



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DR. FENIOSKY PEÑA-MORA
Commissioner

JOHN GODDARD
Agency Chief
Contracting Officer

March 20, 2015

ADDENDUM NO. 2

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 V: 1 has been revised:** Delete RFP-9 and replace with revised RFP-9 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 V. PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES**1. Selection Process**

This is a Quality Based Selection (QBS) project. DDC will rank proposals by technical merit and negotiate fair and reasonable prices with the four (4) highest-ranked proposers. A DDC evaluation committee will review, evaluate and score all technical proposals in accordance with qualitative and quantitative criteria described below. This evaluation and scoring will determine the proposer's score. DDC reserves the right to interview proposers and visit their offices for the purpose of clarifying their technical proposals, after which their scores may be re-evaluated.

DDC will attempt to negotiate fair and reasonable prices with up to four (4) highest ranked proposers. If negotiations are successful, the prices negotiated with each respective proposer will be included in that proposer's contract. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked proposer(s).

2. Proposal Evaluation Criteria

- a. Experience of the Firm, Key Personnel and Subconsultants [weight 40%].
- b. Project Team [weight 30%].
- c. Firm's Capability [weight 30%].

3. Basis of Award

DDC will award contract(s) to the responsible proposer(s) whose proposal(s) is/are 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 are set forth in the RFP and successful negotiation of an appropriate fee. Such fee negotiation shall commence upon written notification and shall conclude no more than thirty days after receipt of the Fee Proposal.

4. Supply and Service Report

Upon selection, the successful proposers will be required to submit one original copy of the Department of Small Business Services Supply and Service Employment Report, a copy of which can be downloaded from <http://www.nyc.gov/html/sbs/html/procurement/dls.shtml>. Upon written notification; the proposers must submit the Supply and Service Employment Report within ten days of such notification.