



DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

January 26, 2007

ADDENDUM NO. 1

PROJECT: RQ_T, Eight Construction Management Services Requirements Contracts

PIN: 8502007RQ0008-15P

THIS 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.

REQUEST FOR PROPOSAL

Section II (2) Summary of the Request for Proposals (Page 5 of the RFP): Delete in its entirety and replace with revised Section II (2) attached to this addendum.

Section V (5) Proposal Evaluation and Contract Award Procedures (Pages 9 and 10 of the RFP): Delete in its entirety and replace with revised Section V (5) attached to this addendum.

Please note the submission deadline has been extended from Tuesday, February 20, 2007 to Thursday, February 22, 2007.

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 Request for Proposal.

Donald Hooker
Agency Chief Contract Officer

Name of Proposer

By _____

Title _____

D. Contract Term/Contract Estimate

The term of the contract awarded from this RFP shall commence on the date set forth in the Advice of Award letter and shall remain in effect for 730 consecutive calendar days. At the Commissioner's sole option, the term of the contract may be renewed for one year.

For the base term, the total payments pursuant to the contract shall not exceed \$5,000,000. Additional funding, in an amount not to exceed \$3,000,000, may be provided in the event the term of the contract is renewed. The estimated value of all task orders to be awarded for each contract is \$5,000,000.

E. Insurance

The Consultant and all subconsultants performing services for this contract must provide the types and amounts of insurance specified in Article 9 of the attached contract. The Proposer is advised to carefully review such insurance requirements.

F. Payment Provisions

Payments for all required services for the Project shall be in accordance with Article 7 of the attached contract. The payment terms are summarized below.

1. Staffing Expenses: The CM shall be paid for staffing expenses for construction management personnel identified in the approved Staffing Plan. Staffing expenses shall be calculated based on direct salary rates for specified personnel, subject to a Multiplier of 1.75. The CM shall not be entitled to payment for staffing expenses for (1) any project executive(s), and/or (2) any personnel not included in the approved Staffing Plan.
2. Fee for Profit: The CM shall be paid a Fee for Profit. The Fee shall be deemed to include the following items: (a) profit, and (b) any costs and expenses for overhead that are in excess of the amount paid to the CM through the Multiplier of 1.75. The amount of the Fee for Profit shall be calculated as a percent of the total actual cost of construction in accordance with the Fee Curve set forth in Attachment 2 to the RFP.

SECTION V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

1. Selection Process

A DDC evaluation committee, including an independent construction professional, will review, evaluate and score all Proposals pursuant to the criteria described below. This evaluation will determine each proposer's score. DDC reserves the right to interview proposers and visit their offices for the purpose of clarifying their Proposals, after which their initial scores may be re-evaluated. Proposers will be ranked in accordance with their scores, and up to eight firms with the highest scores will be awarded contracts.

2. Proposal Evaluation Criteria

- a. Experience of Firm: (weight 40%)
- b. Key Personnel: (weight 30%)
- c. Organizational Capability: (weight 30%)

3. Basis of Award

The Department of Design and Construction will award contract(s) to the responsible proposer(s) whose proposal(s) is/are determined to be the highest quality and most advantageous to the City, taking into consideration the overall quality of the proposal as measured against factors or criteria as are set forth in the Request for Proposals. Pricing is described in Section F. Payment Provisions of the RFP, has been fixed based upon fee for profit solicited for similar contracts within the last year and determined to be fair and reasonable. Staffing will vary depending upon the complexity of the individual projects.

4. Supply and Service Report

Upon selection, each successful proposer will be required to submit one original copy of the Department of Business Services Supply and Service Report, a copy of which can be downloaded from <http://www.nyc.gov/html/ddc/html/otherfrm.html>. Upon written notification, the proposer must submit the Service and Supply Report within ten days of such notification.

5. VENDEX

Upon selection, each successful proposer will be required to submit proof of filing of the appropriate VENDEX Questionnaires. Upon written notification, the proposer must submit a Confirmation of Vendex Compliance to DDC within five days of official notification. A form for this confirmation is set forth in the RFP.

The proposer is advised that Vendex Questionnaires and procedures have changed. See www.nyc.gov/vendex to download the VENDEX Questionnaires and a Vendor's Guide to VENDEX or contact DDC's VENDEX Unit at 718-391-1565.

(a) Submission: Vendex Questionnaires (if required) must be submitted directly to the Mayor's Office of Contract Services, ATTN: Vendex, 253 Broadway, 9th Floor, New York, New York 10007.

(b) Requirement: Pursuant to Administrative Code Section 6-116.2 and the PPB Rules, proposers may be obligated to complete and submit VENDEX Questionnaires. If required, Vendex Questionnaires must be completed and submitted before any award of contract may be made or before approval is given for a proposed subcontractor. Non-compliance with these submission requirements may result in the disqualification of the proposal, disapproval of a subcontractor, subsequent withdrawal of approval for the use of an approved subcontractor, or the cancellation of the contract after award.

6. Contract Finalization

Upon selection, each successful proposer will be asked to finalize a contract with DDC subject to the conditions specified in the RFP and to the agency's standard contract provisions. The contents of the selected proposal, together with this RFP and any addendum(s) provided during the proposal process, may be incorporated into the final contract to be developed by the agency.