

NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

August, 1 2007

ADDENDUM NO. 1

**PROJECT: PW348-51, Design/Construction/Construction Management for Upgrade, Replacement or Decommissioning of Storage Tanks and Remediation of Contamination at Various Locations, Citywide
PIN: 8502007PW0008P**

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

Section IV, Format and Content of the proposal (Pages 8-11 of the RFP):Delete in its entirety and replace with the revised RFP section IV attached to this Addendum.

Attachment 3, Staffing Requirements (Pages 20-21 of the RFP): Delete in its entirety and replace with revised Attachment 3 attached to this Addendum.

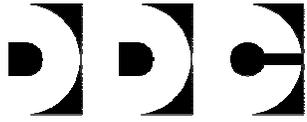
The following clarifications are hereby provided in response to consultant inquiries:

Question – Support document RFP-9, Both 1. Firm Experience and 2. Project Team, require SF 255. Is the intent for proposers to provide duplicate Standard Forms for both sections? Or are we misinterpreting the intent?

Answer – The intent is to have the form SF-255 submitted in support of the individuals identified as the Project Team.

Question – Firm's Experience RFP-9, The second bullet states: "Submit an SF-255 Form, which identifies the Project Team which includes the Architectural and Engineering Personnel listed in Attachment 3."We are assuming you meant"Design Personnel" and Construction Management Personnel", instead of: Architectural and Engineering Personnel".

Answer – Yes, it should read Design Personnel and "Construction Management Personnel.



Question - Proposal Package Contents (checklist) RFP-11, The second bullet states that we are required to submit "Staffing Requirements (Attachment 3)" Is the intent to just resubmit the two pages comprising Attachment 3, which just restates the Staffing Requirements?

Answer – You are not required to submit “Staffing Requirements (Attachment 3).” As part of the technical proposal

Question - Minimum Qualification Requirement for Staff table RFP-21, Based on our understanding from the Pre-Proposal Conference... information found in the "Agreement" supersedes information found in the rest of the RFP?

Answer – That is correct. The minimum requirements per title on Exhibit B, page 64 of the contract agreement supersedes the minimum qualifications for staff on RFP-21.

Question – Confirmation of Vendex Compliance (Attachment 5). It is our understanding that this form needs to be completed and submitted with the proposal, even though it is not listed on Page RFP-11, Proposal Package Content (Checklist)?

Answer – You are not required to submit this attachment as part of your technical proposal, only upon written notification.

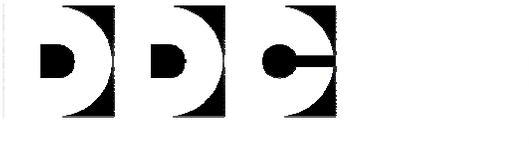
Question- We do not see any major reference to requirements for DBE/MBE/WBE. Please confirm that this is the intent of the RFP?

Answer – There is no DBE or M/WBE requirement for this RFP.

Question- RFP- 2 B. Inquiries This paragraph makes reference to the DDC Website where “responses will be furnished as an addendum to the RFP to all potential proposers....” We cannot access this website. Will further information be provided for us to be able to access the website?

Answer- The correct DDC Website is <http://ddcftp.nyc.gov/rfpweb/>

**Contact: Belkis Palacios, palaciob@ddc.nyc.gov
Phone No.: 718-391-1866**



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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.

Donald Hooker
Agency Chief Contracting Officer

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/epg/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 and 4 copies): The Technical Proposal should contain all the information requested in Subsection B below, plus forms 254 and 255 for the proposer and its subconsultants. These forms are available at <http://www.nyc.gov/html/ddc/html/otherfrm.html>.
2. Fee Proposal (1 original): **To be submitted ONLY upon request.** Fee Proposal shall include all elements requested in Subsection C below. Forms for the submission of the Fee Proposal are included as Attachment 2 of the RFP.

B. Technical Proposal

Include the following information in the Technical Proposal in the order outlined below. There may be further breakdowns of this format for each item, if the proposer so requires to clarify its proposal.

Introductory Material:

- Cover Letter: Submit a maximum one-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: Describe the specific relevant successful experience of the proposing firm(s) and, if applicable, that of each subconsultants. Include a thorough description of other relevant projects, which demonstrate the firm's ability to carry out the scope of work similar to the one described in this RFP. Firms will be evaluated in terms of their demonstrated ability to design and build projects that are similar in nature to those that are the subject of this contract. The quality of those example projects will be examined as well, including client satisfaction, and problems that may have arisen during construction reflecting on the contractibility of the design and drawing. In addition:
 - Submit an SF-254 Form, which lists the number of current full-time 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 an SF-254 form for each of the subconsultants proposed to be used as part of this contract. (DDC must approve the actual subconsultants prior to their actual use).

