

October 6, 2015

ADDENDUM NO. 1

PROJECT: HWCRQ04MI, HWCRQ04S, HWCRQ4M, HWCRQ04L Requirements Contracts for Resident Engineering Inspection Services for Micro, Small, Medium and Large Infrastructure Projects, Citywide

PIN: 8502016RQ0014P-43P

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

Delete RFP-10 and replace with revised RFP-10 appended to this addendum. Section IV.B.1. has been revised. The following information has been added:

Cover letter must indicate the project **category** for submission, either “**Micro**”, “**Small**”, “**Medium**” or “**Large**” accordingly.

Contact: Jue Zhang, zhangju @ddc.nyc.gov
Phone No.: 718-391-1096

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 _____

SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

A. 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, 3 copies and 1 electronic version saved as a PDF on a clearly marked compact disc (CD) or a clearly marked USB flash drive): 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://www1.nyc.gov/site/ddc/contracts/work-with-ddc.page>. **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.

B. Technical Proposal (1 original, 3 copies and 1 electronic version saved as a PDF on a clearly marked compact disc (CD) or a clearly marked USB flash drive): 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; (c) total number of personnel on staff; and (d) The project **category** for submission, either "Micro", "Small", "Medium" or "Large" accordingly. **(The cover letter shall not exceed three pages and must include the DDC project number and title).**
2. Experience of Firm and Key Personnel:

Section 7210 of the New York State Education Law requires that all business entities providing professional engineering services in the State of New York obtain a "Certificate of Authorization to provide Engineering Services in New York State" from the New York State Education Department. As such, at the time of submission of their proposal, proposers must be authorized by the New York State Education Department to provide professional engineering services in the State. A copy of the Certificate of Authorization must be included with the proposal.

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.