

Attach To Contract Document

**New York City Department of Transportation
Ferry Division
Ferry Engineering Section**

**TOTAL DESIGN AND ENGINEERING OF FENDERING SYSTEMS
STATEN ISLAND FERRY
BOROUGH OF MANHATTAN AND STATEN ISLAND**

**CONTRACT NO: 841-FERRYRACK
PIN: 84108MBPT317**

**Addendum #2
September 3, 2009**

**Technical Proposal Due Date has been extended from
09/15/09 to 09/22/09**

**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. 2**
- 2. Delete Invitation Letter – Replace with Invitation Letter –R-**
- 3. Delete Forms 4T1 and 4T2 – Replace with Forms 4T1R and 4T2R**
- 4. Delete Form 5T – Replace with Form 5TR**
- 5. Responses to Pre-Proposal Conference Questions Raised to the Agency**
- 6. Attendance Sheet**
- 7. Acknowledgement Receipt**

September 3, 2009

Amendment No. 2

**TOTAL DESIGN AND ENGINEERING OF FENDERING SYSTEMS
STATEN ISLAND FERRY
BOROUGH OF MANHATTAN AND STATEN ISLAND**

**CONTRACT NO: 841-FERRYRACK
PIN: 84108MBPT317**

**Addendum #2
September 3, 2009**

NOTICE TO ALL PROPOSERS:

1. **Delete:** Invitation Letter
Replace: Invitation Letter in its entirety

2. **Delete:** FORM 4T1 – LAOR COST PROPOSAL and
FORM 4T2 – COST PROPOSAL SUMMARY SHEET (FY 2009)
Replace: FORM 4T1R – LABOR COST PROPOSAL and
FORM 4T2 – COST PROPOSAL SUMMARY SHEET (FY 2009) in its entirety

3. **Delete:** FORM 5T – NYCDOT Current Workload Disclosure
Replace: FORM 5TR – NYCDOT Current Workload Disclosure in its entirety



Department of Transportation

JANETTE SADIK-KHAN, Commissioner

July 13, 2009

Re: Request for Proposals for
Total Design and Engineering of Fendering Systems
Staten Island Ferry
Contract No. 841-FERRYRACK
PIN 84108MBPT317

To Whom It May Concern:

I am pleased to invite your organization to submit a proposal for Total Design and Engineering of Fendering Systems to assist the Ferry Division with its Capital Infrastructure Improvement Program. Specifically, the proposal will be for Engineering Services in connection with the above noted contract.

Please be advised that a Pre-Proposal Conference has been scheduled for July 28, 2009 at 10:00 AM, at Whitehall Ferry Terminal, Manhattan 3rd Floor Conference Room. Due to limited space, no more than (2) representatives from each interested firm will be permitted to attend.

Enclosed for your use in developing your proposal is a set of forms with instructions for the above-referenced project. Be further advised that the selected proposer should not subcontract more than 49% of the contract work. You should follow the submittal instructions carefully.

You should hand deliver your proposal, as indicated in Section IV of the RFP, to the **NYC Department of Transportation, ACCO Contract Management Unit, Ground Floor, 55 Water Street, New York, New York 10041 on or before September 15, 2009 between the hours of 9:00am and 2:00pm only on business days.**

In order that we can expeditiously disseminate additional information regarding this RFP, please complete the attached "**ACKNOWLEDGEMENT OF RECEIPT OF REQUEST FOR PROPOSALS FORM**" and return to Gail Hatchett within 48 Hours of receipt of this RFP by Fax: (212) 839-4241.

All questions concerning this invitation must be faxed to Gail Hatchett at (212) 839-4241. If you need to contact her by telephone please call (212) 839-9308.

Very truly yours,

Gail Hatchett

Enclosure

NYC Department of Transportation
Finance, Contracting and Program Management Division
55 Water Street, New York, NY 10041
T: 212.839.9308 F: 212.839.4241
www.nyc.gov/dot

-R-

FORM 4T1R – LABOR COST PROPOSAL

**PROJECT NAME: TOTAL DESIGN AND ENGINEERING OF FENDERING SYSTEMS
PHASE I AND PHASE II ONLY**

PIN NO.: 84108MBPT317

PRIME CONSULTANT: _____ CONTRACT NO.: 841-FERRYRACK

CONSULTANT ON THIS FORM: _____

PROFESSIONAL ENGINEERING/ARCHITECTURAL SERVICES
 OTHER/ _____

(COLUMN 1) JOB TITLE	ASCE/ NICET GRADE	(COLUMN 2) TOTAL HOURS	(COLUMN 3) HOURSTHIS FIRM	(COLUMN 4) AVERAGE HOURLY RATE – FY 2010	(COLUMN 5) LABOR COST COL3X COL4
				\$	\$
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
TOTALS				\$	\$ (T)

