

October 13, 2015

ADDENDUM NO. 2

PROJECT: HWCRQ04MI, HWCRQ04S, HWCRQ4M, HWCRQ04L, Requirements Contracts for Resident Engineering Inspection Services for Micro, Small, Medium and Large Infrastructure Projects, Citywide

PIN: 8502016RQ0014P-43P

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.

The following correction has been made to the RFP and the Contract:

The Minimum ASCE Grade Requirement for Assistant Resident Engineer is ASCE Grade III, not Grade IV.

- Delete RFP-21, RFP-24 and replace with revised RFP-21, RFP-24 appended to this addendum.
- Delete Contract page 37, page 38 and replace with revised page 37, page 38 appended to this addendum.

Contact: Jue Zhang, zhangju @ddc.nyc.gov
Phone No.: 718-391-1096

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 Firm

By _____
(Signature of Partner or Corporate Officer)

Title _____

ATTACHMENT 3

IDENTIFICATION OF PERSONNEL

As part of its Technical Proposal, the proposer shall, for each title listed below, identify the individuals it will provide, throughout the term of the Contract, to perform the required services. The proposer may identify multiple individuals for each title; provided, however, it may only identify those individuals it or its subconsultant(s) has the ability to provide. For all proposed personnel, the proposer must submit the individual's resume and any other information detailing his/her number of years of experience, as well as technical and professional qualifications.

Key Personnel to be identified include, but are not limited to, individuals for the following titles: Project Executive, Resident Engineer, Assistant Resident Engineer, Office Engineer, and any such other titles as the Commissioner may deem necessary. The Engineer is NOT permitted to enter into any subcontract(s) for the services of Key Personnel. Individuals providing services of Key Personnel must be employees of the Engineer.

PLEASE NOTE: Proposers in the Micro Projects category are required to identify individuals only for those titles of personnel who are currently employed by the firm submitting the proposal in the Micro Projects category. As stated in Exhibit A of the attached Contract, all personnel provided by the firms in the Micro Projects category must be employees of the firm.

Required Titles: Any proposed individual must satisfy the minimum requirements per title set forth below. Additional minimum requirements for titles marked with an asterisk (*) are set forth in Exhibit C to the attached contract.

- Resident Engineer, A-V*
- Assistant Resident Engineer, A-III*
- Office Engineer, A-III / N-IV*
- Assistant Office Engineer, A-II / N-III
- Senior Inspector, A-II / N-III*
- Inspector, A-I / N-II*
- Junior Inspector, A-I
- Survey Party Chief, N-III
- Survey Instrument Person, N-II
- Survey Rod Person, N-I
- CAD Operator, N-I
- Community Liaison
- Construction Monitor / Restoration Specialist*

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) Maximum Allowable Direct Salary Rates: The proposer shall submit Proposed Maximum Allowable Direct Salary Rates per hour for the titles listed below. The Maximum Allowable Direct Salary Rate per hour per title shall represent the upper limit of the amount payable under the contract as the Direct Salary Rate per hour for the specified title throughout the base term of the Contract. If the base term of the Contract is extended, the City may issue a change order to the Engineer revising the Maximum Allowable Direct Salary Rates.

- (1) Exclusions: In computing its proposed Maximum Allowable Direct Salary Rates, the proposer shall NOT INCLUDE any amount or factor 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) Payment: In accordance with the attached contract, payment for staffing expenses shall be based on the Assigned Employee's Direct Salary Rate per hour determined and approved by the Commissioner. An Assigned Employee's Direct Salary Rate per hour shall be the **LESSER** of (1) the Assigned Employee's actual annual direct salary, computed on an hourly basis, or (2) the Maximum Allowable Direct Salary Rate per hour for the Assigned Employee's title.

Proposed Rates: The proposer shall submit Proposed Maximum Allowable Direct Salary Rates per hour for the titles listed below. Additional minimum requirements for titles marked with an asterisk (*) are set forth in Exhibit C to the attached contract.

PLEASE NOTE: Proposers in the Micro Projects category are required to provide the "Maximum Allowable Direct Salary Rate per hour" only for those titles of personnel who are currently employed by the firm submitting the proposal. As stated in Exhibit A of the attached Contract, all personnel provided by the firms in the Micro Projects category must be employees of the firm.

Titles of Personnel And Minimum Requirements	Maximum Allowable Direct Salary Rate per hour
Resident Engineer, A-V: *	_____
Assistant Resident Engineer, A-III: *	_____
Office Engineer, A-III / N-IV: *	_____
Assistant Office Engineer, A-II / N-III:	_____

EXHIBIT B – Micro
(FOR USE BY FIRMS DESIGNATED AS “MICRO” ONLY)

PLEASE NOTE: Firms in the Micro Projects category are required to provide the “Maximum Allowable Direct Salary Rate per hour” only for those titles of personnel who are currently employed by the firm. As stated in Exhibit A of this Contract, all personnel provided by the firm in the Micro Projects category must be employees of the firm.

STAFFING REQUIREMENTS: TITLES AND MAXIMUM ALLOWABLE DIRECT SALARY RATES

STAFFING REQUIREMENTS: Staffing requirements are set forth below, including: (1) titles of personnel the Engineer may be required to provide, (2) minimum requirements per title, and (3) Maximum Allowable Direct Salary Rate per hour per title. Additional minimum requirements for titles marked with an asterisk (*) are set forth in Exhibit C.

Titles of Personnel And Minimum Requirements	Maximum Allowable Direct Salary Rate per hour
Resident Engineer, A-V: *	_____
Assistant Resident Engineer, A-III: *	_____
Office Engineer, A-III / N-IV: *	_____
Assistant Office Engineer, A-II / N-III:	_____
Senior Inspector, A-II / N-III: *	_____
Inspector, A-I / N-II: *	_____
Junior Inspector, A-I:	_____
Survey Party Chief, N-III:	_____
Survey Instrument Person, N-II:	_____
Survey Rod Person, N-I:	_____
CAD Operator, N-I:	_____
Community Liaison:	_____
Construction Monitor / Restoration Specialist: *	_____
Safety Officer: *	_____
Quality Officer: *	_____
FEMA/FHWA Reimbursement Coordinator, A-V: *	_____

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

EXHIBIT B – Small, Medium and Large

(FOR USE BY FIRMS DESIGNATED AS “SMALL”, “MEDIUM” OR “LARGE” ONLY)

STAFFING REQUIREMENTS: TITLES AND MAXIMUM ALLOWABLE DIRECT SALARY RATES

STAFFING REQUIREMENTS: Staffing requirements are set forth below, including: (1) titles of personnel the Engineer may be required to provide, (2) minimum requirements per title, and (3) Maximum Allowable Direct Salary Rate per hour per title. Additional minimum requirements for titles marked with an asterisk (*) are set forth in Exhibit C.

Titles of Personnel And Minimum Requirements	Maximum Allowable Direct Salary Rate per hour
Resident Engineer, A-V: *	_____
Assistant Resident Engineer, A-III: *	_____
Office Engineer, A-III / N-IV: *	_____
Assistant Office Engineer, A-II / N-III:	_____
Senior Inspector, A-II / N-III: *	_____
Inspector, A-I / N-II: *	_____
Junior Inspector, A-I:	_____
Survey Party Chief, N-III:	_____
Survey Instrument Person, N-II:	_____
Survey Rod Person, N-I:	_____
CAD Operator, N-I:	_____
Community Liaison:	_____
Construction Monitor / Restoration Specialist: *	_____
Safety Officer: *	_____
Quality Officer: *	_____
FEMA/FHWA Reimbursement Coordinator, A-V: *	_____

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