

New York City Department of Transportation
Division of Capital Program Management and Land Use Review

REQUEST FOR PROPOSAL

**ENGINEERING SERVICE AGREEMENT (ESA) for
ENGINEERING, DESIGN AND INSPECTION SERVICES CITYWIDE**

PIN NOS: 84107MBRW216 and 84107MBRW217
CONTRACT NOS: HWCESA08A and HWCESA08B

ADDENDUM NO. 2

September 11, 2007

This Addendum Is Hereby Made Part Of The Contract Documents

NOTE:

Attached please find:

- 1. Addendum No.2**
- 2. Revised GR-3 & GR-4 Pages**
- 3. Revised Page 5 of Section IV.**
- 4. The following Amended Proposal Forms:**
 - Form 2T**
 - Form 4T (page 1 of 2)**
 - Form 4T-1 (pages 1 of 3 & 3 of 3)**
- 5. Questions and Answers Sheet.**
- 6. Acknowledgement of Addenda.**

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ENGINEERING, DESIGN AND INSPECTION SERVICES CITYWIDE**

**PIN NOS: 84107MBRW216 and 84107MBRW217
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ADDENDUM NO. 2

September 11, 2007

REFER TO: SECTION IV: Format and Content of the Proposal, Page 5, Instructions.

DELETE: Standard Forms 254, 255.

REPLACE WITH: **Standard Form 330 (see attached sheet).**

REFER TO: SECTION VII, Subsection A: Proposed Contractual Agreement, Page GR-3
Following the line: "ITE Trip Generation Manual and other ITE Manuals" and before the line "STREET RECONSTRUCTION DESIGN"

INSERT: **Topographic Survey/Utility Plans**

For all field surveys, the consultant or his/her surveyor must be capable of performing 3-D laser scanning operations to acquire field data when the situation warrants, in conjunction with ground surveys. The consultant or his/her surveyor must avail his/herself with the proper processing software and analysis - which can be then imported by various drafting programs including CAD – such that the field surveys shall have 3-D intelligence for all survey points in case a survey would be used to generate a 3-D map for design. (See attached revised GR-3 & GR-4 Pages)

REFER TO: SECTION VII: Form 2T: Proposed Staff (Resumes)/Experience.

DELETE: Form 2T

REPLACE WITH: **Revised Form 2T (see attached sheet).**

REFER TO: SECTION VII: Form 4T: Job Titles (Page 1 of 2) and
SECTION VII: Form 4T1: Labor Cost Proposal (Page 1 of 3)

DELETE: Title #15 – Traffic/Civil Engineer

REPLACE WITH: **Title #15 – Traffic Engineer (see attached sheet).**

DELETE: Title #16 – Engineer

REPLACE WITH: **Title #16 – Civil Engineer (see attached sheet).**

REFER TO: SECTION VII: Form 4T1: Labor Cost Proposal (Page 3 of 3)

DELETE: Last line (at the bottom of page) “* Per Addendum *1, Divers are considered out-of-pocket expense”

REPLACE WITH: **Note: * Divers are considered out-of-pocket expense (see attached sheet).**