INTERIM OVERHEAD FACTOR	_____ (A)	_____ (A)
PROFIT FACTOR	_____ (B)	_____ (B)
INTERIM MULTIPLIER (*)	_____ (1+A)X(1+B)	_____ (M)
TOTAL LABOR COST (T x M)		\$ _____ (C)
TOTAL LABOR ESCALATED TO PROJECT MIDPOINT	MAXIMUM ESCALATION FACTOR = _____	_____ 1.04(D)
GRAND TOTAL COST (C X D)		\$ _____

INSTRUCTIONS:

- Each consultant of the project team is to submit a separate "Labor Cost Proposal Form". For each job title, the hours proposed by each firm of the project team in Column (3) **MUST SUM** to the total hours provided in Column (2).
- For Column (4), 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 NYSDOT for regional offices (if available). A regional office is defined as one located within a 75 mile radius of Columbus Circle (NYC).
- The labor costs to be included in Column (5) are obtained by multiplying the hours in Column (3) by the average hourly rate in Column (4).
- The maximum escalation factor "D" indicated in the shaded area shall not be changed.
- Interim Multiplier (M) shall be rounded off to three (3) decimal figures. Total Labor Cost (C) and Column 4 and Column 5 entries shall be rounded off to two (2) decimal places.
- * The agency will consider the proposed interim multiplier for establishing Project Development and Preliminary Project Design (including DTL, Interim Overhead & Maximum Profit of 10%). The interim multiplier will be based on currently available information on Consultant Company's overhead and profit. This multiplier is subject to audit and revision on an annual basis when the actual overhead information for the respective year becomes available. Suitable adjustments to the previous payments will be made accordingly upon completion of phase and when multiplier information is available. As needed, the additional fund for the overhead and profit will be added via Change Order by the Agency at the discretion of the Agency. The same procedure will be followed at the beginning of Project Design and Engineering Phases.

FORM 4T2R – COST PROPOSAL SUMMARY

**PROJECT
NAME:**

TOTAL DESIGN AND ENGINEERING OF FENDERING SYSTEMS

PIN NO.: 84108MBPT317

PRIME CONSULTANT: _____ CONTRACT NO.: 841-FERRYRACK

	<u>(COLUMN 1) CONSULTANT</u>	<u>(COLUMN 2) HOURS ALL FIRMS</u>	<u>(COLUMN 3) ESCALATED LABOR COST TO PROJECT MIDPOINT</u>	<u>(COLUMN 4) DIRECT NON-SALARY COST</u>	<u>(COLUMN 5) TOTAL COST</u>
			\$	\$	\$
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
	GRAND TOTALS	_____	\$	\$350,000.00	\$ (T)

INSTRUCTIONS:

1. The costs entered in Column 3 are the totals shown on line (D) of Form 4T1 "Labor Cost Proposal" for each consultant on the project team.
2. The Total Direct Non-Salary Cost shown in the shaded area below Column 4 is an out of pocket expense budgeted amount allowed to all proposers and must not be changed.
3. The Total Direct Non-Salary Cost provided by each consultant of the project team MUST SUM to the total shown in the shaded area at the bottom of the Column 4.

FORM 5TR NYCDOT CURRENT WORKLOAD DISCLOSURE

The purpose of this form is to provide information concerning the current workload of the firms interested in the project for which the proposal is being submitted. The information provided should be for the office(s) which would perform the work of this contract. The values shown **should not** include fees to be paid to sub-consultants and subcontractors or for rentals or purchases of equipment.

PIN: _____ FIRM NAME: _____
 CONTRACT NO.: _____ CONTACT PERSON: _____
 PROJECT NAME: _____ PHONE NUMBER _____
 BIN: N/A ADDRESS OF OFFICE(S) TO PERFORM WORK _____
 DATE OF RFP: _____
 IS YOUR FIRM A: DBE? (YES/NO) _____

Name of Personnel (Proposed Office(s)): Administration _____ Total Personnel _____

I. Remaining NYC-DOT work of proposed office(s) (from back of sheet) with:
 All NYC-DOT \$ _____ Ferry Division ONLY \$ _____

