

**Attach To Contract Document**

**New York City Department of Transportation  
Executive Office**

**REQUEST FOR PROPOSALS**

**FOR**

**TO PROVIDE A  
STANDARDIZED PEDESTRIAN WAYFINDING SYSTEM  
IN THE CITY OF NEW YORK  
P.I.N. 84111MBAD072  
E-PIN: 84111M0001**

**Addendum No. 1  
July 1, 2011**

**Proposal Due Date has been extended from 7/27/11 to 08/17/11  
(See attached Revised Section I of the RFP)**

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

**NOTE:**

**Attached please find:**

- 1. Addendum No. 1**
- 2. Revised Cover Letter of the RFP .....(Page 2R1)**
- 3. Revised Section I - TIMETABLE of the RFP .....(Page 5R1)**
- 4. Revised Section III –  
SCOPE OF SERVICES of the RFP, Subtask 1.3.....(Page 8R1)**
- 5. Revised Section VIIF, USDOT Requirements Section.  
"Required contract provisions/DBE program"  
(page 137 of 206 of PDF) .....Page 137R1**
- 6. Revised Section VIIF, USDOT Requirements Section  
"Disadvantaged Business Enterprise Utilization  
Goals for Federal Transit Administration Projects"  
(page 152 of 206 of PDF) .....Page 152R1**
- 7. Acknowledgement Receipt**

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**PIN: 84111MBAD072  
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**ADDENDUM No. 1  
July 1, 2011**

REFER TO: REQUEST FOR PROPOSALS, COVER LETTER (Page 2)

DELETE the COVER LETTER, Page 2 in its ENTIRETY And

**REPLACE: With the Revised COVER LETTER (Page 2R1, Attached)**

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REFER TO: REQUEST FOR PROPOSALS, SECTION I – TIMETABLE, Page 5

DELETE the SECTION I – TIMETABLE, Page 5 in its ENTIRETY and

**REPLACE: With Revised SECTION I (Page 5R1, Attached)**

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REFER TO: REQUEST FOR PROPOSALS, SECTION III – SCOPE OF SERVICES, Page 8

DELETE the SECTION I – SCOPE OF SERVICES, Page 8 in its ENTIRETY and

**REPLACE: With Revised SECTION III (Page 8R1, Attached)**

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REFER TO: REQUEST FOR PROPOSALS, SECTION VIIF – USDOT Requirements Section. "Required contract provisions/DBE program" (Page 137 of 206 of the Online RFP)

DELETE the SECTION VIIF – USDOT Requirements Section. "Required contract provisions/DBE program", Page 137 in its ENTIRETY and

**REPLACE: With Revised SECTION VIIF – USDOT Requirements Section. "Required contract provisions/DBE program" (Page 137R1, Attached)**

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July 1, 2011**

REFER TO: REQUEST FOR PROPOSALS, SECTION VIIF – USDOT Requirements Section. "Disadvantaged Business Enterprise Utilization Goals for Federal Transit Administration Projects" (Page 152 of 206 of the Online RFP)

DELETE the SECTION VIIF – USDOT Requirements Section. "Disadvantaged Business Enterprise Utilization Goals for Federal Transit Administration Projects", Page 152 in its ENTIRETY and

**REPLACE: With Revised SECTION VIIF – USDOT Requirements Section. "Disadvantaged Business Enterprise Utilization Goals for Federal Transit Administration Projects" (Page 152R1, Attached)**



July 1, 2011

Re: Request for Proposals to provide a standardized pedestrian wayfinding system for New York City

PIN: 84111MBAD072

To Whom It May Concern:

I am pleased to invite you to submit a Proposal to provide a standardized pedestrian wayfinding system for New York City as further defined herein.

Please be advised that a Pre-Proposal Conference has been scheduled for July 12, 2011 at 2pm at 55 Water Street, Ground Floor Bid Room, New York, NY 10041. The entrance to the Bid Room is located on the Southeast corner of the 55 Water Street building facing the Vietnam Veterans Memorial and attendees will not be permitted to enter the Bid Room without proper government issued identification (driver's license, passport, etc.).