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

2. Project Team: Present the proposer's proposed project team for this project, including deployment of project team responsibilities. In addition, attach the following:
 - (a) A completed SR-255 form for each member of the Project Team, including the Design Personnel and Construction Management Personnel listed in Attachment 3. The SF-255 form should include academic qualification, professional experience, and professional license if applicable, with supporting documents. Minimum requirements are set forth in Attachment 3.
 - (b) If appropriate, a completed SF-255 form for each of the subconsultants proposed to be used as part of the project team. (DDC must approve the actual subconsultants prior to their use).
3. Technical Approach (Methodology): Describe and demonstrate the effectiveness of the proposer's methodology in designing and constructing the underground storage tank systems; understanding of the project specifics and schedules of construction for the project at hand; problem

solving approach to various remedial methods, including articulation of how different systems work on various types of contaminated sites; and installation of fire suppression systems at the sites as deemed by codes, rules and regulations.

Submit a comprehensive Staffing Plan that demonstrates the proposer's clear understanding of an effective organizational approach to the management of this underground storage tank and environmental project, specifically in reference to the State and Federal regulatory agencies, Client, beneficiary, office & field personnel, subcontractors, etc...

Submit a project schedule, including projected vs. actual completion dates, for a previously completed project of similar scope and nature as the subject project.

4. Firm's Capability: Demonstrate the proposer's capability in terms of quality of design, staffing, CAD capabilities and current workload including other DDC projects. Demonstrate the proposer's ability (or if the proposer is a joint venture, the prime firm's ability) to provide personnel, managerial, and other resources as and when required to meet the project's objectives.
5. Statement of Understanding: The Statement of Understanding form (Attachment 1) shall be signed by the proposer and submitted with the technical proposal.
6. 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

A form for the submission of the Fee Proposal is included as Attachment 2 of the RFP. Upon written notification, the proposer must submit the Fee Proposal in separate clearly labeled, sealed package within ten business days of such notice to the contact person listed for this Request for Proposal. The proposer must complete the Fee Proposal as per instruction on Attachment 2. The Fee Proposal shall consist of two separate proposed multipliers.

Proposed Multiplier #1, which shall be applied to direct salary rates for design personnel, and

Proposed Multiplier #2, which shall be applied to direct salary rates for construction management personnel.

Direct salary rates for all required design and construction management personnel shall be determined by the Commissioner in accordance with the terms and conditions set forth in the attached contract (see Article 42). The costs and expenses deemed included in the multiplier for design personnel are set forth in Article 42. The costs and expenses deemed included in the multiplier for construction personnel are set forth in Article 42 of the attached agreement.

D. Proposal Package Contents (Checklist)

The Proposal Package should contain the following materials:

1. Separate sealed, labeled envelope clearly marked "Technical Proposal"
(1 original and 4 copies)
 - Statement of Understanding (Attachment 1)
 - Acknowledgement of Addenda (Attachment 4)

ATTACHMENT 3
STAFFING REQUIREMENTS

FMS ID: PW348-51

**PROJECT: Design/Construction/Construction Management for Upgrade,
Replacement or Decommissioning of Storage Tanks and
Remediation of Contamination at Various Locations**

Overall staffing requirements for design and construction management personnel for the Project have been established by the Commissioner and are set forth below. Such staffing requirements specify the titles of design and construction management personnel that may be required for the Project, as well as the estimated direct salary rate per hour for each title. A staffing plan for the project shall be established in accordance with the procedure set forth in Article 11 of the contract.

DESIGN PERSONNEL

TITLES	DIRECT SALARY RATE (per hour)
Principal	Weekly average: 10 hours per week Included in Multiplier for Design Personnel
Project Manager	\$56.00
Senior Project Engineer	\$50.40
Project Engineer (Electrical)	\$44.80
Project Engineer (Mechanical)	\$44.80
Project Engineer (Civil)	\$44.80
Geologist	\$44.80
Inspector	\$39.20
CADD Operator	\$28.00
Clerical	\$28.00

CONSTRUCTION MANAGEMENT PERSONNEL

TITLES	DIRECT SALARY RATE (per hour)
Project Executive	Weekly average: 10 hours per week Included in Multiplier for CM Personnel
Project Manager	\$61.60
Assistant Project Manager	\$61.60
Construction Inspector/Resident Engineer	\$44.80
Contract Manager	\$44.80
Office Engineer	\$33.60
Clerical	\$28.00

