



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

August 10, 2011

ADDENDUM NO. 3

**PROJECT: P-3PNYC01, RESIDENT ENGINEERING INSPECTION SERVICES FOR THE
REHABILITATION OF HIGH BRIDGE, BOROUGH OF MANHATTAN AND
THE BRONX**

PIN: 8502011VP0041P

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

The Request for Proposals is amended as set forth below.

- Cover: *The Stage One proposal deadline has been extended.* Delete the proposal deadline reference of August 15, 2011 and replace with *August 22, 2011.*
- Page RFP-1: Delete Page RFP-1 and replace with the revised Page RFP-1 appended to this addendum.
- Section III: Delete Section III in its entirety and replace with the revised Section III appended to this addendum.
- Section IV: Delete Section IV in its entirety and replace with the revised Section IV appended to this addendum.
- Attachment 2: Delete Attachment 2 in its entirety and replace with the revised Attachment 2 appended to this addendum.
- Attachment 3: Delete Attachment 3 in its entirety and replace with the revised Attachment 3 appended to this addendum.

Contact: Jia Mei, meij@ddc.nyc.gov
Phone No.: 718-391-2264

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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 _____



PREFACE

The City of New York is committed to achieving excellence in the design and construction of its capital program, and building on the tradition of innovation in architecture and engineering that has contributed to the City's prestige as a global destination. As part of this effort, the Department of Design and Construction ("DDC") is pleased to announce the following contracting opportunity.

SECTION I. TIMETABLE

A. RFP Issuance:

Submission Deadlines

Stage One Submissions

1 original and 5 copies and one original of the completed Doing Business Data Form shall be delivered on or before 4:00 PM on **Monday, August 22, 2011**, clearly marked with the project name and "Stage One Proposal" on the exterior of the envelope or other packaging.

Stage Two submissions (Applicable to Stage One Short-Listed Proposers Only)

The proposer shall deliver, on a date to be determined, the proposal in a clearly marked envelope or package. The proposal shall consist of two separate clearly marked, sealed packages containing the following: (1) the Technical Proposal (1 original and 4 copies), and (2) Disadvantaged Business Enterprise (DBE) Participation Form (1 original). The project name and "Stage Two Proposal" shall be clearly marked on the exterior of the envelope or other packaging.

Proposals shall be hand delivered to the contact person at the location listed below. Proposals received after the applicable due date and time prescribed in the RFP are late and will not be accepted except at the discretion of DDC pursuant to the applicable section of the City Procurement Policy Board Rules.

Jia Mei, (718) 391-2264
Professional Contracts Section
Department of Design and Construction
30-30 Thomson Avenue, 4th Floor (Entrance on 30th Place)
Long Island City, New York 11101
E-mail: meij@ddc.nyc.gov

NOTE: Respondents are held responsible for ensuring that the RFP response package is received by the Professional Contract Section by the deadline. Respondents are warned not to rely on signed delivery slips from their messenger services. Occasionally packages are delivered to the School Construction Authority located in the same building and the packages are not forwarded to the DDC Professional Contracts Section in a timely manner. Entrance to DDC is on 30th Place, not Thomson Avenue despite our Thomson Avenue house number.

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

The selected Engineer shall provide all services necessary and required for the inspection, supervision, management, coordination and administration of the Project, so the required construction work is properly executed, completed in a timely fashion and conforms to the requirements of the construction documents and to good construction practice. The Engineer shall provide the required services for the duration of the Project (i.e., pre-construction, construction and post-construction services). The proposer is advised to review the contract provisions.

B. Contract Provisions:

The Contract to be used for the project will be issued at the beginning of Stage Two to those proposers short listed in Stage One of the RFP. The services to be provided by the Engineer and all standards of performance applicable to the required work shall be as described in this form of contract. Any firm awarded a contract as a result of this RFP will be required to sign this form of contract.

C. Subcontracting:

Subcontracting is only permitted as set forth below:

- Resident Engineer and Office Engineer: The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.
- Other Key Personnel: The Engineer is permitted to enter into subcontracts for the services of Key Personnel other than the Resident Engineer and the Office Engineer.
- Non-Key Personnel: The Engineer is permitted to enter into subcontracts for the services of non-Key Personnel.
- Reimbursable Services: The Engineer is permitted to enter into subcontracts for Reimbursable Services

D. Staffing Plan:

The Engineer shall be required to provide personnel for the Project in accordance with the Staffing Plan approved by the Commissioner. Such Staffing Plan must include the Key Personnel identified by the Engineer in its Proposal, as well as other engineering personnel required for the Project.

