



June 11, 2014

ADDENDUM NO. 1

PROJECT: HWCRQ03L, Requirements Contracts for Resident Engineering Inspection Services for Large Infrastructure Projects, Citywide

PIN: 8502014HW0025P-34P

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 Proposals

The RFP is amended as set forth below:

- Delete RFP-8: SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL in its entirety and replace with the revised Attachment RFP-8: SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL attached to this addendum. Please take note of the updated link for forms 254 and 255.

Contact: Maritza Ortega, ortegama, @ddc.nyc.gov
Phone No.: 718-391-1542

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.

Veronica Nnabugwu
Deputy Agency Chief Contracting Officer

Name of Proposer

By _____

Title _____



SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

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 no 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/cpg/products/printing.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 4 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 in hard copy from DDC and can be downloaded online at <http://www.nyc.gov/html/ddc/html/business/business.shtml>). **Such forms shall not be altered in any way.**
 2. Fee Proposal (1 original): **To be submitted ONLY upon request.** The Fee Proposal shall consist of the information requested in Attachment 4 to the RFP.
- A. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain the information described below.
1. Cover Letter: Submit a cover letter indicating the following: (a) company name and address, (b) name, address and telephone number of the person authorized to represent the firm, and (c) total number of personnel on staff. **(The cover letter shall not exceed three pages and must include the DDC project number and title).**
 2. Experience of Firm & Subconsultants: Provide examples of up to five projects, completed within the last ten years, which demonstrate the firm's ability to provide quality resident engineering inspection services for infrastructure construction projects. Infrastructure construction projects include the following: streets, highways, sewers, water mains, sidewalks, pedestrian ramps, street lighting and traffic signal work. The proposer shall include visual imagery of each project submitted. Visual imagery may take the form of a printed brochure, photographs, drawings, etc. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget.
 3. Personnel: For each title listed in Attachment 3, the proposer shall identify the individuals it will provide, throughout the term of the contract, to perform the required services. The proposer may identify multiple individuals for each title; provided, however, it may only identify those individuals it or its subconsultant(s) has the ability to provide. As indicated in Attachment 3, 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.

For all individuals proposed as personnel, 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 individual must satisfy the minimum requirements per title set forth in Attachment 3. All individuals performing services for any project(s) assigned to the Engineer must be approved in advance by the Commissioner.