



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

TWO-STAGE
REQUEST
FOR
PROPOSALS

RFP



CONSULTANT FOR
ARCHITECTURAL,
ENGINEERING DESIGN,
AND SERVICES
DURING CONSTRUCTION

Pre-Proposal Conference
June 5, 2007

Submission Deadline
June 18, 2007

Project
NEW POLICE ACADEMY

PIN
8502007PD0008P

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

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Structures Division

DEPARTMENT OF DESIGN AND CONSTRUCTION

REQUEST FOR PROPOSALS, TWO-STAGE

PROJECT:

**Consultant for Architectural, Engineering Design and Services during Construction
for New Police Academy**

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PREFACE

Through this project, the City of New York intends to provide a new Police Academy, replacing the current facility, which is undersized and obsolete. The new Academy will also consolidate training activities that now take place in scattered locations throughout the city.

This Request for Proposals (“RFP”) will be comprised of a two-stage selection process. In Stage One, proposers will submit the materials prescribed in Section IV.A to document the proposer’s ability to provide design services for the project that is the subject of this RFP. Based on an evaluation of these materials, DDC will establish a short list of firms to be further considered in the second stage of the selection process. In Stage Two, the short listed firms will submit the materials prescribed in Section IV.B. The agency will commence fee negotiations with the highest ranked firm.

SECTION I. TIMETABLE**A. RFP Issuance****Pre-Proposal Conference**

A pre-proposal conference will be held at 10:00 AM on June 5, 2007 at DDC headquarters, 30-30 Thomson Avenue, Long Island City, NY 11101, 3rd Floor Training Room. Attendance is recommended but not mandatory to propose on the contract described in this RFP, however it is strongly encouraged.

Submission Deadlines

Stage One submissions (1 original and 6 copies) shall be delivered on or before 4:00 PM on June 18, 2007, and clearly marked with the project name and “Stage One Proposal” on the exterior of the envelope or other packaging.

Stage Two submissions (Applicable to Stage One-Short-Listed Proposers Only): The proposer shall deliver, on a date to be determined, the proposal in a clearly marked envelope or package. The proposal shall consist of TWO separate clearly marked, sealed packages containing the following: (1) the Technical Proposal (1 original and 6 copies), and (2) Subcontractor Utilization Plan (1 original). The project name and “Stage Two Proposal” shall be clearly marked on the exterior of the envelope or other packaging.

Proposals shall be hand delivered to the contact person at the location listed below. Proposals received after the applicable due date and time prescribed in the RFP are late and will not be accepted except at the discretion of DDC pursuant to the applicable section of the City Procurement Policy Board Rules.

Carol Phoenix, (718) 391-1530
Professional Contracts Section
Department of Design and Construction
30-30 Thomson Avenue, 4th Floor (Entrance on 30th Place)
Long Island City, NY 11101
E-mail: phoenixca@ddc.nyc.gov

NOTE: Respondents are held responsible for ensuring that the RFP response package is received by the Professional Contract Section by the deadline. Respondents are warned not to rely on signed delivery slips from their messenger services. Occasionally packages are delivered to the School Construction Authority located in the same building and the packages are not forwarded to the DDC Professional Contracts Section in a timely manner. Entrance to DDC is on 30th Place, not Thomson Avenue despite our Thomson Avenue house number.

B. Inquiries

In the event a proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, no later than one week prior to the submission date prescribed in the RFP. In the event DDC determines that it is necessary to respond to the inquiry in writing, such response will be furnished as an addendum to the RFP to all potential proposers known to have downloaded the RFP. All addenda will be available on DDC's website. All inquiries must be directed ONLY to the contact person listed above.

C. Addenda

Receipt of an addendum to this RFP by a proposer must be acknowledged by attaching an original signed copy of the "Acknowledgement of Addenda" form (Attachment 4) to the Stage One and Stage Two proposal. All addenda shall become a part of the requirements for this RFP.

D. RFP Schedule

The following is the estimated timetable for receipt, evaluation, and selection of proposals. This is only an estimate and is provided to assist responding firms in planning.

- a. Establish Shortlist of Stage One Firms: Within two weeks of submission deadline
- b. Identify Consultant: Within two weeks of Stage Two submission deadline
- c. Complete Contract Registration: Approximately three months from date of consultant selection.
- d. Commence Work: Upon receipt of Notice of Award

SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS

A. General

The New York City Department of Design and Construction, Division of Structures, is seeking an appropriately qualified consultant team to perform architectural, engineering, and construction-related services for the new training facility for the New York City Police Department (the New Police Academy).

The selected consultant shall demonstrate an understanding of and commitment to our goal of design excellence that will be typified by dignified spaces that exemplify accessible municipal government and inspire pride in the City.

B. Background and Objectives of Project

The New York City Police Department (NYPD) has the most extensive and complex training needs of any police force in the United States. The existing Police Academy in Manhattan is inadequate, and much of the Department's training is done in scattered facilities in Brooklyn, Queens and the Bronx.

The NYPD intends to create a consolidated training facility with indoor and outdoor spaces totaling approximately 3 million square feet. A 35 acre site has been identified in College Point, Queens. This is large enough to accommodate an integrated facility (a campus complex).

C. Joint Ventures and Other Consultant Relationships

The proposer is advised that submission of proposals by joint ventures is permitted. There is no minimum requirement for the proportion of work by either of the two joint ventured parties. Joint ventures must carry the required insurance either as policies written specifically for the joint venture entity, or by using their existing single entity policies with endorsements written for the joint venture activity.

