



**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

**November 19, 2013**

**ADDENDUM NO. 1**

**PROJECT: Requirements Contracts for Landscape Architectural Services for Various Infrastructure Projects, Citywide**

**PIN: 8502014VP0021P-25P**

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.

=====

**Request For Proposal**

The RFP is amended as set forth below.

- 1) Section II: Delete RFP-4 and replace with the revised RFP-4 attached to this addendum.
- 2) Attachment 10 – Disadvantaged Business Enterprise Participation: The recommended DBE Utilization Level has been revised. Delete RFP-32 and replace with the revised RFP-32 attached to this addendum.

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

=====





**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** \_\_\_\_\_



E. Contract Provisions

The services to be provided by the Consultant and all standards of performance applicable to the required services are set forth in the form of contract, attached hereto and incorporated herein as part of this RFP. Any firm awarded a contract as a result of this RFP will be required to sign this form of contract. The proposer is advised to carefully review the contract in its entirety before submitting a proposal.

- (1) Total Not to Exceed Amount: The total value of all Task Orders that may be issued pursuant to each contract shall not exceed \$5,000,000 for the base term of the contract and additional \$2,000,000 for the renewal term of the contract.
- (2) Term of Contract: The term of the contract shall commence as of the date of registration by the Comptroller and shall remain in effect for a period of 1,095 consecutive calendar days (ccds). At the Commissioner's sole option, the term of the contract may be (a) renewed for 365 ccds, and/or (b) extended for 365 ccds.

**ATTACHMENT 10**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

Task Orders issued pursuant to the contract may include "Federal Aid Projects". For such projects, the City of New York, DDC, will be receiving funds from the United States Government for construction of the Project. Specifically, funding for the Project will be provided by the Federal Highway Administration ("FHWA"). As part of the RFP for the Project issued by DDC prior to selection of the Consultant for a Task Order, DDC will notify the proposer in writing if funding for the project is being provided by the FHWA. If the Project is a Federal Aid Project, the proposer will be required to provide the maximum possible contracting opportunities for Disadvantaged Business Enterprises (DBEs). The DBE program is a federally regulated program that is administered by the New York State Department of Transportation (NYSDOT). **Any project that is subject to the DBE program will not be subject to the M/WBE requirements described in this RFP.**

**Selection of the Consultant for a Task Order for a federally funded Project is conditioned upon compliance with the DBE requirements set forth below.**

1. DBE Utilization:

The recommended level of DBE Utilization is **20%** of the total dollar value of the Task Order. In the space provided below, the proposer shall indicate the percent of DBE Utilization it will use on a Task Order basis. The Consultant is required to use its best efforts to achieve the percent of DBE Utilization set forth below.

\_\_\_\_\_ %

2. Certified DBEs:

When offering DBE participation, the Consultant is responsible for ensuring that all of the proposed DBE subconsultants are certified through the New York State Unified Certification Program (NYSUCP) for the type of work they are being proposed to perform. The Consultant is directed to NYSUCP's directory of DBEs at the following website: <https://www.dot.ny.gov/main/business-center/civil-rights/ucp-directory>. The certification must be in effect on the RFP response date.

3. DBE Participation Plan (to be submitted by the Consultant prior to selection for a Task Order for a federally funded Project):

The Consultant is required to document sufficient DBE participation to meet the DBE Utilization Percent set forth above, or, in the alternative, to document adequate good faith efforts to do so. The Consultant must submit a DBE Participation Plan that includes the items set forth below.

- (a) The names and addresses of DBE firms that will participate in the Task Order;
- (b) A description of the work each DBE firm will perform;
- (c) The dollar amount of the participation of each DBE firm participating;
- (d) Written documentation of the proposer's commitment to use a DBE subconsultant whose participation it submits to meet the DBE Utilization Percent for the Task Order;
- (e) Written confirmation from the DBE that it is participating in the Task Order DBE Utilization as provided in the proposer's commitment; and
- (f) If the Task Order DBE Utilization Percent is not met, evidence of good faith efforts to do so.