



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

November 1, 2013

ADDENDUM NO. 1

PROJECT: HWDRCW03, Requirements Contracts for Engineering Design and Related Services for Small Infrastructure Projects, Citywide

PIN: 8502014VP0001-10P

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 RFP is amended as set forth below:

- **RFP-10:** Delete in its entirety and replace with the revised RFP-10 attached to this addendum.

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

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 _____



- (c) Joint Ventures: If the proposer is a joint venture, it shall delineate the Lead Consultant for this Project and the areas of technical responsibilities of each joint venture partner.
- (d) Expertise: The proposer shall provide information indicating why the firm is especially qualified for the design of infrastructure projects. The proposer shall provide such information in response to Question #10 of Form 255. **Responses by the proposer and each subconsultant to Question #10 of Form 255 shall be limited to a total of three (3) pages. Any information regarding Expertise that is in excess of a three page response to Question #10 of Form 255 will not be considered.**

3. Key Personnel

For each title of Key Personnel listed in Attachment 4, the proposer shall identify the individuals it will provide, throughout the term of the contract, to perform the required services. Such individuals must be employees of the proposer or its subconsultant. The proposer shall identify multiple individuals for each title; provided, however, it shall only identify those individuals it or its subconsultant(s) has the ability to provide.

Any proposed Key Personnel provided by the Consultant and/or Subconsultant must satisfy the minimum requirements per title set forth in Section III K of this RFP. All personnel performing services for any Project(s) assigned to the Consultant must be approved in advance by the Commissioner.

The proposer shall annex to Attachment 4 the resume of each individual identified in the Attachment for title of Key Personnel. Each individual's resume shall be limited to a total of two (2) pages. In addition, the proposer shall submit a detailed Organization Chart, which identifies by name, title, employer and responsibilities of all proposed senior technical staff for each discipline. The proposer must include at least one, or multiple senior technical staff of the same title (if available) under each discipline. The resumes of the senior technical staff for each discipline should be included in the proposal and each resume shall be limited to a total of two (2) pages. The proposer and each subconsultant shall not provide a response to Question #7 of Form 255 (staff resumes).

4. Technical Approach

The proposer shall submit a response to each item listed below. The proposer's response shall be limited to a total of **four (4) pages**.

- (a) Describe the proposer's methodology for resolving important technical and administrative issues which may arise in connection with infrastructure Design projects.
- (b) Describe the proposer's methodology for tracking and maintaining project's budget and schedule.
- (c) Describe the proposer's own technical approach and design procedures to complete each of the tasks listed below. For the purpose of this item, the proposer shall assume that these tasks are in connection with a typical residential street Design project.
 - Schematic Geometric Design
 - Street Design
 - Street Grade and Drainage Study