

April 13, 2016

ADDENDUM NO. 3

**PROJECT: SANDRESQ1, PRELIMINARY AND FINAL DESIGN SERVICES FOR BREEZY
POINT COASTAL RESILIENCY, BOROUGH OF QUEENS**

PIN: 8502016HW0045P

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.

- (1) The New York City MWBE requirements forms provided in this solicitation are applicable for this RFP.
Substitute forms will not be accepted.
- (2) Attached are the questions and answers received from the consultants for this solicitation.

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.**



Andrew Cammock
Director of Professional Contracts

Name of Proposer

By _____

Title _____

QUESTIONS AND ANSWERS

Question #1: The proposer shall annex to Attachment 4 the resume of each individual identified in the Attachment for a title of Key Personnel. The resume for each individual shall be limited to a total of two (2) pages. The proposer and each subconsultant shall not provide a response to Question #7 of Form 255 (staff resumes). Since Attachment 4 – is the Project Schedule page (see attached). Should this be referencing a different Attachment?

Answer: Resumes should be attached in the section of the proposal with the project schedule.

Question #2: Can *Additional Titles* not included in RFP Section III-D be included in our proposal? For example, the following *Titles* might be needed to cover parts of the scope: Community Outreach Specialist; Cost Estimator; Scheduler; Coastal Scientist

Answer: No additional titles may be added. RFP-26 Attachment 6 Part 1.

Question #3: Can different *All Inclusive Hourly Rates* be submitted for the same *Title* for different firms on the team? For example, if prime and multiple subs each have staff with the title of *Project Engineer*, must the same rate apply to every firm or can each firm have their own rate for a *Project Engineer*?

Answer: There will be only one (1) negotiated rate for each title. If the Prime and sub have same title they should propose the average of the rates to have 1 rate per title. RFP-26 Attachment 6 Part 1.

Question #4: Under the heading of Project Site, there is a reference to an “Environmental and Permitting Team.” Is this Team outside of, or part of, the Design Consultant’s team?

Answer: The “Environmental and Permitting Team” is part of the Design Consultant team. Exhibit G, Section I-E

Question #5: In the paragraph pertaining to permits, deliverables exclude permit applications. Please clarify – is the preparation and submittal of permit applications part of the Design Consultant’s scope? If not, who will be responsible for this activity?

Answer: The permitting schedule will be addressing in an upcoming addendum. Exhibit G, Section II, Task 2

Question #6: Please clarify whether *Subsurface Exploration* is included. On Page 3, Section 7 of Exhibit G, it is stated that “taking of geotechnical borings will be performed by others”.

Answer: Yes – the taking of geotechnical borings will be performed by others. Exhibit G, Section II, Task 7

Question #7: Please clarify as to whether a Form 254 and Form 255 is required as a complete separate document for the prime firm and each subconsultant, or if a combined Form 255 is expected.

Answer: The prime and its Sub-consultants shall fill out separate 254 and 255 forms; there should be a 254 and 255 for each consultant shown in the proposal. RFP-11 Section IV, A.1

Question #8: Please clarify whether a separate response to Question #8 of Form 255 is required from the prime and each subconsultant and that this response is limited to a 1-page, page limit for all projects.

Answer: The Consultant and its sub's shall provide separate responses in its own 255 form and shall adhere to the limit in writing specified on RFP-11, 1 page limit. RFP-11 Section IV, B.2 (a).

Question #9: Please clarify whether a separate response to Question #10 of Form 255 is required from the prime and each subconsultant and that each response is limited to a 3-page, page limit.

Answer: The Consultant and its sub's shall provide separate responses in its own 255 form and shall adhere to the limit in writing specified on RFP-11, 3 page limit. RFP-12 Section IV, B.2.(d).

Question #10: It is requested that the Proposer Annex to Attachment 4 the resume of each individual identified in the Attachment for a Title of Key Personnel. However, Attachment 4 refers to the Project Schedule. Is this request referring to the correct Attachment?