DDC does not recognize the corporate configuration wherein one company is "in association with" another. Relationships between two or more firms shall be either as joint venture or prime consultant/subconsultant. In the event that a proposal is received wherein two or more firms are described as being "in association with" each other, DDC will treat the relationship as one of prime consultant/subconsultant(s). The RFP evaluation will be handled accordingly, and if chosen as a winner, the contract documents will show only the prime firm on the signature page, and all other firms will be relegated to Exhibit C, which lists any subconsultants.

SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS

A. Project Objectives

The Project Objectives will be issued at the beginning of Stage Two to those proposers short listed in Stage One of the RFP. Such Project Objectives will provide a comprehensive description of the project, including a detailed description of the design services required. A brief summary of the project is set forth below.

The New Police Academy will replace and consolidate training facilities now located in four of the City’s boroughs, including the present Police Academy, located on East 20th Street in Manhattan. NYPD has complex and extensive training needs, involving recruits (4,000 per year), more than 37,800 police officers and 17,000 civilian employees. The inadequate size of the current academy building – it can accommodate only 42% of the training programs, and recruit training must be done in two shifts – and the fact that other major training facilities are scattered as far as Rodman’s Neck in the Bronx and Floyd Bennett Field in Brooklyn, compromises the efficiency of the NYPD training program.

The Academy will be located on a 35 acre site in College Point, Queens that is now used by the NYPD as a vehicle impound facility. The site is large enough to develop a facility in which all program elements can be physically integrated or connected, forming a campus complex that maximizes program proximities.

A Needs Report prepared for the Police Department in 2006 defined a program for the consolidated facility that includes the following components (all areas are in net square feet):

- Main instructional building (classrooms, labs support space)	588,900 sf
- Field house (gym, pool, training rooms)	352,900 sf
- Firearms training (indoor range)	330,600 sf
- Police Museum	43,100 sf
- Visitor housing (hotel)	159,800 sf
- Parking garage (1380 spaces, subject to confirmation)	364,000 sf
- Tactical village (buildings, street, simulated subway station)	115,000 sf
- Confined space rescue training	55,000 sf
- K9 training	56,000 sf
- Outdoor track	100,000 sf
- Outdoor muster deck	24,000 sf
- Driver training (EVOC) course	1,285,000 sf

The design for the Academy must integrate this diverse group of instructional and support elements into a well organized whole that projects a strong image of the NYPD's mission. It must be adaptable to evolving training needs and technology.

The design will be based on a master plan, which the consultant will prepare in the pre-preliminary design phase. The master plan will be based on updated program information and an environmental assessment study supplied by DDC. The project requires an EIS and ULURP action; both these elements are being prepared by Urbahn Architects, under contract to DDC. The scope of the master plan will include:

- Assessment of site infrastructure (water, sewer, gas, electrical)
- Plan for traffic circulation within the complex, and for mass transit access
- Site plan for program components
- Plan for implementation of remediation measures identified in the environmental assessment studies.
- Plan for phased design and construction of the complex.
- Pre-preliminary schedule and estimate

The design must comply with all applicable laws and ordinances, including the recently enacted Green Buildings Law (Local Law 86 of 2005) governing sustainable design. Local Law 86 applies to capital projects for or in new buildings, for additions to existing buildings and in existing buildings subject to substantial reconstruction, including fit-outs of condominium units and leased space, costing \$2 million or more. Most covered projects must be built to achieve a "Silver" rating under the Leadership in Energy and Environmental Design (LEED) rating system of the U.S. Green Building Council (LEED "Certified" rating for educational and certain types institutional projects.) There are additional requirements in the law regarding energy and water efficiency: including those for plumbing systems, boiler replacements, and/or lighting and HVAC comfort control systems, above certain dollar thresholds. The law does not apply to projects within spaces classified in certain occupancy groups, including residential and industrial, and is subject to certain exemptions. In addition to preparing the required documentation for LEED certification, if applicable, the consultant will be required to provide project data for the purposes of project reporting using the Local Law 86 reporting worksheet, as requested by the agency. Such data includes project description, construction costs, LEED credits sought and earned (if applicable), reductions in energy cost and in water use, and incremental constructions costs.

DDC intends to use building information modeling (BIM) and document management system software on this project. It is likely that an integrated project office will be set up, from which the project team (City personnel, consultants and subconsultants) will operate.

B. Cost Estimate and Contract Term

At a minimum, the City estimates that the design and construction of the new Police Academy will cost \$1 billion, which has so far been allocated for the project. The term of the contract shall commence on the date of the advice of award and

continue until final acceptance of all work designed by the consultant. The time frame for completion of design documents shall be 790 consecutive calendar days, allotted as follows:

Pre-preliminary Design	- 3 months
Schematic Design	- 3 months
Design Development	- 6 months
Final Design	- 10 months
Bid, Award, Register Contracts	- 4 months

This time frame is subject to modification depending on project phasing.

At the conclusion of the pre-preliminary design phase, DDC shall review the master plan and determine how to proceed with design services for the components of the Project identified in the plan. Specifically, DDC shall determine whether to direct the consultant selected as a result of this RFP to proceed with design services for the Project or any component thereof.

