



DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

September 15, 2006

ADDENDUM NO. 1

**PROJECT: DDCTREEQ, DDCTREEX, DDCTREEK, DDCTREER, DDCTREEM,
Requirements Contract for Arboricultural Services for Various Projects**

**PIN: 8502007RQ0001P, 8502007RQ0002P, 8502007RQ0003P, 8502007RQ0004P, and
8502007RQ0005P**

**THIS 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 PROPOSALS

The following clarifications are hereby provided in response to consultant inquiries:

Question 1. Is there going to be a meeting to discuss the RFP?

Answer. No, there will be no pre-proposal meeting for this solicitation.

Question 2. There are 2 different minimums listed for the total dollar value of task orders, one says \$5,000.00 minimum and in another location it says \$10,000.00 is the minimum, which is correct? (Pages RFP-6, Section III Article E and Exhibit A)

Answer. \$10,000, is the correct figure.

Question 3. How are the services being requested to be used within a borough? IE: all contracts requiring a Consulting Arborist or those with in house DDC supervision?

Answer. Mostly for those with In-House DDC supervision.

Question 4. Can a firm bidding as a single entity for a contract also be considered for a joint venture or subconsultant with another firm for a separate contract?

Answer. With the Open RFP process, a firm bidding as a single entity can also be considered as part of a Joint Venture or as a Sub-Consultant for these contracts.



- Question 5.** How does a firm go about obtaining the prior written approval of the Commissioner for its employees?
- Answer.** Such approval will be granted by the Commissioner or more likely his representative such as Construction Borough Director, etc.
- Question 6.** The RFP and the sample contract contains many references to the PPB rules; how can someone go about obtaining a copy of the rules?
- Answer.** They can be viewed or downloaded from the following link:
www.nyc.gov/html/moc/ppb/html/rules/rules.shtml
- Question 7.** There are references made to reporting to a project site when directed by the engineer or the DPR Borough Forester (Exhibit B). Are these references correct? If the DPR Borough Forester demands that we report to a site but the Engineer believes it to be unnecessary, who ultimately determines which course of action to follow?
- Answer.** The DDC Engineer-In-Charge (EIC).
- Question 8.** Exhibit B makes reference to the need to attend meetings when directed to do so. There is also a requirement that overtime must be approved in writing prior to working it. If there is a night meeting and there is no advance scheduling and DPR directs the consultant to attend, how is payment for such attendance handled?
- Answer.** Any such meeting must be coordinated with DDC EIC in order to have a clear record of consultant activity.
- Question 9.** Exhibit B makes reference to performing data collection consistent with DPR's data collection procedures. Will those procedures be made available prior to the submission date? (Software or Hardware needs.)
- Answer.** Yes. The DDC EIC will direct you.
- Question 10.** Exhibit B makes reference to weekly reports and bi-weekly inspections being required. Specifically it states that the bi-weekly inspection is required if the Engineer does not notify the consultant to monitor excavation adjacent to trees. How is the consultant to know if such work took place?
- Answer.** It would be through the DDC EIC or by attending monthly construction progress meeting.
- Question 11.** Exhibit B also mentions in the section on tree planting that the consultant may have to develop a plant watering schedule if required by DPR. Will the construction contract contain language for payment to the contractor for such watering?
- Answer.** The construction contractor will be responsible for watering; however, it is not a separate payment item.



- Question 12.** Exhibit B, Section 1.3 concerning reports indicates that reports must be submitted weekly to DDC, the DPR Borough Forester and the Engineer. Are not the Engineer and DDC one and the same? It also indicates that the daily inspector reports are to be included. Is this correct?
- Answer.** If the project is supervised by DDC, the “Engineer” is the DDC Engineer-in-Charge. If the project is supervised by an outside Engineering firm, the “Engineer” is the Engineering firm hired by DDC. Daily inspection reports are to be included.
- Question 13.** Exhibit B section 1.6.4. Reference is made to office equipment. Can you provide examples of the office equipment that is required?
- Answer.** In order to conduct business, you need an office and all commonly used equipment.
- Question 14.** Exhibit B, Section 3.3.2 reference is made to the Commissioner allowing modifications to the requirements in extraordinary circumstances. If there are persons serving in the capacity of consulting arborist now, who based on existing specifications meet the requirements but do not meet the new minimums can such circumstances be considered extraordinary?
- Answer.** Personnel provided by the Consultant must meet the minimum requirements. The Commissioner has the discretion to modify these requirements in exceptional circumstances. Exceptional circumstances will be determined on a case by case basis. The experience of the Consultant’s proposed personnel is a factor that will be considered as part of the evaluation process.
- Question 15.** Exhibit B section 3.4.1 reference is made to the staffing plan and the naming of specific personnel for each proposed title. There are many instances where the project does not require the full time presence of a consulting arborist. In those instances we shift people where they are needed. The requirement that a specific person be named would preclude any flexibility. Would it be possible to list only the title and not the individual? (the employees will by this time have been approved to work as consulting arborists)
- Answer.** No. We need the name of the specific person. The consultant must have the capacity to provide this person or equivalent personnel for various on-going jobs.
- Question 16.** Exhibit B section 3.4.2; payment limitations. Can this section be amended to reflect the changes that may be made in response to the previous question? (I would request that all references to payment based on specifically named individuals be modified if the request in question 15 is deemed reasonable and is approved).
- Answer.** N/A
- Question 17.** Exhibit B section 4.4.5; overtime. Reference is made to work in excess of 8 hours a day being considered overtime. There are instances where employees may work more than 8 hours a day. For example, the employee is working a project where work begins at 6 am. The person works there for 4 hours and reports to a different project where the work day does not begin until 7: 30 and ends at 4:00 PM. There will be more than 8 hours worked



that day but it will be on 2 different projects. In the strict sense this is not overtime. How will this be handled?

Answer. Overtime will be computed based on the total number of hours worked, even if the individual is working on different projects. The consultant must maintain personnel records for each project, which will be monitored by the DDC EIC.

Question18. Exhibit B. section 4.6.1; requisitions for payment. Can a sample requisition be provided? Will there be any training to show the proper way to complete a requisition?

Answer. DDC EIC will provide an example payment form prior to start of construction.

Question 19. Exhibit B Section 4.6.2 (a); progress report. Reference is made to completing a report indicating the percentage of work completed for all required services. Does this refer to the percentage of the entire construction contract or the percentage of work as listed in the task order?

Answer. Task Order. But it would be essential to know the percentage of work for the entire contract.

**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 Request for Proposal.**

Donald Hooker
Agency Chief Contract Officer

Name of Proposer

By _____

Title _____