Answer: Yes this is correct all resumes of Key personnel shall be placed in the same section with the project schedule. RFP-12 Section IV, B.3, paragraph 2.

Question #11: Please clarify whether a resume is required for all staff or for *Key Personnel* only.

Answer: RFP-12 states that the proposer shall submit resumes of all individuals identified in its proposal. Such individual must be employees of the proposer or its subconsultant(s). RFP-12 Section IV, B.3, paragraph 2.

Question #12: Please provide details of the scope of work for the Topographic and Utility Survey.

Answer: Mapping will be referenced to the New York State Plane Coordinate System (NAD 83, Long Island Zone) horizontally and to the North American Vertical Datum of 1988 (NAVD 88) vertically to prepare the survey. Note: the final product will not be provided in a DOT or DEP-style survey format typically required by NYC DDC. Note: clean base, utility, profiles or cross-sections-sections will not be provided, but the survey team will provide profiles from the hydrographic survey delivered in CAD layering format to match those of DDC standards and the final product. Overall mapping will be shown at 1"=30'. There are approximately 2,840 homes within the Roxbury and Breezy Point sites and the existing building footprints (or roof lines) will be shown using aerial photography. Actual building corner locations will not be provided nor will any locations of plotting of decks, stairs, fences or walls. House numbers will be provided for each of the homes along with street names. Fence lines will be shown between the ownership rights of the Breezy Point Coop and the National Park Service. Spot grades will be provided at all major changes in grade at 100' +/- intervals.

A one-foot contour interval with associated Digital Terrain Model (DTM) will be provided, including as many spot elevations at as many buildings as possible. Individual trees or shrubs will not be included but limits of heavy vegetation will. Tree symbols from aerial photography will exclude associated size and species. First floor elevations for all 2,840 homes will be provided including all 370 rebuilt homes. All current FEMA mapping based on the 2015 Preliminary Base Flood Maps will be included.

Question #13: Please provide details of the scope of work for Geotechnical Investigation.

Answer: The investigation will include geotechnical land and marine borings, permeability testing, standard penetration test, the installation of groundwater observation wells, and all necessary laboratories testing with a record of borings.

Question #14: Will the Geotechnical Investigation work currently being procured include a Geotechnical Data Report and Geotechnical Interpretive Report (GIR)?

Answer: Only the Geotechnical Data Report.

Question #15: Which firm is procuring the Topographic and Utility Survey?

Answer: Rogers Surveying, PLLC.

Question #16: Which firm is procuring the geotechnical investigation work?

Answer: Yu-Parsons Brinckerhoff and Aquifer Drilling and Testing, Inc.

Question #17: Can you provide a diagram showing the extent of each of the four mitigation elements: 1) Double Dune, 2) Flood Wall, 3) T-Groins, Detached Breakwater, and Terminal Groins; 4) PVC Sheet Wall.

Answer: Information will be provided to the winning consultant team.

Question #18: Please provide details relative to the Section 3 HUD requirements.

Answer: Please see Attachment 15: HUD Rider, CDBG-DR Rider.

Question #19: Is there a bathymetric survey completed for all the surrounding areas? If so, please provide details as to the types of information being collected.

Answer: Yes. Breezy Point Hydrographic Survey will be accomplished using lines spaced at 250' intervals along the ocean and bay side. Data collected will be out to elevation -20' on the ocean side and out past the northern side of the federal channel on the bay side (about 1,500 off shore). 1' contours will be generated from the bathymetry and will be shown on the topo surveys. Roxbury Hydrographic Survey will be accomplished using lines spaced at 100' intervals along the bay side.

Data collected will be out to the northern side of the federal channel on the bay side (about 1,500 off shore). 1' contours will be generated from the bathymetry and will be shown on the topo surveys. Twenty-five (25) continuous profiles will be provided using this hydrographic data, along with upland data from ocean to bay side.

Question #20: Please provide a copy of the HMGP Feasibility Study to clarify the design elements. This is needed to establish the key design team and refine our proposed fee estimate.

Answer: Information will be provided to the winning consultant team.

