



March 2, 2015

ADDENDUM NO. 2

PROJECT: SE-807, Resident Engineering Inspection Services for the Installation of Storm and Sanitary Sewers in 20th Avenue between 126th Street U.S. Bulkhead Line Area and Water Main Replacement in College Point Blvd., Borough of Queens.

PIN: 8502015SE0023P

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.

Extension of Proposal Due Date

- The Proposal due date has been extended to Wednesday, March 18, 2015.

Request for Proposals

The RFP is amended as set forth below:

- Delete RFP 3, Section II, Item C in its entirety and replace with the revised RFP-3, Section II, Item C attached to this addendum.
- Delete Attachment 3, RFP-19-21 in its entirety and replace with the revised Attachment 3, RFP 19-21 attached to this addendum.
- Delete Attachment 4, RFP-23 in its entirety and replace it with the revised Attachment 4, RFP-23 attached to this addendum.

Contract

The Contract is amended as set forth below:

- Delete Exhibit B, page 32 in its entirety and replace it with the revised Exhibit B, page 32 attached to this addendum.

**Contact: Nadira Kayharry, nansaran@ddc.nyc.gov
Phone No.: 718-391-3136**





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 _____



SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS**A. Background and Objectives of the Project:**

The New York City Department of Design and Construction (DDC), Division of Infrastructure, is seeking an Engineering firm to provide services for the project described in this RFP. The selected Engineer will be required to provide services throughout the duration of the project (i.e., pre-construction, construction and post-construction services). The selected Engineer will be required to provide all services necessary and required for the inspection, management, coordination and administration of the project, from commencement through substantial completion, final acceptance, and project close-out. The project for which services are required is for the installation of storm and sanitary sewers in 20th Avenue between 126th street and U.S. bulkhead line area and water main replacement on College Point Blvd. between 11th and 22nd Avenues, Borough of Queens.

B. Joint Ventures and Other Consultant Relationships:

There is no minimum requirement for the proportion of work by either of the two joint venture partners. 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 partners 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 A, which lists any subconsultants.

C. Contract Term / Cost Estimate:

The term of the contract shall commence on the date set forth in the written Notice to Proceed (NTP) letter and shall continue until completion of all required services. The anticipated time frame for completion of all required services is 1200 consecutive calendar days (CCDs) as set forth in Exhibit A of the attached Contract. The estimated cost of the required construction work for the Project is \$96,000,000.

D. Insurance:

Requirements for insurance that must be provided by the Engineer and its subconsultants are specified in Article 7 of Appendix A, which is included as an Exhibit to the attached contract. The cost of all insurance is deemed included in payments to the Engineer, as set forth in the attached contract. The Proposer is advised to review such insurance requirements.

E. Payment Provisions:

Payments for all required services for the Project shall be in accordance with Article 7 of the Contract. As indicated therein, the Engineer shall be paid for staffing expenses for engineering personnel identified in the approved Staffing Plan. Staffing expenses shall be calculated based on Direct Salary Rates per hour for specified personnel, subject to a Multiplier for Overhead and Profit. The negotiation of Maximum Allowable Direct Salary

ATTACHMENT 3

TECHNICAL PROPOSAL – IDENTIFICATION OF KEY PERSONNEL

FMS ID: SE807

Project: Resident Engineering Inspection Services for the installation of Storm & Sanitary Sewers in 20th Avenue & US Bulkhead and Water Main Work, Borough of Queens

Submission: The proposer shall submit Attachment 3 as part of its Technical Proposal.

Key Personnel: Required titles of Key Personnel for the Project are indicated below. In this Attachment, the proposer shall identify the individuals it will assign to the Project for its entire duration as Key Personnel. The proposer is advised that submission in completed form of all information set forth below with respect to the proposed Key Personnel is **MANDATORY**. Failure to submit all such information in completed form will result in the automatic rejection of the proposal as non-responsive. The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.

