



July 28, 2011

ADDENDUM NO. 2

PROJECT: PW311STLS, FIVE REQUIREMENTS CONTRACTS FOR TOPOGRAPHICAL SURVEYING SERVICES FOR VARIOUS STRUCTURES PROJECTS, BOROUGHES OF STATEN ISLAND, QUEENS, BROOKLYN, MANHATTAN, AND THE BRONX

PIN: 8502011RQ0008P-12P

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 Request for Proposals is amended as set forth below.

- **Section III**: Delete in its entirety and replace with the revised Section III attached to this Addendum and supersedes the revised Section III included Addendum No. 1, dated July 22, 2011.
- **Section IV**: Delete in its entirety and replace with the revised Section IV attached to this Addendum.

CONTRACT

The Contract is amended as set forth below.

- **Exhibit C**: Delete in its entirety and replace with the revised Exhibit C attached to this Addendum and supersedes the revised Exhibit C included Addendum No. 1, dated July 22, 2011.





Contact: John Katsorhis, katsorhjo@ddc.nyc.gov
Phone No.: 718-391-2263

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 III. SCOPE OF WORK AND CONTRACT CONDITIONS**A. Scope of Services**

The range and type of surveying services the Consultant may be required to provide shall include without limitation the services described in Technical Requirements for Surveying Services for Various Projects Exhibit D, Sections 1-9. As the need arises for survey services throughout the term of the contract, the Commissioner shall issue a Work Order(s). The Consultant services to be provided for specific projects will be specified in the respective Work Order(s). Proposers are advised to carefully review the above cited sections of the attached contract, which details the surveying and related services subsumed in the services to be rendered under this contract.

B. Contract Provisions

The services to be provided by the Consultant and all standards of performance applicable to the required work are set forth in the form of contract, attached and incorporated as part of this RFP. Any firm awarded a contract as a result of this RFP will be required to sign this form of contract. Proposers are advised to carefully review the attached contract in its entirety before submitting a proposal.

C. Contract Term

The term of the contract shall commence as of the date of registration and shall remain in effect for 730 consecutive calendar days. The total value of all Task Orders that may be issued pursuant to the contract shall not exceed \$1,500,000 for the base term of contract. At the Commissioner's sole option, the term of the contract may be renewed for 365 consecutive calendar days for up to \$750,000. However, in the event a Work Order or Supplementary Work Order issued during the term of the contract(s) specifies a time frame for completion, which extends beyond the contract term, the term of the contract(s) shall extend through the time frame for completion set forth in the Work Order or Supplementary Work Order. The Commissioner may issue a Work Order at any time throughout the term of the contract(s), inclusive of the last effective day of the contract.

D. Insurance

Requirements for insurance that must be provided by the Consultant and its subconsultants are specified in Article 7 of Appendix A. Appendix A is included as an Exhibit to the attached contract. The cost of all insurance is deemed included in payments to the Consultant, as set forth in the attached contract.

E. Payment Provisions

Payments for all required services for the Project shall be in accordance with the Specific Requirements Exhibit B, Section 4 of the attached contract. The proposer is advised to carefully review Exhibit B of the contract, which specifies the terms and conditions of payment for items listed below. Information regarding the elements to be included in the Proposer's Fee Proposal is set forth in Section IV(B) of this RFP.

1. Payment for Services based on Unit Prices

2. Payment for Services based on Staffing Hours (Time Card)
3. Payment for Reimbursable Services

F. Guaranteed Minimum

The City guarantees that under the contract it will issue Work Orders to the Consultant in the total minimum amount of \$5,000. The City has no obligation to order the performance of services under the contract in excess of the guaranteed minimum amount specified, and, no action for damages or for loss of profits shall accrue to the Consultant by reason thereof.

G. Key Personnel

Contract award shall be subject to demonstration by the selected contractor that the proposed key personnel will be the staff that will perform on the subject contract.

The proposer is advised that it is the intent of the City to secure the personal services of the key personnel identified in the contractor's technical proposal. Accordingly, such key personnel must be assigned to the Project. In accordance with Exhibit B of the attached contract, failure by the Consultant to provide such Key Personnel will be considered a material breach of the contract and grounds for termination for cause. Replacement of such Key Personnel is subject to approval by the Commissioner and will only be permitted in the following circumstances: (1) if the designated individual dies or is no longer in the employ of the Consultant; or (2) if the City fails to direct the Consultant to commence work on the project within nine (9) months of the date the Consultant submitted its technical proposal.

Any personnel provided by the Consultant must satisfy the requirements for the specific title in which he/she is performing services. The minimum requirements for any given title are listed in Section H below and Exhibit C of the contract.

H. Minimum Requirements Per Title

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
Contract Executive	10 years of experience	Principal or Officer of Company, and NYS Licensed Professional	Project Management, Land Surveying Services
Licensed Land Surveyor	2 years of experience in Land Surveying in addition to compliance with the requirements to obtain a Land Surveyor License, as specified by the New York State Department of Education	LS in New York	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Project Manager	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
CADD Supervisor	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices, Strong Knowledge of CADD and Surveying Software Packages
Survey Party Chief	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Instrument Operator	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Technician/ Researcher	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying, Record Plan Research, and use of AutoCAD Software
CADD/GIS Technician	<ul style="list-style-type: none"> 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or 4 years of experience and AS in Civil Engineering or Land Surveying; or 6 years of experience and a High School Diploma or Educational Equivalent 	NA	Strong knowledge of latest releases of AutoCAD, Land Development Desktop, Carlson Civil/Survey or other Surveying Software

I. Staffing Requirements for Personnel

Staffing requirements for personnel for the required services have been established by the Commissioner and are set forth in Section II of the RFP, as well as Exhibit C of the contract. The procedures are outlined in Exhibit D - Technical Requirements of the contract.

1. Contract Executive

The Consultant(s) shall, as part of this Technical Proposal, identify the Contract Executive. The Contract Executive shall serve as the Consultant's principal representative with respect to its obligations under this contract. Such Contract Executive shall be responsible for the following: (1) coordinating the activities of the Consultant's personnel performing services pursuant to a Work Order, and (2) providing, on an as-needed basis, executive or management expertise and oversight with respect to the project.

2. Qualifications and Approval of the Consultant's Personnel

Prior to the approval of a Work Order, all proposed personnel are subject to the prior written approval of the Commissioner. With respect to the proposed personnel, the

Consultant shall provide the following: resumes and any other information regarding the qualifications and/or areas of expertise. The Consultant specifically agrees that its employees, agents and consultants shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform.

3. Replacement Personnel

Replacement personnel must possess qualifications substantially similar to those of the personnel being replaced and are subject to the prior written approval of the Commissioner. In addition, at the Commissioner's request at any time, the Consultant shall remove any personnel and substitute another employee of the Consultant reasonably satisfactory to the Commissioner. The Commissioner may request such substitution at any time, at his sole discretion.

J. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement

The contract resulting from this Request for Proposals will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program. Please refer to Attachment 6 for information on the M/WBE requirements established for this solicitation and instructions on how to complete the required forms.

If an M/WBE Subcontractor Utilization Plan is required for this proposal, the plan must be submitted in a separate, sealed envelope marked "Subcontractor Utilization Plan" at the same time the technical proposal is submitted. This envelope will be opened only when and if the firm is selected for fee negotiations. Failure to include or properly fill out the Subcontractor Utilization Plan will result in the rejection of the Proposal as non-responsive. If a full waiver has been granted, the proposer shall include the signed waiver form in the envelope *in lieu of* a Subcontractor Utilization Plan. If a partial waiver has been granted, the proposer shall include the signed waiver form in the envelope with its Subcontractor Utilization Plan.

Note: As fully explained in Attachment 6, if you are planning to request a waiver of the Target Subcontracting Percentage, the waiver must be submitted to the Agency at least seven days prior to the proposal due date and time in order to be considered.

K. Compliance with Local Law 34 of 2007

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal, and should do so in a separate envelope. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

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 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): **To be submitted ONLY upon request.** The Fee Proposal shall consist of the information requested in Attachment 3 to the RFP.

B. Technical Proposal (1 original and 4 copies): The Technical Proposal shall contain the information described below.**1. Introductory Material:**

- Cover Letter: Submit a maximum of one page, 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).**
- 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.

2. Experience of Firm & Subconsultants:

Identify no more than five (5) previous projects per Borough of Interest in which the Proposer has performed work similar in scope and type to the work described in this RFP. Limit the experience information provided to a brief description of those projects which are similar to the work described in this RFP. **Where possible, the proposer should include examples of base mapping survey projects performed in the Borough of interest.**

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

3. Personnel:

For each title listed in Attachment 2, the proposer shall 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 has the ability to provide.

For all individuals proposed as 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 proposed individual must satisfy the minimum requirements per title set forth in Exhibit C of the attached contract. All individuals performing services for any project(s) assigned to the Consultant must be approved in advance by the Commissioner.

4. Organizational Capability:

Demonstrate the organizational capability of the firm. The proposer shall submit a SF-254 Form, which provides information concerning (1) the number of full-time people currently employed by the firm, (2) the projects on which the firm is currently working, (3) the projects the firm has completed, and (4) future projects to which the firm is committed. All project information shall include the dollar value of the contract, as well as the schedule.

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 3) 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.

7. Fee Proposal

A form for submission of the Fee Proposal is included as Attachment 3 to the RFP. Upon written notification, the proposer must submit the Fee Proposal in a separate, clearly labeled, sealed package within ten (10) business days of such notice. The proposer must complete the Fee Proposal as per instructions on Attachment 3. The Fee Proposal consists of Unit Prices and All Inclusive Hourly Rates. The method of payment for the performance of services (unit prices or time card) shall be specified by the Commissioner in the Work Order.

- Unit Prices for Surveying Services: Unit prices apply if the Method of Payment for the Work Order is based on Unit Prices.
- All Inclusive Hourly Rates: All Inclusive Hourly Rates apply if the Method of Payment for the Work Order is based on Staffing Hours (Time Card). All Inclusive

Hourly Rates DO NOT APPLY if the Method of Payment for the Work Order is based on Unit Prices. The Consultant shall not be entitled to any increase in such rates for services performed during overtime hours.

- Contract Executive: The Consultant is not entitled to payment for the services of the Contract Executive. Compensation for the Contract Executive is deemed included in the Method of Payment directed in writing by the Commissioner in the Work Order (Unit Prices or Time Card).
- Increase in Unit Prices and All Inclusive Hourly Rates: The Unit Prices and All Inclusive Hourly Rates set forth in Exhibit B shall be subject to increases as provided for herein. The first such increase shall be made at the beginning of the calendar year which is at least three years after the commencement of the contract, i.e., in the month of January of the year which is at least three full years after the date of the Advice of Award. Subsequent increases shall be made on a yearly basis at the beginning of each calendar year for the remainder of the contract term or any extension or renewal thereof. Such increases shall be based upon any increase in the Employment Cost Index for Professional, Scientific and Technical Services, published by the U.S. Department of Labor, Bureau of Labor Statistics (the "Index"). If the Index declines or shows no increase, rates shall not be increased. Any increases in the Unit Prices and/or All Inclusive Hourly Rates shall be applied on a prospective basis only.

The Proposer is advised to carefully review the contract. Specifically, Exhibit D – Technical Requirements and Exhibit B – Unit prices and Hourly Rates.

- C. 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
 - All items listed in Section IV-B
 - Statement of Understanding (Attachment 1)
 - Identification of Personnel (Attachment 2)
 - Acknowledgement of Addenda (Attachment 4)
 2. Subcontractor Utilization Plan (1 original): (Attachment 6)
Sealed envelope clearly marked as "Subcontractor Utilization Plan".
 3. Doing Business Data Form (Attachment 7)
Sealed envelope clearly marked as "Doing Business Data Form" containing a completed Doing Business Data Form.

EXHIBIT C

STAFFING REQUIREMENTS

TITLES OF PERSONNEL AND MINIMUM REQUIREMENTS PER TITLE

(A) **TITLES:** Staffing requirements are set forth on the following page. Such staffing requirements specify the titles of personnel which the Consultant will be required to provide through its own employees.

(B) **MINIMUM REQUIREMENTS PER TITLE**

Key Personnel: The names of individuals identified as Key Personnel, as well as their titles and qualifications, are set forth in Exhibit A. For any title of Key Personnel, the minimum requirements per title shall be the **GREATER** of the following: (1) the qualifications for the title in question, as set forth in Exhibit A, or (2) the minimum requirements per title set forth on the following page.

Other Personnel: For all other titles of personnel, the minimum requirements per title are set forth on the following page.

MINIMUM REQUIREMENTS PER TITLE			
TITLE	YEARS OF EXPERIENCE AND EDUCATION	LICENSE/ CERTIFICATION	SPECIFIC EXPERIENCE
Contract Executive	10 years of experience	Principal or Officer of Company, and NYS Licensed Professional	Project Management, Land Surveying Services
Licensed Land Surveyor	2 years of experience in Land Surveying in addition to compliance with the requirements to obtain a Land Surveyor License, as specified by the New York State Department of Education	LS in New York	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Project Manager	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
CADD Supervisor	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices, Strong Knowledge of CADD and Surveying Software Packages
Survey Party Chief	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Instrument Operator	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying Practices in the 5 Boroughs of the City of New York
Survey Technician/ Researcher	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	N/A	Knowledge of Surveying, Record Plan Research, and use of AutoCAD Software
CADD/GIS Technician	<ul style="list-style-type: none"> • 2 years of experience and BS in Civil Engineering with an emphasis on Land Surveying; or • 4 years of experience and AS in Civil Engineering or Land Surveying; or • 6 years of experience and a High School Diploma or Educational Equivalent 	NA	Strong knowledge of latest releases of AutoCAD, Land Development Desktop, Carlson Civil/Survey or other Surveying Software