Accordingly, the proposer is advised that the following conditions apply:

- (1) DDC reserves the rights set forth below, to be exercised at the conclusion of the pre-preliminary design phase:
 - (a) To direct the Consultant to provide design services for the entire Project, including all components thereof.
 - (b) To direct the Consultant to provide design services for one or more specified components of the Project. In such case, the Contract shall be revised to reflect the reduced scope of services, and DDC shall engage one or more other consultants to provide design services for other components of the Project.
- (2) In addition to the above, DDC has the right at any time, and for any reason, to terminate the Contract in accordance with Article 14 thereof.
- (3) If DDC exercises its right to reduce the scope of services or to terminate the Contract, DDC shall determine whether the Consultant selected as a result of this RFP will be eligible, either a prime consultant or subconsultant, to provide design services for any component of the Project removed from its Contract.

C. Insurance

The consultant and all subconsultants performing services for this contract must provide the types and amounts of insurance specified in the contract. The proposer is advised to carefully review such insurance requirements.

D. Contract Provisions

The Contract to be used for the project, including detailed Project Objectives, will be issued at the beginning of Stage Two to those proposers short listed in Stage One of the RFP. The services to be provided by the Consultant and all standards of performance applicable to the required work shall be as described in this form of contract. Any firm awarded a contract as a result of this RFP will be required to sign this form of contract.

E. Participation by Minority Owned and Women Owned Business Enterprises in City Procurement (Applicable to Stage One Short-Listed Proposers Only)

The contract resulting from this Request for Proposals will be subject to Local Law 129 of 2005, the Minority-Owned and Women-Owned Business Enterprise (M/WBE) program. Please refer to Attachment 6 for information on the M/WBE requirements established for this solicitation and instructions on how to complete the required forms.

If an M/WBE Subcontractor Utilization Plan is required for this proposal, the plan must be submitted in a separate, sealed envelope marked “Subcontractor Utilization Plan” at the same time the technical proposal is submitted. This envelope will be opened only when and if the firm is selected for fee negotiations. Failure to include or properly fill out the Subcontractor Utilization Plan will result in the rejection of the Proposal as non-responsive. If a full waiver has been granted, the proposer shall include the signed waiver form in the envelope *in lieu of* a Subcontractor Utilization Plan. If a partial waiver has been granted, the proposer shall include the signed waiver form in the envelope with its Subcontractor Utilization Form.

Note: As fully explained in Attachment 6, if you are planning to request a waiver of the Target Subcontracting Percentage, the waiver must be submitted to the Agency at least seven days prior to the proposal due date and time in order to be considered.

SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

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:

A. Stage 1 Proposal Requirements

This stage serves to highlight each proposer’s completed master planning and architectural projects. If more than one architect will have a significant design role in the proposing team, then each firm’s work shall be included in the portfolio described below.

Portfolio (1 original and 6 copies): Provide a portfolio of up to five projects built within the last ten years that demonstrate the firm’s creativity and insight in planning multi-building complexes and designing large-scale buildings with complex programs. For each project, include the following: (1) resumes of the key personnel, (2) plan views and site plans for each project, with a three dimensional view of the exterior; and (3) a brief written description highlighting the salient characteristics of the project, including the design philosophy and approach and a description of what was innovative about the design. In addition, list any design citations or awards and entries to design competitions. Present each project on a single 11x17 inch sheet; both sides of the sheet may be used. Key personnel should be listed on the 11x17 inch sheet for the project, but all resumes may be included on a single separate 11x17 inch sheet. All of the pages shall be bound in covers no larger than 9 x 12 inches. Format may be either landscape or portrait, but not both.

B. Stage II Proposal Requirements (Applicable to Stage One Short-Listed Proposers Only)

For those firms short-listed in Stage One, the Stage Two Proposal will serve to highlight their management and technical ability to carry out a project of the scope and type that is the subject of this RFP. In addition to the Stage Two Proposal, short-listed firms will be required to make a one-hour presentation. See Section V.2 for a more detailed description of the presentation requirements.

Technical Proposal (1 original and 6 copies): The technical proposal shall contain the following information:

1. A cover letter of no more than three pages, including the company name and address, and the name, address and telephone number of the person authorized to represent the responding firm. ***(Be sure to refer to the proper DDC project number and title.)*** Include a brief history of the firm, the overall firm organization, its goals and objectives, and a statement of its design philosophy.

2. Experience of Consultant and Subconsultants

Submit Attachment 2 (Part A) to identify by name the subconsultants the proposer intends to use for this project. Submit the following for the proposer and each subconsultant identified in Attachment 2:

- A SF-254 Form, which lists the number of full-time staff currently employed and the projects on which the firm is currently working, has completed and future projects and commitments. Provide the value of these contracts and their schedules. (This form is available at <http://nyc.gov/html/ddc/html/otherfrm.html>.)
- Examples of up to five completed projects similar in scope and type to this project completed within the last ten years. Visual materials can take the form of a printed brochure, photographs, drawings or similar images.

3. Key Personnel for the Project

Use Attachment 2 (Part B) to identify by name the individuals who will perform the required services for the listed titles of Key Personnel set forth on the form. For each identified individual, submit a resume detailing his/her qualifications and experience with similar projects. The senior architectural designer (lead designer) is required to be involved with the project in all design matters for the full duration of the project.

Submit a SF-255 Form for the Key Personnel.

This form is available at <http://www.nyc.gov/html/ddc/html/otherfrm.html>.

4. Technical Approach

Provide a three page statement describing the proposer's technical approach to the project, including (1) its understanding of the technical issues and complexities of the project, (2) its project methodology, including its methodology for tracking and maintaining the project's budget and schedule, (3) its techniques for problem solving, (4) its technical quality control procedures, and (5) its management structure.

5. Statement of Understanding (Applicable to Stage One Short-Listed Proposers Only)

Sign and attach this document (Attachment 1) to the 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 DDC prior to the Proposal Due Date and Time. The proposer should complete this form as instructed on the form.