Resumes: The proposer shall submit a resume for each individual identified below. The resume shall detail the individual’s managerial and technical qualifications, as well as his/her experience with similar projects.

Qualification Requirements: Qualification requirements for individuals assigned to the Project as Key Personnel are set forth in Exhibit C to the Contract.

(1) **Project Executive:** Name of Proposed Candidate: _____

(2) **Resident Engineer:** Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? Yes No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____

The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate’s current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____

Project Description: _____

Title: _____

Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? Yes No. If the answer is Yes, the proposer must provide an attachment listing all such proposals.

ATTACHMENT 3 (continued)

(3) Assistant Resident Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? ____ Yes ____ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate’s current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? ____ Yes ____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(4) Office Engineer: Name of Proposed Candidate: _____

Is the Candidate currently employed by proposer? ____ Yes ____ No If the answer is No, the proposer must provide the certification set forth below, plus a proposed alternate candidate.

Name of Proposed Alternate Candidate: _____
The resume of the Proposed Alternate Candidate must be included in the technical proposal.

Information regarding the Candidate’s current and/or projected assignment(s), including projects which have not yet been commenced, but for which a final selection has been made by the Entity/Agency:

Name of Entity or Agency: _____
Project Description: _____
Title: _____
Anticipated Completion Date: _____

Has the Candidate been included on any other proposals submitted by the proposer for which a final selection has not yet been made by the Entity/Agency ? ____ Yes ____ No
If the answer is Yes, the proposer must provide an attachment listing all such proposals.

(5) Certification: By signing this Attachment, the proposer certifies as follows: ***[The proposer shall check the appropriate box(es).]***

All individuals identified as Key Personnel are currently employed by the proposer, except for the individual(s) identified below. (If applicable, the section below must be completed.)

The following individual(s) identified as Key Personnel is not currently employed by the proposer:
_____.

ATTACHMENT 3 (continued)

The proposer certifies that (1) it has entered into an agreement (written ___ or verbal___) with the individual(s) identified above, and (2) in accordance with such agreement, the individual(s) has agreed to be employed by the proposer and assigned to the Project if the contract is awarded to the proposer.

(6) Affirmation: By signing this Attachment, the proposer affirms that (1) all information provided on this Attachment is true and accurate in all respects, and (2) if an award of contract is made to the proposer, it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel.

The proposer understands that (1) if an award of contract is made, the City was induced to make such award based upon the proposer’s affirmation that it will assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel, and (2) failure to assign to the Project for its entire duration, the individuals identified in this Attachment as Key Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

If the proposer is unable to make the affirmation set forth above, it shall attach a signed statement indicating why it is unable to make the affirmation.

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

By: _____
Signature of Partner or Corporate Officer

Title

Print Name

Date

ATTACHMENT 4 (continued)

(B) Actual Direct Salary Information: For each individual identified as Key Personnel in Attachment 3, the proposer shall submit the Actual Annual Direct Salary Information described below.

- (1) Actual Annual Direct Salary: An individual's actual annual direct salary shall be the salary amount directly payable to such employee on an annual basis and shall **NOT INCLUDE** any amount for the following costs or payments: (1) any payments for services performed during other than regular business hours (i.e., premium for Night Differential and/or Overtime); (2) any employer payments mandated by law, including without limitation, social security and Medicare taxes, insurance (Worker's Compensation, Employers Liability, Unemployment); (3) any employer contributions to retirement plans, including without limitation pension and/or deferred compensation plans, and (4) any costs for any other fringe and/or supplemental benefits.
- (2) Actual Annual Direct Salary on an Hourly Basis: To compute an individual's actual annual direct salary on an hourly basis, the individual's actual annual direct salary, as defined above, shall be divided by 2080.
- (3) Payroll Register: To verify the actual direct salary information described above, the proposer must submit the firm's payroll register for the six (6) months prior to submission of the proposal.

(C) Total Estimated Staffing Expenses: In the space provided below, the proposer shall calculate the total estimated staffing expenses for the Project. Such calculation shall be based on the Actual Direct Salary Rate per hour per title and the total estimated hours per title.