Minimum Qualification Requirements for Staff

DESIGN PERSONNEL			
TITLE	ACADEMIC QUALIFICATIONS	PROFESSIONAL LICENSE	RELEVANT EXPERIENCE IN DESIGN
Project Manager	BS in Engineering (CE, EE, ME, Environ. Eng., Chem. Eng., or Hydro geologist)		7 years
Senior Project Engineer	BS in Engineering (CE, EE, ME, Environ. Eng., Chem. Eng., or Hydro geologist)	PE	7 years
Project Engineer (Electrical)	BS in Elect. Engineering		3 years
Project Engineer (Mechanical)	BS in Mech. Engineering		3 years
Project Engineer (Civil)	BS in Civil/Environ. Engineering		3 years
Geologist	BS in Geology		3 years
Inspector	Bachelor or Associate degree in Engineering		5 years
CADD Operator	12 th Grade		2 years
Clerical	12 th Grade		2 years

CONSTRUCTION MANAGEMENT PERSONNEL			
TITLE	ACADEMIC QUALIFICATIONS	PROFESSIONAL LICENSE	RELEVANT EXPERIENCE IN CONSTRUCTION SUPERVISION
Project Manager	BS in Engineering (CE, Chem E, EnvE, EE or ME)		10 years, 40 Hrs. of OSHA
Assistant Project Manager	BS in Engineering (CE, Chem E, EnvE, EE or ME)		7 years
Construction Inspector/Resident Engineer	BS in Engineering (CE,EE or ME, BS in Arch.)		5 years
Contract Manager	BS		5 years
Office Engineer	BS in Engineering (CE, EE or ME)		5 years
Clerical	12 th Grade		2 years



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Project: PW348-51, Design/Construction/Construction Management for Upgrade, Replacement or Decommissioning of Storage Tanks and Remediation of Contamination at Various Locations, Citywide
PIN: 8502007PW0008P

Date: July 30, 2007

From: Samani, Afsar

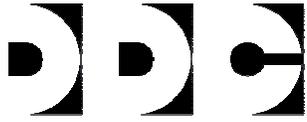
To: All Attendees

Pre-Proposal Conference July 24, 2007 Minutes

Attendees:

Afsar Samani DDC
Ruben Olmeda DDC
Sundari Chockalingam DDC
Belkis Palacios DDC

Val Kekelishvili - EnTech Engineering, P.C.	Barry Bowman - NZR Geologic, Inc.
David Becket - URS	Marc Pilotta - Bohler Engineering
Joseph Cangiano- ATC	R. J. Carr - PMS/CM
Michael Abramowitz - ATC	Tom Larson - Shaw E & I
Stephen Morese - Berger	Hal Austein - Fire Guard
Gary Miller - H2M	Jesal Thakkar - Matrix New World Eng
Michael Bianco - AFG Construction Management	Frank Marino - Nesco
Ronald Trampusch - Core Environmental	Bmarti Ujjani - The Whitman Co.
August Arrigo - Shaw	John Lekstutis - LiRo
Roger Stevens - PM	Tony Marino - LiRo
Janet Snyder - Greyhawk	Robert Buxbkum - TDX
Mahendra Patel - SJH Engineering	Joe Fitzpatrick - TDX
Tony Caggiano - LiRo Group	



GENERAL

The purpose of this meeting is to explain and clarify the RFP and Contract for the Design/Construction/Construction Management for Upgrade, Replacement or Decommissioning of Storage Tanks and Remediation of Contamination at Various Locations, Citywide. Afsar Samani DDC/ Deputy Director, gave a general overview of the project covered under this RFP.

The meeting was opened for questions and answers.

Questions and Answers:

Question – What are the staffing requirements?

Answer – The staffing requirements are described in Article 11 of the contract.

Question – Does DDC have spill numbers for the tanks in the project?

Answer – No spill numbers are available at this time. After the tanks are tested, any tank that does not pass the test, the CM will be responsible for calling, NYSDEC for a spill number.

Question - Are the salary rates a fix item?

Answer – Salary rates shall remain unchanged throughout the term of the contract as described in Article 42 of the contract

Question- Is there standard/typical specifications for tank work?

Answer – No, the CM is responsible for preparing specifications for any particular tank/site.

Question – What is the difference between Firm Experience versus Firm Capability?

Answer – The difference is described in the RFP pages RFP-9, and RFP-10

Question – Does the CM firm have to submit two copies of forms SF-255?

Answer - Yes, these forms must be submitted in accordance to RFP-9.