Attach To Contract Document

New York City Department of Transportation
Ferry Division
Ferry Engineering Section

NAVAL ARCHITECTURE AND RELATED SERVICES
IN CONNECTION WITH
ENGINEERING SERVICE AGREEMENT FOR
FERRY VESSELS AND FLOATING EQUIPMENT – CONTRACT A
BOROUGHS OF MANHATTAN AND STATEN ISLAND

CONTRACT NO: FC-5584A-R
PIN: 84110MBPT430

Addendum #2
March 2, 2010

This Addendum is Hereby Made Part of the Contract Documents

NOTE:

Attached please find:

1. **Addendum No. 2**
2. **Responses to Pre-Proposal Conference Questions Raised to the Agency**
3. **Acknowledgement of Receipt of Request for Proposal - R**
4. **Section IV: Format and Content of the Proposal, Page 6R**
5. **Section VII: Proposed Contractual Agreement, Page GR-7R and GR-13R**
6. **Section VII: Proposal Forms Packet, Form 1TR**
7. **Section VII: Labor Cost Proposal, Form 4T1R**
8. **Pre-Proposal Conference Sign-In Sheet**
9. **Acknowledgement Receipt**

March 2, 2010

Addendum No. 2

**NAVAL ARCHITECTURE AND RELATED SERVICES
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Addendum #2
March 2, 2010

NOTICE TO ALL PROPOSERS:

1. **Delete:** Acknowledgement of Receipt of Request for Proposal
Replace: Acknowledgement of Receipt of Request for Proposal - R

2. **Delete:** Section IV: Format and Content of the Proposal, page 6
Replace: Section IV: Format and Content of the Proposal, page 6R

3. **Delete:** Section VII (A): Proposed Contractual Agreement, Page GR-7
Replace: Section VII (A): Proposed Contractual Agreement, Page GR-7R

4. **Delete:** Section VII (A): Proposed Contractual Agreement, Page GR-13
Replace: Section VII (A): Proposed Contractual Agreement, Page GR-13-R

5. **Delete:** Section VII (C): Proposal Forms Packet - Form 1T
Replace: Section VII (C): Proposal Forms Packet - Form 1TR

6. **Delete:** Section VII (E): Cost Proposal Forms Packet - Form 4T1
Replace: Section VII (E): Cost Proposal Forms Packet - Form 4T1R

7. **Delete:** Section VII (H): Doing Business Data Form
Replace: Section VII (H): Doing Business Data Form dated 05/06/08

Addendum #2
Naval Architecture and Related Engineering Services, PIN 84110MBPT430

<u>Questions and Answers</u>:

Q1. Will DOT provide the forms in Microsoft Word (.doc) format?

A1. No.

Q2. The instructions state that:
"Each section should be tabbed and labeled to correspond with each section listed"
Does the first use of the term "section" refer to each of the four (4) individually sealed components?

A2. Yes. It refers to each of the forms listed in the four individually sealed components.

Q3. IV.A.1, p.6: There are separate component elements consisting of:
   a. Confirmation of VENDEX compliance
   b. VENDEX requirements & confirmation of VENDEX compliance
Are these separate forms? Are two separate forms to be submitted?

A3. Please refer to the RFP, Section IV: Format and Content of the Proposal - revised page 6R of the RFP attached to Addendum #2.

Q4. IV.3, p.6 – Should the five (5) copies of Component 2, once spiral bound, be packaged and wrapped with the original? Should the copies be labeled as such, i.e. Component 2 – Copy?

A4. Yes.

Q5. Section VII, Att A, p. GR-3 CONSTRUCTION SUPERVISION, RESIDENT ENGINEERING AND INSPECTION: Some of the inspection and materials testing services may be outside the traditional scope or expertise of a professional engineering/naval architecture firm and more suited to a NDT (Non Destructive Testing) company or dedicated materials testing organization. Is there an option to:
   a. Include necessary training and certification for basic *in situ* NDT in the cost proposal.
   b. Allow for sub-contracting this work out to the appropriate organization.

A5. a. No.
b. Yes.

Q6. III.A.6 – Task Orders: Please clarify the statement:

"Regardless if the task is ultimately performed by others or not performed at all, the Consultant will not be entitled to compensation for costs incurred in connection with the preparation of their project specific proposal."
Does this mean that all effort prior to notification of the Consultant to proceed with the Task Order is not compensable?

