

July 8, 2009

**Amendment No. 1**

**INDEPENDENT MONITORING OF LEAD PAINT REMOVAL AND  
ENVIRONMENTAL REMEDIATION OPERATIONS AT VARIOUS BRIDGES,  
CITYWIDE  
CONTRACT NO: HBMPL5  
PIN: 84109MBBR388**

**Addendum #1**  
**July 8, 2009**

**NOTICE TO ALL PROPOSERS:**

1. The Proposal Due Date remains unchanged at July 14, 2009.
2. **Delete:** Table of Contents, Page 1  
**Replace:** Table of Contents, Page 1-R in its entirety
3. **Delete:** Section IV: Format and Content of The Proposal, Page 6 and 7  
**Replace:** Section IV: Format and Content of The Proposal, Page 6-R and 7-R in its entirety

**Attach To Contract Document**

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

**INDEPENDENT MONITORING OF LEAD PAINT REMOVAL AND  
ENVIRONMENTAL REMEDIATION OPERATIONS AT VARIOUS BRIDGES,  
CITYWIDE  
CONTRACT NO: HBMPL5  
PIN: 84109MBBR388**

**Addendum #1  
July 8, 2009**

**Please be advised NO further questions will be entertained on this  
procurement**

**This Addendum is Hereby Made Part of the Contract Documents**

**NOTE:**

**Attached please find:**

- 1. Addendum No. 1**
- 2. Delete Page 1 Table of Contents – Replace with Page 1-R Table of Contents**
- 3. Delete Page 6 and 7 – Replace with Pages 6-R and 7-R.**
- 4. Responses to Pre-Proposal Conference Questions Raised to the Agency**
- 5. Attendance Sheet**
- 6. Acknowledgement Receipt**

	<u>TABLE OF CONTENTS:</u>	<u>PAGE #</u>
<b>SECTION I</b>	<b><u>TIMETABLE</u></b>	<b>2</b>
	A) Release Date of the Request for Proposals B) Pre-Proposal Conference C) Proposal Due Date, Time and Location	
<b>SECTION II</b>	<b><u>SUMMARY OF THE REQUEST FOR PROPOSALS</u></b>	<b>3</b>
	A) Purpose of the RFP B) Anticipated Contract Term C) Anticipated Payment Structure	
<b>SECTION III</b>	<b><u>SCOPE OF SERVICES</u></b>	<b>4</b>
	A) Agency Goals and Objectives B) Agency Assumptions Regarding Consultant Approach C) Participation by Minority-Owned and Women-Owned Business Enterprises in City Procurement D) Compliance with Local Law 34 – Doing Business Data Form	
<b>SECTION IV</b>	<b><u>FORMAT AND CONTENT OF THE PROPOSALS</u></b>	<b>5-7</b>
	A) Proposal Format 1) Procedural Forms 2A) Proposal Forms 2B) Schedule B 2C) Local Law 34 – Doing Business Data Form 2D) Proposal Narrative 3) Cost Proposal B) Proposal Package Contents (“Checklist”)	
<b>SECTION V</b>	<b><u>PROPOSAL EVALUATION AND CONTRACT AWARD PROCEDURES</u></b>	<b>8-9</b>
	A) Evaluation Procedures B) Evaluation Criteria C) Basis for Contract Award D) Conflict of Interest	
<b>SECTION VI</b>	<b><u>GENERAL INFORMATION TO PROPOSERS</u></b>	<b>10</b>
<b>SECTION VII</b>	<b><u>ATTACHMENTS</u></b>	
	A) Proposed Contractual Agreement B) General Provisions (Appendix A) & Macbride Principles Provisions C) Procedural Forms Packet D) Proposal Forms Packet E) Cost Proposal Forms Packet F) Minority/Women Business Enterprise Program G) Vendex Requirements & Confirmation of Vendex Compliance H) Local Law 34 - Doing Business Data Form	





**4A. Component 2D: Proposal Narrative**

Firms bidding on this contract shall be an independent third party. A conflict of interest exists for firms performing work on this contract in an independent oversight role while also providing these services on separate NYCDOT Division of Bridges projects. Firms can not provide independent oversight of their own firm on other NYSDOT Division of Bridges projects. In the case where the firm is the prime consultant or sub-consultant on a NYCDOT Division of Bridges project for field inspection services consisting of coating removal, inspection, testing and application operations, or where any proposed sub-contractor, either substantially or incidentally performed work on that contract, attached a narrative addressing the following:

- Demonstrate that the firm, and /or each proposed sub-contractor that is currently or in the future providing inspection services in regards to field inspection of coating removal, inspection, testing and application operations, has no conflict of interest that would prevent them from performing properly on Contract HBMP5 Independent Monitoring of Lead Paint Removal and Environmental Remediation Operations at Various Bridges, Citywide. In addition submit a written affirmation from the firm, and /or from each proposed sub-contractor attesting to the same.
- Demonstrate that the work of each firm and/or proposed sub-contractor that incidentally performed on the NYCDOT Division of Bridges project, if any, was, in fact, incidental and that the firm and each sub-contractor has no conflict of interest that would prevent them from performing properly on the related NYCDOT Division of Bridges project or on Contract HBMP5 Independent Monitoring of Lead Paint Removal and Environmental Remediation Operations at Various Bridges, Citywide. In addition, submit a written affirmation from each such sub-contractor attesting to the same.

**5. Component 3: Cost Proposal**

A Cost Proposal Forms Packet has been supplied with this Request for Proposals and should be fully completed and ONLY one (1) original set should be submitted in a separate sealed envelope and included in the proposal package as follows:

**Cost Proposal**

<b>FORM 4T1</b>	<b>LABOR COST PROPOSAL*</b>
<b>FORM 4T2</b>	<b>COST PROPOSAL SUMMARY*</b>
<b>FORM 4T3</b>	<b>PERFORMANCE OUTCOME MEASURES &amp; FINANCIAL INCENTIVES AND/OR DISINCENTIVES</b>

**NOTE:\* FORM 4T1 (COLUMNS 3, 4 AND 5), AND FORM 4T2 ARE TO BE COMPLETED AND SUBMITTED AS PART OF YOUR COST PROPOSAL PACKET.**

**Performance Outcome Measures and Financial Incentives and/or Disincentives**

Performance outcome measures and their related financial incentives and/or disincentives should be proposed in Form 4T3. List and describe desired performance outcomes or targets for the work to be performed by the proposer under the contract along with the related financial incentives and/or disincentives that could potentially be applied to the contract. While the proposer's proposed performance outcome measures and related financial incentives and/or disincentives will not be scored, they may be considered by the agency while awarding the contract and structuring its payments to the consultants.

All components should be individually sealed and labeled (i.e., **Component 1, Component 2A, Component 2B, Component 2C & Component 3**) to indicate the contents of each package and placed in an outer envelope or wrapper. Address all component packages, outer envelopes or wrappers as follows:

Proposer's Name  
Address

NYCDOT ACCO Contract Management Unit  
55 Water Street, Ground Floor  
New York, New York 10041

PIN No 84109MBBR388  
CONTRACT NO. HBMP5  
INDEPENDENT MONITORING OF LEAD PAINT REMOVAL AND ENVIRONMENTAL REMEDIATION OPERATIONS AT VARIOUS BRIDGES, CITYWIDE  
PROPOSAL SUBMISSION DEADLINE IS JULY 14, 2009 NO LATER THAN 2:00 PM

The individually sealed proposals should be submitted at the time and place as indicated in Section I, Timetable.



**B. Proposal Package Contents ("Checklist")**

**CHECKLIST FOR RFP**

**The Proposal Packet should contain the following materials. Proposers should utilize this section as a checklist to ensure completeness prior to submitting their proposal to the Agency.**

**1. COMPONENT 1 – Submit one (1) original set**

- 1P Proposal Cover Letter
- 2P Acknowledgment of Addenda
- 3P Affirmation Form

**2. COMPONENT 2A – Submit one (1) original and four (4) copies**

- 1T Quality and Relevance of Prior Experience (Firm in General)
- 2T Proposed Staff (Resumes)/Experience
- 3T Overall Project Understanding & Approach
- 4T Job Titles and Hours Proposed
- 5T NYCDOT Workload Disclosure (2 pgs.)

**3. COMPONENT 2B- Submit one (1) original set**

- SCHEDULE B SUBCONTRACTOR UTILIZATION PLAN  
**(To be submitted in a separate sealed envelope along with the Technical Proposal)**

**4. COMPONENT 2C - LOCAL LAW 34 –“Doing Business Data Form”-  
Submit ONLY one (1) original set**

- Doing Business Data Form  
**(To be submitted in a separate sealed envelope as a part of Technical Proposal)**

**4A. COMPONENT 2D – Submit one (1) original and four (4) copies  
**(To be submitted in a separate sealed envelope as a part of Technical Proposal)****

- Proposal Narrative (Conflict of Interest)

**5. COMPONENT 3: COST PROPOSAL – Submit ONLY one (1) original set in a separate sealed envelope**

- 4T-1 Labor Cost Proposal
- 4T-2 Cost Proposal Summary
- 4T-3 Performance Outcome Measures and Financial Incentives and/or Disincentives

