



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

January 11, 2013

ADDENDUM NO. 4

PROJECT: 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 Request for Proposals is amended as set forth below:

1. Page RFP-1, Section 1, Paragraph A – the contents of the fee proposal was revised. Delete in its entirety and replace with the revised Page RFP-1 included with this Addendum.
2. Page RFP-9, Paragraph A.2 – the contents of the fee proposal was revised. Delete in its entirety and replace with the revised Page RFP-9 included with this Addendum.
3. Page RFP-11, Paragraph 4 – the staffing plan submission was removed from this section. Delete in its entirety and replace with the revised Page RFP-11 included with this Addendum.
4. Page RFP-12, Paragraph C – the contents of the fee proposal was revised. Delete in its entirety and replace with the revised Page RFP-12 included with this Addendum.
5. Page RFP-13, Paragraph D. 1. – the contents of the fee proposal was revised. Delete in its entirety and replace with the revised Page RFP-13 included with 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 _____



PREFACE

The City of New York is committed to achieving excellence in the design and construction of its capital program, and building on the tradition of innovation in architecture and engineering that has contributed to the City's prestige as a global destination. As part of this effort, the Department of Design and Construction ("DDC") Division of Infrastructure is pleased to announce the following contracting opportunity.

SECTION I. TIMETABLE

A. RFP Issuance

Submission Deadline

The proposer shall deliver, on or before 4:00PM on January 14, 2013, the Proposal in a clearly marked envelope or package. The Proposal shall consist of FOUR separate clearly marked, sealed packages containing the following: (1) the Technical Proposal (1 original and 5 copies), (2) Subcontractor Utilization Plan (1 original), (3) Doing Business Data Form, and (4) Fee Proposal (Attachment 5 and Attachment 11 [Exhibit 2 and Schedule A]).

Proposals shall be hand delivered to the contact person at the location listed below. Proposals received after the applicable due date and time prescribed in the RFP are late and will not be accepted except at the discretion of DDC pursuant to the applicable section of the City Procurement Policy Board Rules.

Hemwattie Roopnarine (718) 391-1375
Professional Contracts Section
Department of Design and Construction
30-30 Thomson Avenue, 4th Floor (Entrance on 30th Place)
Long Island City, NY 11101
E-mail: Ramnarah@ddc.nyc.gov

NOTE Proposers are responsible for ensuring that the RFP response package is received by the Professional Contract Section by the deadline. Proposers are warned not to rely on signed delivery slips from their messenger services. Occasionally packages are delivered to the School Construction Authority located in the same building and the packages are not forwarded to the DDC Professional Contracts Section in a timely manner. Entrance to DDC is on 30th Place, not Thomson Avenue despite our Thomson Avenue house number.

B. Inquiries

In the event a proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, no later than one week prior to the submission date prescribed in the RFP. In the event DDC determines that it is necessary to respond to the inquiry in writing, such response will be furnished as an addendum to the RFP to all potential proposers known to have received the RFP. All addenda will be available on DDC's website <http://ddcftp.nyc.gov/rfpweb>. All inquiries must be directed ONLY to the contact person listed above.

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 (Exhibit 2 and 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.

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 **six (6) 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) 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 Exhibit 2 and 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) (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)
 - Staffing Plan (Attachment 11)
 - Schedule A (Attachment 11)