



**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**

DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

March 20, 2008

ADDENDUM NO.2

PROJECT: RQ_PO, Requirements Contract for Cost Management and Cost Estimating Services for Various Projects, Citywide
PIN: 8502008RQ0031P

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 PROPOSAL

The RFP is amended as set forth below.

- (1) Section IV B (3): Delete in its entirety and replace with revised Section IV B (3) attached to this Addendum
- (2) Attachment 2, Identification of Personnel: Delete in its entirety and replace with revised Attachment 2 attached to this Addendum.
- (3) Attachment 3, Fee Proposal: Delete in its entirety and replace with revised Attachment 3 attached to this Addendum.

CONTRACT

The Contract is amended as set forth below.

- (1) Exhibit B (Specific Requirements): Delete Articles 4.6 and 4.7 and replace with revised Articles 4.6, 4.7 and 4.8 attached to this Addendum.
- (2) Exhibit C: Delete Exhibit C and replace with revised Exhibit C attached to this Addendum.



Contact: Carol Phoenix, phoenixca@ddc.nyc.gov
Phone No.: 718-391-1530

=====

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.

Donald Hooker
Agency Chief Contracting Officer

Name of Proposer

By _____

Title _____

SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

- A. Proposal Subdivisions Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8½" X 11" paper. The City of New York requests that all proposals be submitted on paper with not less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic paper recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/epg/products/printing.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not its length. Failure to comply with any of these instructions will not make the proposal non-responsive. Submit proposal in a clearly labeled, sealed package as follows:
1. Technical Proposal (1 original and 5 copies): The Technical Proposal should contain all the information requested in Subsection B below, plus completed forms 254 and 255 for Proposer and its subconsultants. (These forms are available at <http://www.nyc.gov/html/ddc/html/otherfrm.html>)
 2. Fee Proposal(s) (1 original): **To be submitted ONLY upon request.** The Fee Proposal shall consist of the elements requested in Subsection C Below. The form for the submission of the fee proposal is included as Attachment 3 of this RFP.
- B. Technical Proposal (1 original and 5 copies): The Technical Proposal shall contain the information described below.
1. Cover Letter: Submit a maximum one page cover letter, indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm. ***(Be sure to refer to the proper DDC project number and title).***
 2. Firm's Experience: Describe the specific experience of the proposing firm, including a thorough description of no more than five (5) relevant projects, which demonstrate the firm's ability to carry out the scope of work described in the RFP. For each project submitted, the proposer shall: (1) Include the estimated construction cost and the final actual construction cost, and (2) Indicate the original base contract amount and all change order costs.

If the proposer is a joint venture, delineate the areas of responsibility and expertise of each joint venture partner.
 3. Personnel: For each title of personnel listed in Attachment 2, the proposer shall identify the individual it will provide to perform the required services.

For each individual identified in Attachment 2, the proposer shall submit a resume. The resume shall detail the individual's technical and professional

qualifications, as well as his/her experience (number of years and experience with similar projects).

As indicated on Attachment 2, the following titles are considered “Key Personnel”: Contract Executive, Senior Cost Estimator, Senior Cost Manager, and Scheduler. In accordance with the attached contract, the Consultant specifically agrees to assign to the Project for its entire duration, the individuals identified in its proposal as Key Personnel. Failure by the Consultant to provide any of the individuals identified in its proposal as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

4. Firm’s Capability: Describe the following: (1) the firm’s ability to provide personnel for required services, (2) the firm’s quality assurance program, (3) the firms’ general management practices for large scale projects, and (4) The firm’s current and anticipated workload, including other NYC projects.
5. Statement of Understanding: The Statement of Understanding form included as Attachment 1 of this RFP should be signed by a partner or corporate officer of the proposing firm and submitted with the firm’s Technical Proposal.
6. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 4) serves as the proposer’s acknowledgement of the receipt of addenda to this RFP that may have been issued by the Agency prior to the proposal due date and time. The proposer should complete this form as instructed on the form.

C. Fee Proposal

A Form for the submission of the fee proposal is included as Attachment 3 of the RFP. Upon written notification, the proposer must submit the Fee Proposal in a separate clearly labeled, sealed package within ten business days of such notice. The fee proposal shall consist of all Inclusive Hourly Rates for specified titles of personnel.