A6. Yes. Consultants will not be reimbursed for any cost associated with the preparation of cost or technical proposal information for a contemplated task.

Q7. III.B.2 – Selection Procedure: Confirm that there is an existing Consultant from prior award and that Task Orders will be alternately provided to each Consultant. Clarify the process of Task Order proposal and selection.

A7. Yes, there is an existing Consultant. Please refer to the Selection Procedure listed on page GR-6 and GR-7 of the Proposed Contractual Agreement in Section VIIA of the RFP for the method of task assignment.

Q8. IV.A. Will the not to exceed fee and maximum annual value of work be added to contract?

A8. Yes.

Q9. IV.C.4.J. GR-9: Cost of NDT contractors, etc.: This clause does not state if the costs are reimbursable as out-of-pocket costs. Please clarify.

A9. All expenses listed under IV.C.4. Pages GR-9 and GR-10 a) – n) are reimbursable as Out-of-Pocket Expense as stated in the RFP and as directed by the Engineer.

Q10. IV.C.4.K-L, N GR-9: Clauses do not state if the costs are reimbursable as out-of-pocket costs. Please clarify.

A10. Same as A9.

Q11. Form 1T: Item 1: Indicates US Flag Vessels and only commercial or naval. Can large yachts be included considering their size and sophistication? Can foreign flagged vessels be included?

A11. Absent specific experience with commercial or naval vessels, the Consultant can describe experience with large yachts or foreign flagged vessels. However, the Consultant is cautioned that DOT believes commercial and naval experience to be most relevant and responses will be reviewed and weighted accordingly. It is important that the Consultant be very knowledgeable in USCG, ABS, and all US regulations applicable to the Staten Island Ferries, which are considered to be U.S. Flag commercial vessels.

Q12. Form 1T: For item 1), what information is to be provided and in what format?

A12. The proposer shall provided in the form of a narrative, adequate and relevant responses to the questions on Form 1T explaining the quality and relevant experience meeting the requirements of the Form 1T.

Q13. How is the information in forms 1T-3T to be prepared and submitted?

A13. The proposer shall provide in a form of a narrative adequate and relevant responses to the questions on Form 1T – Form 3T.

Q14. Is there a limit to the number of pages for any of these Forms?

A14. No.

Q15. Form 6T: How is this form to be filled out considering that prospective Consultants do not know what specific tasks may be engaged that would require DBE Consultants?

A15. This contract is subject to NYS DBE utilization goal of 11%. Each proposer must show a commitment to meet the specified DBE goal on Form 6T as described in the Request for Proposals.

Q16. What is Form 330 / OMB Form No.:9000-0157 Architect-Engineer Qualifications to be used for?

A16. Please refer to the General and Specific Instructions in the Standard Form 330.

Q17. Is this data to be submitted as part of the technical proposal?

A17. Yes.

Q18. Much of this information in the Form 330 is redundant to that required in Forms 1T-3T.

A18. All forms must be individually filled in as part of the technical proposal.

Q19. Form 330: This form expired on 6/30/2007. Is there an updated form that should be used?

A19. No.

Q20. Form 4T2: Please clarify the intent of this form, what costs are to be included, and how they are to be made to sum to a predetermined figure of $200,000. Are these annual, monthly, etc.?

A20. Please refer to section Section VII, (A), Page GR-9, Paragraph 4 Out-of-Pocket Expenses, a) - n). $200,000 is to be used throughout the life of the contract.

Q21. Form 4T3: Please clarify the information to be provided and the scope of performance, measure, and boundaries of incentive/disincentive.

A21. Form 4T3 provides consultants with the opportunity to propose performance outcomes, specific measures of those outcomes, and innovative forms of financial award for achieving them. The form will be reviewed by the Agency but <u>not</u> scored. Therefore, it will play no role in the technical ranking of proposers. However, the information provided on the form may be used as one of the bases for subsequent price/payment negotiations.

Q22. The Doing Business Data Form provided is for Fall 07 – Spring 08. Is there an updated and/or current Doing Business Data Form?

A22. Yes. Please see attachment in Addendum #2.

Q23. Buy America Certification: Is this form required to be submitted as the Consultant is not providing materiel within the terms of the contract?