NYSDOT Policy on Geometrics of Structures
NYSDOT Manual of Uniform Traffic Control Devices (MUTCD)
Federal Manual of Uniform Traffic Control Devices
NYSDOT Standard Specifications for Construction and Materials
NYSDOT Interim Project Development Guidelines
NYSDOT Project Environmental Guidelines
NYSDOT Pavement Evaluation and Rehabilitation Manual
AASHTO Standard Specifications for Highway Bridges, as amended by NYSDOT
AASHTO Standard Specifications for Movable Highway Bridges
AASHTO Manual of Maintenance and Inspection of Bridges
AASHTO Manual for Condition Evaluation of Bridges
NYSDOT Geometric Design Policy for Bridges
NYSDOT Uniform Code of Bridge Inspection
NYSDOT Rating Criteria for Diving Inspection of Bridges
AASHTO Guide Specification for Seismic Design of Highway Bridges
AASHTO Guide for the Development of Bicycle Facilities
AASHTO Guide to Metric Conversion
AISC Metric Properties of Structural Shapes
ASTM Standard Specifications
FHWA Bridge Inspector's Manual for Movable Bridges
National Electric Code
Electric Code of the City of New York
Resident Engineering & Inspection Manual
NYSDOT Policy on Geometric Design of Highways & Streets
AASHTO Policy on Geometric Design of Highways & Streets
NYSDOT Prestressed Concrete Construction Manual
NYCDOT Uniform Land Use Procedure
NYSDOT Standard Sheets (drawings)
Manual of Uniform Record Keeping (MURK)
Shop, Working and Record As-Built Drawings, Manuals, Printed Matter: Preparation, Furnishing
Computerized Indexing and Microfilming
FHWA Seismic Design & Retrofit Manual for Highway Bridges
FHWA Seismic Retrofitting Guidelines for Highway Bridges
City Environmental Quality Review
State Environmental Quality Review Act
National Environmental Policy Act
HCM Highway Capacity Manual
NYC Zoning Guidelines
ITE Trip Generation Manual and other ITE Manuals

Topographic Survey/Utility Plans

For all field surveys, the consultant or his/her surveyor must be capable of performing 3-D laser scanning operations to acquire field data when the situation warrants, in conjunction with ground surveys. The consultant or his/her surveyor must avail his/herself with the proper processing software and analysis - which can be then imported by various drafting programs including CAD – such that the field surveys shall have 3-D intelligence for all survey points in case a survey would be used to generate a 3-D map for design.

STREET RECONSTRUCTION DESIGN:

The consultant shall perform a topographic survey by ground or photogrammetric means and plot plans, profiles and cross-sections by computer assisted drafting (CAD) drawing technique in conformance with current Department Standards. The consultant shall prepare composite utility plans. The consultant shall perform site-specific accident analysis.

GR-3

The consultant will also perform the necessary reviews, coordination, investigations, traffic studies, planning and analyses in accordance with the current NYCDOT guidelines and/or specific project requirements for the Preliminary Design Investigation (PDI). The consultant will prepare and submit a "Street Preliminary Design Investigation Report" summarizing the above investigations and identifying the scope of reconstruction work and alternatives, estimated costs, and recommendation(s) of the preferred course of action.

The consultant shall prepare Street Reconstruction Preliminary and Final Plans, Specifications and Estimates in accordance with the Standard Details, Specifications and Procedures for Street Design which shall include, but not be limited to, micro engineering of roadway and sidewalk grades, storm water collection analysis, horizontal alignment analysis, and incorporation of other Agency work into an integrated composite design. For all Federally Funded projects, the consultant shall prepare a Project Initiation Design Report in such manner to comply with all requirements of the New York State Department of Transportation (NYSDOT) publications for "Procedures for Locally-Administered Federal-Aid Projects" and "TEA-21 Guidelines & Application"

In conjunction with the Project Initiation Design Report the consultant shall develop an Environmental Assessment Statement (EAS). The consultant shall identify and fully justify all substandard features that are included in the proposed design. The EAS shall comply with all requirements of the State Environmental Quality Review Act (SEQRA) as set forth in 6NYCRR Part 617, and the City Environmental Quality Review (CEQR) process as set forth in Executive Order 91 of 1977 and its amendments. The Consultant shall use the methodologies and environmental impact thresholds detailed in the CEQR Technical Manual.

In the event that the Capital Roadway Planning and Development Unit is designated to act as Agent for other street related design, the consultant will be required to perform designated design services for that client. Typical related designs may include storm and/or sanitary sewers, water supply mains, street lighting upgrading, fire facilities, traffic signalization and control, or other similar type of design elements.

Work progress will consist of the preparation and submission of progress plans, advanced and final plans, specifications and estimates. For each of these submissions, the consultant will make revision in accordance with coordination requirements. The consultant will be required to provide continuous "direct" personal coordination for each assignment and/or submission.