Question #21: Can we substitute the entirety of Forms 254 and 255 with Form 330? Assuming we can submit Form 330, can we submit a combined Form 330 for the entire team?

Answer: DDC will not be able to accept the SF330 for this solicitation. Only forms 254 and 255 will be accepted and must be submitted for each firm referenced in their proposal. This is a clarification of the statements made at the Pre-proposal Conference.

Question #22: Page RFP-11, Section IV. Format and Content of the Proposal, B.2. Experience of Firm & Subconsultants, (a) Experience asks that the "proposer and each of its subconsultants provide a list of up to ten projects completed within the last 8 (eight) years, which demonstrate the firm's ability to provide services similar to those required for the Project described in this RFP... Responses by the proposer and each subconsultant to Question #8 of Form 255 shall be indicated in the ten (10) rows which are provided on Page 9 of the form [one (1) page]." Please confirm if this means up to 10 projects for the team or up to 10 projects per firm?

Answer: Each Firm shall provide an answer to this question in its own 255 form. Each consultant on that team shall respond to this question list up to 10 projects of similar work.

Question #23: Page RFP-12, Section IV. Format and Content of the Proposal, B.2. Experience of Firm & Subconsultants, (d) Expertise asks that the proposer "provide information indicating why the firm is especially qualified for the Project. Responses by the proposer and each subconsultant to Question #10 of Form 255 shall be limited to a total of three (3) pages. Any information regarding Expertise that is in excess of a three page response to Question #10 of Form 255 will not be considered." We assume the 3-page limit is for the entire team and not 3 pages for each firm. Please confirm.

Answer: Each Firm shall provide an answer to this question in its own 255 form.

Question #24: Can the Organization Chart be submitted on 11" x 17" paper?

Answer: Yes but it must be folded to 8.5 x 11 with the rest of the pages.

Question #25: Can the Project Schedule be submitted on 11" x 17" paper?

Answer: Yes but it must be folded to 8.5 x 11 with the rest of the pages.

Question #26: Is Attachment 5 required from each subconsultant?

Answer: Yes it is required for the proposer and its subconsultants, this is stated at the top of the page.

Question #27: Is the Doing Business Data Form (Attachment 10) required from each subconsultant?

Answer: No, only the Prime Contractor.

Question #28: Attachment 6, part 4 of the RFP notes that “the proposer shall indicate a Proposed Multiplier for Overhead and Profit.” In the same section, in reference to the submittal of Overhead statements, it notes “The proposer shall submit the same Multiplier information for each subconsultant identified in its Technical Proposal.” Should, therefore, a separate rate of Multiplier for Overhead and Profit be included for each of the subconsultants, or will there be one composite Multiplier applied to all members of the team?

Answer: The Prime consultant shall submit its multiplier on RFP-30. The Proposer shall also submit on a separate page(s) the multiplier of each of its subconsultants that is on its team. This is not a composite multiplier this information is used for back purposes.

Question #29: Similarly to question #17 above, Attachment 6, part 1 of the RFP requires the submittal of “Titles and All Inclusive Hourly Rates,” however, the table does not seem to require the indication of which firm the Title and Hourly rate is applicable to. Should the Hourly Rates be identified as Firm specific, or will there be a composite rate applied to all individuals on the team per each Title, regardless of Firm?

Answer: The all-inclusive hourly rates will be a negotiated average of the teams rate per title. Upon selection of the Consultant, DDC will negotiate one rate per title, this rate will apply for the proposer and its team when using that title.

Question #30: Can you provide a copy of the Breezy Point HMGP Structures Map?

Answer: Information will be provided to the winning consultant team.

Question #31: On Page 4 of Exhibit G, 3rd para. states " the Design Consultant shall coordinate with the Environmental and Permitting Team". Can you disclose the consultant and their scope of work or deliverables schedule? I want to make sure we are not duplicating permitting efforts in our proposal.

Answer: Response: The “Environmental and Permitting Team” is part of the Design Consultant team. Clarifications regarding roles and responsibilities for Task 2 will be provided in an upcoming addendum.

