

Attach To Contract Document

**New York City Department of Transportation
Staten Island Ferry Division**

**DESIGN, INSPECTION & RESIDENT ENGINEERING SERVICES IN CONNECTION
WITH ENGINEERING SERVICE AGREEMENT
FERRY SHORE FACILITIES**

**CONTRACT NO: 841 ESA-FSHOR
PIN: 84110SISI534
EPIN: 84110M0008**

ADDENDUM #3

April 8, 2011

This Addendum is Hereby Made Part of the Contract Documents

NOTE:

Attached to this coversheet please find:

- 1. Addendum #3**
- 2. Page 7R**
- 3. Acknowledgement Receipt of Addendum #3**

ADDENDUM #3

Design, Inspection & Resident Engineering Services
In Connection With Engineering Service Agreement, Ferry Shore Facilities
Contract No.: 841 ESA-FSHOR
PIN: 84110SISI534
EPIN: 84110M0008

This is Addendum #3 for which you have obtained a copy:

1. **PROPOSAL DUE DATE POSTPONED:** The proposal due date has been postponed. Proposals are now due on **APRIL 29, 2011** at no later than 2:00 PM.
2. **NOTICE TO ALL PROPOSERS:** Please make the following changes to the Request for Proposals:
 - a. In Section IV: Format and Content of the Proposal

Delete: Page 7
Replace with: Page 7R
3. **QUESTION/ANSWER:** The following are questions received from prospective proposers and their corresponding answers.

3.1	<p>Q: Can you extend the question deadline from 4/1/11 to 4/15/11?</p> <p>A: No. The question deadline will NOT be extended and questions are no longer being accepted from prospective proposers.</p>
3.2	<p>Q: In reference to Form 4T3 – “Performance Outcome Measures and Financial Incentives and/or Disincentives” from Section VII, Part E, this Form is required as part of the Cost Proposal portion of the submittal. Is there a metric that NYCDOT is trying to evaluate that lends itself to performance based incentives on a design, inspection, and resident engineering services contract?</p> <p>A: Form 4T3 is required to be submitted. However, completion of Form 4T3 is optional and Form 4T3 will not be used as an evaluative tool. If you choose not to include any incentives or disincentives please put “N/A” on the Form.</p>
3.3	<p>Q: In reference to Form 330S – “Special Supplement” from Section VII, Part D, the directions provide for Naval Architect and Marine Engineer as engineering disciplines, but Form 4T does not list these as job titles. Will these titles be added, or should these personnel be entered as engineers according to the appropriate ASCE grades?</p> <p>A: Naval Architecture and Marine Engineering tasks are mentioned on page GR-3. Hence, Naval Architect and Marine Engineer should be entered as Engineers according to the appropriate ASCE grades.</p>

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3.4	<p>Q: Every NYCDOT RFP we have responded to in the past typically has stated “No pictures or drawings should be included, except for the cover” in Section IV. This RFP does not include such language. As mentioned at the meeting could you please advise if pictures or drawings are allowed?</p> <p>A: To clarify from what was said at the Pre-Proposal Conference and to be consistent with other NYCDOT Request for Proposals, <u>NO</u> pictures or drawings should be included in the proposal, except for the cover. Please refer to page 7R released with this Addendum #3.</p> <p>In addition, should your firm be short-listed, pictures and drawings will be permitted for use at the oral presentation.</p>
3.5	<p>Q: Will graphics and photographs be allowed for the proposal, or will the inclusion of photos and graphics be considered non-responsive to the bid?</p> <p>A: Proposals submitted with pictures and drawings included anywhere except for the Cover shall be deemed non-responsive.</p>
3.6	<p>Q: Because of the variation in engineering disciplines required from task to task and the impracticality of having DBE subconsultants in all disciplines, please confirm that the DBE goals can be met on a total contract basis rather than for each task.</p> <p>A: Yes, the 18% DBE Utilization Goal is applicable to the overall contract value. However, if possible, NYCDOT encourages that the Prime Consultant satisfy the DBE Utilization Goal on a Task Order basis.</p>
3.7	<p>Q: Do we need to submit the Federal/Vendex forms in component 1 for subconsultants?</p> <p>A: Yes.</p>
3.8	<p>Q: Who is the Consultant on the current ESA for Ferry Shore Facilities Contract?</p> <p>A: M.G. McLaren, P.C. is the current consultant.</p>

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3.9	<p>Q: What was the term and dollar amount actually dispersed under the previous Ferry ESA contract?</p> <p>A: This information will not be made available for the purposes of this RFP. However, firms may submit a Freedom of Information Law (“FOIL”) Request Form to NYCDOT. Please use the following link to obtain the form:</p> <p>http://www.nyc.gov/html/dot/html/about/onlineforms.shtml</p>
3.10	<p>Q: In reference to Form 4T1 from Section VII, Part E, do all 57 titles on this form require an Average Hourly Rate?</p> <p>A: Yes, please do so in accordance with the directions provided on Form 4T1.</p>
3.11	<p>Q: May we add titles to Form 4T1 that we believe are relevant to this ESA?</p> <p>A: No.</p>
3.12	<p>Q: Do Inspection Services require Special Inspections within the meaning of the NY City/NY State Building Codes? Page GR-3 of the RFP includes a “Resident Engineering & Inspection” bullet. Page GR-4, under <i>Construction Supervision, Resident Engineering and Inspection</i> requires the Consultant to provide “such testing of materials as may be required in connection with the actual construction of the project... such that the completed construction conforms to the plans, specifications, and requirements of the Contract.” If so, then a Special Inspection Professional would necessarily be included on the design team, including the Special Inspectors qualifications and certifications.</p> <p>A: No, the inspection services do not require Special Inspections within the meaning of the New York City Building Code. Even though the Department may require the Consultant to provide testing of materials, that does not translate to a need for a Special Inspection Professional in the design team.</p>
3.13	<p>Q: Will Special Inspections and the use of an accredited Special Inspection Agency, as to be mandated in the near future by NYCDOB, be required for this project, or will the third party SI services be arranged by NYCDOT?</p> <p>A: If an accredited Special Inspection Agency is mandated in the future, then in accordance with the New York City Building Code, the Consultant will need to provide Special Inspection Services for DOT building projects.</p>

SECTION IV: FORMAT AND CONTENT OF THE PROPOSAL

Instructions: Proposers must provide all information required in the format below. The proposal shall 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 must be paginated.

The RFP package shall consist of four (4) individually sealed components as listed below, each bound in an 8 ½" x 11" plastic spiral binding. No pictures or drawings should be included, except for the cover. 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 numbers. 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 Forms 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 must be fully completed. ONLY one (1) original set is to be submitted and included in the proposal package as follows:

FORM 1P	PROPOSAL COVER LETTER
FORM 2P	ACKNOWLEDGEMENT OF ADDENDA
FORM 3P	AFFIRMATION FORM
FORM 4P	STATEMENT OF UNDERSTANDING FTA/DBE FORMS
	CONFIRMATION OF VENDEX COMPLIANCE

The Original Procedural Forms Packet must 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 must be fully completed. ONE (1) original set and FIVE (5) copies are to be submitted and included in the 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 5T	NYCDOT CURRENT WORKLOAD DISCLOSURE
FORM 6T	DBE PARTICIPATION FORM
FORM 330	STANDARD FORM
FORM 330S	SPECIAL SUPPLEMENT

**THE CITY OF NEW YORK
DEPARTMENT OF TRANSPORTATION
STATEN ISLAND FERRY DIVISION**

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #3

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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. 3 dated April 8, 2011 for the Contract
No. 841 ESA-FSHOR**