PRELIMINARY DESIGN INVESTIGATION FOR FERRY LANDINGS:

The consultant, will collect and analyze data on bus loading areas, passenger queuing and waiting areas, ferry vessel and passenger volumes, ferry vessel movements and traffic, service frequency and headway, and ferry service route. The consultant shall perform ferry landing location analysis and design in accordance with current guidelines and/or specific project requirements for the Preliminary Design Investigation (PDI).

The consultant shall perform environmental studies and shall prepare submittals for appropriate permit applications. The consultant shall perform other surveys, studies, and other work as may be required to fully develop the preliminary design for the project.

The consultant will prepare and submit a "Preliminary Design Investigation Report" summarizing the above investigations, and identifying the scope of work and alternatives, estimated costs, and recommendation(s) of the preferred course of action.

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8 ½" X 11" papers. The City of New York requests that all proposals be submitted on paper with no less than 30% post consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/cpg/products/printing.htm>). Pages should be paginated.

The RFP package should consist of Three (3) individually sealed components as listed below, each bound in an 8 1/2" x 11" plastic spiral binding. The cover should be hard cardboard or laminated plastic, the cover should feature the name of the responding firm(s) and the contract name and number. Responses should be typed using 12 point font. Responses on pre-printed forms should be no smaller than 8 point font, and then only when necessary. The response may include a one page bound transmittal letter, which summarizes the respondent's understanding of the project and its ability to successfully accomplish the job. Each section should be tabbed and labeled to correspond with each section listed (i.e. IT, 2T, 3T, 4T, 5T, 6T, 7T, **Standard Form 330**, Forms 4T1, 4T2 and 4T3.).

The proposal will be evaluated on the basis of its content, not length.

A. Proposal Format

1. Component 1: Procedural Forms

A Procedural Forms packet has been supplied with this Request for Proposals and should be fully completed and ONLY one (1) original set should be submitted and included in your proposal package as follows:

FORM 1P	PROPOSAL COVER LETTER
FORM 2P	ACKNOWLEDGEMENT OF ADDENDA
FORM 3P	AFFIRMATION FORM

The Original Procedural Forms Packet, which should include completion of all Procedural forms, required procedural documents, signed certifications and Supplementary information.

2. Component 2: Proposal Forms

A Proposal Forms Packet has been supplied with this Request for Proposals and should be fully completed, and one (1) original set and five (5) copies should be submitted and included in your proposal package as follows:

FORM 1T	QUALITY & RELEVANCE OF PRIOR EXPERIENCE (FIRM IN GENERAL)
FORM 2T	PROPOSED STAFF (RESUMES)/EXPERIENCE
FORM 3T	OVERALL PROJECT UNDERSTANDING AND APPROACH
FORM 4T	JOB TITLES
FORM 5T	NYCDOT CURRENT WORKLOAD DISCLOSURE
FORM 6T	DBE PARTICIPATION FORM
FORM 330	STANDARD FORM

FORM 2T

PROPOSED STAFF (RESUMES)/EXPERIENCE

PROJECT NAME: Engineering Service Agreement (ESA) for Engineering, Design and Inspection Services, Citywide

PIN No.: 84107MBRW216 & 84107MBRW217

CONTRACT NO.: HWCESA08A & HWCESA08B CONSULTANT: _____

PROPOSED STAFF:

1. Provide an organization chart for staffing this **ESA** and attach resumes of all key personnel including any sub-consultants. The chart must provide the key personnel proposed titles/roles for this **ESA**.
2. Provide a description of all relevant experience for key personnel (including any sub consultants).

Specifically identify any current or prior key personnel experience with City, state and /or federal project

In each of the project descriptions, identify the **Client Agency** project manager, project engineer/resident engineers, the construction dollar value and the start date.

Explain how past assignments of key personnel relate to their proposed assignments on this project.

Greater consideration will be given to those proposals which demonstrate successful and relevant experience on engineering, design and inspection services.

