



**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**

**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

April 4, 2008

**ADDENDUM NO. 3**

**PROJECT: C114NEWF2, Architectural and Engineering Design Services for Renovation and Expansion of the Brooklyn Detention Center, Borough of Brooklyn  
PIN: 8502008CR0014P**

**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 PROPOSAL**

**Section IV (A) Stage 1 Proposal Requirements- Page RFP-10:**

Second paragraph:

Portfolio (1 original and 6 copies) format should be as follows: Only one project per each 11X17" sheet of Paper, both sides can be used, totaling up to eight (8) sheets of paper.

Second paragraph:

For each project, include the following, (1) list of lead designers, instead of submitting the resumes of lead designers as it was originally stated in the RFP.

**Contract: Kareem Alibocas, [alibocaka@ddc.nyc.gov](mailto:alibocaka@ddc.nyc.gov)  
Phone no.: 718-391-3038**

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**

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 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:

### **A.     Stage 1 Proposal Requirements**

This stage serves to highlight each proposer’s previously completed architectural projects that demonstrate extraordinary creativity and insight. Proposers should provide projects that demonstrate this ability in the internal planning as well as in the project’s relationship to its site and surrounding environment. Creative and innovative use of materials and construction methods should be clearly described.

Portfolio (1 original and 6 copies): Provide a portfolio of up to eight projects built within the last ten years that demonstrate the firm’s creativity and insight in solving architectural problems. For each project, include the following: (1) list of the lead designers, (2) plan views as well as site plans, with a three dimensional view of the exterior; and other graphic content as necessary, and (3) a brief written description highlighting the salient characteristics of the project, including the design philosophy and approach and a description of what was innovative about the design. In addition, list any design citations or awards and entries to design competitions. Present each project on both sides of a single 11x17 inch sheet; including all text. All of the pages shall be bound in covers no larger than 9 x 12 inches. Format may be either landscape or portrait, but not both.

### **B.     Stage II Proposal Requirements (Applicable to Stage One Short-Listed Proposers Only)**

For those firms short-listed in Stage One, the Stage Two Proposal will serve to highlight their management and technical ability to carry out a project of the scope and type that is the subject of this RFP. In addition to the Stage Two Proposal, short-listed firms will be required to make a one-hour presentation. See Section V.2 for a more detailed description of the presentation requirements.

Technical Proposal (1 original and 6 copies): The technical proposal shall contain the following information:

1. A cover letter of no more than three pages, including the company name and address, and the name, address and telephone number of the person authorized