

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 #1

March 31, 2011

This Addendum is Hereby Made Part of the Contract Documents

NOTE:

Attached to this coversheet please find:

- 1. Addendum #1**
- 2. Attendance Sheet**
- 3. Page 9R**
- 4. Form AAP 19R**
- 5. Form AAPHC 89R**
- 6. Form AAP 15**
- 7. Acknowledgement Receipt of Addendum #1**

ADDENDUM #1

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 #1 for which you have obtained a copy:

1. **QUESTION DEADLINE:** All questions pertaining to this Request for Proposals are due by COB 4/1/11. Please submit your questions in writing to the authorized agency contact, Ryan Murray, by email at rmurray2@dot.nyc.gov or by fax at (212) 839-4241. The Agency may not be able to address any questions received after this date.
2. **SEE** the attached attendance sheet of those who attended the Pre-proposal Conference held on 3/30/11
3. **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 9
Replace with: Page 9R
 - b. In Section VII: Attachments
Delete: Form AAP 19 – Schedule of Utilization
Replace with: Form AAP 19R – Schedule of Utilization

Delete: Form AAP 89 – DBE Utilization Worksheet
Replace with: Form AAP 89R – DBE Utilization Worksheet

Add: Form AAP 15 – Designation of Affirmative Action Representatives
By Contractors/Subcontractors
4. **QUESTION/ANSWER:** The following are questions received from prospective proposers and their corresponding answers.

4.1	<p>Q: What are the DBE Forms to be submitted in Component 1?</p> <p>A: Please refer to Section IV: Format and Content of the Proposal, Section B: Proposal Package Contents (“Checklist”), page 9R, released with this Addendum.</p>
4.2	<p>Q: Can you tell me which forms are mandatory for sub-consultants to provide?</p> <p>A: Consultants are to fill out the forms as deemed appropriate pursuant to the requirements of the Request for Proposals.</p>

ADDENDUM #1

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

4.3	<p>Q: We are currently looking for teaming opportunities with larger firms for this Request for Proposals, is it possible to request the sign-in sheet from the Pre-proposal Conference scheduled for this coming Wednesday?</p> <p>A: Yes, the attendance sheet for the Pre-Proposal Conference is attached to this Addendum #1.</p>
4.4	<p>Q: Can you please confirm that you plan to award the term contract for this Request For Proposals to a single firm and not multiple firms.</p> <p>A: There will be only one contract awarded as a result of this Request for Proposals and it shall be awarded to a single firm or Joint Venture.</p>
4.5	<p>Q: In reference to Component 1 – Procedural Forms, there seems to be some differences on page 7 and page 9 as to what to submit. What are the proper forms to submit for Component 1?</p> <p>A: Please refer to Section IV: Format and Content of the Proposal, Section B: Proposal Package Contents (“Checklist”), page 9R, released with this Addendum.</p>
4.6	<p>Q: In reference to Component 2, on Page 7 Form 4T is not listed to be submitted but is listed on page 9 in the checklist. Is this form to be submitted?</p> <p>A: No, please do not submit form 4T. Please refer to Section IV: Format and Content of the Proposal, Section B: Proposal Package Contents (“Checklist”), page 9R, released with this Addendum.</p>
4.7	<p>Q: In reference to Form 1T – Quality and Relevance of Prior Experience (Firm in General), should the projects from the sub-consultants be included or just the Prime?</p> <p>A: The Prime is required to complete Form 1T.</p>
4.8	<p>Q: Do all firms have to fill out Form 5T or just the Prime?</p> <p>A: All firms have to fill out Form 5T. Please copy and use separate sheets for each sub-consultant (if any).</p>
4.9	<p>Q: Do you have versions of these forms in Word or another editable format?</p> <p>A: No.</p>

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 ONLY one (1) original set in a separate sealed envelope along with the Technical Proposal

