



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

April 1, 2011

ADDENDUM NO. 2

PROJECT: RQ - A & E, Requirements Contract for Engineering and Construction Related Services for Renovation Projects Involving HVAC, Fire Protection, Electrical and Plumbing Work, Citywide

PIN: 8502011VP0010P-14P

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

The Request for Proposals (RFP) is amended as follows:

- (1) Section I A: The submission deadline has been extended to **Tuesday, April 12, 2011**
- (2) Section II A: Add the language set forth below at the end of Section II A:

The determination as to whether a project is a Complex Project or a Non-Complex Project shall be made solely by the Commissioner. The factors that will be considered by the Commissioner in making such determination are set forth in this Addendum.

- (3) Section IV: Delete in its entirety and replace with the revised Section IV, attached to this addendum.
- (4) Attachment 2: Delete in its entirety and replace with revised Attachment 2 attached to this Addendum.
- (5) Attachment 3: Delete in its entirety and replace with revised Attachment 3 attached to this Addendum.
- (6) Attachment 5: Delete in its entirety and replace with revised Attachment 5 attached to this Addendum.





CONTRACT

The Contract included as an appendix to the RFP is amended as follows:

- (1) Article 3.5: Add new Article 3.6 set forth below:

3.5 The determination as to whether a project is a Complex Project or a Non-Complex Project shall be made solely by the Commissioner. In making such determination, the Commissioner shall consider all relevant factors, including, without limitation, the factors set forth below:

- (a) The project involves unusual operational requirements, programmatic considerations and/or site conditions.
- (b) The project involves multiple phases.
- (c) The project requires the participation of specialty subconsultants not identified in the RFP.
- (d) The estimated cost of construction of the project is more than \$500,000.00.

- (2) Article 7.2.2(a): Delete in its entirety and replace with new Section IV B 3 set forth below.

7.2.2 Design Fee: For the performance of all required Design Services for the Project, as set forth below, the City agrees to pay and the Consultant agrees to accept a total Design Fee, the amount of which shall be calculated in accordance with Article 7.2.4 below (the "Design Fee"). The Design Fee is deemed to include all costs and expenses incurred by the Consultant and/or its Subconsultants in the performance of all required Design Services for the Project, including all expenses related to management and overhead, all expenses in connection with providing the non-reimbursable items and/or services set forth in Article 6, and any anticipated profit.

- (a) Services Included in Design Fee: The services included in the Design Fee shall consist of all services required for the Project, as specified in the Task Order, except as otherwise expressly provided in paragraph (b) below. The services that may be included in the Design Fee shall include without limitation the services set forth below.

- (1) Heating, Ventilating and Air-Conditioning (HVAC) and Fire Protection Design Services
- (2) Plumbing Design Services
- (3) Electrical Design Services, including Fire Alarm Design Services
- (4) Architectural Design Services
- (5) Structural Engineering Design Services
- (6) High Performance Design Services (as set forth in Exhibit A)
- (7) Cost Estimating Services
- (8) Acoustical Design Services

- (3) Exhibit B: Add the language set forth below.

Acoustical Design Services: _____





(3) Exhibit D: Add the language set forth below:

ACOUSTICAL DESIGN SERVICES: TITLE	ALL INCLUSIVE HOURLY RATE
Acoustical Specialist.....	_____

(4) Exhibit E: Add the language set forth below.

ACOUSTICAL DESIGN SERVICES: TITLE	MINIMUM REQUIREMENTS	
	Years of Experience	Professional License
Acoustical Specialist.....	5	N/A

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.

Carol DiAgostino
Agency Chief Contracting Officer

Name of Proposer

By _____ **Title** _____



SECTION IV. FORMAT AND CONTENT OF THE PROPOSALA. 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. 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 completed forms 254 and 255 for Proposer and its subconsultants. (These forms are available at <http://www.nyc.gov/html/ddc/html/business/otherfrm.shtml>)
2. Fee Proposal (1 original): The Fee Proposal shall consist of the items requested in Subsection C Below. Forms for submission of the Fee Proposal are included as Attachments 4 and 5 to 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. DDC reserves the right to reject any proposal that does not conform to this general format.

Introductory Material:

- Cover Letter: Submit a 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 proposal project team. Do not include fee data in the summary.

