



March 23, 2015

**ADDENDUM NO. 3**

**PROJECT: V.C.P Requirements Contract for Commissioning and Related Services for Various Projects, Citywide.**

**PIN: 8502015VP0010-12P**

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 RFP is amended as set forth below:

- **Section IV.C.3 has been revised:** Delete RFP -7 and replace with revised RFP-7 attached to this addendum. **Summary** should read: Submit a brief summary of the salient features of the proposal, including an explanation/description of the proposers Commissioning, Energy Auditing and Retro-Commissioning, demonstration of the proposer’s ability to provide personnel with relevant experience.
- **Section IV.C.6 has been revised:** Deleted RFP-7 and replace with revised RFP-7 attached to this addendum. **Firms Capability** should read: Demonstrate the firm’s capability in terms of their CAD capabilities, familiarity with applicable codes, guidelines and standards, quality assurance program, staffing and workload. The prime firm’s workload including other DDC projects will be considered. A visit to the consultant’s office may be made to assist the evaluation tea, in making an educated judgment.
- **Section V. 2 has been revised:** Delete RFP-9 and replace with revised RFP-9 attached to this addendum.

Contact: Keesha Smartt, Smarttke@ddc.nyc.gov  
Phone No.: 718-391-2825

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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.**

\_\_\_\_\_  
**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.

B. 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.**C. Technical Proposal (1 original and 4 copies):

The Technical Proposal shall contain the information described below.

1. Cover Letter: Submit a 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. Table of Contents: Provide a table of contents of the material contained in the proposal.
3. **Summary: Submit a brief summary of the salient features of the proposal, including an explanation/description of the proposer's Commissioning, Energy Auditing and Retro-Commissioning, demonstration of the proposer's ability to provide personnel with relevant experience.**
4. Experience of Proposer and Subconsultants: The proposer and each subconsultant identified in Attachment 3 shall submit visual materials of their past work relevant to the work described in Section II of this RFP. These may take the form of a printed brochure, photographs, drawings, or similar images. Items under this subparagraph are returnable upon request.

If the proposer is a joint venture, delineate the areas of responsibility and expertise of each joint venture partner.

5. Project Team: The proposer shall submit Attachment 3, identifying by name the proposed personnel who will be assigned to the project. For all proposed personnel, the proposer shall submit resumes, detailing the individual's managerial and technical qualifications.
6. **Firm's Capability: Demonstrate the firm's capability in terms of their CAD capabilities, familiarity with applicable codes, guidelines and standards, quality assurance program, staffing, and workload. The prime firm's workload including other DDC projects will be considered. A visit to the consultant's office may be made to assist the evaluation team in making an educated judgment.**

**SECTION V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES****1. Selection Process**

This is a Quality Based Selection (QBS) project. DDC will rank proposals by technical merit and negotiate fair and reasonable prices with the four (4) highest-ranked proposers. A DDC evaluation committee will review, evaluate and score all technical proposals in accordance with qualitative and quantitative criteria described below. This evaluation and scoring will determine the proposer's score. DDC reserves the right to interview proposers and visit their offices for the purpose of clarifying their technical proposals, after which their scores may be re-evaluated.

DDC will attempt to negotiate fair and reasonable prices with up to four (4) highest ranked proposers. If negotiations are successful, the prices negotiated with each respective proposer will be included in that proposer's contract. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked proposer(s).

**2. Proposal Evaluation Criteria**

- a. **Demonstrated Quantity and Quality of Relevant Experience[weight 40%].**
- b. **Quality of Proposed Approach [weight 30%].**
- c. **Firm's Capability [weight 30%].**

**3. Basis of Award**

DDC 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 RFP and successful negotiation of an appropriate fee. Such fee negotiation shall commence upon written notification and shall conclude no more than thirty days after receipt of the Fee Proposal.

**4. Supply and Service Report**

Upon selection, the successful proposers will be required to submit one original copy of the Department of Small Business Services Supply and Service Employment Report, a copy of which can be downloaded from <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>. Upon written notification; the proposers must submit the Supply and Service Employment Report within ten days of such notification.