

April 8, 2016

**ADDENDUM NO. 1**

**PROJECT: Requirements Contracts for Professional Services for Environmental Assessment Statement for Various Projects, Citywide**

**PIN: 8502016PW0001P-3P**

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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The RFP is amended as set forth below:

**Request for Proposals**

**SECTION IV and SECTION V** of the Request for Proposals have been revised. Delete **Section IV. Format and Content of the Proposal**, and replace **Section V. Proposal Evaluation and Contract Award Procedures** with Revised **SECTION IV** and **SECTION V** attached to this addendum.

Contact: Nadira Kayharry, nansaran@ddc.nyc.gov  
Phone No.: 718-391-3136

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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.**

\_\_\_\_\_  
**Andrew Cammock**  
Director of Professional Contracts

\_\_\_\_\_  
Name of Proposer

By \_\_\_\_\_

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 not 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/epawaste/consERVE/tools/cpg/index.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 5 copies + 1 CD or 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 at the following website: (<http://www1.nyc.gov/site/ddc/contracts/work-with-ddc.page>))
2. Fee Proposal (One original): **To be submitted ONLY upon request.** Fee proposal shall include all elements requested in the Subsection C below. Forms for the submission of Fee proposal are included as Attachment 3 of the RFP.

**B. Technical Proposal (1 original and 5 copies + 1 CD or Flash Drive):**

The Technical Proposal should provide the following information in the order outlined below. The proposer may further breakdown this format for each item in order to clarify its proposal.

**Introductory Material:**

- Cover Letter: Submit a maximum two-page cover letter, indicating the firm's name and address, and the name, address and telephone number of the person authorized to represent the firm. The DDC project name and number must be included.
- Table of Contents: Provide a table of contents of the material contained in the proposal.
- Summary: Submit a brief statement of the salient features of the proposal, including approach, qualifications and nature of the proposed project team. Do not include fee data in the summary.

**Support Documentation:**

1. Firm's Experience: Discuss and demonstrate the proposer's success in directly providing environmental assessment statement services on projects similar in nature and scope to the projects included in this RFP. Provide information on the extent, quality, and relevance of the firm's experience, inclusive of client satisfaction information and a discussion of problems that may have arisen during delivery of services and how they were resolved. In addition:

- Attach a completed SF-254 Form, which lists the number of full-time staff currently on staff and the projects on which the firm is currently working, have completed and future projects and commitments. Provide the value of these contracts and their schedules.
  - Submit written materials of firm's past environmental assessment statement work as they apply to this project. The materials may take the form of a synopsis of past Environmental assessment statements or, Environmental impact statements and other similar technical documents.
  - Attach a completed SF-254 form for each of the subconsultants proposed to be part of the designation. (DDC must approve the actual subconsultants prior to award).
2. Experience of Subconsultants: If one or more subconsultants will be utilized to deliver the proposed services, discuss and demonstrate the extent and quality of each subconsultant's relevant experience inclusive of client satisfaction information and a discussion of problems that may have arisen during delivery of services and how they were resolved. Explain the relationship between the proposer's firm and each subconsultant, including history of relationship, and how the deployment of responsibilities between the proposer's firm and each subconsultant will be structured.
3. Project Team: Present the proposer's proposed project team for this project, including deployment of project team responsibilities. In additions, attach the following:
- (a) A completed SF-255 Form, which identifies the proposed Principal-in-Charge and project manager on the subject project.
  - (b) A resume of each person on the project team.
  - (c) If applicable, a completed SF-255 form for each subconsultant to be utilized as part of the project team. (DDC must approve the actual subconsultants prior to award).

NOTE: Proposers are advised that it is the intent of the City to secure the personal services of the Key Personnel identified in the proposer's Technical Proposal. Accordingly, such Key Personnel **MUST** be assigned to the Project. In accordance with Exhibit A, of the attached contract, failure by the Consultant to provide such Key Personnel will be considered a material breach of the contract and grounds for termination for cause. Replacement of such Key Personnel is subject to approval by the Commissioner. Any proposed replacement for Key Personnel must possess qualifications substantially similar to those of the Key Personnel being replaced and are subject to the prior written approval of the Commissioner. In addition, at the Commissioner's request at any time, the Consultant shall remove any Key Personnel or other personnel and substitute another employee **of the Consultant or Subconsultant reasonably satisfactory to the Commissioner**. The Commissioner may request such substitution at any time, at his sole discretion.