C. Fee Proposal (Top-rated proposal only)

Forms for the submission of the fee proposal are included as Attachments 3 of the RFP. Upon written notification, the proposer must submit the fee proposals in a separate clearly labeled, sealed package within ten business days of such notice. The Fee Proposal shall consist of the two fee components outlined below: (1) Design Fee, and (2) All Inclusive Hourly Rates for specified titles of personnel.

Design Fee: The Design Fee shall be an amount that shall cover all costs and expenses incurred by the consultant and/or its subconsultant(s) in the performance of all required design services for the Project, as set forth in the Contract, including all expenses related to management, overhead and any anticipated profit.

All Inclusive Hourly Rates: The Proposer shall submit All Inclusive Hourly Rates for specified titles of personnel. Such rates SHALL ONLY BE USED for those services, if any, the consultant is directed to perform on a Time Card basis (for example, Additional Professional Services). 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 (4) any anticipated profit. Such rates shall apply to all hours during which such personnel perform services for the Project, including overtime hours.

D. Proposal Package Contents (“Checklist”)

The Proposal Package should contain the following Materials:

Stage One:

1. Portfolio (1 original and 6 copies)
Sealed envelope clearly marked with “Stage One Submission”, including
 - Acknowledgement of Addenda (Attachment 4)

Stage Two:

1. Technical Proposal (1 original and 6 copies):
Sealed envelope clearly marked with “Stage Two Submission”, including
 - Statement of Understanding (Attachment 1)
 - Technical Proposal – Forms (Attachment 2)
 - Acknowledgement of Addenda (Attachment 4)

2. Subcontractor Utilization Plan (1 original) (Attachment 6)

Sealed envelope clearly marked as “Subcontractor Utilization Plan”.

SECTION V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES

This is a Quality Based Selection (QBS) project. DDC will rank proposals by technical merit, and negotiate a fair and reasonable price with the highest ranked firm.

A. Technical Proposal Evaluation

1. Stage One Selection Process

Selection Process

An evaluation committee comprised of an independent design professional, DDC and client agency personnel will review, evaluate and score all Stage One proposals pursuant to the criteria prescribed below. This evaluation and scoring will determine the proposer's Stage One Technical Rating. Proposers will then be ranked in accordance with their overall Stage One Technical Ratings.

The rankings will be submitted to the Executive Consultant Selection Committee who will certify the results and determine the number of top ranked firms to be included on the short list of firms to be further considered in the Stage Two selection process.

Proposal Evaluation Criteria: The projects submitted will be evaluated based on the following criteria:

- a. The projects submitted will be evaluated for their planning and design quality, the extent to which they demonstrate extraordinary creativity and insight in their solution to the design problem, and for their organization of the site and relationship to the surrounding environment. (Weight 60%)
- b. The projects submitted will be evaluated for their constructability, innovative use of materials, systems and construction technology and for their potential long-term viability within reasonable cost parameters. (Weight 40%)

2. Stage Two Selection Process (Applicable to Stage One Short-Listed Proposers Only)

Selection Process:

An evaluation committee comprised of an independent design professional, DDC and client agency personnel will review, evaluate and score all Technical Proposals pursuant to the criteria prescribed below. This evaluation and scoring will determine the proposer's Stage Two Technical Rating. Proposers will then be ranked in accordance with their overall Stage Two Technical Ratings.

Each Stage Two proposers will be requested to make a one-hour presentation of their submission. Such presentation shall include the following: (1) an introduction of the firm, the lead designer, project manager, and any subconsultants critical to the success of the project. (The lead designer, project manager and planning/urban design consultant shall be present.); (2) explanation of the proposed project methodology, including project approach, problem solving techniques, and statement of primary design objectives of this project intended to meet the standard of design excellence as described in Section II of this RFP. The presentation should be structured to highlight the team's response to the submission requirements noted below for Stage Two Proposals. In addition, the portfolio of the projects submitted for Stage One shall be available for further evaluation.

The evaluation committee may amend their initial Stage Two scores based on the proposers' presentation. Proposers will be ranked in accordance with their final technical ratings. The rankings will be submitted to the Executive Consultant Selection Committee who will certify the results and authorize price negotiations to commence with the highest ranked firm. Should successful negotiations fail with the highest ranked firm, the ECSC will authorize negotiations to commence with the next highest ranked firm.

Proposal Evaluation Criteria: The proposal evaluation criteria are as follows:

- a. Experience of Firm and Subconsultants (Weight 40%)
- b. Key Personnel (Weight 30%)
- c. Technical Approach (Weight 30%)

3. Basis of Award

The Department of Design and Construction will award a contract to the responsible proposer whose proposal is determined to be the highest quality and most advantageous to the City, taking into consideration the overall quality of the proposal as measured against factors or criteria as set forth in the Request for Proposals and the successful negotiation of an appropriate fee. Such fee negotiation shall commence upon written notification and shall conclude not more than thirty days after receipt of the fee proposal.

4. Supply and Service Report

Upon selection, the successful proposer will be required to submit one original copy of the Department of Business Services Supply and Service Report, a copy of which can be downloaded from <http://www.nyc.gov/html/ddc/html/otherfrm.html>. Upon written notification, the proposer must submit the Supply and Service Report within ten days of notification.

5. VENDEX

Upon selection, the successful proposer will be required to submit proof of filing of the appropriate VENDEX Questionnaires. Upon written notification the proposer must submit a Confirmation of Vendex Compliance to DDC within five days of official notification. A form for this confirmation is set forth in the RFP.

