



June 12, 2014

ADDENDUM NO. 1

PROJECT: HWK1048A, Resident Engineering Inspection Services for Reconstruction of West Street, Borough of Brooklyn

PIN: 8502014WM0020P

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-9: SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL in its entirety and replace with the revised Attachment RFP-9: 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: Nadira Kayharry, nansaran@ddc.nyc.gov
Phone No.: 718-391-2240**

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

A. Proposal Subdivisions 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.

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: <https://www.dot.ny.gov/portal/page/portal/main/business-center/civil-rights/general-info/dbe-certification?nd=nysdot> **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 items requested in Subsection C Below. The form for submission of the Fee Proposal is included as Attachment 4 to the RFP.

B. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain the information described below.

1. Cover Letter: Submit a maximum one-page cover letter, 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: Provide examples of up to five projects, completed within the last ten years, which are similar in scope and type to the Project described in this RFP. Visual materials can take the form of a printed brochure, photographs, drawings or similar images. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget.
3. Key Personnel for the Project: Submit Attachment 3, which identifies the individuals to be assigned to the Project for its entire duration as Key Personnel. The required titles of Key Personnel for the Project are set forth in Attachment 3. Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.

Submit a resume for each individual identified in Attachment 3. The resume shall detail the individual's managerial and technical qualifications, as well as his/her experience with similar projects.

Individuals serving as the Resident Engineer and the Office Engineer must be employees of the proposer.