Failure to comply with the requirements for the submission of a response to this Solicitation may result in your submission being deemed non-responsive. Please follow the instructions carefully.

You should hand deliver your proposal, as indicated in Section IV of the Solicitation, to the New York City Department of Transportation, Contract Section, 55 Water Street, Ground Floor, New York, NY 10041 on or before **August 17, 2011** between the hours of 9:00 AM and 2:00 PM on business days only.

In order that we can expeditiously disseminate additional information regarding this Solicitation, please complete the attached "**ACKNOWLEDGEMENT OF RECEIPT OF SOLICITATION**" form and return to Junaid Syed, P.E. within 48 Hours of receipt of this solicitation by email: [jsyed@dot.nyc.gov](mailto:jsyed@dot.nyc.gov); or by mail to the Office of the Agency Chief Contracting Officer, 55 Water Street, 8<sup>th</sup> floor, New York, NY 10041 postmarked within 48 Hours of receipt.

If you have any questions concerning this Solicitation, please call (212) 839-9297.

Very truly yours,

Junaid Syed, P.E.  
Office of the Agency Chief Contracting Officer

Enclosure

NYC Department of Transportation  
Finance, Contracting and Program Management Division  
Office of the Agency Chief Contracting Officer  
55 Water Street, New York, NY 10041  
T: 212.839.9292 F: 212-839-4241

## SECTION I

### TIMETABLE

#### A. Release Date of the Solicitation

**Date:** June 27, 2011

All questions and requests for additional information or clarification concerning this Solicitation should be directed to Junaid Syed, P.E., the Authorized Agency Contact Person, at

Telephone Number: (212) 839-9297

Fax Number: (212) 839-4241

E-Mail Address: [jsyed@dot.nyc.gov](mailto:jsyed@dot.nyc.gov)

Address: 55 Water Street, 8<sup>th</sup> floor, New York, NY 10041

Proposers should forward questions by email or mail no later than 5:00 PM on **July 18, 2011**. The New York City Department of Transportation ("NYCDOT") may be unable to respond to questions received after that date. All questions submitted by proposers and answers to those questions will be made available via addenda to all proposers who received a copy of this Solicitation and who indicated in their Acknowledgement of Receipt of Solicitation their intention to submit a proposal.

#### B. Pre-Proposal Conference

**Date:** July 12, 2011

**Time:** 2:00pm

**Location:** 55 Water Street, Ground Floor Bid Room  
New York, NY 10041

Attendance by proposers is optional, but strongly recommended by NYCDOT. All questions and requests for additional information concerning the pre-proposal conference should be directed solely to the Authorized Agency Contact Person.

#### C. Proposal Due Date, Time and Location

**Date:** **August 17, 2011**

**Time:** 2:00 PM

**Location:** NYCDOT Contracts Section  
55 Water Street, Ground Floor  
New York, NY 10041

Proposals shall be hand delivered to NYCDOT Contracts Section located 55 Water Street, Ground Floor, New York, NY 10041, between the hours of 9:00 AM and 2:00 PM on business days only. E-mailed or faxed proposals will not be accepted.

Proposals received after the Proposal Due Date and Time shall be deemed late and will not be accepted by NYCDOT, as provided by the New York City Procurement Policy Board Rules (the "PPB Rules"). NYCDOT will consider requests made to the Authorized Agency Contact Person to extend the Proposal Due Date and Time prescribed above. However, unless NYCDOT issues a written addendum to this Solicitation that extends the Proposal Due Date and Time, the Proposal Due Date and Time prescribed above shall remain in effect.