3. State the key personnel's commitment to and availability for the duration of this project.

JOB TITLES

PROJECT NAME: Engineering Service Agreement (ESA) for Engineering, Design and Inspection Services, Citywide

CONTRACT No: HWCESA08A
PIN NO: 84107MBRW216

CONTRACT No: HWCESA08B
PIN NO: 84107MBRW217

PRIME CONSULTANT: _____

CONSULTANT ON THIS FORM: _____

JOB TITLES:

1. Principal
2. Project Director
3. Project Manager
4. Team Leader
5. Assistant Team Leader
6. Chief Environmental Planner
7. Chief Transportation Planner/GIS
8. Environmental Planner
9. Senior Planner
10. Transportation Planner
11. Planner
12. Urban Designer/Landscape Architect
13. Principal Engineer
14. Senior Engineer/Designer
- 15. Traffic Engineer**
- 16. Civil Engineer**
17. Electrical Engineer
18. Assistant Engineer

PROJECT NAME: Engineering Service Agreement (ESA) for Engineering, Design and Inspection Services, Citywide

CONTRACT No: HWCESA08A
PIN No: 84107MBRW216

CONTRACT No: HWCESA08B
PIN No: 84107MBRW217

PRIME CONSULTANT: _____

CONSULTANT ON THIS FORM: _____

PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES

OTHER/ _____

(COLUMN 1) JOB TITLE	(COLUMN 2) AVERAGE HOURLY RATE
1. Principal	_____
2. Project Director	_____
3. Project Manager	_____
4. Team Leader	_____
5. Assistant Team Leader	_____
6. Chief Environmental Planner	_____
7. Chief Transportation Planner/GIS	_____
8. Environmental Planner	_____
9. Senior Planner	_____
10. Transportation Planner	_____
11. Planner	_____
12. Urban Designer/Landscape Architect	_____
13. Principal Engineer	_____
14. Senior Engineer/Designer	_____
15. Traffic Engineer	_____
16. Civil Engineer	_____

INSTRUCTIONS:

- Each consultant of the project team is to submit a separate "Labor Cost Proposal Form".
- For Column (2), use actual average salary rates for firm for each job title at regional offices. Attach a listing of current average rates for all titles/grades/levels as approved by NYCDOT (if available) or NYSDOT for regional offices. A regional office is defined as one located within a 75 mile radius of Columbus Circle (NYC).
- The proposed escalation factor should not exceed the maximum escalation factor indicated in the shaded area. Greater consideration will be given to proposers that propose more competitive prices.
- The Total Multiplier shall be rounded off to Two (2) Decimal Places.

PROJECT NAME: Engineering Service Agreement (ESA) for Engineering, Design and Inspection Services, Citywide

CONTRACT No: HWCESA08A
PIN No: 84107MBRW216

CONTRACT No: HWCESA08B
PIN No: 84107MBRW217

PRIME CONSULTANT: _____

CONSULTANT ON THIS FORM: _____

PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES

OTHER/ _____

(COLUMN 1) JOB TITLE	AVERAGE HOURLY RATE
33. Surveyor	_____
34. Technician	_____
35. Diver *	_____
36. Community Outreach Consultant.....	_____
37. Community Outreach Liaison	_____

	<u>OFFICE</u>	<u>FIELD</u>
MULTIPLIER FOR OVERHEAD:	_____ (A).....	_____ (A)
MULTIPLIER FOR PROFIT:	_____ (B).....	_____ (B)
TOTAL MULTIPLIER:	_____ [(1+A)x(1+B)]	_____ [(1+A)x(1+B)]
	PROPOSED ESCLATION FACTOR: _____	
	MAXIMUM ESCLATION FACTOR: _____	1.08

INSTRUCTIONS:

1. Each consultant of the project team is to submit a separate "Labor Cost Proposal Form".
2. For Column (2), use actual average salary rates for firm for each job title at regional offices. Attach a listing of current average rates for all titles/grades/levels as approved by NYCDOT (if available) or NYSDOT for regional offices. A regional office is defined as one located within a 75 mile radius of Columbus Circle (NYC).
3. The proposed escalation factor should not exceed the maximum escalation factor indicated in the shaded area. Greater consideration will be given to proposers that propose more competitive prices.
4. The Total Multiplier shall be rounded off to Two (2) Decimal Places.