4. Technical Approach: The Technical Proposal should clearly demonstrate the approach that your firm takes on preparing the various documentations required under the NEPA, SEQRA, ULURP, and CEQR processes, as well as the SHPO Section 106 determination and NYS Coastal Consistency review. In addition, the approach on how your firm prepares federal and state freshwater and tidal wetland permits and mitigation plan, state and local storm water discharge permits, and other permits should be presented.
5. Firm's Capability: Discuss and demonstrate the firm's capability to provide requisite Staff, managerial personnel and other resources as and when required to meet and satisfactorily perform, on a work order basis, the scope of services set forth in this RFP and detailed in Article 6 and Exhibit C of the attached contract. The prime firm's workload including other DDC projects will be considered in the evaluation
6. Statement of Understanding: The Statement of Understanding form included as Attachment 1 of this RFP should be signed by a responsible partner or corporate officer of the proposing firm and submitted with the firm's Technical Proposal.
7. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 4) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by the Agency prior to the proposal due date and time. The proposer should complete this form as instructed on the form.

C. Fee Proposal:

Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The Proposer must complete the Fee Proposal in accordance with the instructions on Attachment 3.

D. Proposal Package Contents ("Checklist")

The Proposal Package should consist of the following THREE packages:

1. Technical Proposal (1 original and 5 copies + 1 CD or Flash Drive):  
Sealed envelope, clearly marked as "Technical Proposal", including
  - Completed Forms 254 and 255
  - Statement of Understanding and Certification (Attachment 1)
  - Completed and Notarized Proposer's Certification of Compliance with Iran Divestment Act (Attachment 2)
  - Acknowledgement of Addenda (Attachment 5)
2. Schedule B: M/WBE Utilization Plan (1 original) (Attachment 7)  
Separate sealed envelope, clearly marked as "Schedule B: M/WBE Participation Plan" (Schedule B, Part II) or; Approved Waiver of M/WBE Participation Requirement (Schedule B, Part III)

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- 3: Doing Business Data Form (1 original)  
Separate sealed envelope clearly marked as  
"Doing Business Data Form" containing a  
completed Doing Business Data Form.

(Attachment 8)

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

This is a Quality Based Selection (QBS) project. A DDC evaluation committee will review, evaluate and score all technical proposals pursuant to the criteria described below. This evaluation will determine each proposer's technical score. DDC reserves the right to interview proposers and visit their offices for the purpose of clarifying their proposals, after which their initial technical scores may be re-evaluated. Proposers will be ranked in accordance with their technical scores. The ranking will be submitted to the Executive Consultant Selection Committee (ECSC), who will certify the results and authorize fee negotiations to commence with the highest ranked firm. DDC will attempt to negotiate a fair and reasonable All Inclusive Hourly Rates (applicable to the three year base term of the Contact) with the highest ranked firm. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm. The firm whose proposal is determined to be most advantageous to the City will be awarded the Contract.

**C. Proposal Evaluation Criteria:**

The Technical Proposal evaluation criteria are as follows:

- A. Firm's Capability: (Weight 30%)
- B. Quality of Proposed Approach (Weight 30%)**
- C. Experience of Firms & Subconsultants: (Weight 40%)

**D. 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 set forth in the RFP and successful negotiation of an appropriated fee. Such fee negotiation shall commence upon written notification and shall conclude not more than thirty days after receipt of the fee proposal.

**E. Supply and Service Employment Report:**

Upon selection, the successful proposer 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/ddc/html/business/otherfrm.shtml>. Upon written notification, the proposer must submit the Service and Supply Report within ten days of such notification.

**F. VENDEX:**

Upon selection, the successful proposer will be required to submit proof of filing of the appropriate VENDEX Questionnaires. Upon written notification, the proposer must submit a Confirmation of VENDEX Compliance to DDC within ten days of official notification. A form for this confirmation is set forth in the RFP.