The proposer is advised that Vendex Questionnaires and procedures have changed. See www.nyc.gov/vendex to download the new VENDEX Questionnaires and a Vendor's Guide to VENDEX or contact DDC's VENDEX Unit at 718-391-1845.

- (a) Submission: Vendex Questionnaires (if required) must be submitted directly to the Mayor's Office of Contract Services, ATTN: Vendex, 253 Broadway, 9th Floor, New York, New York 10007.
- (b) Requirement: Pursuant to Administrative Code Section 6-116.2 and the PPB Rules, proposers may be obligated to complete and submit VENDEX Questionnaires. If required, Vendex Questionnaires must be completed and submitted before any award of contract may be made or before approval is given for a proposed subcontractor. Non-compliance with these submission requirements may result in the disqualification of the proposal, disapproval of a subcontractor, subsequent withdrawal of approval for the use of an approved subcontractor, or the cancellation of the contract after award.

6. Contract Finalization

Upon notification, the successful proposer will be asked to finalize a contract with DDC subject to the conditions specified in the RFP and to the agency's standard contract provisions. The contents of the selected proposal, together with this RFP and any addendum(s) provided during the proposal process, may be incorporated into the final contract to be developed by the agency.

SECTION VI. GENERAL INFORMATION TO PROPOSERS

- A. Non-Binding Acceptance of Proposals: This RFP does not commit the City to award a contract for any services.
- B. Incurring Proposal Costs: The City of New York is not liable for any costs incurred in the preparation of a response to this RFP. If Proposers choose to participate in negotiations, they may be asked to submit such price, technical data, or other revisions to their proposals as may be required by the City.
- C. Confidentiality: The contents of a Proposer's RFP response are not deemed confidential unless the Proposer identifies those portions of its response which it deems confidential, or containing proprietary information, or trade secrets. The Proposer must provide justification as to why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal.
- D. Reserved Rights: All proposal material submitted becomes the property of the City and the City reserves the right, at its sole discretion, to:
1. Reject any and all proposals received in response to this RFP;
 2. Award a contract to other than the lowest-fee Proposer;
 3. Waive, modify or correct any irregularities in proposals received, after prior notification to the Proposer;
 4. Use without limitation any or all of the ideas from submitted proposals;
 5. Contract for all or selected parts of the Proposer's proposal, selecting from the services offered without affecting the itemized pricing;
 6. Extend the time for submission of all proposals after notification to all prospective Proposers known to have received the RFP;
 7. Conduct discussions with offerers submitting acceptable proposals, award may be made without any discussion;
 8. Terminate negotiations with a selected Proposer and select the next most responsive Proposer, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable time of the commencement of negotiations as determined by the Commissioner;
 9. Postpone or cancel this RFP, in whole or in part, and to reject all proposals.

E. Contractual Requirements

1. Any firm awarded a contract as a result of this RFP will be required to sign the City's standard contract for Consultant Services. The requirements for performance of this contract, as well as insurance, payment terms and all other provisions are contained in the contract.
2. Any information that may have been released either orally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither the City nor the Proposer.
3. The City will deal only with the consultant and the City has no financial obligation to sub-consultants. However, all sub-consultants are subject to the City's contracting requirements including Equal Employment Opportunity (Executive Order #50 of 1980 as revised).
4. The prompt Payment provisions set forth in the edition of the Procurement Policy Board Rules in effect at the time of this solicitation shall be applicable to payments made under a contract resulting from this solicitation. The provisions require the payment to vendors of interest payments made after the required payment date except as set forth in the Rules. The consultant must submit a proper invoice to receive payment, except where the contract provides that the consultant shall be paid at predetermined intervals without having to submit an invoice for each scheduled payment.

Determinations of interest due shall be made in accordance with the provisions of the Procurement Policy Board Rules and General Municipal Law 3-a.

5. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, 10th Floor, New York, NY 10007; the telephone number is (212) 669-3232. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.
6. This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provision of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by accessing the City's website at nyc.gov/ppb.
7. Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City Mac Bride Principles Law; submission by the proposer of the New York City

Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to Local Based Enterprises program and its implementation rules.

8. Pursuant to New York City's Procurement Policy Board Rules, proposers have the right to appeal agency non-responsiveness determinations and agency non-responsibility determinations and to protest an agency's determination regarding the solicitation or award of a contract.
9. Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.
10. The Agency has determined that the contract to be awarded through this Request for Proposals will not directly result in the displacement of any New York City employee.

ACCO Signature

Date

ATTACHMENT 1

STAGE TWO STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands the scope and requirements of this contract, 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 design contract, attached hereto, and (iv) will, if its proposal is accepted, enter into the attached Standard design contract with the New York City Department of Design and Construction.

Is the response 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**

I hereby certify that my firm will carry all insurances specified in the contract.

The undersigned further stipulates that the information in this Proposal is, to the best of knowledge, true and accurate.

Date

Authorized Signature

Telephone Number

Consultant Firm

Fax Number

Federal Tax I.D.

