



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

February 10, 2009

ADDENDUM NO. 1

PROJECT: P-213 CNTR, Construction Management Services for the Coney Island Center, Borough of Brooklyn
PIN: 8502009PV0007P

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 RFP is amended as set forth below:

Section II A and Section II C: Delete in its entirety and replace with revised Section II A and II C attached to this Addendum. In Section II A, construction start date is changed from **August, 2009 to September, 2009**. In Section II C, the commencement of construction date has been changed from **August 1, 2009 to September 1, 2009**.

Section 1V B (5): Delete in its entirety and replace with revised Section IV B (5) attached to this Addendum. In Section IV B (5), page RFP-7, final completion date is changed from **May 31, 2012 to March 31, 2012**.

Contact: Carol Phoenix, phoenixca@ddc.nyc.gov
Phone No.: 718-391-1530

=====





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.

Carol DiAgostino
Agency Chief Contracting Officer

Name of Proposer

By _____

Title _____



SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS

A. Background and Objectives of the Project

The New York City Department of Design and Construction (DDC), Division of Structures, is seeking a Construction Management (CM) firm to provide services for the Project described in this RFP. The selected CM will be required to provide services throughout the duration of the project (i.e., pre-construction, construction and post-construction services). The selected CM will be required to provide all services necessary and required for the inspection, management, coordination and administration of the Project, from commencement through substantial completion, final acceptance, and project close-out.

The project for which services are required is the Coney Island Center, an outdoor performing arts amphitheatre. The amphitheatre will be located in Asser Levy Park, a seven acre park bounded by Ocean Parkway, Surf Avenue, West 5th Street and Seabreeze Avenue. The scope includes a summer performance venue with a 2 level, 41,500 s.f. back of house & stage, a 73,000 s.f. roof covering structure over 5000 fixed seats, lawn seating for 3000 and 34,000 s.f. of public areas such as lobby, toilets and concessions. In addition to the amphitheater, the scope includes general renovations to the park grounds as well as a playground and a park comfort station.

The project is currently in the Design Development Phase and is to start Construction in **September, 2009**. The design for this project is being developed by Grimshaw Architects. Design documents are included as part of this RFP in Appendix #1.

B. Joint Ventures and Other Consultant Relationships

There is no minimum requirement for the proportion of work to be performed by either of the two joint venture partners. Joint ventures must carry the required insurance, either as policies written specifically for the joint venture entity, or by using their existing single entity policies with endorsements written for the joint venture activity.

DDC does not recognize the corporate configuration wherein one company is "in association with" another. Relationships between two or more firms shall be either as joint venture partners or as prime consultant / subconsultant. In the event that a proposal is received wherein two or more firms are described as being "in association with" each other, DDC will treat the relationship as one of prime consultant / subconsultant(s). The RFP evaluation will be handled accordingly, and if chosen as a winner, the contract documents will show only the prime firm on the signature page, and all other firms relegated to Exhibit A, which lists the subconsultants.

C. Contract Term /Cost Estimate

The estimated cost of the required construction work for the Project is \$ 46.8 million. The term of the Contract shall commence as of the date of the Advice of Award and shall remain in effect until Final Acceptance of all required construction work for the Project and completion of all required CM services for the Project. The anticipated time frame for final acceptance of all required work is 1095 consecutive calendar days. The anticipated schedule is as follows: (1) commencement of pre-construction services on April 1, 2009, (2) commencement of construction on **September 1, 2009**, (3) completion of construction work on February 1, 2012, and (4) completion of post construction services on March 31, 2012.

SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

- A. 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/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.
1. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain all the information requested in Subsection B below, plus completed forms 254 and 255 for Proposer and its subconsultants (if any). (These forms are available at <http://www.nyc.gov/html/ddc/html/business/otherfrm.shtml>).
 2. Fee Proposal (1 original): **To be submitted ONLY upon request.** The Fee Proposal shall consist of the elements requested in Subsection C Below. Forms for the submission of the Fee proposal are included as Attachments 3 and 4 of this RFP.
- B. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain the information described below.
1. Cover Letter: Submit a Cover Letter of no more than three pages, indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm. **(Be sure to refer to the proper DDC project number and title.)** Include a brief history of the firm, the overall organization of the firm, and a statement of its goals and objectives.
 2. Experience of Firm & Subconsultants (if any): Provide examples of up to five projects, completed within the last ten years, which are similar in scope and type to the Project described in this RFP. Visual materials can take the form of printed brochures, photographs, drawings or similar images. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget. If the proposer intends to use any subconsultants on the Project, it shall also submit prior projects completed by the subconsultant.
 3. Staffing Plan: Submit a Staffing Plan for the Project. The Staffing Plan shall only include personnel for the performance of construction management and/or technical services for the Project. The Staffing Plan shall not include any personnel who perform administrative, overhead and/or home office functions. A form for the submission of the Staffing Plan is included as Attachment 2 to this RFP. As described in Attachment 2, the proposer shall identify the following:
 - Project Executive: Identify the Project Executive. The Project Executive shall serve as the Contractor's principal representative with respect to its obligations under this contract. The Project Executive will be responsible for providing, on an as needed basis, executive or management expertise and oversight with respect to the Project.

- Key Construction Management (CM) Personnel: Identify Key CM Personnel for the Project. This means the team of specific CM personnel determined by the proposer to be necessary for successful completion of the Project. Key CM Personnel shall provide services for the entire duration of the Project.
 - Other Construction Management (CM) Personnel: Identify by title other Construction Management (CM) Personnel for the Project. This means CM personnel who will provide services that are supportive or ancillary to the services provided by the Key CM Personnel.
 - Total Estimated Hours Per Title: For all titles identified in the Staffing Plan, indicate the total estimated hours per title. The total estimated hours per title must be in accordance with the Project Schedule submitted by the proposer. (See requirement below). The total estimated hours per title shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours).
 - Resumes: For all personnel included in the Staffing Plan, submit resumes detailing managerial and technical qualifications, as well as experience with similar projects.
4. Management Strategy: Provide a three (3) page statement describing its management strategy, including (1) its understanding of the objectives and complexities of the Project, (2) its methodology for tracking and maintaining the Project's budget and schedule, and (3) its techniques for problem solving.
5. Project Schedule: Submit a detailed, coordinated schedule demonstrating the time frame for completion in 1095 consecutive calendar days. (This time frame is based on the commencement of construction on September 1, 2009, and final completion by **March 31, 2012**). The Project Schedule shall detail time frames for all required construction operations, as well as interrelationships between significant contracts and/or components of the work. The Project Schedule shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours). The Project Schedule shall be in consecutive calendar days and shall specify time frames for the following activities:
- Pre-construction
 - Public Bidding of construction contracts: DDC anticipates that the time frame required for public bidding of the construction contracts is 120–140 consecutive calendar days.
 - Construction duration
 - Substantial Completion of construction
 - Final Acceptance of construction
 - Project Close-out and completion of all post construction services
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 5) 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

Forms for the submission of the Fee Proposal are included as Attachments 3 and 4 to the RFP. Within ten business days of written notification from DDC, the proposer must submit the Fee Proposal in a clearly labeled, sealed package. The Fee Proposal shall consist of: (1) Fee for Profit (Attachment 3), and (2) Total Estimated Amount for Staffing (Attachment 4).

D. Proposal Package Contents ("Checklist")

The Proposal Package shall contain the following:

1. Technical Proposal (1 original and 4 copies):
Sealed envelope, clearly marked as "Technical Proposal", including
 - Items listed in Section IV B of this RFP
 - Statement of Understanding (Attachment 1)
 - Staffing Plan (Attachment 2)
 - Acknowledgement of Addenda (Attachment 5)
2. Doing Business Data Form (1 original) (Attachment 7)
Sealed envelope, clearly marked as "Doing Business Data Form", containing a completed Doing Business Data Form.