### C. Detailed Scope

The Consultant and their Subconsultants, if any, shall provide a System for New York City and fully complete, to the sole satisfaction of NYCDOT, all of the tasks and subtasks specified herein. Such tasks and subtasks include, but are not limited to, the planning, design, fabrication and installation of System elements in four neighborhoods, as well as the possible planning, design, fabrication, and installation of System elements in approximately five additional neighborhoods that may express interest in the System during the term of this contract.

#### **Task 1: Final Design of Wayfinding Elements for the System ("Task 1")**

At a minimum and to the sole satisfaction of NYCDOT, the Consultant and their Subconsultant(s), in order to perform Task 1, shall:

##### Subtask 1.1.

Study pedestrian and transit networks and neighborhood boundaries throughout New York City.

##### Subtask 1.2.

Conduct research in and around the four neighborhoods in which the System will be initially implemented, namely, Long Island City in the Borough of Queens, Prospect Heights/Crown Heights in the Borough of Brooklyn, and Chinatown and Midtown (specifically the 34<sup>th</sup> Street Partnership BID area, and the Fashion District) in the Borough of Manhattan (the "Neighborhoods").

NYCDOT reserves the exclusive right to replace any or all of the above named Neighborhoods, at any time and for any reason whatsoever or no reason. In these Neighborhoods, the Consultant will conduct field work and meet with stakeholder groups and conduct outreach via intercept surveys and focus groups, as necessary. The Consultant will identify major destinations, neighborhood attractions, and trip generators. The Consultant will identify areas/intersections that are difficult to navigate and will identify pedestrian decision points, as these will help determine a placement strategy for Wayfinding Elements;

##### Subtask 1.3.

At a minimum, one public stakeholder meeting is required in each of the Neighborhoods at this stage. Such meetings may require multi-lingual materials and presentations. Languages may include, but are not limited to, Cantonese, Mandarin and Spanish. In addition, the Consultant will meet regularly with a small Technical Advisory Committee ("TAC") which will guide the project. The TAC will be composed of NYCDOT staff and representatives from the local maintenance partner (usually a Business Improvement District ("BID") in each of the Neighborhoods. The Consultant will be expected to attend approximately ten TAC meetings during the course of the Contract. In addition, the Consultant will regularly communicate with NYCDOT and each of the Neighborhood's local maintenance partner(s). [The Consultant will also be required to attend two meetings in each Community District in which Wayfinding Elements will be placed;](#)

##### Subtask 1.4.

The Consultant and/or their Subconsultant(s) will conduct focus group(s) to determine the travel patterns of people with disabilities in Long Island City. The fabrication and installation of Long Island City wayfinding elements will be funded by a FTA New Freedoms grant, and the focus groups will be used to establish how the System can be beneficial to this population;

##### Subtask 1.5.

## REQUIRED CONTRACT PROVISIONS

### DBE Program

FTA assisted contracts that NYCDOT lets will include, as appropriate, the model contract provisions that are included later in this contract solicitation document as ~~Appendix B~~ and incorporated herein. NYCDOT shall have discretion to modify the provisions for particular contracts as needed. These required contract provisions consist of:

1. Notice of DBE Contract Requirements in the Invitation for Bids
2. General Conditions
  - a. Assurances
  - b. DBE Policy
  - c. DBE Obligation
  - d. Prompt Payment to Subcontractors
  - e. Legal and Contract remedies
  - f. Contractor Reporting Requirements
  - g. Retainage Policy

#### 1. Notice of DBE Contract Requirements in the Invitation for Bids

This contract is subject to the Federal Transit Administration (FTA) requirements for implementing the U.S. Department of Transportation (USDOT) regulations for the following areas:

##### Disadvantaged Business Enterprise (DBE) Requirements

The successful Proposer/ Bidder will be required to meet a NYCDOT Disadvantaged Business Enterprise (DBE) goal. For Engineering Services and Construction a goal of 18% is currently in effect, for Non-Transit Vehicle Manufactured (TVM) purchases a DBE goal of 4% is currently in effect, for Marine work a DBE goal of 2% goal is in effect. The total value of the contract should be subcontracted to a DBE firm or firms. To be qualified as a DBE, a firm should be certified in the NYSUCP, in accordance with Federal Regulation 49 CFR Part 26. Application for certification can be obtained at:

**MTA - New York City Transit, Office of Business Programs**, 2 Broadway- 16<sup>th</sup> Floor, New York, NY 10004. Telephone (646) 252-1378.

