

September 10 , 2015

**ADDENDUM NO. 1**

**PROJECT: HWQ100SBS, Preliminary and Final Design Services for Woodhaven Boulevard Select Bus Services (SBS), Borough of Queens**

**PIN: 8502016HW0002P**

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 Proposal due date has been extended from September 17, 2015 to September 29, 2015 at 4:00PM.**

The RFP is amended as set forth below:

- Delete Request for Proposal Pages 24 and 36 and replace with the revised Request for Proposal pages 24 and 36 attached to this addendum.

**CONTRACT DOCUMENT**

- Delete Exhibit G – Page 1 and replace with the revised Exhibit G attached to this addendum.

**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 Firm**

By \_\_\_\_\_  
(Signature of Partner or Corporate Officer)

Title \_\_\_\_\_

**ATTACHMENT 4****PROJECT SCHEDULE**

The proposer shall submit Attachment 4 as part of its Technical Proposal. The Project Schedule shall be in accordance with the following:

- (a) The Project Schedule shall demonstrate completion of all required services for the Project, including reasonable review time by agencies whose approval the Consultant is required to obtain, in 900 consecutive calendar days ("ccds").

It is the intent of this project to have all three (3) Phases of design implemented concurrently. It is expected that the Consultant will have three (3) separate project teams commencing the Preliminary Design for all three (3) phases at the same time and Finish the Preliminary Design for all three phases at the same time. The duration of the Final Design completion will differ for each phase in accordance with the following due dates: Phase I due 540 days from the NTP date, Phase II due 720 days from the NTP date, and Phase III due 900 days from the NTP date. The Consultant's schedule should reflect this approach for the project.

- (b) The Project Schedule shall organize the progress of the design into a series of milestones, and shall indicate the time for completion of each milestone. The time for completion of each milestone shall be indicated in consecutive calendar days from the contract commencement date. For the purpose of the Project Schedule, a "milestone" shall mean a critical point in the progress of the design which is achieved when a specified list of services and/or tasks has been completed. The Progress Schedule shall indicate the services and/or tasks that must be completed in order to achieve each milestone.
- (c) In addition, the proposer shall submit its detailed Project Schedule utilizing Microsoft Project for the Critical Path Method (CPM), clearly indicating the Critical Path. The CPM Schedule shall indicate the time for completion of each milestone indicated in the Project Schedule, as well as the interrelationship between activities required for the various milestones.

Note: If the proposer is selected to provide services for the Project, DDC reserves the right to make non-material changes to the Project Schedule at the time of Fee negotiation.

**ATTACHMENT 9****DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

The Consultant is advised that the Project is a Federal Aid Project. The City of New York, DDC, is receiving funds from the United States Government for construction of the Project. Specifically, funding for the Project is being provided by the Federal Transit Administration ("FTA"). Since the Project is a Federal Aid Project, the Consultant is required to provide the maximum possible contracting opportunities for Disadvantaged Business Enterprises (DBEs), as described below. The DBE program is a federally regulated program that is administered by the New York State Department of Transportation (NYSDOT).

**An award of this contract is conditioned upon proposer compliance with the DBE requirements set forth below.**

1. DBE Goal:

The Consultant is required to use its best efforts to achieve an overall DBE Utilization Goal of **11%** of the total dollar value of the Contract.

2. Certified DBEs:

To qualify as a "Disadvantaged Business Enterprise" ("DBE"), a business enterprise must be certified by the New York State Department of Transportation ("NYSDOT"). An approved letter from the NYSDOT Office of Equal Opportunity Development and Compliance is required as proof of DBE certification for any DBE prime or sub consultant. The certification must be in effect on the RFP response date. For further information, go to: <https://www.nysdot.gov/main/business-center/civil-rights/dbe>

3. DBE Participation Plan:

The proposer is required to document sufficient DBE participation to meet the DBE utilization Goal of **11%** of the total dollar value of the Contract, or, in the alternative, to document adequate good faith efforts to do so. The proposer 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 this Contract;
- (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 contract goal;
- (e) Written confirmation from the DBE that it is participating in the contract as provided in the proposer's commitment; and
- (f) If the contract goal is not met, evidence of good faith efforts to do so.

4. Good Faith Efforts:

In order to award a contract to a proposer that has failed to meet the DBE Utilization Goal, DDC must determine that a proposer actively and aggressively sought to meet the goal. The kinds of efforts that are considered demonstrative of a "good faith effort" include, but are not limited to, the following documented actions:

- (a) Whether the consultant attended any pre-solicitation meetings that were scheduled to inform DBEs of contracting and subcontracting opportunities;

**EXHIBIT G**

**SPECIFIC REQUIREMENTS FOR PRELIMINARY AND FINAL DESIGN SERVICES**

**I. DESCRIPTION OF PROJECT**

A. INTENT. It is the intent of this project to prepare Preliminary and Final Design Documents for:

Project ID. HWQ100SBS

WOODHAVEN BOULEVARD SELECT BUS SERVICE (SBS)

**PHASE I**

PRELIMINARY AND FINAL DESIGN SERVICES FOR:  
RECONSTRUCTION OF CROSS BAY BOULEVARD BETWEEN  
165<sup>TH</sup> AVENUE TO 107<sup>TH</sup> AVENUE  
EXCLUDING BRIDGE STRUCTURE (BETWEEN 156<sup>TH</sup> AVENUE AND 153<sup>RD</sup> AVENUE)

**PHASE II**

PRELIMINARY AND FINAL DESIGN SERVICES FOR: RECONSTRUCTION OF CROSS BAY  
BOULEVARD/WOODHAVEN BOULEVARD BETWEEN  
107<sup>TH</sup> AVENUE TO 91<sup>ST</sup> AVENUE  
INCLUDING THE BRIDGE/RETAINING WALL INSPECTION

**PHASE III**

PRELIMINARY AND FINAL DESIGN SERVICES FOR:  
RECONSTRUCTION OF WOODHAVEN BOULEVARD BETWEEN  
91<sup>ST</sup> AVENUE AND QUEENS BOULEVARD  
EXCLUDING BRIDGE STRUCTURE (BETWEEN 73<sup>RD</sup> AVENUE AND UNION TURNPIKE)

AND

TARGETED BUS PRIORITY MEASURES  
HOFFMAN DRIVE BETWEEN QUEENS BOULEVARD AND WOODHAVEN BOULEVARD NORTH SIDE  
OF QUEENS BOULEVARD BETWEEN WOODHAVEN BOULEVARD AND 57<sup>TH</sup> AVENUE

Together With All Work Incidental Thereto

BOROUGH OF QUEENS

**NOTE:**

The Consultant shall provide three (3) independent project teams working concurrently on each phase of the project, at the same time. The Consultant shall complete and deliver to DDC all three phases within the following times from the NTP:

Phase I shall be completed 540 consecutive calendar days (“ccds”) from the NTP.

Phase II shall be completed 720 consecutive calendar days (“ccds”) from the NTP.

Phase III shall be completed 900 consecutive calendar days (“ccds”) from the NTP.