<u>Personnel: Titles and Qualification Requirements</u>	<u>Number of Staff</u>	<u>Maximum Allowable Direct Salary Rate Per Hour</u>		<u>Total Estimated Hours Per Title</u>	<u>Total Estimated Amount per Title</u>
Resident Engineer, A-V:	1	_____	x	<u>7,040</u>	= _____
Assistant Resident Engineer A-III,	1	_____	x	<u>6,336</u>	= _____
Office Engineer, A-III / N-IV	1	_____	x	<u>7,040</u>	= _____
Senior Inspector, A-II / N-III:	1	_____	x	<u>6,336</u>	= _____
Inspector, A-I / N-II:	1	_____	x	<u>6,336</u>	= _____
Inspector, A-1 /N-II:	1	_____	X	<u>6,336</u>	= _____
Inspector, A-I / N-II:	1	_____	x	<u>6,336</u>	= _____
Inspector, A-I /N-II:	1	_____	x	<u>6,336</u>	= _____
Survey Party Chief, N-III:	1	_____	x	<u>528</u>	= _____
Survey Instrument Person, N-II:	1	_____	x	<u>528</u>	= _____
Survey Rod Person, N-I:	1	_____	x	<u>528</u>	= _____
Draftsman: N-II	1	_____	x	<u>1,062</u>	= _____
CCL	1	_____	X	<u>5,984</u>	= _____

Total Estimated Amount for All Titles: _____
 (Addition of Total Estimated Amount per Title for all titles)
 Total with Multiplier for Overhead and Profit: _____

EXHIBIT B: PERSONNEL FOR THE PROJECT

Key Personnel: The Engineer specifically agrees to assign to the Project for its entire duration, the individuals identified below as Key Personnel. These individuals were identified by the Engineer in its Proposal for the Contract. The Engineer is not permitted to enter into any subcontract(s) for the services of the Resident Engineer and the Office Engineer. Individuals providing services as the Resident Engineer and the Office Engineer must be employees of the Engineer.

Title	Name
Project Executive:	_____
Resident Engineer:	_____
Asst. Resident Engineer:	_____
Office Engineer:	_____

Staffing Requirements: Staffing requirements for the Project are set forth below, including: (1) required titles of personnel, (2) minimum requirements per title, (3) total estimated hours per title, and (4) Maximum Allowable Direct Salary Rate per hour per title. Additional minimum requirements for titles marked with an asterisk (*) are set forth in Exhibit C.

Personnel: Titles and Minimum Requirements	Number of Staff	Maximum Allowable Direct Salary Rate Per Hour	Total Estimated Hours Per Title	Total Estimated Amount per Title
Resident Engineer, A-V: *	1	_____ x	7,040 =	_____
Asst. Resident Engineer, A-III:*	1	_____ x	6,336 =	_____
Office Engineer, A-III / N-IV: *	1	_____ x	7,040 =	_____
Senior Inspector, A-II / N-III:	1	_____ x	6,336 =	_____
Inspector, A-I / N-II:	1	_____ x	6,336 =	_____
Inspector, A-I / N-II:	1	_____ x	6,336 =	_____
Inspector, A-I/N-II:	1	_____ x	6,336 =	_____
Inspector, A-I/N-II:	1	_____ x	6,336 =	_____
Survey Party Chief, N-III	1	_____ x	528 =	_____
Survey Instrument Person, N-II:	1	_____ x	528 =	_____
Survey Rod Person, N-I:	1	_____ x	528 =	_____
Draftsman: N-II	1	_____ x	1,062 =	_____
Community Liaison:	1	_____ x	5,984 =	_____

Total Estimated Amount for All Titles:
(Addition of Total Estimated Amount per Title for all titles) _____

Total with Multiplier set forth in Exhibit A: _____

* Additional minimum requirements for titles marked with an asterisk are set forth in Exhibit C.