**New York State DOT, Office of Equal Opportunity Development & Compliance**, 50 Wolf Road 1<sup>st</sup> Floor, Albany, New York 12232. Telephone (518) 457-1129.

**Port Authority of NY & NJ, Office of Business & Job Opportunity**  
233 Park Avenue South, 4<sup>th</sup> Floor  
New York, NY 10003-1604. Telephone (212) 435-7821.

##### Niagara Frontier Transportation Authority

181 Ellicott Street  
Buffalo, New York 14203  
Telephone: (716)855-7300

Disadvantaged Business Enterprise (DBE) Certification

Only firms certified by the NYS Unified Certification Program (NYSUCP) as DBEs are eligible to be used by the contractor in order to meet the DBE participation goal set on a NYCDOT Federally funded contract.

The NYSUCP Directory can be found at: <http://www.nysucp.net>

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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION GOALS  
For  
Federal Transit Administration Projects**

**New York City Department of Transportation**

The New York City Department of Transportation has established the following Disadvantaged Business Enterprise (DBE) utilization goal for this contract. The goal is expressed as a percentage of the total federal share of the contract. It is the Contractor's responsibility to secure DBE participation in the contract work to satisfy this goal, and to document acceptable good-faith efforts taken to fulfill the goal. Utilization is measured as the amount actually paid to DBE's, not the contract bid price for the work.

**Disadvantaged Business Enterprise Utilization Goal: 18%**

A list of currently certified Disadvantaged Business Enterprises - Construction Related Firms can be obtained by contacting any of the following:

**MTA - New York City Transit**  
Office of Business Programs  
2 Broadway - 16th Floor  
New York, NY 10004  
Telephone: (646) 252-1372

**Niagara Frontier Transportation Authority**  
181 Ellicott Street  
Buffalo, New York 14203  
Telephone: (716) 855-7300

**New York State Department  
Of Transportation  
Contract Audit Bureau DBE Unit**  
50 Wolf Road, 1<sup>st</sup> Floor South  
Albany, New York 12232  
Fax: 518-457-1675  
Telephone: (518) 457-9679

**Port Authority of NY & NJ  
Office of Civil Rights**  
2 Broadway, 16<sup>th</sup> Floor  
New York, New York 10004  
Telephone: 646-252-1378

Or go to the Unified Certification Program for NYS on the Web: <http://biznet.nysucp.net/>.

**Disadvantaged Business Enterprise Officer**

The Bidder shall designate and enter below the name of the Disadvantaged Business Enterprise Officer who will have the responsibility for effectively administering and promoting an active Disadvantaged Business Enterprise Program at its firm and who must be assigned adequate authority and responsibility to do so.

Bidder Designated DBE Officer: \_\_\_\_\_  
Name, Title  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**RETURN THIS PAGE WITH BID**

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THE CITY OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
Executive Office

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1

REQUEST FOR PROPOSAL

FOR

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P.I.N. 84111MBAD072  
E-PIN: 84111M0001

Addendum No. 1  
July 1, 2011

TOGETHER WITH ALL WORK INCIDENTAL THERETO BOROUGHES OF  
MANHATTAN AND BROOKLYN

I, \_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
A duly authorized representative of  
(NAME OF PROPOSER)

\_\_\_\_\_  
Acknowledge receipt of Addendum No. 1 dated July 1, 2011 for the Contract  
P.I.N. No. 84111MBAD072 for which Proposals will be received  
By 2:00 PM on August 17, 2011.