

Attach To Contract Document

**New York City Department of Transportation
Division of Bridges
Office of Consultant Programs**

REQUEST FOR PROPOSAL

FOR

**QUALITY ASSURANCE SERVICES FOR
IN-PROCESS FABRICATION INSPECTION OF STRUCTURAL STEEL
IN THE UNITED STATES AND CANADA
CONTRACT: HBCD005B
PIN: 84108MBBR269**

Addendum # 1

August 25, 2008

Technical Proposal Due Date has been extended from 08/29/08 to 09/05/08

This Addendum Is Hereby Made Part of the Contract Documents

NOTE:

Attached please find:

- 1. Addendum No. 1**
- 2. Responses to Pre-Proposal Conference Questions Raised to the Agency**

QUESTIONS AND ANSWERS

Q1: Are screenshots of spreadsheets or descriptions of computer generated pages considered photographs? We would like to include screenshots of a web-based inspection management portal that would describe in some detail how we propose to complete this task.

A1: Yes, only photos permitted would be on the cover of RFP Submission. Copies of sample report(s) are permitted.

Q2: At the Pre-Proposal conference we asked the question if the average attrition rate as required in Form 1T should be provided for the entire company staff or should we provide a rate representative of typical inspection staff that would be used on this RFP. (Our question is geared towards providing accurate information that would serve your needs for the proposed inspection services. For certain firms, staff of employees constitutes a majority of engineering and a lesser number of inspection staff. Unless specific to inspection staff, our numbers may not provide you with the information you seek).

A2: Yes, The average attrition rate for the entire Firm is to be used.

Q3: Define Employees? Full-time, Part-time.

A3: This is a matter generally to be determined by the employer. Full-time employees are usually defined as those who regularly work 35 to 40 hours a week and receive benefits such as paid sick leaves and vacation and insurance coverage. Part-time employees are those who work less than a full time schedule and may or may not receive benefits.

Q4: What is the % for the M/WBE requirement under these contract(s)?

A4: The M/WBE percentages are as follows:

Target Subcontractor % is 5%

(Percentage of total contract \$ value that will be awarded to sub-contractors in amounts under \$1M for Professional Services.)

Total M/WBE participation goal: 20% of the target sub-contracting percentage (5%). Please refer to Part 1 of the Sub-contracting Utilization Plan (Schedule B).

Q5: If the Prime is an M/WBE firm, does LL129 apply?

A5: Yes, it applies.

Q6: Does the Sub-consultant (M/WBE Firm) must it be certified before submission?

A6: Yes. Such certification must occur prior to the firm's commencement of work as sub-contractors. (Refer to Section VII F) Minority/Women Business Owned Enterprise Program, Article I, Part A, Provision 6.)

Q7: Can the entire percentage specified for M/WBE go entirely to one firm?

A7: Yes, The entire Percentage may go entirely to one Firm. However, the Department encourages Prime Consultant to distribute total participation goals among the individual ethnic groups listed in Part 1.

Q8: Is the IT Website required? How would it be paid for?

A8: Yes, it is required, and it is paid as a fixed cost as part of your firms overhead/multiplier.

Q9: Page GR4, item 2 regarding wages: is there a typo in the second sentence "10%" or should it be "20%" and is 20% a cap?

A9: 10% is correct.

Q10: What are the qualifications for Manager Engineer and clarify the equivalent education?

A10: The qualifications for Manager Engineer are stipulated in Article 1 on page SR-1. The equivalent education will be a B.S. degree in engineering or physics.

Q11: In GR 7 will the state accept FAR for the Inspection Firm's Multiplier?

A11: The Department prefers submission of NYS ConR385 form as a basis for multiplier justification. In absence of the ConR385, the Department may, under its sole discretion, accept FAR.

Q12: At the Pre-Proposal conference the panel indicated that M/WBE certification of participating firm(s) is necessary at the time of submittal of the proposals. However, Section VII F) Minority /Women Business Owned Enterprise Program, Article I, Part A, Provision 6 states "M/WBE firms must be certified by DSBS in order for the Contractor to credit such firms' participation toward the attainment of the M/WBE participation goals." Such certification must occur prior to the firms' commencement of work as sub-contractors." Please clarify this statement.

A12: See A6:, above.

Q13: Please provide a definition of "Key Personnel" as stated in your description and explanation of proposed staff of Form 2T.

A13: The key personnel consist of the Project Manager (Manager Engineer), Chief Inspector and Level 3 Inspectors.

Q14: Do sub-contractors have to fill out any Forms such as 1T, 2T, 3T, 4T, or 5T?

A14: Yes, all Sub-Contractors and the Prime must complete all of the required forms.

Q15: Is sub-contractor utilization restricted to direct or indirect costs? Or is it at the option of the consultant to utilize sub-contractor services in any form so long as they are related to these contracts?

A15: Sub-contractor utilization should be based on direct cost. However, the Department may grant Prime Contractors request to use sub-contractor participation under indirect cost if the Prime has established with appropriate documentary evidence, that it made reasonable good faith efforts to meet sub-contractor participation with direct costs.

Q16: Do our proposed subcontractors need to submit Attachment G attesting that they have Vendex form on file? In other words, do our sub-contractors have to have Vendex on file, or can this be achieved prior to signing of the contract, if awarded?

A16: Yes, the Sub-consultant(s) should have their Vendex Questionnaires on file.

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TOGETHER WITH ALL WORK INCIDENTAL THERETO

I, _____
(NAME AND TITLE)

**A duly authorized representative of
(NAME OF PROPOSERS)**

Acknowledge receipt of Addendum No. 1 dated August 25, 2008 for the Pin No. 84108MBBR269 for which Technical Proposals will be received by 2:00 PM on September 5, 2008.