the milestone requirements.

7. Performance Evaluation(s)

(a) Proposers with prior relevant experience

Provide the firm's record of **relevant** design experience for the past ten years.

- Provide indicators of the quality of the experience described in the proposal, including performance evaluations issued by comparable entities responsible for the development and maintenance of urban infrastructure assets.

8. 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 firm's Technical Proposal.

9. Acknowledgement of Addenda:

The Acknowledgement of Addenda form (Attachment 6) 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 (All Inclusive Hourly Rates)

A form for submission of the Fee Proposal is included as Attachment 5 to the RFP. The proposer must submit the Fee Proposal in a separate, clearly labeled, sealed package. The proposer must complete the Fee Proposal as per instructions set forth in Attachment 5. In addition, the proposer must submit Schedule A, included in Attachment 11.

D. Proposal Package Contents (“Checklist”):

1. Technical Proposal (1 original and 5 copies):
Separate sealed envelope, clearly marked as “Technical Proposal”, including
 - Items listed in Section IV B of the RFP
 - Completed Forms 254 and 255
 - Statement of Understanding (Attachment 1)
 - Identification of Subconsultants (Attachment 2)
 - Identification of Key Personnel (Attachment 3)
 - Current and Anticipated Workload Disclosure (Attachment 4)
 - Acknowledgement of Addenda (Attachment 6)
 - Certification of Compliance with Iran Divestment Act (Attachment 7)
(Completed and **Notarized**)
 - Exhibits 1 (Project Schedule) and 2 (Staffing Plan) (Attachment 11)

2. Subcontractor Utilization Plan (1 original): (Attachment 10)
Separate sealed envelope clearly marked as
“Subcontractor Utilization Plan”.

3. Doing Business Data Form: (Attachment 9)
Separate sealed envelope clearly marked as
“Doing Business Data Form”

4. Fee Proposal:
Separate sealed envelope clearly marked as “Fee Proposal,
including
 - All Inclusive Hourly Rates (Attachment 5)
 - Schedule A (Attachment 11)

ATTACHMENT 3

IDENTIFICATION OF KEY PERSONNEL

For each title of Key Personnel listed below, the proposer shall identify the individual(s) it will provide, throughout the term of the contract, to perform the required services. The individuals identified as Key Personnel will be included in Exhibit B of the contract. The Consultant specifically agrees to assign to the Project for its entire duration, the individuals identified below as Key Personnel, unless otherwise approved by the Commissioner. Such individuals must be employees of the proposer or its subconsultant. The proposer shall identify multiple individuals for each title; provided, however, it shall only identify those individuals it or its subconsultant(s) has the ability to provide.

For each individual identified in this Attachment, the proposer must submit the individual's resume and any other information detailing his/her number of years of experience, as well as technical and professional qualifications. Any proposed Key Personnel provided by the Consultant and/or Subconsultant must satisfy the minimum requirements per title set forth in Exhibit D to the attached Contract. All personnel performing services for any Project(s) assigned to the Consultant must be approved in advance by the Commissioner.

KEY PERSONNEL:

Title	Name	Professional License or Certification	Number of Years of Experience
Project Manager			
Senior Landscape Architect			
Senior Civil Engineer			
Senior Geotechnical Engineer			
Senior Environmental Engineer/Planner			