

April 22, 2016

**ADDENDUM NO. 2**

**PROJECT: Requirements Contracts for Professional Services for Environmental Assessment Statement for Various Projects, Citywide**

**PIN: 8502016PW0001P-3P**

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.

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The RFP and Contract are amended as set forth below:

**Request for Proposals**

- Delete pages RFP-20 to RFP-23 (ATTACHMENT 3 AND ATTACHMENT 4) and replace with the revised pages RFP-20 to RFP-23 (ATTACHMENT 3 AND ATTACHMENT 4) included in this Addendum.

**Contract**

- Delete Exhibit C page 22 and replace with the revised page 22 included in this Addendum.

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

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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 \_\_\_\_\_

**ATTACHMENT 3**

**TITLES AND ALL INCLUSIVE HOURLY RATES**

**Submission:** If requested in writing by DDC, the proposer shall submit Attachment 3, plus the back up material described below, in a clearly marked, sealed envelope. Submission shall be within ten business days of notice by DDC.

**Negotiation:** DDC will attempt to negotiate with the short listed proposer fair and reasonable All Inclusive Hourly Rates that are applicable to the five year base term of the Contact. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm. All Inclusive Hourly Rates negotiated with the proposer for specified titles will be included in the Contract. Payment for all required services shall be on a time card basis in accordance with such All Inclusive Hourly Rates.

**Increase in Rates:** In the event the term of the contract is renewed or extended, the All Inclusive Hourly Rates will be increased in accordance with the Employment Cost Index for Professional, Specialty and Technical Occupations, published by the U.S. Department of Labor, Bureau of Labor Statistics (the "Index"). Such increase is provided for in Article 7 of the attached contract.

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The proposer shall submit the following:

- (1) Proposed Rates: Titles of personnel are listed below. Minimum requirements per title are listed in Attachment 4. For each title listed below, the proposer shall submit a Proposed All Inclusive Hourly Rate. Such All Inclusive Hourly Rates shall apply to the base term of the contract.
- (2) Back Up Material: The proposer shall submit the backup material described below.
  - Salary Information: The proposer shall submit salary information for all individuals it intends to provide for the titles listed on the next page. Such individuals must meet the minimum qualification requirements per title, set forth in Attachment 4. Such individuals may be employees of the proposer or its subconsultants. Specifically, the proposer shall submit each individual's Actual Direct Salary Rate per Hour, as defined below.
    - To compute an individual's actual annual direct salary per hour, the individual's actual annual direct salary, as defined above, shall be divided by 2080.
    - Payroll Register: The proposer shall submit its Payroll Register for the last pay period of the previous year showing the cumulative details of yearly compensation for each proposed staff member. In addition, the proposer shall also submit the Payroll Register for the most recent pay period for each proposed project staff member showing the current and paid to-date detailed compensation for such staff. Similar payroll data shall be submitted for each subconsultant identified in the Technical Proposal (Attachment 3).

**ATTACHMENT 3 (continued)**

**TITLES AND ALL INCLUSIVE HOURLY RATES**

**All Inclusive Hourly Rates:** Titles of personnel are listed below. Minimum requirements per title are listed in Attachment 4. For each title listed below, the proposer shall submit a Proposed All Inclusive Hourly Rate. Such All Inclusive Hourly Rates shall apply to the Three Year base term of the contract.

<b>TITLE</b>	<b>ALL INCLUSIVE HOURLY RATE</b>
Contract Executive	\$ _____
Project Manager	\$ _____
Senior Environmental Engineer	\$ _____
Senior Geotechnical Engineer	\$ _____
Senior Structural Engineer	\$ _____
Senior Landscape Architect	\$ _____
Senior Traffic Engineer	\$ _____
Senior Geologist	\$ _____
Senior Archeologist	\$ _____
Licensed Surveyor	\$ _____
Project Engineer	\$ _____
Project Scientist	\$ _____
Project Geologist	\$ _____
Environmental Specialist	\$ _____
CADD Operator / Draftsperson	\$ _____

Back Up Material: In addition to the above, the proposer shall submit the back up material described on the previous pages.

**Affirmation:** By signing in the space provided below, the proposer affirms that all back up material provided as part of this Attachment 3 is true and accurate in all respects.

\_\_\_\_\_  
Name of Firm

By: \_\_\_\_\_  
Signature of Partner or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
EIN #

**ATTACHMENT 4**

**MINIMUM REQUIREMENTS PER TITLE**

**Applicable Requirements:** Any personnel provided by the Consultant and/or its Subconsultant must satisfy the requirements for the specific title in which he/she is performing services. The requirements for any given title shall be the **GREATER** of the following:

- (A) Requirements Per Title set forth in Section (A) below, or
- (B) Minimum Requirements Per Title set forth in Section (B) below.

**SECTION A – REQUIREMENTS PER TITLE**

**REQUIREMENTS PER TITLE** The Requirements Per Title set forth below are based upon the qualifications of specific personnel identified by the Consultant in its Proposal.

<b>TITLE</b>	<b>REQUIREMENTS PER TITLE</b>	
	<b>Number of Years of Experience</b>	<b>Professional License or Certification</b>
Contract Executive	_____	_____
Project Manager	_____	_____
Senior Environmental Engineer	_____	_____
<b>Senior</b> Geotechnical Engineer	_____	_____
<b>Senior</b> Structural Engineer	_____	_____
<b>Senior</b> Landscape Architect	_____	_____
<b>Senior</b> Traffic Engineer	_____	_____
<b>Senior Geologist</b>	_____	_____
Senior Archeologist	_____	_____
Licensed Surveyor	_____	_____
Project Engineer	_____	_____
Project Scientist	_____	_____
Project Geologist	_____	_____
Environmental Specialist	_____	_____
CADD Operator/Draftsperson	_____	_____

**ATTACHMENT 4 (continued)****SECTION B - MINIMUM REQUIREMENTS PER TITLE**

**Minimum Requirements Per Title:** Any personnel provided by the Consultant and/or its Subconsultants must satisfy the Minimum Requirements Per Title set forth below.