- 1P Proposal Cover Letter
- 2P Acknowledgment of Addenda
- 3P Affirmation Form
- 4P Statement of understanding
- Buy America Certification
- Disclosure of Lobbying Activity
- Certification of Contractor regarding Debarment, Suspension and other Responsibility Matters
- Certification of Subcontractor/Supplier regarding Debarment, Suspension and other Responsibility Matters
- DBE Forms:
 - Designation of Affirmative Action Representative by Contractors/Subcontractors (AAP 15)
 - Schedule of Utilization (AAP 19R)
 - DBE Utilization Worksheet (AAPHC 89R)
 - Bidder's List Form
- Confirmation of VENDEX Compliance

2. COMPONENT 2 – Submit one (1) original and five (5) copies in a separate sealed envelope.

- 1T Quality and Relevance of Prior Experience (Firm in General)
- 2T Proposed Staff (Resumes)/Experience
- 3T Overall Project Understanding and Approach
- 5T NYCDOT Current Workload Disclosure
- 6T DBE Participation
- 330 Standard Form
- 330S Special Supplement

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

COST PROPOSAL

- 4T1 Labor Cost Proposal
- 4T2 Cost Proposal Summary
- 4T3 Performance Outcome Measures and Related Financial Incentives and/or Disincentives

4. COMPONENT 4: LOCAL LAW 34-“Doing Business Data Form”- Submit ONLY one (1) original set in a separate sealed envelope along with the Technical Proposal

- Doing Business Data Form

**NEW YORK CITY
DEPARTMENT OF TRANSPORTATION
DBE UTILIZATION WORKSHEET**

CONTRACT No.	COUNTY	F. A. PROJECT No.	PAGE No. ___ OF ___	DATE SUBMITTED
---------------------	---------------	--------------------------	-------------------------------	-----------------------

<p align="center">CONTRACTOR</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE _____</p> <p>FED. ID No. _____</p>	<p align="center">SUBCONTRACTOR</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE _____</p> <p>FED. ID No. _____</p>
---	--

<p>The Contractor shall inform the Engineer in Charge the dates when the Subcontractor starts and completes all work under the subcontract. When work performed by the Subcontractor is included in an estimate for payment, labor affidavits, copies of payrolls, etc. are to be submitted in the same manner and number as required of the Prime Contractor.</p>	<p align="center">EST. BEGINNING DATE</p> <p>(Mo & Yr) ____/____/____</p>	<p align="center">EST. COMPLETION DATE</p> <p>(Mo & Yr) ____/____/____</p>
--	--	---

This approval may be rescinded at any time in the progress of the work if work of the Subcontractor is determined unsatisfactory.

No Work may be assigned by the Subcontractor to a second tier Subcontractor. No work may be performed by a Subcontractor other than that specifically approved by the Regional Director. The signators below agree that violations of the foregoing may result in no payment by the City for the related work.

No work shall be started by the Subcontractor prior to filing the required insurances. The contractor and Subcontractor hereby certify that the subcontract is in writing, and contains all the pertinent provisions of the prime contract in regard to Federal, State, and City Laws and Regulations.

Contractor's Signature _____	Date _____	Subcontractor's Signature _____	Date _____
-------------------------------------	-------------------	--	-------------------

	ITEM No.	NAME	< 100 %	BID AMOUNT		AGREED AMOUNT \$	% to CNT
				\$ SPECIALTY	\$ NON-SPECIALTY		
1							
2							
3							
4							
5							
6							
7							
8							
9							
TOTALS: \$				\$	\$	\$	

The Subcontractor named above is approved for utilization under the DBE General Provisions. Approval of this worksheet conveys only the Department's concurrence in the use of the named subcontractor for the items specified, and application of the DBE Agreed Amount to the participation goals of the contract. Regional approval of an Approval to Subcontract form AAPHC 89 is required prior to subletting or otherwise assigning any part of the contract.

APPROVED FOR OFFICE OF EQUAL OPPORTUNITY DEVELOPMENT AND COMPLIANCE BY: _____	DATE APPROVED ____/____/____
--	--

NEW YORK CITY
DEPARTMENT OF TRANSPORTATION
DBE UTILIZATION WORKSHEET

New York City Department of Transportation DBE General Provisions requires that prior to contract award , Prime Contractors must obtain written consent of the Department to a utilization plan that identifies certified disadvantaged owned business enterprises that have committed to perform work on a proposed contract. Authority for approval of utilization has been delegated to the Contract Compliance Unit (CCU). The DBE Utilization Worksheet is used to describe in item detail the utilization plan for each proposed subcontractor.

