



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DR. FENIOSKY PEÑA-MORA
Commissioner

JOHN GODDARD
Agency Chief
Contracting Officer

March 18, 2015

ADDENDUM NO. 1

PROJECT: V.C.P Requirements Contract for Commissioning and Related Services for Various Projects, Citywide.

PIN: 8502015VP0010-12P

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 Proposals

The RFP is amended as set forth below:

- **Section II, A has been revised:** Delete RFP-3 and replace with revised RFP-3 attached to this addendum. The number of Awards has increased from three (3) to four (4).

Contact: Keesha Smartt, Smarttke@ddc.nyc.gov
Phone No.: 718-391-2825

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 Public Buildings, is seeking to engage up to four (4) qualified firms to perform commissioning services and energy auditing services for the various Program Units within the Divisions of Public Buildings and Infrastructure. In order to have commissioning services performed in a timely manner for various construction projects, DDC intends to have available requirements contracts for commissioning services to be used on an as needed basis. When the need arises for such services with respect to a specific construction project, the Commissioner shall issue a Task Order to the consultant. The task order process is described in Article 4 of the attached contract.

DDC intends to award up to four (4) requirements contracts, each with a total not to exceed amount of \$10,000,000. Selection of a firm to perform services for a specific project shall be in accordance with Article 3 of the attached contract. For non-complex projects, selection will be on a rotational basis starting with the highest ranked firm. For complex projects, selection will be through a Request for Proposal (RFP) process. The Commissioner reserves the right to issue a RFP for complex projects. For further explanation of what is considered a complex project, please refer to Article 3 of the attached contract.

B. Joint Ventures and Other Consultant Relationships

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 a 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 relegated to Exhibit B, which lists the subconsultants.

C. Contract Term / Not to Exceed Amount

Each contract will have a not to exceed amount of \$10,000,000 and shall remain in effect for a period of 1,095 consecutive calendar days. At the Commissioner's sole option, the term of the contract may be renewed for an additional 730 consecutive calendar days with additional funding of \$6,000,000 for each contract.

D. Insurance

Requirements for insurance that must be provided by the Consultant and its sub consultants 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 Consultant, as set forth in the attached contract. The Proposer is advised to review such insurance requirements.

E. Payment Provisions

Payment for all required services shall be in accordance with Article 7 of the attached contract. Information regarding the Fee Proposal is set forth in Attachment 4 of this RFP.