



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

November 9, 2011

**ADDENDUM NO. 2**

**PROJECT: SE-807, Preliminary and Final Design Services for the Installation of Storm and Sanitary Sewers on 20<sup>th</sup> Avenue, between 126<sup>th</sup> Street and U.S. Bulkhead Line Area and Water Main Replacement in College Point Boulevard, between 11<sup>th</sup> and 22<sup>nd</sup> Avenues, Borough of Queens**

**PIN: 8502012SE0005P**

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 Proposal is amended as set forth below:

- 1. Section III:** The term of the contract has changed. Delete in its entirety and replace with the revised Section III attached to this addendum.

**CONTRACT**

The term of the contract will be revised when the contract is finalized.

**Contact: Hemwattie Roopnarine, ramnarah@ddc.nyc.gov**  
**Phone No.: 718-391-1375**

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

The Consultant shall provide to the satisfaction of the Commissioner, all engineering design and related services necessary and required for the Project. The intent of the Project is to provide separate storm and sanitary sewer systems in the area in accordance with the New York City Department of Environmental Protection's new drainage plan. The project involves the installation of storm and sanitary sewers on 20<sup>th</sup> Avenue between 126<sup>th</sup> Street and U.S. Bulkhead Line and the vicinity; installation of appurtenances including, but not limited to: manholes, chambers, catch basins, house connections, outfall, abandoning existing Regulator R-5; and water main replacement in College Point Blvd between 11<sup>th</sup> and 22<sup>nd</sup> Avenues and the vicinity, in the Borough of Queens. The Consultant's services shall be in accordance with the attached contract, including without limitation the following: (1) Article 6, (2) Specific Requirements (SR) (Exhibit G), and (3) General Requirements (GR) (Exhibit H).

**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 hereto and incorporated herein 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. The proposer is advised to carefully review the contract in its entirety before submitting a proposal.

**C. Contract Term:**

The contract shall commence as of the date of registration by the Comptroller and shall remain in effect until all required services have been completed. The time for completion of all required services, including reasonable review time by agencies whose approval the Consultant is required to obtain, shall be 365 consecutive calendar days ("CCDs").

**D. Insurance:**

Requirements for insurance that must be provided by the Consultant and its subconsultants are specified in Article 7 of Appendix A, which 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. The Proposer is advised to review such insurance requirements.

**E. Payment Provisions:**

The terms and conditions regarding payment to the consultant are set forth in Article 7 of the attached contract.

F. 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 8 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 8, 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.**

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, 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.

H. Consultant's Personnel:

The terms and conditions regarding the Consultant's obligation to provide personnel for the performance of services for the project are set forth in Article 5 of the attached contract. The Consultant agrees, throughout the term of the Contract, to provide personnel for the performance of all required engineering design and related services for the Project. The Consultant shall provide such personnel through its own employees and/or through its Subconsultants.

I. Minimum Requirements Per Title

<b>SERVICES AND JOB TITLES</b>	<b>ASCE (A) NICET (N) GRADE See Notes 1 &amp; 2</b>	<b>Qualifications / Number of Years of Experience</b>
Project Manager	A-VI	Professional License / 10 years
Project Engineer	A-IV	Professional License / 7 years
Senior Civil Engineer	A-V	Professional License / 7 years
Senior Structural Engineer	A-V	Professional License / 7 years
Engineer	A-III	
Junior Engineer	A-II	
Urban Design/Landscape Manager, RLA		Professional License / 10 years
Project / Senior Landscape Architect		7 years
Landscape Architect		4 years
Junior Landscape Architect		3 years
Arborist/ Forester		See Note 5
Survey Manager, R.L.S.		Professional License
Party Chief/Foreman	N-III	
Instrument Person	N-II	
Rod Person	N-I	
Senior Traffic Engineer	A-V	Professional License / 7 years
Traffic Engineer	A-III	
Junior Traffic Engineer – Technician	A-II	2 years
Project Environmental Engineer/Manager		Professional License / 10 years
Senior Environmental Engineer/Planner		Professional License / 7 years
Environmental Engineer		
Junior Environmental Engineer		2 years
Certified Industrial Hygienist		Professional License / 7 years, See Note 6
Industrial Hygienist		4 years
Project Geotechnical Engineer / Manager	A-VI	Professional License / 10 years
Senior Geotechnical Engineer	A-V	Professional License / 7 years
Geotechnical Engineer	A-III	
Project Scientist		See Note 6
Senior Mechanical Engineer	A-V	Professional License / 7 years
Mechanical Engineer	A-III	
Senior Electrical Engineer	A-V	Professional License / 7 years
Electrical Engineer	A-III	
Archeologist/Historian		See Note 4
Senior Archeologist		See Note 4
Junior Archeologist		3 years
Senior CAD Operator	N-IV	7 years
CAD Operator	N-III	5 years
Junior CAD Operator	N-II	2 years