Question #32: Another question is concerning the geotechnical investigations that are to be completed this summer. Are they performing subsurface explorations for the floodwall/levee/dunes?

Answer: Yes.

Question #33: If so, would the selected consultant for this proposal have the ability to review the planned boring locations? To meet USACE and FEMA design criteria, we often have a preferred depth, spacing and specific testing that we call for on our boring and subsurface exploration plans.

Answer: The subsurface investigation will most likely take place before the consultant is selected. The current subsurface investigation program is designed based on the flood mitigation items proposed in the October 2014 Feasibility Report, prepared by First Coastal Consulting. The purpose of this preliminary subsurface investigation is to collect general subsurface information along the approximate alignment of the proposed structure. The boring locations, depth and laboratory testing items are developed based on the standard geotechnical practice and in general accordance with the US Army Corps of Engineers recommended general guidance. This preliminary subsurface investigation information will aid the selected project design team to make the determination on the final design scheme. Once the final design scheme is selected, a supplement geotechnical subsurface investigation program may be needed. At that time the geotechnical engineer engaged by the design team will provide the detailed scope of work for the supplemental subsurface investigation program and the DDC coastal resiliency group will execute such supplement program.

Question #34: Page RFP-12 says "The proposer shall annex to Attachment 4 the resume of each individual identified in the Attachment for a title of Key Personnel." However, Attachment 4 is the Project Schedule. Should Key Personnel be identified in a separate form/table?

Answer: Resumes shall be attached behind or in the same section of the proposal as the project schedule.

Question #35: Can the schedule (Attachment 4) be delivered on 11x17 page(s)?

Answer: Yes the schedule can be 11x17 but it shall be folded.

Question #36: Can we include additional Personnel Titles as part of the Fee Proposal beyond those listed on page RFP-5?

Answer: NO additional titles can be added.

Question #37: We had a question regarding the attachments. The Proposal Format and Content requirements listed under item 3. Personnel on page RFP-12 indicate that "The proposer shall annex to Attachment 4 the resume of each individual identified in the Attachment for a title of Key Personnel". Can you please clarify if you are referring to Attachment 4 Project Schedule and would like us to list actual staff to be listed on the Project Schedule being developed or did you mean that resumes should align with Attachment 6 Fee Proposal which lists the titles of personnel included in our proposal?

Answer: Response Resumes shall be attached behind Attachment 4 or in the same section of the proposal as the project schedule.

Question #38: At the pre-bid meeting, DDC noted that the survey, bathymetric, and geotechnical programs are underway. Can you provide us the scope of those studies, so we can confirm if we will need to supplement these items in anyway? For example, it would be helpful to have a boring location plan indicating depths of sampling, a map showing limits of surveys, etc.

Answer: The current subsurface investigation program is designed based on the flood mitigation items proposed in the October 2014 Feasibility Report. The purpose of this preliminary subsurface investigation is to collect general subsurface information along the approximate alignment of the proposed structure. The boring locations, depth and laboratory testing items are developed based on the standard geotechnical practice and in general accordance with the US Army Corps of Engineers recommended general guidance. This preliminary subsurface investigation information will aid the selected project design team to make the determination on the final design scheme. Once the final design scheme is selected, a supplement geotechnical subsurface investigation program may be needed. At that time the geotechnical engineer engaged by the design team will provide the detailed scope of work for the supplemental subsurface investigation program and the DDC coastal resiliency group will execute such supplement program.