II. Expected billings for next 18 months:

A. NYC-DOT WORK: total expected billings in next 18 months. \$ _____

B. WORK WITH OTHER PUBLIC AGENCIES: total expected in the next 18 months \$ _____

C. PRIVATE WORK: total expected billings on projects in next 18 months. \$ _____

TOTAL (A + B + C) \$ _____

III. Certified Disadvantaged Business Enterprise (DBE) firm(s) for Federal Aid Projects or for Non-Federal Aid Projects proposed for use on this project:

SUBCONSULTANT FIRM NAME	PROPOSED % OF PROJECT	# OF TECHNICAL PERSONNEL	WORKLOAD (Hours Proposed)
_____	%	_____	_____
_____	%	_____	_____
_____	%	_____	_____

IV. Other firm(s) proposed for use on this project

_____	%	_____	_____
_____	%	_____	_____

CERTIFICATION

I hereby certify that the above figures are actual contract amounts (when available) or my best estimate of expected billings.

DATE

SIGNATURE (OFFICER OR PARTNER)

FORM 5TR

Remaining work with NYCDOT (within Department)

List all projects on which you are currently working for the Department and those which you have been designated to perform. These shall be categorized as indicated below (Design, Construction Inspection or Miscellaneous).

Type of work – Highway, Bridge, Planning, Other	Contract Number	Remaining \$ Value (include anticipated Supplemental Agreement for this Project) (a)	Percentage of Project performed at Office(s) proposed for this Project (b)	Pro-rated Workload of proposed office(s) (a x b)
---	-----------------	---	---	---

Design Division (includes Highway Design, Bridge Design, Construction Support Services)				

Total Firmwide Design Workload \$ _____ Assigned Office(s) Miscellaneous Workload \$ _____

Construction Division (includes only Resident Engineering Inspection)				

Total Firmwide REI Workload \$ _____ Assigned Office(s) REI Workload \$ _____

Miscellaneous (includes Planning and any other agreements not covered above)				

Total Firmwide Miscellaneous Workload \$ _____ Assigned Office(s) Miscellaneous Workload \$ _____

Total Firmwide Overall Workload with NYC-DOT \$ _____

Assigned Office(s) Overall Workload with NYC-DOT \$ _____

YOU MAY ATTACH ADDITIONAL SHEETS OF REMAINING WORK FOLLOWING THE SAME FORMAT AS USED ABOVE.

Use the following as a ratings guide:

Calculate the Ratio of expected billable dollars per person per year vs. average billable dollars per person per year.

- If:
- EB\$PY** - expected billable dollars per person per year.
 - AB\$PY** - average billable dollars per person per year.
 - EB** - expected billing dollars for next 18 months.
 - S** - Total personnel minus administrative personnel.
 - Y** - Yearly adjustment (converts 18 months into 1 year).

Assume: **AB\$PY** = \$60,000 and **Y** = 1.5 (18 / 12 = 1.5)

Then: **EB\$PY = EB / S / Y and R = EB\$PY / AB\$PY X 100%**

If R is greater than or equal to 100%, a rating of 0 may be appropriate.
 If R is equal to 75 %, a rating of 5 may be appropriate.
 If R is less than or equal to 25%, a rating of 10 may be appropriate.

QUESTIONS AND ANSWERS:

Q1. Will there be a separate environmental consultant and what is his role?

A1: There will not be a separate environmental consultant. The consultant shall perform all necessary subtasks and activities to obtain required construction permits for the project, as stipulated in subsection 50005101 of the specifications.

Q2. Will fender design experience limited to bridge fender design work be acceptable for consultant selection?

A2: Please refer to: Section III, VII. Scope of Services Proposed Contractual Agreement, Paragraph B: Agency Assumptions Regarding Consultant Approach

No, Minimum Qualification Requirements, paragraph '2' states that planning and design of bridge fenders will not meet the experience requirement, and further details the agency's expected experience for the selected consultant.

Q3. In Section 9140 of the Proposed Contractual Agreement, Underwater Inspection and Inspection Launches are listed as reimbursable services and in Section 1300 require a condition survey and evaluation of the racks which will require underwater inspection. Such surveys are typically performed by Engineer-Divers led by a PE Diver usually providing launches to perform these inspections.

Should Proposers include engineer/divers and PE divers as part of the project team as is typically done with marine condition surveys (and include such cost in the fee) or will the successful proposer be required to engage such services after award?