E-Mail Address

Address

ATTACHMENT 2

STAGE TWO TECHNICAL PROPOSAL FORMS

**A. FORM FOR 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 Design Services: _____
With expertise in blast-resistant design

Site/Civil Engineering Design Services: _____
including geotechnical engineering

Electrical Design Services: _____

HVAC & Fire Protection Design Services: _____

Plumbing Design Services: _____

Interior Design Services: _____

Landscape Architectural Design Services: _____
Including sustainable landscape design

Planning/Urban Design Services: _____

Traffic Planning and Design Services: _____

Sustainable/LEED Design Services: _____

Environmental Design Services
with expertise in remediation _____

Lighting Design Services: _____

Vertical Transportation Design Services: _____

Security Design Services: _____

Cost Estimating Services: _____

ATTACHMENT 2 (continued)

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

As set forth in Section IV(B)(3) of the RFP, identify by name the individuals who will perform the required services for the titles of Key Personnel set forth below and provide information demonstrating their qualifications. After selection of the Consultant, the qualification information provided by the Proposer on this form will be included in Exhibit E to the attached contract.

ARCHITECTURAL PERSONNEL

TITLE	NAME	Number of Years of Experience	Professional License or Certification
Principal	_____	_____	_____
Project Manager	_____	_____	_____
Project Architect	_____	_____	_____
Senior Architectural Designer	_____	_____	_____

ENGINEERING PERSONNEL

TITLE	NAME	Number of Years of Experience	Professional License or Certification
Principal Structural	_____	_____	_____
Principal MEP	_____	_____	_____
Project Engineer Structural	_____	_____	_____
Project Engineer MEP	_____	_____	_____

ATTACHMENT 2 (continued)

Project Manager Structural	_____	_____	_____
Project Manager MEP	_____	_____	_____
Senior Structural Designer	_____	_____	_____
Senior HVAC Designer	_____	_____	_____
Senior Electrical Designer	_____	_____	_____
Senior Plumbing Designer	_____	_____	_____

LANDSCAPE ARCHITECTURAL PERSONNEL

TITLE	NAME	Number of Years of Experience	Professional License or Certification
Principal	_____	_____	_____
Project Manager	_____	_____	_____
Project Landscape Architect	_____	_____	_____

PLANNING/URBAN DESIGN PERSONNEL

TITLE	NAME	Number of Years of Experience	Professional License or Certification
Principal	_____	_____	_____
Project Manager	_____	_____	_____
Urban Designer	_____	_____	_____

SUSTAINABLE/LEED DESIGN PERSONNEL

TITLE	NAME	Number of Years of Experience	Professional License or Certification
Principal	_____	_____	_____
Project Manager	_____	_____	_____

ATTACHMENT 3
FEE PROPOSAL FORM

The Fee Proposal shall be submitted only upon written notification.

ATTACHMENT 4

ACKNOWLEDGEMENT OF ADDENDA

TITLE OF THE REQUEST FOR PROPOSALS:	PIN:
--	-------------

Instructions: The proposer is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the proposer’s acknowledgement of the receipt of Addenda to this Request for Proposals (RFP) which may have been issued by the Agency prior to the Proposal Due Date and Time.

___ Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP.

Addendum # 1, dated _____

Addendum # 2, dated _____

Addendum # 3, dated _____

Addendum # 4, dated _____

Addendum # 5, dated _____

Addendum # 6, dated _____

Addendum # 7, dated _____

Addendum # 8, dated _____

Addendum # 9, dated _____

Addendum #10, dated _____



___ Part II

No Addendum was received in connection with this RFP.



Proposer Name

Proposer’s Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT 5

CONFIRMATION OF VENDEX COMPLIANCE

The Proposer shall submit this Confirmation of Vendex Compliance.

Name of Proposer: _____

Proposer’s Address: _____

Proposer's Telephone Number: _____

Proposer's Fax Number: _____

Date of Proposal Submission: _____

Project ID: _____

Vendex Compliance: To demonstrate compliance with Vendex requirements, the Proposer shall complete either Section (1) or Section (2) below, whichever applies.

- (1) **Submission of Questionnaires to MOCS:** By signing in the space provided below, the Proposer certifies that as of the date specified below, the Proposer has submitted Vendex Questionnaires to the Mayor’s Office of Contract Services, Attn: VENDEX, 253 Broadway, 9th Floor, New York, New York 10007.

Date of Submission: _____

By: _____
(Signature of Partner or corporate officer)

Print Name: _____

- (2) **Submission of Certification of No Change to DDC:** By signing in the space provided below, the Proposer certifies that it has read the instructions in a “Vendor’s Guide to Vendex” and that such instructions do not require the Proposer to submit Vendex Questionnaires. The Proposer has completed **TWO ORIGINALS** of the Certification of No Change.

By: _____
(Signature of Partner or corporate officer)

Print Name: _____

ATTACHMENT 6**M/WBE PROGRAM****SUBCONTRACTOR UTILIZATION PLAN**

Subcontractor Utilization Plan: The Subcontractor Utilization Plan for this Contract is set forth on the following pages of this RFP. The Subcontractor Utilization Plan (Part I) indicates whether participation goals have been established for this Contract. If participation goals have been established for this Contract, the proposer must submit a Subcontractor Utilization Plan (Part II) with its Technical Proposal in a sealed envelope clearly marked as “Subcontractor Utilization Plan”.

Contract Provisions: Contract provisions regarding the participation of MWBE firms are set forth in Article 46 of the Contract. The proposer is advised to review these contract provisions.

Waiver: The proposer may seek a full or partial pre-award waiver of the Target Subcontracting Percentage in accordance with Article 46 of the Contract (See Part A, Section 10). The proposer’s request for a waiver must be submitted at least seven (7) consecutive calendar days prior to the proposal due date. Waiver requests submitted after the deadline will not be considered. The form for requesting a waiver of the Target Subcontracting Percentage is set forth in the Subcontractor Utilization Plan (Part III).

