



August 26, 2014

ADDENDUM NO. 1

**PROJECT: RQ \_ A & E, Requirements Contracts for Historic Preservation, Architectural, Engineering and Construction Related Services, Citywide.**

**PIN: 8502015VP0001-3P**

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:

- **Section II, G has been revised:** Delete RFP-5 and replace with revised RFP-5 attached to this addendum.
- **Attachment 3-Technical Proposal Form has been revised:** Delete RFP-17 and replace with revised RFP-17 attached to this addendum.

Contact: Keesha Smartt, Smarttke@ddc.nyc.gov  
Phone No.: 718-391-2825

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.**

Veronica Nnabugwu  
Deputy Agency Chief Contracting Officer

\_\_\_\_\_  
Name of Proposer

By \_\_\_\_\_

Title \_\_\_\_\_



G. Minimum Requirements for Key Personnel

The terms and conditions regarding the consultant’s obligation to provide personnel for the performance of services specified in the Task Order(s) are set forth in Article 5 of the attached contract. Proposers are advised to carefully review these requirements for the provision of personnel to ensure their capability of complying with specified staffing requirements.

Minimum requirements for Key Personnel are set forth below. **The Proposal will be rejected as non-responsive if the individuals identified by the proposer as Key Personnel fail to meet the minimum requirements per title.**

TITLE	MINIMUM REQUIREMENTS	
	Years of Experience	License or Certification
Project Architect.....	5	Professional License
Project Manager.....	5	
Senior Architectural Designer	5	
Senior Historic Preservation Designer	5	

H. Guaranteed Minimum

In the event the Consultant is not issued any Task Orders under the contract, the City agrees to pay, and the Consultant agrees to accept, a minimum fee of \$5,000.00. The Consultant further agrees that under such circumstances, it has no action for damages or for loss of profits against the City.

I. Compliance with Iran Divestment Act of 2012

Pursuant to State Finance Law Section 165-a and General Municipal Law Section 103-g, the City is prohibited from entering into contracts with persons engaged in investment activities in the energy sector of Iran. Each proposer is required to complete the attached Bidders Certification of Compliance with the Iran Divestment Act, certifying that it is not on a list of entities engaged in investments activities in Iran created by the Commissioner of the NYS Office of General Services. If a proposer appears on that list, the Agency/Department will be able to award a contract to such proposer only in situations where the proposer is taking steps to cease its investments in Iran or where the proposer is a necessary sole source. Please refer to Attachment 2 for information on the Iran Divestment Act required for this solicitation and instructions on how to complete the required form and to <http://www.ogs.ny.gov/About/regs/ida.asp> for additional information concerning the list of entities.

***A proposal shall not be considered for award nor shall any award be made where the proposer fails to submit a signed and verified proposer’s certification.***

J. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement:

If the contract resulting from this Request for Proposals will be subject to M/WBE participation requirements under Section 6-129 of the Administrative Code of the City of New York, as indicated by the inclusion of Schedule B – M/WBE Utilization Plan (Attachment 7)

**ATTACHMENT 3**

**TECHNICAL PROPOSAL FORM**

**A. IDENTIFICATION OF SUBCONSULTANTS (include this form with the Proposal)**

As set forth in Section IV (B) (2) of the RFP, the proposer must identify by name the specific Subconsultants the proposer intends to use to perform the required services. Specifically, identify the Subconsultants for the services set forth below. If for any of the areas set forth below, the Proposer intends to perform the services with its own employees, so indicate by inserting the words "In House".

Structural Engineering Services: \_\_\_\_\_

Electrical Engineering Design Services: \_\_\_\_\_

Heating, Ventilating and Air Conditioning (HVAC  
And Fire Protection Engineering Design Services: \_\_\_\_\_

Cost Estimating Services: \_\_\_\_\_

**B. IDENTIFICATION OF KEY PERSONNEL (include this form with the Proposal)**

As set forth in Section IV (B) (3) of the RFP, the proposer must identify by name the individuals who will perform the required services for the titles of Key Personnel set forth below. Such individuals must be employees of the proposer or its subconsultant. The proposer may identify multiple individuals for each title; provided, however, it shall only identify those individuals it or its subconsultant(s) has the ability to provide. The proposer shall annex to this Attachment 4 the resume of each individual identified therein for a title of Key Personnel.

Any individual proposed for a title of Key Personnel by the Consultant and/or Subconsultant must satisfy the minimum requirements per title set forth in Section III G of the RFP. The individuals identified as Key Personnel will be included in Exhibit B to the contract.

Title	Name	Qualifications	
		Professional License Or Certification	Years of Experience

**Architectural Design/Historic Preservation Design Services:**

Project Architect	_____	_____	_____
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Project Manager (Architecture)	_____	_____	_____
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Senior Architectural Designer	_____	_____	_____
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Senior Historic Preservation	_____	_____	_____
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