**NOTE:** Various titles listed below are preceded by an asterisk. Such Titles are Key Personnel.

Title	Years of Experience	Education	License/Certificate	Specific Experience
*Contract Executive	15	Bachelor in Environmental, Civil, or Geotechnical Engineering	PE in New York	10 years of contract management in NYC and knowledge of NYC regulatory requirements
*Project Manager	12	Bachelor in Environmental or Civil Engineering or Bachelor in Environmental Science	N/A	8 years of environmental project management in NYC including 5 years of CEQR/SEQRA regulatory experience and Wetland delineation and mitigation
Senior Environmental Engineer	10	Bachelor in Environmental or Civil Engineering	PE in New York	10 years of environmental project management in NYC including 5 years of CEQR/SEQRA regulatory experience
Senior Geotechnical Engineer	10	Bachelor in Civil or Geotechnical Engineering	PE in New York	10 years of geotechnical engineering in NYC including 5 years of NYC regulatory experience
Senior Structural Engineer	10	Bachelor in Civil or Structural Engineering	PE in New York	10 years of structural engineering in NYC including 5 years of NYC regulatory experience
Senior Traffic Engineer	10	Bachelor in Civil or Transportation Engineering	PE in New York	10 years of traffic engineering in NYC including 5 years of NYC regulatory experience
Senior Landscape Architect	10	Bachelor in Architecture or Landscape Architecture	Registered Landscape Architect in New York	10 years of landscape architecture in NYC
Senior Geologist	10	Bachelor in Geology	PG**	10 years of geological investigation and reporting in NYC with Environmental Phase I & Phase II experience
Senior Archeologist	10	Bachelor in Archaeology or Anthropology	N/A	10 years of archeological investigation in NYC
Licensed Surveyor	10	Bachelor in Science or Engineering	Licensed Surveyor in New York	10 years of surveying in NYC
Project Engineer	5	Bachelor in Engineering	N/A	5 years of engineering and environmental management in NYC
Project Scientist	5	Bachelor in Environmental Science or related field	N/A	5 years of environmental management in NYC
Project Geologist	5	Bachelor in Geology	N/A	5 years of geological investigation and reporting in NYC with Environmental Phase I and Phase II experience
Environmental Specialist	5	Bachelor in Planning, Architecture or Science	N/A	5 years of environmental management in NYC
CADD Operator/Draftsperson	5	2 years of college level education	N/A	5 years development of environmental remediation drawings using Autocad and must be proficient in latest version of CADD

\*\* Other state licensures will be accepted until New York State institutes a Professional Geologist Licensure.

**EXHIBIT C**

**MINIMUM REQUIREMENTS PER TITLE**

**MINIMUM REQUIREMENTS PER TITLE:** Any personnel provided by the Consultant and/or its Subconsultants must satisfy the Minimum Requirements per Title set forth below.

Title	Years of Experience	Education	License/Certificate	Specific Experience
Contract Executive	15	Bachelor in Environmental, Civil, or Geotechnical Engineering	PE in New York	10 years of contract management in NYC and knowledge of NYC regulatory requirements
Project Manager	12	Bachelor in Environmental or Civil Engineering or Bachelor in Environmental Science	N/A	8 years of environmental project management in NYC including 5 years of CEQR/SEQRA regulatory experience and Wetland delineation and mitigation
Senior Environmental Engineer	10	Bachelor in Environmental or Civil Engineering	PE in New York	10 years of environmental project management in NYC including 5 years of CEQR/SEQRA regulatory experience
Senior Geotechnical Engineer	10	Bachelor in Civil or Geotechnical Engineering	PE in New York	10 years of geotechnical engineering in NYC including 5 years of NYC regulatory experience
Senior Structural Engineer	10	Bachelor in Civil or Structural Engineering	PE in New York	10 years of structural engineering in NYC including 5 years of NYC regulatory experience
Senior Traffic Engineer	10	Bachelor in Civil or Transportation Engineering	PE in New York	10 years of traffic engineering in NYC including 5 years of NYC regulatory experience
Senior Landscape Architect	10	Bachelor in Architecture or Landscape Architecture	Registered Landscape Architect in New York	10 years of landscape architecture in NYC
Senior Geologist	10	Bachelor in Geology	PG	10 years of geological investigation and reporting in NYC with Environmental Phase I & Phase II experience
Senior Archeologist	10	Bachelor in Archaeology or Anthropology	N/A	10 years of archeological investigation in NYC
Licensed Surveyor	10	Bachelor in Science or Engineering	Licensed Surveyor in New York	10 years of surveying in NYC
Project Engineer	5	Bachelor in Engineering	N/A	5 years of engineering and environmental management in NYC
Project Scientist	5	Bachelor in Environmental Science or related field	N/A	5 years of environmental management in NYC
Project Geologist	5	Bachelor in Geology	N/A	5 years of geological investigation and reporting in NYC with Environmental Phase I and Phase II experience
Environmental Specialist	5	Bachelor in Planning, Architecture or Science	N/A	5 years of environmental management in NYC
CADD Operator/Draftsperson	5	2 years of college level education	N/A	5 years development of environmental remediation drawings using Autocad and must be proficient in latest version of CADD