D. Proposal Package Contents (“Checklist”)

The proposal package should consist of the following:

1. Technical Proposal: (1 original and 5 copies):
Sealed envelope, clearly marked as “Technical Proposal”, including
 - Statement of Understanding (Attachment 1)
 - Identification Personnel (Attachment 2)
 - Acknowledgement of Addenda (Attachment 4)
2. Doing Business Data Form (1 original) (Attachment 6)

ATTACHMENT 2

IDENTIFICATION OF PERSONNEL

Submission: The proposer shall submit Attachment 2 as part of its Technical Proposal. For each title listed below, the proposer shall identify the individual it will provide to perform the required services.

Resumes: The proposer shall submit a resume for each individual identified below. The resume shall detail the individual's technical and professional qualifications, as well as his/her experience (number of years and experience with similar projects).

Key Personnel: Of the titles listed below, the following are considered "Key Personnel": Contract Executive, Senior Cost Estimator, Senior Cost Manager, and Scheduler. In accordance with the attached contract, the Consultant specifically agrees to assign to the Project for its entire duration, the individuals identified in its proposal as Key Personnel. Failure by the Consultant to provide any of the individuals identified in its proposal as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

Key Personnel

Contract Executive: _____
Senior Cost Manager: _____
Senior Cost Estimator: _____
Scheduler: _____

Other Personnel:

Cost Manager: _____
Cost Estimator: _____
Junior Cost Manager: _____
Junior Cost Estimator: _____

ATTACHMENT 3
FEE PROPOPSAL: ALL INCLUSIVE HOURLY RATES

To be submitted ONLY upon request: The proposer shall submit Attachment 3 as its Fee Proposal. Attachment 3 is to be submitted in a clearly marked, sealed envelope.

All Inclusive Hourly Rates: In the space provided below, the proposer shall indicate All Inclusive Hourly Rates for specified titles of personnel. Such All Inclusive Hourly Rates shall apply to all hours during such personnel perform services for the project, including overtime hours. No increases in such rates shall be provided for services performed during overtime hours. Such All Inclusive Hourly Rates shall be deemed to include: (1) all expenses incurred by the Consultant and/or its Subconsultants in the performance of all required services for the project, (2) all expenses related to management and oversight, including, without limitation, any time spent by principals performing such duties, (3) all expenses related to overhead and anticipated profit, and (4) all expenses in connection with providing non-reimbursable services.

Estimated Hours: The proposer is advised that the estimated hours set forth below are estimates only, given solely to be used as a uniform basis for the comparison of proposals and is not to be considered part of the Contract. The hours actually required for the performance of services may be more or less than so estimated, and if so, no action for damages or loss of profits shall accrue to the Consultant by reason thereof.

Column 1	Column 2	Column 3	Column 4 (Col 2 X Col 3)
TITLE	ESTIMATED HOURS	AII INCLUSIVE HOURLY RATE	TOTAL ESTIMATED AMOUNT PER TITLE
Senior Cost Manager	1000	_____	\$ _____
Senior Cost Estimator	1000	_____	\$ _____
Scheduler.....	3000	_____	\$ _____
Cost Manager.....	5200	_____	\$ _____
Cost Estimator.....	3000	_____	\$ _____
Junior Cost Manager.....	2000	_____	\$ _____
Junior Cost Estimator.....	2000	_____	\$ _____
Total Estimated Amount for All Titles: (Addition of Total Estimated Amount per Title for all titles)			\$ _____

Do not leave any blanks, and do not retype this Attachment.

The proposer must sign the Fee Proposal on the next page.