DBE Provisions require Prime Contractors to obtain written consent of the Department prior to subletting or otherwise assigning any part of the contract. Authority for approval to subcontract has been delegated to the Contract Compliance Unit.

The DBE Utilization Worksheet has been designated for use as form AAPHC 89. When submitting forms for firms included in the Contractor's Utilization Plan, prepare a signed copy as described below. All DBE Utilization Worksheets are to be submitted directly to CCU as attachments to a revised Utilization Plan, form AAP 19.

CONTRACT No.: Enter New York City contract number. (Example: BRC100)

COUNTY: Enter name of county or counties of this project. (Example: Bronx)

F.A. Project No.: Enter only for Federal Aid Projects. (Example: I-87-3(177))

PAGE No.: Enter 1 of 1, 1 of 2, or 2 of 2 etc. Use additional forms as needed.

DATE SUBMITTED: Enter date completed forms are submitted to OCC (MM/DD/YY)

CONTRACTOR AND SUBCONTRACTOR DATA: Enter names, and addresses (including ZIP code), telephone numbers (including area codes) and Federal Identification Numbers for both the Contractor and Subcontractor.

EST. BEGINNING DATE: Enter estimated month and year in which subcontractor work will begin.

EST. COMPLETION DATE: Enter estimated month and year in which subcontractor work will completed.

SIGNATURES: Authorized representatives of both the prime and subcontractor sign and date.

ITEM No. AND NAME: Enter each item or specification number and name. If only part of an item is to be subcontracted check the "less than 100%" box and attach a description of the specific work to be performed.

BID AMOUNT: Enter the prime contractor total bid price for items of work being subcontracted, item by item, under appropriate heading of "Specialty" or Non-Specialty" and enter totals for each "Specialty" items, if any, are designated in the contract proposal. If only part of an item is to be subcontracted enter the amount of the prime contractor bid amount that represents the portion of the item that is being subcontracted: For other than subcontract work, i.e. material supplier and off-site trucking or other services no entry is required under "Specialty" or "Non-Specialty" headings.

DBE ONLY AGREED AMOUNT: In addition to completing the appropriate bid amount columns as described above on the utilization worksheet enter the agreed amount for each item of work to be performed by a certified DBE. Indicate if the contractor's Utilization Plan whether subcontractor, material supplier, trucker or provider of other services

TOTALS: Enter the sum of all Bid Amounts and DBE Agreed Amounts, if any.

Subcontractor Approvals and Approval Amendments will be sequentially numbered for each prime contract in the order that may be approved. An approved copy will be provided to the prime contractor and the Engineer-in-Charge of the contract in each instance.

**DESIGNATION OF AFFIRMATIVE ACTION REPRESENTATIVES
BY CONTRACTORS/SUBCONTRACTORS**

In accordance with Equal Employment Opportunity (EEO) and Disadvantaged/Minority/ Women's Business Enterprise (D/M/WBE) Utilization participation requirements of the New York State Department of Transportation contract identified below, the following information shall be furnished by the contractor and all subcontractors prior to approval to work.

1. **Contract No.** _____ 2. **County** _____

3. **Contractor:** or **Subcontractor:**
Name _____
Address _____
City/State/Zip _____

4. **Equal Employment Opportunity Officer:**
Name _____
Title _____
Address _____
City/State/Zip _____
Telephone (____) _____

5. **Contract Site Equal Employment Opportunity Representative:**
Name _____
Title _____
Address _____
City/State/Zip _____
Telephone (____) _____

6. **Disadvantaged/ Minority/Women's Business Enterprise (D/M/WBE) Officer:**
Name _____
Title _____
Address _____
City/State/Zip _____
Telephone (____) _____

7. **Designation Submission:** Initial Revised

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

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #1

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

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

ADDENDUM #1

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 March 31, 2011 for the
Contract No. 841 ESA-FSHOR**