

September 1, 2015

**ADDENDUM NO. 4**

**PROJECT: DCE-MI, DCE-SM, DCE-MED, DCE-LG, Twenty-six Architectural and Engineering Design Requirements Contracts for Micro, Small, Medium and Large Projects, Citywide**

**PIN: 8502016VP0005P-30P**

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**

Contracts will be awarded to a person or firm licensed to practice architecture in the State of New York, as defined by the NYS Education Law, and the rules and regulations of the NYS Education Department.

- **Attachment 1: Statement of Understanding and Certification:** Please delete in its entirety and replace with the revised Attachment 1: Statement of Understanding and Certification attached to this Addendum.

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.**

\_\_\_\_\_  
**Veronica Nnabugwu**  
Deputy Agency Chief Contracting Officer

\_\_\_\_\_  
**Name of Firm**

By \_\_\_\_\_  
(Signature of Partner or Corporate Officer)

Title \_\_\_\_\_

**ATTACHMENT 1: STATEMENT OF UNDERSTANDING AND CERTIFICATION**

**STATEMENT OF UNDERSTANDING:** By signing in the space provided below, the undersigned certifies that the proposer: (i) has read and understands the scope and requirements of this project, as described in the RFP and all attachments; (ii) has the capacity to execute this project, (iii) agrees to accept payment in accordance with the requirements of this RFP and the standard resident engineering inspection contract, attached hereto, (iv) will, if its proposal is accepted, enter into the attached standard contract with the New York City Department of Design and Construction, and (v) will carry all types of insurance specified in the contract. The undersigned further certifies that the information in this proposal is, to the best of his/her knowledge, true and accurate.

Is the proposal printed on both sides, on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in the instructions to this solicitation?

**Yes**                       **No**

**CERTIFICATION FOR M/WBE PARTICIPATION REQUIREMENTS:** By signing in the space below, the proposer agrees to the Vendor Certification and Required Affirmations set forth below. The Vendor Certification and Required Affirmations will be deemed to satisfy the requirement to complete Section V of Part II of Schedule B: M/WBE Participation Requirements.

**Section V: Vendor Certification and Required Affirmations:**

*I hereby: 1) acknowledge my understanding of the M/WBE participation requirements as set forth herein and the pertinent provisions of Section 6-129 of the Administrative Code of the City of New York and the rules promulgated thereunder; 2) affirm that the information supplied in support of this Subcontractor Participation Plan is true and correct; 3) agree, if awarded this Contract, to comply with the M/WBE participation requirements of this Contract as established on each individual Task Order, the pertinent provisions of Section 6-129, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract; 4) agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the M/WBE Participation Goals that are established on each individual Task Order issued pursuant to this Contract, unless a full waiver is obtained or such goals are modified by the Agency; and 5) agree and affirm, if awarded this Contract, to make all reasonable, good faith efforts to meet the M/WBE Participation Goals established on each individual Task Order issued pursuant to this Contract, or if a partial waiver is obtained or such goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.*

\_\_\_\_\_  
**Name of Firm  
(Full Business Name)**

**NYS Architect License No.:** \_\_\_\_\_

**License Architect's Name:** \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-Mail Address