Name of Proposing Firm

Name of Partner or Corporate Officer (please print)

Title

Signature of Partner or Corporate Officer

Date

CONTRACT: REVISED EXHIBIT B (Article 4.6, 4.7 and 4.8)

- 4.5.1 Assist the CM with bid package planning and preparation, and with bid administration.
- 4.5.2 Review all addenda issued to bidders and report on any anticipated cost impact.
- 4.5.3 Provide support and analysis in reviewing bid prices and contractor qualifications.
- 4.6 **Construction Phase Services:** The Consultant shall provide the services set forth below.
 - 4.6.1 In coordination with the CM and/or DDC Project Manager (“PM”), assess the validity and value of change orders proposed by the construction contractors and assist the CM/PM in negotiating prices for change order work.
 - 4.6.2 Prepare independent estimates for proposed change orders as directed by the Commissioner. The Consultant shall take the lead in negotiations to resolve any variations between its independent estimate and the estimate of the Design Consultant, the CM or the construction contractor(s).
 - 4.6.3 Prepare a monthly report that provides an updated final cost projection for each construction contract, reports on change orders and potential claims and assesses their impact on final cost.
 - 4.6.4 Audit the final account submitted by the CM/PM for each construction contract and report the audit findings to the Commissioner.
- 4.7 **Schedule and Cost Risk Management Services:** The Consultant shall provide schedule and cost risk management services for the project, as set forth below.
 - 4.7.1 The Consultant shall perform logic checks on CPM schedules prepared by project architects and/or CMs.
 - 4.7.2 The Consultant shall participate in the risk assessment process by acting as a third-party facilitator to assist the project team in identifying schedule and cost risks.
 - 4.7.3 The Consultant shall perform a qualitative analysis of the project schedule and cost risks using Boston Square or similar techniques to establish risk probability and impact.
 - 4.7.4 The Consultant shall perform a quantitative risk analysis of the project schedule and cost risks, using Monte Carlo simulations, to accomplish the following: (a) define cost and duration cumulative probability curves; (b) establish the schedule and cost contingency required for the total project, as well as for each schedule and cost element, and (c) establish the basis for a risk mitigation plan. The analysis shall include time-dependent and lump sum (time-independent) costs.
 - 4.7.5 The Consultant shall produce and maintain a risk-loaded schedule for each project, using "Pertmaster", "@Risk" or comparable software. Resource leveling shall be included as appropriate. The Consultant shall update the risk-adjusted schedule monthly, and work with the project team to integrate risk mitigation measures and track mitigation effects on the schedule.
 - 4.7.6 The Consultant shall provide monthly reports which contain (a) analyses of key indicators and trends, including probability histograms for project schedule and cost, and (b) identification of task cruciality and task criticality for key tasks.
- 4.8 **Deliverables:** For each deliverable specified in these Specific Requirements, the Consultant shall provide ten (10) copies of the deliverable.

CONTRACT: REVISED EXHIBIT C

KEY PERSONNEL AND ALL INCLUSIVE HOURLY RATES

KEY PERSONNEL: Individuals serving as Key Personnel are identified below. These individuals were identified by the Consultant in its Proposal for the Contract. The Consultant specifically agrees, for the entire duration of the Contract, to assign to Projects specified in Task Orders issued hereunder, the individuals identified below.

Contract Executive: _____
Senior Cost Manager: _____
Senior Cost Estimator: _____
Scheduler: _____

ALL INCLUSIVE HOURLY RATES: All Inclusive Hourly Rates for specified titles of personnel are set forth below. All Inclusive Hourly Rates are deemed to include all expenses incurred by the Consultant and/or its Subconsultants in the performance of all required services for the Project. The expenses deemed included in such All Inclusive Hourly Rates are set forth in the Specific Requirements. The All Inclusive Hourly Rates set forth below shall apply to all hours during which an Assigned Employee performs services for the Project, including overtime hours. No increase in such rates shall be provided for services performed during overtime hours. All Inclusive Hourly Rates shall be subject to increases as set forth in the Specific Requirements (Exhibit B).

The Consultant shall not be entitled to payment for services provided by any Contract Executive(s). Compensation for services provided by any Contract Executive(s) is deemed included in the All Inclusive Hourly Rates set forth below.

TITLE	ALL INCLUSIVE HOURLY RATE
Senior Cost Manager	\$_____
Senior Cost Estimator	\$_____
Scheduler	\$_____
Cost Estimator	\$_____
Cost Manager	\$_____
Junior Cost Manager	\$_____
Junior Cost Estimator	\$_____