



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

March 4, 2011

ADDENDUM NO. 2

PROJECT: HWCRQ02S, Seven Requirements Contracts for Resident Engineering Inspection Services for Small Infrastructure Projects, Citywide

PIN: 8502011VP0015P-21P

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 Request for Proposal Pages 5, 6, 17 and 20 and replace with the revised Request for Proposal Pages 5, 6, 17 and 20 attached to this addendum.

CONTRACT DOCUMENT

- Delete Exhibit B – Page 33 and replace with the revised Exhibit B – Page 33 attached to this addendum.

Contact: Maritza Ortega, ortegama@ddc.nyc.gov

Phone No.: 718-391-1542

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 _____



ASSISTANT RESIDENT ENGINEER:

- Qualified for ASCE Grade III
- Baccalaureate degree in engineering from an accredited college
- Five years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)
- Excellent written, communication, organization and time management skills
- Proficiency in Microsoft Word and Excel
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

OFFICE ENGINEER:

- Qualified for ASCE Grade III, or NICET Grade IV
- Baccalaureate degree from an accredited college
- Five years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)
- Working knowledge of DDC record keeping, payment, and change order procedures
- Proficiency in Microsoft Word, Excel, Project and PowerPoint
- Effective oral, written, organization, and time management skills
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

SENIOR INSPECTOR:

- Qualified for ASCE Grade II, or NICET Grade III
- Baccalaureate degree from an accredited college or four years high school diploma or its educational equivalent and ten years of experience in construction inspection or management of infrastructure construction projects (highway/sewer/water)
- Three years of experience in construction inspection or management on infrastructure construction projects (highway/sewer/water)
- Working knowledge of the following: (1) DDC policies and procedures, (2) DEP specifications (for Sewer and Water projects), and (3) DOT specifications (for Highway projects)
- Working knowledge of DDC record keeping, payment, and change order procedures
- Effective oral, written, organization, and time management skills
- Valid driver's license
- Certified for OSHA 10-hour safety and confined space training

INSPECTOR

- Qualified for ASCE Grade I, or NICET Grade II

DRAFTSMAN

- Qualified for NICET Grade II

CONSTRUCTION MONITOR / RESTORATION SPECIALIST:

- Registered Landscape Architect (RLA), Certified Ecologist (CE), Certified Professional in Sediment and Erosion Control (CPESC), or equivalent experience.
- Five years of experience in NYSDEC wetland permit compliance, including familiarity with all NYSDEC wetland regulations and requirements, plus familiarity with all other permit requirements, including without limitation, permits from the United States Army Corps of Engineers (USACE), New York City Department of Parks and Recreation, and the New York City Department of City Planning
- Five years of experience in supervising the construction and restoration of storm water best management practices (BMP) work and/or wetland restoration projects
- Proficiency in identifying plant species that are native to the New York City region, as well as invasive plant species
- Certified for OSHA 10-hour safety and confined space training

NOTES:

1. **ASCE:** The applicable requirements for the title in question shall be the most current requirements promulgated by the American Society of Civil Engineers (ASCE), as of the date on which the Engineer submitted its Proposal for the Contract.
2. **NICET:** The applicable requirements for the title in question shall be the most current requirements promulgated by the National Institute For Certification In Engineering Technologies (NICET), as of the date on which the Engineer submitted its Proposal for the Contract.

ATTACHMENT 2

IDENTIFICATION OF PERSONNEL

As part of its Technical Proposal, the proposer shall, for each title listed below, identify the individuals it will provide, throughout the term of the Contract, to perform the required services. The proposer may identify multiple individuals for each title; provided, however, it may only identify those individuals it or its subconsultant(s) has the ability to provide.

For all proposed personnel, the proposer must submit the individual's resume and any other information detailing his/her number of years of experience, as well as technical and professional qualifications. Any individual provided must: (1) satisfy the minimum qualification requirements set forth in Exhibits B and C to the attached Contract, and (2) be approved in advance by the Commissioner.

Key Personnel: The following titles are "Key Personnel": Resident Engineer, Assistant Resident Engineer, Office Engineer and Senior Inspector. Additional qualification requirements for Key Personnel are set forth in Exhibit C to the attached contract. Individuals providing services as Key Personnel must be employees of the proposer and not of a subconsultant.

ASCE: The applicable requirements for the title in question shall be the most current requirements promulgated by the American Society of Civil Engineers (ASCE), as of the date on which the Engineer submitted its Proposal for the Contract.

NICET: The applicable requirements for the title in question shall be the most current requirements promulgated by the National Institute For Certification In Engineering Technologies (NICET), as of the date on which the Engineer submitted its Proposal for the Contract.

- Required Titles:**
- Resident Engineer, A-V
 - Assistant Resident Engineer, A-III
 - Office Engineer, A-III / N-IV
 - Assistant Office Engineer, A-II / N-III
 - Senior Inspector, A-II / N-III
 - Inspector, A-I / N-II
 - Draftsman, N-II
 - Community Liaison
 - Construction Monitor / Restoration Specialist

ATTACHMENT 3 (continued)

Proposed Rates: The proposer shall submit Proposed Maximum Allowable Direct Salary Rates per hour for the titles listed below.

Titles of Personnel	Maximum Allowable Direct Salary Rate per hour
Resident Engineer, A-V:	_____
Assistant Resident Engineer, A-III:	_____
Office Engineer, A-III / N-IV:	_____
Assistant Office Engineer, A-II / N-III:	_____
Senior Inspector, A-II / N-III:	_____
Inspector, A-I / N-II:	_____
Draftsman, N-II:	_____
Community Liaison:	_____
Construction Monitor / Restoration Specialist	_____

Affirmation: By signing in the space provided below, the proposer affirms that all back up material provided as part of this Attachment 3 is true and accurate in all respects.

Name of Firm

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Firm

EIN #

EXHIBIT B

STAFFING REQUIREMENTS: TITLES AND MAXIMUM ALLOWABLE DIRECT SALARY RATES

STAFFING REQUIREMENTS: Staffing requirements are set forth below, including: (1) titles of personnel the Engineer may be required to provide, (2) qualification requirements per title, and (3) Maximum Allowable Direct Salary Rate per hour per title. Additional qualification requirements for the Resident Engineer, Assistant Resident Engineer, Office Engineer, Senior Inspector and Construction Monitor/Restoration Specialist are set forth in Exhibit C.

Titles of Personnel And Qualification Requirements	Maximum Allowable Direct Salary Rate per hour
Resident Engineer, A-V:	_____
Assistant Resident Engineer, A-III:	_____
Office Engineer, A-III / N-IV:	_____
Assistant Office Engineer, A-II / N-III:	_____
Senior Inspector, A-II / N-III:	_____
Inspector, A-I / N-II:	_____
Draftsman, N-II:	_____
Community Liaison:	_____
Construction Monitor / Restoration Specialist:	_____