Support Documentation:

1. Experience of Firm & Subconsultants: Submit Attachment 2, identifying by name the proposed subconsultant(s). Submit the following for the proposer and each subconsultant:
 - (a) Provide a description of up to five (5) previous projects which demonstrate the firm's ability to provide quality engineering services for projects similar in scope and type to the project described in this RFP. The proposer's submission should be limited to a one-page description of each prior project.
 - (b) Provide information on the extent, quality, and relevance of the firm's experience, including client satisfaction information and a discussion of problems that may have arisen during delivery of services and how they were resolved.

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

2. Key Personnel: For each title listed in Attachment 3, the proposer shall identify the individual 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 each individual identified in Attachment 3, 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. Each individual identified in Attachment 3 must satisfy the minimum requirements per title set forth in the attached contract (Exhibit E). If the individual has a professional license, such license must have been issued by the State of New York. The proposer shall attach a copy of any such professional license(s) to Attachment 3.

3. Technical Approach: Provide a statement of the proposed methodology, including project approach, problem solving techniques and design objectives intended to meet the objectives as described in Section II of this RFP. Provide and explain the management structure.
4. Firm's Capability: Describe the following: (1) the firm's ability to provide personnel for required engineering services for various projects, (2) the firm's ability to provide sufficient personnel in the event of multiple Task Orders, (3) The firm's current and anticipated workload.
5. 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.
6. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 6) 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 submission of the Fee Proposal are included as Attachments 4 and 5 of the RFP. The proposer must complete both forms and submit them as its Fee Proposal, in a separate, clearly labeled, sealed package. The proposer must complete the Fee Proposal as per instructions on Attachments 4 and 5.
- D. Proposal Package Contents ("Checklist"): The Proposal Package should consist of the following THREE packages:
1. Technical Proposal (1 original and 4 copies):
Separate sealed envelope, clearly marked as "Technical Proposal", including
 - Statement of Understanding (Attachment 1)
 - Identification of Subconsultants (Attachment 2)
 - Identification of Key Personnel (Attachment 3)
 - Acknowledgement of Addenda (Attachment 6)
 2. Fee Proposal (1 original): (Attachments 4 & 5)
Separate sealed envelope, clearly marked as "Fee Proposal"
 3. Doing Business Data Form (1 original) (Attachment 9)
Separate sealed envelope clearly marked as "Doing Business Data Form" containing a completed Doing Business Data Form.

ATTACHMENT 2

IDENTIFICATION OF SUBCONSULTANTS

In the space provided below, the Proposer must identify by name the Subconsultants it will provide throughout the term of the Contract for the services set forth below. If the Proposer intends to perform any of the services listed below with its own employees, it shall so indicate by inserting the words "In House".

Structural Engineering Design Services: _____

Architectural Design Services: _____

Vertical Transportation Design Services: _____

High Performance Design Services: _____

Lighting Design Services: _____

Historic Preservation Design Services: _____

Geotechnical Design Services: _____

Cost Estimating Services: _____

Acoustical Design Services: _____

ATTACHMENT 3

IDENTIFICATION OF KEY PERSONNEL

For each title listed below, the proposer shall identify the individuals it will provide, throughout the term of the contract, to perform the required services. Such individuals may be employees of the proposer or its subconsultant(s). 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. If the individual has a professional license, such license must have been issued by the State of New York. The proposer shall attach a copy of any such professional license(s) to this Attachment 3.

Title	Name	Number of Years of Experience	Professional License or Certification
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HVAC/Fire Protection Services:

Project Engineer:	_____	_____	_____
Project Manager:	_____	_____	_____
Senior HVAC	_____	_____	_____
Designer:	_____	_____	_____

Electrical Engineering Services:

Project Engineer:	_____	_____	_____
Project Manager:	_____	_____	_____
Senior Electrical	_____	_____	_____
Designer:	_____	_____	_____

Plumbing Design Services:

Project Engineer:	_____	_____	_____
Project Manager:	_____	_____	_____
Senior Plumbing	_____	_____	_____
Designer:	_____	_____	_____

Structural Engineering Services:

Project Engineer:	_____	_____	_____
Project Manager:	_____	_____	_____
Senior Structural	_____	_____	_____
Designer:	_____	_____	_____

Architectural Design Services:

Project Engineer:	_____	_____	_____
Project Manager:	_____	_____	_____
Senior Architectural	_____	_____	_____
Designer:	_____	_____	_____