NOTE: * Divers are considered out-of-pocket expense

**Following are answers to the questions/comments raised at the August 20, 2007
Pre-Proposal Conference and/or send via mail/e-mail for the referenced contracts.**

1. **Q:** Please clarify the level and discipline for the staff position #16 indicated as Engineer on forms 4T and 4T1.

A: The discipline should be Civil Engineer and level should be that of a Registered Professional Engineer (see attached revised Form 4T and 4T1).

2. **Q:** Can you provide any additional information, scope and/or clarification of the Software Systems Development and Customization and Technical Training task called for on page G-8?

A: This include developing or modifying of source code of traffic control devices, including the Advanced Solid State Controller, Vehicular Traffic Control System at TMC, interface software of simulation and optimization traffic models and Database Management System.

3. **Q:** In previous NYCDOT RFP's you have stated "No pictures or drawings should be included, except for the cover." This phrase is not included this time. Does that mean we can include Tables, graphics, and photos in this submission?

A: No pictures or drawings should be included, except for the cover in the proposal.

4. **Q:** Please explain what is required for Form 4T. For most submissions we would provide the hours for each title. This is a "task order" contract and hours are unknown at this time, therefore, what do we need to provide on the 4T form?

A: Nothing further needs to be entered on Form 4T other than on the two blank lines at the top of the form (Prime Consultant and Consultant on This Form).

5. **Q:** With regards to the SF 330 form, do you want one SF 330 form for the entire team, or one for each team member?

A: A separate SF-330 form should be filled in for each team member.

6. **Q:** Why the cost proposal was being requested of *all* submitting firms rather than from just the top ranked firm(s) once technical ratings have been determined?

A: All proposing firms shall submit cost proposal as explained in Component 3 of Section IV of the RFP. However all unopened price proposals will be returned to the respective proposers upon registration of the contract.

7. **Q:** If the top 2 highest ranked firms will be considered for contract award, what is the reason for the shortlisting of six firms as referred to in Section V, Part A of the RFP?

A: Pursuant to DOT procedures top six (6) rated firms are shortlisted so that they will be invited by the DOT to make an oral presentations as explained in Section V of the RFP. Subsequent to any such presentations, the CSC will prepare revised rating sheet. Post oral presentations the Agency shall rank proposers by technical merit and select the top two highest technically ranked firms.

8. Q: “On Page GR-11, under Principals’ Time, the RFP says that “The rate of compensation for Principals’ Time shall not exceed \$100 per hour, to be based on actual draw”. Does \$100/hour refer to the actual labor rate or to the burdened rate to be billed. If it is the latter, some firms’ Principals, especially for smaller firms, are Working Principals who are actively engaged in technical work; would Working Principals be exempt from this limitation? Also, how are “Principals“ defined for this purpose ?

A: The working principal will be paid at the appropriate salary rate for the title for which they perform with a 10% reduced multiplier.

For example, if the principal of a firm perform under the title of Project Manager and if the total multiplier of the firm is (2.4), then he will be reimbursed at the proposed Project Manager rate multiplied

by $(2.4 - 0.24=2.16)$. No multiplier will be used for principal’s time.

The rate of compensation for Principle’s time shall not exceed \$100/hr based on actual draw.

For definitions please refer to page GR-11 of the RFP.

9. Q: Since this is a federally-funded project and you are using the federal procurement procedure, isn't it required by the federal government that there be a specified DBE amount (in %) for this contract?

A: Yes, the DBE utilization goal for this contract is 13%.