E. Qualification Requirements:Resident Engineer:

- Qualified for ASCE Grade V
- Baccalaureate degree in engineering from an accredited college
- Valid NYS P.E. License
- Ten years of experience in construction inspection or management on infrastructure bridge construction projects, with at least one project involving a bridge determined by DDC to be of landmark quality and/or historical significance, and at least one project involving lead abatement on a bridge.
- Working knowledge of the following: (1) DDC policies and procedures, (2) NYSDOT Bridge Manual and ASSHTO standards, and (3) NYC Park's policies and standards.
- 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 of bridges
- Working knowledge of the following: (1) DDC policies and procedures, including procedures for record keeping, payment and change orders, and (2) NYSDOT standard, including DBE requirements and payments.
- 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 on infrastructure construction projects
- Three years of experience in construction inspection or management on infrastructure bridge construction projects
- Working knowledge of the following: (1) DDC policies and procedures, and (2) NYSDOT specifications (for Highways and Bridge 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

Certified Industrial Hygienist (CIH):

- Licensed as a CIH by the American Board of Industrial Hygiene
- Ten years of experience, with specific experience in abatement projects (mold, lead, asbestos)
- Baccalaureate degree in engineering, science or architecture from an accredited college

Environmental Technician / Inspector:

- Asbestos Project Air Sampling Technician Certificate issued by the New York State Department of Labor (NYS DOL)
- Lead Risk Assessor Certificate issued by United States Environmental Protection Agency (USEPA or EPA)
- Three (3) years of experience performing air sampling and/ or dust wipe sampling services on lead projects within NYC
- Certificates must be in the possession of the technician at all times while working on the project.
- Certificates must be posted at all times while working on the project.

Historic Preservation Specialist:

- Baccalaureate degree from an accredited college in architecture, engineering, construction management, preservation or a related field
- Five years of experience working with historic structures
- Knowledge of the properties of, and experience working with, stone masonry, brick masonry and historic metals
- Proficiency in Microsoft Word
- Effective written and oral communication skills
- Valid Driver's License
- 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.

F. Participation by Disadvantaged Business Enterprises in Federal Aid Projects

The proposer is advised that the Project is a Federal Aid Project. The City of New York, DDC, is receiving funds from the United States Government for construction of the Project. Specifically, funding for the Project is being provided by the Federal Highway Administration ("FHWA"). Since the Project is a Federal Aid Project, the proposer is required to provide the maximum possible contracting opportunities for Disadvantaged Business Enterprises (DBEs). The DBE program is a federally regulated program that is administered by the New York State Department of Transportation (NYSDOT). The requirements for participation by DBEs are set forth in Attachment 6.

G. 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 submission, 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 submission 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 PROPOSALProposal 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.

A. Stage One Proposal Requirements:

This stage serves to highlight each proposer's supervision of previously completed engineering/architectural projects that demonstrate construction quality, extraordinary creativity and insight in the solution to a given architectural/engineering problem. Proposers should provide projects that reflect this ability both in the construction of the bridges and other structures as well as in the project's relationship to its site and surrounding environment.

Portfolio (1 original and 5 copies):

Provide a portfolio of up to three bridge projects built within the last ten years with a construction value of over \$25 million each, one of which must be similar in scope to the High bridge. One complex high profile historic preservation project with a construction value of over \$25 million may be substituted for one bridge project.

For each project, include the following: (1) resume of the resident engineer of the project; (2) plans, sections, elevations, site plans and three dimensional views of the project; (3) a brief written description highlighting the salient characteristics of the project including construction cost, schedule and timeliness of completion (4) the construction philosophy and approach; (5) list any construction citations or awards and entries to competitions. For the Stage One submission only, present each project (including all items listed above) on a maximum of two (2) one-sided 11x17 inch sheets. All of the pages shall be bound in covers no larger than 11x17 inches. Format may be either landscape or portrait, but not both.

B. Stage Two 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 30-minute presentation. See Section V. (B) for a more detailed description of the presentation requirements.

Technical Proposal (1 original and 4 copies):

The Technical Proposal should contain the following information:

1. Cover Letter: Submit a maximum one-page cover letter, 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).**

2. A. Experience of Firm & Subconsultants: Provide further information on the team qualifications submitted in Stage 1. Provide examples of up to three 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 a printed brochure, photographs, drawings or similar images. For each project, the proposer shall provide information indicating whether the project was completed on time and within budget.

The projects submitted should highlight

- expertise in construction management, including field inspection, administration, and ability to complete project work within schedule and budget;
- expertise in bridge engineering;
- expertise in restoring historic structures;
- ability to coordinate with multiple involved agencies; and
- if applicable, lead firm's ability to manage a team of multi-disciplinary sub-consultant firms

B. Key Personnel for the Project:

- Submit Attachment 2, which identifies the individuals to be assigned to the Project for its entire duration as Key Personnel. The required titles of Key Personnel for the Project are set forth in Attachment 2. Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.
 - Submit a resume for each individual identified in Attachment 2. The resume shall detail the individual's managerial and technical qualifications, as well as his/her experience with similar projects.
 - Individuals serving as the Resident Engineer and the Office Engineer must be employees of the proposer.
3. Strategic Approach: Provide a three page statement describing the proposer's strategic approach to the Project, including (1) its understanding of the technical issues and complexities of the Project, (2) its methodology for tracking and maintaining the Project's budget and schedule, (3) its techniques for problem solving and (4) its ability and methodology for communicating information with the contractor, the Agencies and the public.
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 4) 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:

Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The Proposer must complete the Fee Proposal as per instructions on Attachment 3.

D. Proposal Package Contents ("Checklist"):

The Proposal Package should contain the following materials:

Stage One:

1. Portfolio (1 original and 5 copies):
Sealed envelope clearly marked with "Stage One Submission"
 - Statement of Understanding (Attachment 1)
 - Acknowledgement of Addenda (Attachment 4)
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.

Stage Two:

1. Technical Proposal (1 original and 5 copies):
Sealed envelope clearly marked with "Stage Two Submission", including
 - Identification of Key Personnel (Attachment 2)
 - Acknowledgement of Addenda (Attachment 4)
2. DBE Participation Plan (1 original): (Attachment 6)
Sealed envelope, clearly marked as "DBE Participation Plan".

ATTACHMENT 2

TECHNICAL PROPOSAL – IDENTIFICATION OF KEY PERSONNEL
(TO BE SUBMITTED BY STAGE-TWO PROPOSERS ONLY)

FMS ID: P-3PNYC01
Project: Resident Engineering Inspection Services for the Rehabilitation of High Bridge, Boroughs of Manhattan and the Bronx

Submission: The proposer shall submit Attachment 2 as part of its Technical Proposal.

Key Personnel: Required titles of Key Personnel for the Project are indicated below. In this Attachment, the proposer shall identify the individuals it will assign to the Project for its entire duration as Key Personnel. The proposer is advised that submission in completed form of all information set forth below with respect to the proposed Key Personnel is **MANDATORY**. Failure to submit all such information in completed form will result in the automatic rejection of the proposal as non-responsive. The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.

Resumes: The proposer shall submit a resume for each individual identified below. The resume shall detail the individual's managerial and technical qualifications, as well as his/her experience with similar projects.

Qualification Requirements: Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.

(1) Project Executive: Name of Proposed Candidate: _____

(2) Resident Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? Yes No. If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(3) Office Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? Yes No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(4) Senior Inspector #1: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? Yes No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(5) Senior Inspector #2: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? Yes No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(6) Certified Industrial Hygienist Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate's current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency? ____Yes ____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(7) Certification: By signing this Attachment, the proposer certifies as follows: *[The proposer shall check the appropriate box(es).]*

- All individuals identified as Key Personnel are currently employed by the proposer, except for the individual(s) identified below. (If applicable, the section below must be completed.)
- The following individual(s) identified as Key Personnel is not currently employed by the proposer:
_____.

The proposer certifies that (1) it has entered into an agreement (written ___ or verbal___) with the individual(s) identified above, and (2) in accordance with such agreement, the individual(s) has agreed to be employed by the proposer and assigned to the Project if the contract is awarded to the proposer.

(8) Affirmation: By signing this Attachment, the proposer affirms that (1) all information provided on this Attachment is true and accurate in all respects, and (2) if an award of contract is made to the proposer, it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel.

The proposer understands that (1) if an award of contract is made, the City was induced to make such award based upon the proposer's affirmation that it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel, and (2) failure to assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

If the proposer is unable to make the affirmation set forth above, it shall attach a signed statement indicating why it is unable to make the affirmation.

Name of Proposer (Full Business Name)

By: _____
Signature of Partner or Corporate Officer

Title

Print Name

Date

ATTACHMENT 3

FEE PROPOSAL

(TO BE SUBMITTED BY STAGE-TWO PROPOSERS ONLY)

FMS ID: P-3PNYC01
Project: Resident Engineering Inspection Services for the Rehabilitation of High Bridge, Boroughs of Manhattan and the Bronx

Submission: If requested in writing by DDC, the proposer shall submit Attachment 3 as its Fee Proposal. Attachment 3 shall be submitted in a clearly marked, sealed envelope. Submission shall be within ten business days of notice by DDC.