Mapping will be referenced to the New York State Plane Coordinate System (NAD 83, Long Island Zone) horizontally and to the North American Vertical Datum of 1988 (NAVD 88) vertically to prepare the survey. Note: the final product will not be provided in a DOT or DEP-style survey format typically required by NYC DDC. Note: clean base, utility, profiles or cross-sections-sections will not be provided, but the survey team will provide profiles from the hydrographic survey delivered in CAD layering format to match those of DDC standards and the final product. Overall mapping will be shown at 1"=30'. There are approximately 2,840 homes within the Roxbury and Breezy Point sites and the existing building footprints (or roof lines) will be shown using aerial photography. Actual building corner locations will not be provided nor will any locations of plotting of decks, stairs, fences or walls. House numbers will be provided for each of the homes along with street names. Fence lines will be shown between the ownership rights of the Breezy Point Coop and the National Park Service. Spot grades will be provided at all major changes in grade at 100' +/- intervals. A one-foot contour interval with associated Digital Terrain Model (DTM) will be provided, including as many spot elevations at as many buildings as possible. Individual trees or shrubs will not be included but limits of heavy vegetation will. Tree symbols from aerial photography will exclude associated size and species. First floor elevations for all 2,840 homes will be provided including all 370 rebuilt homes. All current FEMA mapping based on the 2015 Preliminary Base Flood Maps will be included.

Question #39: Exhibit G, page 4, paragraph 4 refers to "coordinating with the environmental and permitting team". Based on citations elsewhere in the RFP, and verbal conformation at the pre-bid meeting, our understanding is that there is no separate team providing environmental permits. All permits required for construction of the project are the responsibility of the Consultant alone, with the caveat that the City will assist as the lead agency for EAS work. Can you confirm this understanding?

Answer: The "Environmental and Permitting Team" is part of the Design Consultant team. Clarifications pertaining to this task were included in an addendum to the RFP issued on 4/8/2016.

Question #40: Exhibit G, page 1, Items 11-15: can these be made available for use in preparing proposals?

Answer: These documents will be provided to the winning consultant.

Question #41: Is DDC aware of any shoreline structures within the project limits that might require a dive inspection?

Answer: Not at this time.

Question #42: Section IV B, Item 3 (Personnel), the RFP says that "The proposer shall annex to Attachment 4 the resume of each individual identified in the Attachment for a title of Key Personnel." The Attachment 4 provided in the RFP contains instructions for the Project Schedule. Can you please verify which attachment Section IV B 3 is referring to?

Answer: Resumes shall be attached behind Attachment 4 or in the same section of the proposal as the project schedule

Question #43: Are the Stakeholder Meetings, Broad Community Engagement Sessions, and Taskforce Meetings listed under Task 17 in addition to those listed under Task 2? Other than the number of Stakeholder Meetings (30 vs. 20), the scope for both tasks reads the same.

Answer: Yes, in addition to. Task 17 would be for meetings scheduled after the preliminary design phase and during final design.

Question #44: Exhibit G, page 3, paragraph 6 states that "The preparation of survey and sounding and taking of geotechnical borings will be performed by others." The 4/4/16 Pre-Proposal Conference presentation indicates that Topographic Survey and Geotechnical Investigations will be completed in summer 2016. Please confirm when survey, soundings, and geotechnical documentation will be provided to the selected Consultant, (e.g. at NTP, within 30 days of NTP, etc.).

Answer: The survey, soundings and geotechnical documentation will be provided as soon as it is completed. Note: the survey will most likely be completed at NTP, but the geotechnical investigation is yet to commence.

Question #45: Given that geotechnical borings will be provided by others, please clarify the anticipated scope of Task 7, Subsurface Exploration Program.

Answer: The current subsurface investigation program is designed based on the flood mitigation items proposed in the October 2014 Feasibility Report. The purpose of this preliminary subsurface investigation is to collect general subsurface information along the approximate alignment of the proposed structure. The boring locations, depth and laboratory testing items are developed based on the standard geotechnical practice and in general accordance with the US Army Corps of Engineers recommended general guidance. This preliminary subsurface investigation information will aid the selected project design team to make the determination on the final design scheme.

Once the final design scheme is selected, a supplement geotechnical subsurface investigation program may be needed. At that time the geotechnical engineer engaged by the design team will provide the detailed scope of work for the supplemental subsurface investigation program and the DDC coastal resiliency group will execute such supplement program.

Question #46: To clarify scope for Task 6 - Hardware and Basin Condition Inventory:

What are the anticipated limits for which a hardware and basin inventory (e.g. full project limits, perimeter roadways only, etc.)?