10. Q: For the relevant experience of key personnel, is it necessary to identify the project manager and the project/resident engineer for each of the projects which are cited in addition to the key personnel’s own role in the project? (Form 2T, Item 2)

A: The project manager, project engineer/ resident engineer mentioned under Item 2 of Form 2T are Client Agency contact persons (see attached revised Form 2T).

11. Q: Engineering Audit Bureau (EAB) refers to ASCE or NICET grades when reviewing salary rates.

How should we incorporate these grades for the technical disciplines listed on form 4T1?

A: Apply the respective grades for each employee title. All engineering titles shall have ASCE grades and all ASCE IV and above Titles shall have a current NYSPE License.

12. Q: What is the Fixed Assets Inventories? (page GR-1)

A: Any Assets within City Right-of-Way.

13. Q: How many pages in Form 330?

A: Standard Form 330 consist 8 pages of Instructions and 6 pages of forms itself which need to be filled out with required information.

14. Q: Should the Average Hourly Salary Rates to be proposed on Form 4T1 reflect the current rates or should the consultants escalate them to a midpoint within the contract period?

A: The rates should be the current rates as of 2007.

15: Do you have the current ESA contract?

What is an average amount of tasks in the current contract?

A: We have one active ESA contract. The contract was recently renewed and will expire in approximately 2 years. For this contract there were approximately 11 tasks orders.

16: Is there any limit of pages requirement?

A: Please follow instructions given in Section IV, page 5 of the RFP"

17: Forms 254, 255 were removed and replaced by Form 330, but it still mentioned on page 5, Section IV.

A: Should be "Standard Form 330" (See attached revised Page 5)

18: In Form 4T2 why the Total is \$500,000 for each contract, and not \$5M?

A: \$500,000 mentioned on 4T2 Form is Direct Non-Salary Cost (DNSC). This DNSC is a budgeted amount set up by the Department and allowed to all proposers.

19. Q: I would like more information of how Form 4T3 applies to this project. Can you give an example of how Performance Outcome, Measure of Performance and Incentive/Disincentive would apply to design or construction inspection projects?

A: The purpose of Form 4T3 (which was introduced by MOCS in the RFP process) as to induce proposing firms to propose and describe desired performance outcomes or target for the work to be performed until the contract along with financial incentives and/or disincentives for better quality or efficiency in relation to the contract at hand. Proposed Performance Outcomes Measure (POM) and Related Financial Incentives and /or Disincentives (RFID) will not be scored, however the Department may consider these proposals while awarding the contract and structuring its payments to the consultant. Should the proposing firm decided not to report POM and RFID then they should write not applicable in the appropriate box of form 4T3.

20. Q: Should consultants prepare a cost proposal?

A: Submit the cost proposal in the accordance with the requirements set forth in the RFP, specifically in the Labor Cost Proposal Forms Packet in Section VII-E.

21.Q: Basis of writing the "Project Understanding and Technical Approach" since here is no predefined scope of work.

A: This is an ESA for Engineering, Design and Inspection Services. Please refer to the Proposed Contractual Agreement in Section VII-A of the RFP for guidelines.

FORM 2P ACKNOWLEDGEMENT OF ADDENDA

RFP TITLE: ENGINEERING SERVICE AGREEMENT (ESA) FOR ENGINEERING, DESIGN AND INSPECTION SERVICES, CITYWIDE
CONTRACT No.: HWCESA08A & HWCESA08B
PIN No. : 84107MBRW216 & 84107MBRW217

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated: _____

Addendum # 2, Dated _____

Addendum # 3, Dated _____

Addendum # 4, Dated _____

Addendum # 5, Dated _____

Addendum # 6, Dated _____

Addendum # 7, Dated _____

Addendum # 8, Dated _____

Addendum # 9, Dated _____

Addendum #10, Dated _____

Part II Acknowledgement of No Receipt

_____ No Addendum was received in connection with this RFP

Part III

Proposer's Name: _____

Proposer's Authorized Representative:

Name: _____

Title: _____

Signature:

Date: