



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

April 2, 2013

ADDENDUM NO. 2

**PROJECT: Requirements Contracts for Landscape Architectural Services for Infrastructure
Projects, Boroughs of Manhattan, Bronx, Brooklyn, Staten Island and Queens**

PIN: 8502013HW0045P-47P

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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RFP

The RFP is amended as set forth below.

RFP-1: Include Disadvantaged Business Enterprise (DBE) Participation Plan (1 Original) with the
Technical Proposal. Delete RFP-1 and replace with the revised RFP-1 attached to this addendum.

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





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") Division of Infrastructure is pleased to announce the following contracting opportunity.

SECTION I. TIMETABLE

A. RFP Issuance

Pre-Proposal Conference

A pre-proposal conference will be held at **10:00 AM** on **Monday, March 25, 2013** at DDC headquarter 30-30 Thomson Avenue, Long Island City, NY 11101, in the DDC Bid Room, First Floor. Attendance at this pre-proposal conference is not mandatory to propose on the contract described in this RFP, however, it is strongly encouraged.

Submission Deadline

The proposer shall deliver, on or before **4:00PM** on **Monday, April 8, 2013**, the Proposal in a clearly marked envelope or package. The Proposal shall consist of FOUR separate clearly marked, sealed packages containing the following: (1) the Technical Proposal (1 original and 5 copies), (2) (a) Subcontractor Utilization Plan (1 original), (3) Doing Business Data Form (1 original), and (4) Fee Proposal (Attachment 5) (1 original).

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, NY 11101
e-mail: meij@ddc.nyc.gov

NOTE Proposers are responsible for ensuring that the RFP response package is received by the Professional Contract Section by the deadline. Proposers 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.

B. Inquiries

In the event a proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, no later than one week prior to the