ATTACHMENT 5: ALL INCLUSIVE HOURLY RATES

All Inclusive Hourly Rates: Titles of personnel are listed below. Minimum requirements per title are set forth in Exhibit E of the attached contract. For each title listed below, the proposer shall submit a Proposed All Inclusive Hourly Rate. Such All Inclusive Hourly Rates shall apply to the Three Year base term of the contract. Such All Inclusive Hourly Rates shall only apply if the Consultant is directed to perform services on a time card basis. Such rates are subject to increases and/or decreases as set forth in Article 7 of the attached contract. The costs and expenses that are deemed included in the All Inclusive Hourly Rates are set forth in Article 7 of the attached contract.

Back up Material: If requested in writing by DDC, the proposer shall submit Back Up Material for All Inclusive Hourly Rates. Such back up material may include the following: (1) actual direct salary rates per hour for individuals identified as key personnel, (2) latest audited multiplier, and (3) payroll register.

HVAC AND FIRE PROTECTION DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Project Engineer (HVAC Engineering)	\$ _____
Project Manager (HVAC Engineering)	\$ _____
Senior HVAC Designer	\$ _____
Junior HVAC Designer	\$ _____
Senior Fire Protection Designer	\$ _____
Junior Fire Protection Designer	\$ _____
Engineering Technician	\$ _____
Senior Engineering Draftsperson/CAD	\$ _____
Junior Engineering Draftsperson/CAD	\$ _____

ELECTRICAL ENGINEERING DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Project Engineer (Electrical Engineering)	\$ _____
Project Manager (Electrical Engineering)	\$ _____
Senior Electrical Designer	\$ _____
Junior Electrical Designer	\$ _____
Fire Alarm Specialist	\$ _____
Engineering Technician	\$ _____
Senior Engineering Draftsperson/CAD	\$ _____
Junior Engineering Draftsperson/CAD	\$ _____

PLUMBING DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Project Engineer (Plumbing Engineering)	\$ _____
Project Manager (Plumbing Engineering)	\$ _____
Senior Plumbing Designer	\$ _____
Junior Plumbing Designer	\$ _____
Engineering Technician	\$ _____
Senior Engineering Draftsperson/CAD	\$ _____
Junior Engineering Draftsperson/CAD	\$ _____

ATTACHMENT 5 (continued)**STRUCTURAL ENGINEERING SERVICES:**

TITLE	ALL INCLUSIVE HOURLY RATE
Project Engineer (Structural Engineering)	\$ _____
Project Manager (Structural Engineering)	\$ _____
Senior Structural Designer	\$ _____
Junior Structural Designer	\$ _____
Engineering Technician	\$ _____
Senior Engineering Draftsperson/CAD	\$ _____
Junior Engineering Draftsperson/CAD	\$ _____

ARCHITECTURAL DESIGN SERVICE:

TITLE	ALL INCLUSIVE HOURLY RATE
Project Architect	\$ _____
Project Manager (Architecture)	\$ _____
Senior Architectural Designer	\$ _____
Junior Architectural Designer	\$ _____
Architectural Technician	\$ _____
Senior Draftsperson/CAD	\$ _____
Junior Draftsperson/CAD	\$ _____

VERTICAL TRANSPORTATION DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Senior Vertical Transportation Specialist	\$ _____
Junior Vertical Transportation Specialist	\$ _____

HIGH PERFORMANCE DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
High Performance Designer	\$ _____
LEED Specialist	\$ _____
Energy Modeling Specialist	\$ _____
Geothermal Specialist	\$ _____

GEOTECHNICAL DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Geotechnical Specialist	\$ _____

ATTACHMENT 5 (continued)

HISTORIC PRESERVATION DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Historic Preservation Specialist	\$ _____

LIGHTING DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Lighting Specialist	\$ _____

COST ESTIMATING SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Senior Estimator	\$ _____
Junior Estimator	\$ _____

ACOUSTICAL DESIGN SERVICES:

TITLE	ALL INCLUSIVE HOURLY RATE
Acoustical Specialist	\$ _____

NOTE: The Consultant shall not leave any blanks nor qualify fees in any way. Do not retype this form. Provide fee only on this form.

Name of Proposer

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Firm

EIN #

Address

Email Address