Rejection of the Proposal: The proposer must fully complete the Subcontractor Utilization Plan (Part II) set forth on the following pages. Proposals that do not include a completed Subcontractor Utilization Plan (Part II) will be deemed to be non-responsive, unless a full waiver of the Target Subcontracting Percentage is granted (Subcontractor Utilization Plan, Part III). In the event that the proposer’s Subcontractor Utilization Plan (Part II) indicates that the proposer does not intend to award the Target Subcontracting Percentage, the proposal will be deemed to be non-responsive, unless the Agency has granted a waiver of the Target Subcontracting Percentage (Subcontractor Utilization Plan, Part III).

Tax ID #: _____



THE CITY OF NEW YORK

Subcontractor Utilization Plan -Part I: Agency's Target

This page to be completed by contracting agency

Contract Overview

Pin # 8502007PD0008P FMS Project ID#: _____

Project Title New Police Academy

Contracting Agency Department of Design and Construction

Agency Address 30-30 Thomson Ave City Long Island City State NY Zip Code 11101

Contact Person Donna Pope Title Director

Telephone # 718-391-1556 Email Poped@ddc.nyc.gov

Project Description *(attach additional pages if necessary)*

Consultant for Architectural, Engineering Design and Serviced during Construction for New Police Academy

(1) **Target Subcontracting Percentage**
 Percentage of total contract dollar value that agency estimates will be awarded to subcontractors in amounts under \$1 million for construction and professional services. _____ %

Subcontractor Participation Goals*
Complete and enter total for each Construction or Professional Services, or both (if applicable)

Group	Construction	Professional Services	
Black American	%	%	%
Hispanic American	%	%	%
Asian American	%	%	%
Caucasian Female	%	%	%
Total Participation Goals	(2)	%	(3)
%			

*Note: For this procurement, individual ethnicity and gender goals are not specified. Bidders/proposers may meet the Total Participation Goal through subcontracts with vendors certified in one or more of the ethnicity or gender categories.

Tax ID #: _____

Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan

This page and the next (Part II herein) are to be completed by the bidder/proposer. NOTE: Bids/proposals which do not include a completed subcontractor utilization plan (Part II herein) will be deemed to be non-responsive, unless a full waiver of the target subcontracting percentage is granted (Part III herein).

Section I: Prime Contractor Contact Information

Tax ID # _____ FMS Vendor ID # _____

Business Name _____ Contact Person _____

Address _____

Telephone # _____ Email _____

Section II: General Contract Information

1. Define the industry in which work is to be performed.

- **Construction** includes all contracts for the construction, rehabilitation, and/or renovation of physical structures. This category does include CM Build as well as other construction related services such as: demolition, asbestos and lead abatement, and painting services, carpentry services, carpet installation and removal, where related to new construction and not maintenance.
- **Professional Services** are a class of services that typically require the provider to have some specialized field or advanced degree. Services of this type include: legal, management consulting, information technology, accounting, auditing, actuarial, advertising, health services, pure construction management, environmental analysis, scientific testing, architecture and engineering, and traffic studies, and similar services.

a. Type of work on Prime Contract (Check one):

- Construction
 Professional Services

b. Type of work on Subcontract (Check all that apply):

- Construction Other
 Professional Services

2. What is the expected percentage of the total contract dollar value that you expect to award to all subcontracts? _____ %

3. Will you award subcontract(s) in amounts below \$ 1 million for construction and/or professional services contracts within the first 12 months of the notice to proceed on the contract? Yes No

Section III: Subcontractor Utilization Summary

IMPORTANT: If you do not anticipate that you will subcontract at the target level the agency has specified, because you will perform more of the work yourself, you must seek a waiver of the Target Subcontracting Percentage by completing p. 4).

Step 1:	Subcontracts under \$1M (4) (construction/professional services)	Total Bid/Proposal Value	Calculated Target Subcontracting Percentage
Calculate the percentage (of your total bid) that will go towards subcontracts under \$1M for construction and/or professional services	\$ _____	÷ \$ _____	x 100 = _____ %
<ul style="list-style-type: none"> • Subcontracts under \$1M (construction/professional services): Enter the value you expect to award to subcontractors in dollars for amounts under \$1 million for construction and/or professional services. This value defines the amount that participation goals apply to, and will be entered into the first line of Step 2. • Total Bid/Proposal Value: Provide the dollar amount of the bid/proposal. • Calculated Target Subcontracting Percentage: The percentage of the total contract dollar value that will be awarded to one or more subcontractors for amounts under \$1 million for construction and/or professional services. This percentage must equal or exceed the percentage listed by the agency on page 1, at line (1). 			
<p>! Important: The "Calculated Target Subcontracting Percentage" MUST equal or exceed the Target Subcontracting Percentage listed by the agency on Page 1, Line (1) or the bid/proposal will be deemed non-responsive.</p>			

Subcontractor Utilization Plan – Part II: Bidder/Proposer Subcontracting Plan – cont.