Answer: The anticipated limits are for the entire project area.

Question #47: Please confirm that if required, field verification of invert elevations of existing sewers should be included in the supplemental task of Additional Topographic Survey and not included in the cost of Task 6 – Hardware and Basin Condition Inventory.

Answer: The Topographic is currently listed as allowance and if required it will be performed as per the General requirements and include all items listed there in.

Question #48: To clarify scope for Tasks 13 – Schematic Geometry and 18 - Street Design:

Is traffic improvements to the existing street system throughout the project area anticipated, or is the scope of work limited to the immediate location of FEMA/HUD resiliency improvements?

Answer: The scope of work related to traffic improvements may be limited to the only city owned property within the project area, which is limited to Rockaway Point Boulevard.

Question #49: Are grade changes anticipated for active roadways? Or are grade changes anticipated to be limited to existing “paper streets” that surround the bayside perimeter of Roxbury and Breezy Point?

Answer: At this time, grade changes are anticipated to only be considered for Rockaway Point Boulevard.

Question #50: Is reconstruction anticipated for Rockaway Point Boulevard or other developed active project area roadways under this project? Or can it be assumed that existing conditions will remain and are to be protected?

Answer: The scope of work pertaining to roadways is anticipated to be limited to the location of intersection of the flood protection system and Rockaway Point Boulevard.

Question #51: Other than maintenance and emergency access, is it anticipated that any streets currently not open to traffic will be made accessible to the public under the scope of this project?

Answer: At this time no Streets are anticipated to be open to traffic that are not currently.

Question #52: The last bullet of the task description describes plans, details, and analyses “along Rockaway Point Blvd. from B 169th Street to the west to B 222nd Street.” Please clarify if the Task 13 scope covers this entire roadway segment, including the portion between the Breezy Point and Roxbury project limits shown on Figure 1, Page RFP-3. Also, please clarify if improvements are envisioned throughout these limits, or only spot improvements.

Answer: Plans, details and analyses will be limited to areas immediately adjacent to or within either the Breezy Point or Roxbury neighborhoods.

Question #53: Regarding cost estimation, can you please expand upon what you mean by: “annualized costs associated with maintenance, exercise and operation”?

Answer: Annualized costs associated with maintenance (maintaining all elements in the flood protection system), exercise (if there are deployable elements that require exercise, etc.), and operation (operating all elements in the flood protection system).

Question #54: Task 4 requires providing FEMA HMGP Phase I Deliverable; however Task 4 (L) mentions about Project Team’s other consultant team to prepare the package for FEMA review. Please clarify if we need to prepare and deliver FEMA HMGP Phase I Deliverable or our role is limited to provide support to Project Team’s other consultant team for FEMA HMGP Phase I deliverable.

Answer: The Consultant shall include into their fee the efforts to prepare and to deliver FEMA HMGP Phase 1 Deliverables.

Question #55: It is our understanding that FEMA CLOMR/PMR application may require an application fee. Can you please confirm if the City will pay the application fee and we do not have to include it as part of reimbursable items?

Answer: This fee would be included as a reimbursable service. Please refer to DDC General Requirements, pg. GR-4, Section 2.3.C – Reimbursable Services.

Question #56: Referencing 4.35 Environmental Assessment Statement, Item I. Hazardous Waste (from the General Requirements), does DDC have the referenced “Preliminary Investigation and Assessment of Site Contamination” report for issuance to the selected consultant? If so, when was it completed? If not, will the selected consultant be responsible for preparing this report?

Answer: DDC does not have the referenced report. Phase I Environmental Site Assessments will be required for all the project areas where coastal resiliency structures with sub-surface components are proposed and testing consistent with the methodology outlined in the CEQR Technical Manual may need to be performed based on the findings and recommendations of the Phase I Environmental Site Assessments.

Question #57: Would it be possible to add additional staffing titles to include specialty staffing personnel such as community outreach coordinator and others?

Answer: No additional titles may be added.