



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

November 21, 2013

**ADDENDUM NO. 2**

**PROJECT: Requirements Contracts for Landscape Architectural Services for Various Infrastructure Projects, Citywide**

**PIN: 8502014VP0021P-25P**

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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 RFP is amended as set forth below.

- 1) Section II: Delete RFP-10 and replace with the revised RFP-10 attached to this addendum.
- 2) Attachment 6 – Fee Proposal: The base term of the contract has been changed to three years. Delete RFP-26 and replace with the revised RFP-26 attached 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** \_\_\_\_\_



- (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 to provide landscape architectural design, urban design, and incidental engineering design and related services for infrastructure construction 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 J 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 a title of Key Personnel. 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.
  - o Schematic Geometric Design
  - o Street Design
  - o Street Grade and Drainage Study

**ATTACHMENT 6**

**FEE PROPOSAL (All Inclusive Hourly Rates)**

**SUBMISSION:** The proposer shall submit Attachment 6 (Fee Proposal) in a clearly marked, sealed envelope. The Fee Proposal shall consist of the following two parts, each of which is described below: (1) Part 1: All Inclusive Hourly Rates, and (2) Part 2: Multiplier for Overhead and Profit. Proposers that are selected for fee negotiations shall be required to submit Part 3: Back-Up Material for All Inclusive Hourly Rates and Multiplier. Submission of Part 3 by the proposer shall be within two (2) business days of written notice by DDC.

**PART 1: ALL INCLUSIVE HOURLY RATES**

The All Inclusive Hourly Rates negotiated with each successful proposer will be included in its Contract. Such All Inclusive Hourly Rates shall apply to the three year base term of the Contract. Thereafter, such All Inclusive Hourly Rates shall be subject to increases on a yearly basis, as set forth in Article 7 of the attached contract. Under certain circumstances, such All Inclusive Hourly Rates may also be subject to decreases, as set forth in Article 7 of the attached contract.

The proposer shall submit a Proposed All Inclusive Hourly Rate for each title listed below. Minimum Requirements per title are set forth in Exhibit D to the attached contract. Such All Inclusive Hourly Rates shall apply as follows: (a) if the method of payment for services is through fee(s), the All Inclusive Hourly Rates shall be used as a basis for negotiating fees with the Consultant, and (b) if the method of payment for services is on a time card basis, All Inclusive Hourly Rates shall be used to calculate payment to the Consultant.

TITLE	ASCE (A) NICET (N) GRADE	ALL INCLUSIVE HOURLY RATE
Project Manager – Landscape Architect, RLA		
Senior Landscape Architect - Urban Design		
Landscape Architect		
Junior Landscape Architect		
Project Engineer Civil	A-IV	
Senior Civil Engineer - HWY	A-V	
Senior Structural Engineer	A-V	
Engineer	A-III	
Junior Engineer	A-II	
Arborist/ Forester		
Survey Manager, R.L.S.		
Party Chief/Foreman	N-III	
Instrument Person	N-II	
Rod Person	N-I	
Senior Traffic Engineer	A-V	
Traffic Engineer	A-III	
Junior Traffic Engineer – Technician	A-II	
Project Environmental Engineer/Manager		
Senior Environmental Engineer/Planner		
Environmental Engineer		
Junior Environmental Engineer		
Certified Industrial Hygienist		
Industrial Hygienist		
Project Geotechnical Engineer / Manager	A-VI	
Senior Geotechnical Engineer	A-V	
Geotechnical Engineer	A-III	