Step 2:
Calculate value of subcontractor participation goals

		Subcontracts under \$1M (construction/professional services)	
a.	Copy value from Step 1, line (4) – the total value of all expected subcontracts under \$1M for construction and/or professional services	\$	
		↓	↓
b.	<ul style="list-style-type: none"> • From line a. above, allocate the dollar value of "Subcontracts under \$1M" by Construction and Professional Services. • If all subcontracts under \$1M are in one industry, enter '0' for the industry with no subcontracts. • Amounts listed on these lines should add up to the value from line a. 	Construction	Professional Services
c.	<ul style="list-style-type: none"> • For Construction enter percentage from line (2) from Page 1. • For Professional Services enter percentage from line (3) from Page 1. • These Percentages must be copied from the Agency Plan, or the bid/proposal will be deemed non-responsive. 	Subcontracts under \$1M by Industry \$ _____ x _____ %	\$ _____ x _____ %
d.	Value of Total Participation Goals	\$ _____	\$ _____

Step 3:

✓ **Subcontracts in Amounts Under \$1 M Scope of Work – Construction**

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

✓ **Subcontracts in Amounts Under \$1 M Scope of Work – Professional Services**

Enter brief description of type(s) of subcontracts in amounts under \$1M anticipated, by type of work, not by name of subcontractor

Section IV: Vendor Certification

I hereby 1) acknowledge my understanding of the MWBE requirements as set forth herein and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder; 2) affirm that the information supplied in support of this subcontractor utilization plan is true and correct; 3) agree, if awarded this Contract, to comply with the MWBE requirements of this Contract and the pertinent provisions of Local Law 129 of 2005, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this contract; and 4) agree, if awarded this contract, to make all reasonable, good faith efforts to attain the Target Subcontracting Percentage as specified by the Agency, and to solicit and obtain the participation of MWBEs so as to meet the required Subcontractor Participation Goals.

Signature _____	Date _____
Print Name _____	Title _____

PART III – REQUEST FOR WAIVER OF TARGET SUBCONTACTING PERCENTAGE

Contract Overview

Tax ID # _____ FMS Vendor ID # _____
 Business Name _____
 Contact Name _____ Telephone # _____ Email _____
 Type of Procurement Competitive Sealed Bids Other Bid/Response Due Date _____
 PIN # (for this procurement) _____ Type of work on Prime Contract _____ Type of work on Subcontract (Check all that apply):
 (Check one):
 Construction Construction Other
 Professional Services Professional Services

SUBCONTACTING as described in bid/solicitation documents (Copy this % figure from Schedule B, Part I, line 1)

_____ % of the total contract value anticipated by the agency to be subcontracted for construction/professional services subcontracts valued below \$1 million (each)

ACTUAL SUBCONTACTING as anticipated by vendor seeking waiver

_____ % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for construction/ professional services subcontracts valued below \$1 million (each)

Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)

- Vendor does not subcontract construction/professional services, and has the capacity and good faith intention to perform all such work itself.
- Vendor subcontracts some of this type of work but at lower % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract.
- Other _____

References

List 3 most recent contracts/subcontracts performed for NYC agencies (if any)

CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____
CONTRACT NO. _____	AGENCY _____	DATE COMPLETED _____

List 3 most recent contracts/subcontracts performed for other agencies/entities

(complete ONLY if vendor has performed fewer than 3 NYC contracts)

TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		
TYPE OF WORK _____	AGENCY/ENTITY _____	DATE COMPLETED _____
Manager at agency/entity that hired vendor (Name/Phone No.) _____		

VENDOR CERTIFICATION: I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: _____ Date: _____
 Print Name: _____ Title: _____

Shaded area below is for agency completion only

AGENCY CHIEF CONTRACTING OFFICER APPROVAL

Signature: _____ Date: _____

CITY CHIEF PROCUREMENT OFFICER APPROVAL

Signature: _____ Date: _____

Appendix 1

ARTICLE 14 Suspension or Termination of Performance

14.1 Suspension of Performance: The Commissioner may at any time, and for any reason, direct the Consultant to stop work under this Contract for a period of time. Such direction shall be in writing and shall specify the period during which work shall be stopped. The Consultant shall resume work upon the date specified in such direction, or upon such other date as the Commissioner may thereafter specify in writing. The period during which work shall have been stopped shall be deemed added to the time for performance. Stoppage of work under this Article shall not give rise to any claim against the City.

14.2 Termination Without Cause: The Commissioner may at any time, and for any reason, terminate this contract by written notice to the Consultant specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, the Consultant shall be paid such amount as shall compensate him for the portion of the work satisfactorily performed prior to the termination date. Such amount shall be fixed by the Commissioner, after consultation with the Consultant, and shall be subject to audit by the Comptroller. Termination under this Section shall not give rise to any claim against the Commissioner or the City for damages or for compensation in addition to that provided hereunder.

14.3 Termination for Cause: In the event that: (1) the Consultant shall not for any reason or through any cause, have completed performance within the time fixed for performance hereunder; or (2) Any representation or warranty made hereunder shall prove to be untrue in any material respect; or (3) grounds for cancellation of the contract shall arise; or (4) the Consultant shall otherwise be in default hereunder; or (5) the Commissioner shall give the Consultant written notice that in his opinion the conduct of the Consultant is such that the interests of the City are likely to be impaired or prejudiced, stating the facts upon which such opinion is based; then the Commissioner may, upon written notice to the Consultant, immediately terminate this contract for cause. Upon such termination, the Consultant shall be entitled to payment of such amount, to be determined by the Commissioner and subject to audit by the Comptroller, as shall fairly compensate him for the work satisfactorily performed to the termination date, provided, however, that (1) no allowance shall be included for termination expenses; and (2) the Commissioner shall deduct from such amount and from any amount due and payable to the Consultant to the termination date, but withheld or not paid, the total amount of additional expenses incurred by the City in order to satisfactorily complete the work required to be performed by the Consultant under this contract including the expense of engaging another architect or engineer for this purpose. If such additional expense shall exceed the amounts otherwise due and payable to the Consultant hereunder, the Consultant shall pay the City the full amount of such excess expense incurred by the City. No amount shall be paid to the Consultant under this Article until the work required to be performed under this contract has been satisfactorily completed by others.