Notes:

- (1) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the American Society of Civil Engineers (ASCE). The applicable requirements for the title in question shall be the most

current requirements promulgated by the ASCE for that title as of the date on which the Consultant submitted its Proposal for the Contract.

- (2) The minimum requirements for the specified titles shall be the requirements established for the various grade levels by the National Institute For Certification In Engineering Technologies (NICET). The applicable requirements for the title in question shall be the most current requirements promulgated by the NICET for that title as of the date on which the Consultant submitted its Proposal for the Contract.
- (3) If a title requires a professional license, such license must be issued by the State of New York.
- (4) The minimum requirements for the specified titles in Archeology shall be the requirements established by the National Park Service (NPS), as set forth below.

A graduate degree in archeology, anthropology, or closely related field plus:

- (a) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- (b) At least four months of supervised field and analytical experience in general North American archeology; and,
- (c) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, the professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period (36 CFR Part 1: Appendix A).

- (5) The minimum requirements for the specified title of Arborist/Forester shall be the requirements established by the New York City Department of Parks and Recreation, as set forth below.
  - (a) Associate degree in forestry, arboriculture, horticulture, or related plant science field, and five years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
  - (b) B.S. in forestry, arboriculture, horticulture, or related plant science field, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
  - (c) M.S. in forestry, arboriculture, horticulture, or related plant science field, and one year of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or
  - (d) Arborist certification from the N.Y.S. Arborists/International Society of Arboriculture Chapter, Inc., and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction; or

- (e) Other state arborist certification recognized by the International Society of Arboriculture or the National Arborist Association, and three years of full-time professional experience in landscape design and the field supervision of techniques to mitigate damage to existing trees from the negative impacts of construction.
- (6) The minimum requirements for the specified Environmental Job Titles shall be the requirements set forth below:
- (a) Certified Industrial Hygienist (CIH) - shall possess a CIH license granted by the American Board of Industrial Hygiene (ABIH) for at least five (5) years. An advanced degree (M.S., M.E., and PhD) in science or engineering is preferred. This individual will demonstrate at least fifteen (15) years of experience in this field of expertise with not less than 5 years practical experience in the environmental engineering / science fields.  
  
Duties: The CIH will act as the lead and provide expert opinion on matters of industrial hygiene, site safety, and environmental compliance. This individual will review and interpret data, author environmental reports and site specific health and safety plans; and shall be responsible for all aspects, including execution and monitoring, of the health and safety program.
  - (b) Project Scientist – shall possess at a minimum a Bachelor’s degree from an accredited university in the respective field of study and have six (6) years of practical experience in construction and/or design of building/infrastructure systems, building codes, fire/life–safety issues, and other topics related to general project design and development. Postgraduate education may supplement up to two (2) years of work experience. The individual will be required to demonstrate proficiency in understanding drawings, specifications, standards, codes regulations, etc. as they pertain to general construction practices and the environmental fields.  
  
Duties: The Project Scientist will participate in a project from a hydro/geotechnical perspective, and will be called upon to provide expertise in, fire detection/suppression, life-safety and all other systems that are impacted by the environmental project. Also included are responsibilities for environmental report writing controlled inspections and most other activities that their education and background would dictate.
- (7) No Payment for Principal: The Consultant shall not be entitled to payment for a principal’s time performing oversight or management duties. This prohibition on payment for a principal’s time shall not apply if the following criteria are met: (1) the principal is qualified to perform services in accordance with one of the titles set forth in Exhibit F (other than the title “Principal”), and (2) the principal is included in the approved Staffing Plan for such title.