A3: The extent of required underwater condition survey or inspection of the existing racks, if any, will be determined between the agency and the consultant subsequent to contract award. Per Subtask 9140 g and 9140 h, Underwater Inspection and Inspection Launches are reimbursable services (part of Direct Non-Salary Costs). As such, for the Preliminary Design Phase (Phase I and Phase II), the proposer should assume that the cost of these items is included in the \$350,000.00 budgetary allowance for Direct Non-Salary Costs for the Preliminary Design Phase (Phase I and Phase II), in accordance with the proposer is directed to assume as an out of pocket budgetary allowance and include in its cost proposal, as such, at Subtask 9449 g. The proposer, at its discretion and with the concurrence of the agency, may use PE Divers for underwater inspection, or other divers under the direction of, and in satisfactory communication with, a qualified PE employed by the consultant and directing the inspection operations from the surface. Divers may be employed directly by the consultant or by an approved subcontractor. For either arrangement, the basis of payment for divers, tenders, launch operators and other labor shall be the local prevailing wage and supplements in effect at the time the work is performed, marked up by a multiplier approved by the agency and subject to^[vp1] audit.

Q4. Proposers are to provide Job Titles, Hours and Cost on Form 4T1 for the Project Development (Phase I) and Preliminary Project Design (Phase II) in their proposals. Project Design (Phase III) coincidentally includes section 7100, also entitled Preliminary Project Design.

Are the proposers to exclude the Preliminary Project Design in Phase III in their cost?

A4: The work of Subsection 7100 will only be undertaken in conjunction with Phase III, should a decision be reached to advance the project to Project Design and thereby proceed with the work of Section 7000.

Q5. There are seven categories listed in the scope of work (Section 1000, 2000, 4000, 5000, 7000, 8000, and 9000). Please confirm that Job Titles and Hours are to be provided only for Category 1000 – Project Development and Category 4000 – Preliminary Project Design (not including the other five categories).

A5: The proposal should include Job Titles and Hours for the work of Sections 1000, 2000, 4000, and 5000, and 7000. For Section 7000, the job titles and hours will be established only after a decision is reached to proceed with Phase III. It should depend upon the assumed budgetary allowance included at Subtask 9311. The proposal should also be based on the amounts given for Direct Non-Salary Out-of-Pocket costs at Subtasks 9449g and 9449h. No separate payment will be made for the work of Sections 8000 and 9000, and should be considered as part of the consultant's overhead expense. and no separate Job Titles nor Hours are required for this work; the cost of compliance with the requirements of these sections will be deemed included in the prices paid for the work of Sections 1000, 2000, 4000, 5000, and 7000.

Q6. Section 1300 – How comprehensive a condition inspection is required? Please clarify, is this only as required to determine remaining useful life and repair schedule or is a comprehensive inspection requested? Please clarify the level of inspection desired (e.g. 100% Level 1? NAVFAC Standards? NYCEDC Standards? and/or NYSDOT?).

A6: The primary purpose of the condition evaluation required at Subsection 1300 is to determine the condition of each portion of the existing fender system relative to the other portions, so as to prioritize a reconstruction program. A secondary purpose is to help evaluate typical actual capacity versus idealized capacity as used in calculations and analysis. It is envisioned that these results can be achieved by performing a Level I inspection, as defined by NAVFAC MO-104.2, over 100% of the structures designated to be inspected.

Q7. Section 1300 – Is an inspection of the transfer bridges requested, or only a determination of its energy absorbing capacity?

A7: A general inspection of the transfer bridges will not be required, as the agency routinely inspects them on a biennial basis in accordance with the New York State Bridge Inspection Code. Inspection reports will be made available to the consultant as the consultant may require. Notwithstanding the above, the consultant may wish to spot inspect various details specifically associated with berthing energy absorption in performing the required assessment of the bridge systems' energy absorption capacity.

Q8. Section 2952 states the work of this task will be deemed an out-of-pocket cost. Is this referring only to the work of Section 2950 "Other Survey" or also to other subsections of 2900?

A8: Subtask 2952 refers to Subtask 2951.

Q9. What is the construction cost for this project?

A9: The estimated construction cost (assuming a midpoint of construction of 12/08) to completely remove and renew the fender racks in one typical Staten Island Ferry Slip at the St. George Ferry Terminal (i.e. approximately 700 linear feet of rack face with all associated timber piles, back-up structure, connections, and partial rip-rap fill) according to Staten Island Ferry's current standard design is \$12,656,000.00. The construction cost to completely or partially remove an existing fender rack and replace it with a new design structure has not been determined at this time, and will be estimated during and upon completion of the work described in the Request for Proposals. Currently, the agency anticipates reconstruction of at least one slip at each of the two terminals, as stated in the Request for Proposals, although, as noted, this goal is subject to change.