Negotiation: DDC will attempt to negotiate the items listed below on a fair and reasonable basis with the highest ranked proposer. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

- Multiplier for Overhead and Profit
- Maximum Allowable Direct Salary Rates Per Hour for All Required Titles. The negotiation of such rates shall be based on the Actual Direct Salary Rates Per Hour submitted by the proposer, as well as the projected increase per year in such rates, based on the Employment Cost Index for Professional, Scientific and Technical Services, published by the U.S. Department of Labor, Bureau of Labor Statistics (the "Index").

(A) Multiplier for Overhead and Profit: In the space provided below, the proposer shall indicate a Proposed Multiplier for Overhead and Profit. Such Multiplier is subject to negotiation.

Proposed Multiplier for Overhead and Profit: _____

- (1) In support of its proposed Multiplier, the proposer shall submit the following:
 - (a) If the proposer has an "Audited Multiplier for Overhead" that has been accepted by a governmental agency, it shall submit its Audited Multiplier for Overhead, as well as a letter from a governmental agency that engages in capital construction work (city, state or federal) approving or accepting such Audited Multiplier for Overhead. The proposer is advised that DDC has **NO OBLIGATION** to accept an Audited Multiplier for Overhead, even if such multiplier has been approved by a governmental agency.
 - (b) If the proposer does not have an "Audited Multiplier for Overhead" that has been accepted by a governmental agency, it shall submit Audited Financial Statements for the three (3) most recent fiscal years. Each Financial Statement (Balance Sheet and Income Statement) must have been audited by an independent auditor licensed to practice as a certified public accountant (CPA). Each Financial Statement must include the auditor's standard report.
- (2) DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier. Such records may include, without limitation, the "CONR 385 Package". For a description of the "CONR 385 Package", the proposer is directed to the following website:
<https://www.nysdot.gov/main/business-center/audit/conr-385-388>

(B) Actual Direct Salary Information: For each individual identified as Key Personnel in Attachment 2, the proposer shall submit the Actual Annual Direct Salary Information described below.

- (1) Actual Annual Direct Salary: An individual's actual annual direct salary shall be the salary amount directly payable to such employee on an annual basis and shall **NOT INCLUDE** any amount for the following costs or payments: (1) any payments for services performed during other than regular

ATTACHMENT 3 (continued)

business hours (i.e., premium for Night Differential and/or Overtime); (2) any employer payments mandated by law, including without limitation, social security and Medicare taxes, insurance (Worker's Compensation, Employers Liability, Unemployment); (3) any employer contributions to retirement plans, including without limitation pension and/or deferred compensation plans, and (4) any costs for any other fringe and/or supplemental benefits.

- (2) Actual Annual Direct Salary on an Hourly Basis: To compute an individual's actual annual direct salary on an hourly basis, the individual's actual annual direct salary, as defined above, shall be divided by 2080.
- (3) Payroll Register: To verify the actual direct salary information described above, the proposer must submit the firm's payroll register for the six (6) months prior to submission of the proposal.

(C) Total Estimated Staffing Expenses: In the space provided below, the proposer shall calculate the total estimated staffing expenses for the Project. Such calculation shall be based on the Actual Direct Salary Rate per hour per title and the total estimated hours per title.

<u>Personnel: Titles and Qualification Requirements</u>	<u>Number of Staff</u>	<u>Maximum Allowable Direct Salary Rate Per Hour</u>		<u>Total Estimated Hours Per Title</u>		<u>Total Estimated Amount per Title</u>
Resident Engineer, A-V:	1	_____	x	4,928	=	_____
Office Engineer, A-III / N-IV	1	_____	x	4,928	=	_____
Senior Inspector, A-II / N-III:	1	_____	x	4,224	=	_____
Senior Inspector, A-II / N-III:	1	_____	x	4,224	=	_____
Inspector, A-I / N-II:	1	_____	x	4,224	=	_____
Inspector, A-I / N-II:	1	_____	x	4,224	=	_____
Certified Industrial Hygienist:	1	_____	x	1,056	=	_____
Environmental Technician / Inspector:	1	_____	x	1,056	=	_____
Community Liaison:	1	_____	x	2,112	=	_____
CADD Operator	1	_____	x	176	=	_____
Historic Preservation Specialist:	1	_____	x	1,000	=	_____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)						_____
Total with Multiplier for Overhead and Profit:						_____

The proposer must sign the Fee Proposal in the space provided below.

Name of Firm (Full Business Name)

By: _____
Signature of Partner or Corporate Officer

Date

Print Name

Title

Telephone #

EIN #