Q10. The Proposal Forms Packet (e.g. 1T, 2T) and the Standard Form 330 request the same information. Please clarify, should the entire Standard Form 330 be completed or just certain sections?

A10: The consultants are to fill out the forms as deemed appropriate.

Q11. Please clarify, should the prime consultant fill out the Form 5T or each firm on the team fill out the Form 5T?

A11: The prime consultant should fill out the Form 5T.



Department of Transportation

JANETTE SADIK-KHAN, Commissioner

ATTENDANCE SHEET - CONSULTANTS

DATE: 07/28/09 TIME: 10:00 AM LOCATION: Whitehall Ferry Terminal, Manhattan 3rd Floor

CONTRACT DESCRIPTION: Total Design and Engineering of Fendering Systems Staten Island Ferry

Boroughs of Manhattan and Staten Island

CONTRACT #: 841-FERRYRACK PIN #: 84108MBPT317 REGISTRATION #: _____

CONTRACTOR: _____ SUBJECT: Pre-Proposal Conference

#	NAME	AFFILIATION	PHONE	E-MAIL
1.	Gail Hatchett	NYCDOT/ACCO	(212) 839--9308	ghatchett@dot.nyc.gov
2.	Samuel Less	HDR	212 545 5432	Samuel.Less@hdrinc.com
3.	William Skote	MOEAT & DICKER	212 768 7454	wskote@moefairfield.com
4.	Louise Passick	ELLARY INC COST CONSULTANT	212.971.0936	lpassick@ellana.net
5.	Mike Mear	Besque Adam	206.4312286	MIRAY@ADAM.COM
6.	KIRTI GANDHI	GANDHI ENG.	212-349-2900	gandhi@gandhieng.com
7.	BILL McARTHY	McLAREN ENG. GRP.	845-353-6440	WMCARTHY@MGMCLAREN.COM
8.	ROBERT H. SMITH, JR.	Parsons Brinckerhoff	212-631-3883	SMITHROB@PBWORLDCOM
9.	ALVIN STARR	GZA	(212) 544-8140	alvin.starr@gza.com
10.	Paul Calabrese	BSCG	(732) 380-1700	p.calabrese@bidsall.com



Department of Transportation

JANETTE SADIK-KHAN, Commissioner

Page 2
PIN 84108MBPT31Z
Consultants

#	NAME	AFFILIATION	PHONE	E-MAIL
11.	Tim Rioux	BSG	782 961-2162	Erreux@birshead.com
12.	Andrew Sornal	ACCUM	212-701-2868	Andrew.Sornal@accum.com
13.	Rodney VanDusen	OCC	203-268-5207	RVVD@occon-coastal.com
14.	Michael Hershey	H&H	212 944 1150	mhershey@hardsfty-handover.com
15.	Sue Bayat	ENTECH	646 722 0000	sbayat@entech-pc.com
16.	Muhammad Iqbal	SI Engineering (DBE)	(212) 354-5933	MUHAMMAD.IQBAL@SIENGINEERING.COM
17.				
18.	Michael J. Chow	MACE	(917) 339-9300	mchow@mace.com
19.	STUART SING	SIENGINEERING	212 354 5939	SSING@SIENGINEERING.COM
20.	Leslie Hudson/Rich Long	S.T. Hudson Engineers Inc	856-342-6100	lhudson@sthe.com / rlong@sthe.com
21.	RICHARD C. RODI	AMSC ENGINEERING OF NY PC	212 431 6900	richard.rodi@engr.com
22.	JOHN CAREL	AECOM	212-701-2872	john.carel@aecom.com
23.	DENNIS PARON	HILCROW	212 608 3990	dparon@hilcrow.com
24.	Michael Shubert	Hilcrow	212.608.3990	MShubert@hilcrow.com
25.	ANTHONY DEVILO	MESSE RUTLEDGE	917-339-9364	adevilio@mrvc.com

THE CITY OF NEW YORK
DEPARTMENT OF TRANSPORTATION
FERRY DIVISION

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #2

TOTAL DESIGN AND ENGINEERING OF FENDERING SYSTEMS
STATEN ISLAND FERRY
BOROUGH OF MANHATTAN AND STATEN ISLAND

CONTRACT NO: 841-FERRYRACK
PIN: 84108MBPT317

Addendum #2

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 September 3, 2009 for
the Contract No. 841-FERRYRACK