A23. Yes.

Q24. Is the profit limited to 10% as noted, and if so, 10% of what?

A24. Yes, the profit is limited to 10%. Please refer to Form 4T1R - Labor Cost Proposal.

Q25. Please advise which DBE forms are to be submitted and what information is required for completeness.

A25. The consultants are to fill out the forms as deemed appropriate pursuant to the requirements of the Request for Proposals.

Q26. Are subconsultants, if any, required to complete the forms in Component #1?

**A26. As specified in Section VII, D) Proposal Forms Packet, Note:
Please copy and use separate sheets for each subconsultant (if any).**

Q27. Are subconsultants, if any, required to complete Vendex in advance of being awarded work, as part of the RFP?

A27 As specified in Section VII, F) Vendex Requirements & Confirmation of Vendex Compliance; "The Proposer (including its subconsultant) shall submit this Confirmation of Vendex Compliance."

Q28. Are subconsultants, if any, required to complete the Doing Business form?

A28. No. The Prime Consultant is required to complete the Doing Business Data form.

Q29. Are subconsultants, if any, to be included in the SF330?

**A29. As specified in Section VII, D) Proposal Forms Packet,
Note: Please copy and use separate sheets for each subconsultant (if any).**

Q30. The instructions for completing the proposal state that the response should be printed on both sides. Where specific forms or other elements are only a single page, or where a new form would be forced to begin on the back of a page, is it acceptable to have those pages printed one-sided?

A30. Yes.

Q31. In Section VII of the RFP on page GR3 for Construction Supervision, Resident Engineering and Inspection – If required for construction supervision and inspection then is a junior inspector with ASCE Grade II or III qualification is acceptable as an assistant inspector to the Chief Inspector?

A31. Yes.

Q32. Can we get a list of plan holders for this contract so we can market our services to interested companies?

A32. No.

Q33. Can we get a copy of the pre-proposal sign in sheet?

A33. Yes. See attached to Addendum #2.

Q34. Is the project location in NYC only or other sites are potential project location?

A34. Project locations could include sites outside of New York City, such as shipyards outside of NYC.

Q35. Exclusion from Award, page 3, excludes any entity contracted to provide "Naval Architecture and Related Engineering Services". Does this refer only to the firm holding Contact B for these services, or any firm currently providing naval architecture services to the DOT, e.g., "Preliminary Design Services"?

A35. This refers to the firm holding Contract B.

Q36. With regard to Compliance with New York State Education Law, page 4, and Authority to Provide Professional Engineering Services in New York State, page 5, will subconsultants who provide specialized services, such as cost estimating, constructability reviews and environmental consulting, which may not involve the safeguarding of life, health and property, be considered compliant when they are working under the supervision the consultant who is compliant and authorized?

A36. Proposers are directed to the requirements of the RFP, Section III: Scope of Services, page 4. Prime and subconsultant(s) performing engineering work within the State of New York must <u>each</u> meet the applicable licensing requirements.

Q37. If the answer to Question 2 above is that all subconsultants must individually comply with New York State Education Law, an extension of the due date by two weeks is requested to allow the consultant to obtain the services of specialized subconsultants meeting these requirements.

A37. See A36.

Q38. Format and Content of the Proposal, page 6, requires that the proposal be submitted in plastic spiral binding. Will DOT consider allowing the use of economical 3-ring binders comprised of eco-friendly 39% post-consumer content for proposal submission versus spiral binding? Will GBC plastic comb binding be accepted?

A38. Yes.

Q39. Constructability Reviews, Page GR-3, require the use of "an approved shipyard construction expert". What is the criterion for an approved expert?

A39. DOT will approve the experience and qualifications of the expert.

Q40. Will DOT acceptance of a proposed subconsultant's experience and qualifications constitute approval?

A40. See A39.

Q41. Value Engineering, Page GR-4, require the use of "an approved expert shipbuilding cost estimator". What is the criterion for an approved expert?

A41. See A39.

Q42. Will DOT acceptance of a proposed subconsultant's experience and qualifications constitute approval?

A42. See A39.

Q43. Professional Liability Insurance, page GR-13, will be required for services "wherein the safeguarding of life, health and property is involved, as judged by the Department." For which specific contemplated services can the consultant expect that liability insurance will be required?

A43. As further stated on page GR-13: "Such tasks may include, but not be limited to, those involving investigation, evaluation, design, supervision of construction, or supervision of repair". The need for, and amount of, professional liability insurance will be negotiated between the consultant and the City for each task order on a case-by-case basis, depending upon the scope of the work. However, the proposer shall be prepared to produce professional liability insurance pursuant to the requirements of this Request for Proposals.

Q44. Professional Liability, page 4 of General Provisions (Appendix A), requires the subconsultants to have limits proportional to the exposures of the subconsultant's work. As none of the tasks are defined and the need for insurance will be based on the judgment of the Department, how can a subconsultant be expected to determine his insurance requirements?

A44. The need for, and amount of, professional liability insurance for a subconsultant will be negotiated for each task order on a case-by-case basis, depending on the scope of work. However, the proposer shall be prepared to produce professional liability insurance pursuant to the requirements of this Request for Proposals.

Q45. The Checklist for RFP lists the forms to be submitted by the consultant, but only Forms 1P, 2P, 3P, 1T, 2T, 3T, 4T1 and 7T appear to require submission by the subconsultants. Which DOT forms are required to be submitted by the subconsultants as part of the proposal package?

A45. See A26. through A29, above.

ACKNOWLEGEMENT OF RECEIPT OF REQUEST OF PROPOSAL - **R**

WE STRONGLY RECOMMEND THAT YOU FAX THIS SHEET TO US TO ENSURE THAT YOU RECEIVE ALL FUTURE ADDENDA TO THIS RFP

ATTN: GAIL HATCHETT - WITHIN 48 HOURS - FAX: (212) 839- 4241

☐ **WE WILL PARTICIPATE IN THE RFP -** SEND ANY ADDENDA TO THE CONTACT PERSON LISTED BELOW:

Consultant:		
Address:		
City	State	ZIP
Contact Person:	Phone #	
Fax #	Email	
RFP Contract No: FC-5584A-R		
RFP PIN: 84110MBPT430		
RFP Contract Title: Naval Architecture and Related Engineering Services In Connection With Engineering Service Agreement for Ferry Vessels and Floating Equipment – Contract A		

OR

☐ **WE DO NOT PLAN TO SUBMIT A PROPOSAL.**

Please check **all** the reasons that apply and return this form to Gail Hatchett.
Fax: (212) 839-4241 Email: ghatchett@dot.nyc.gov

☐ 1) Size of this contract is not within the interest of consultant.

☐ 2) Consultant had an insufficient amount of time to prepare proposal. (Please give the date that the Consultant acquired RFP and any other pertinent information.)

☐ 3) Contract work not within the specialty of the Consultant. (Please cite Consultant's area of specialty.)

☐ 4) Other. (Please explain in comment section below.)

☐ 5) Please remove me from your solicitation list.

Comments: (Please use additional sheets if necessary)

____________________ Signature

____________________ Title

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 Four (4) 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 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 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
-FTA/DBE FORMS
-DISCLOSURE OF LOBBYING ACTIVITY
-CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS
-VENDEX REQUIREMENTS & CONFIRMATION OF VENDEX COMPLIANCE

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 5T	**NYCDOT CURRENT WORKLOAD DISCLOSURE**
FORM 6T	**DBE PARTICIPATION FORM**
FORM 7T	**STATEMENT OF UNDERSTANDING**
FORM 330	**STANDARD FORM**

alternating Task Order Process will be followed during the terms of the contracts with the exception of when the Project Manager makes a determination in his/her sole discretion that a particular task or project is of such nature as to require the submission and evaluation of a Project Specific Proposal (defined below) for the scope of work by each of the Consultants, or in situations where the Department is not able to reach a final agreement with one Consultant after following the procedures set forth above, or where in the Agency's sole opinion and discretion, the Consultant cannot satisfactorily provide the services in a timely manner or is otherwise unable to commence the services required in the task order, it may request a proposal from the other Consultant and negotiate a final proposal with such other Consultant by following such procedures. The procedure that will be followed in the event that a determination is made by the Project Manager that the particular task or project is of such nature as to require the submission and evaluation of a Project Specific Proposal for the scope of work by each of the Consultants is set forth below. This selection procedure shall be conducted prior to the issuance of the Task Order. Both the Department and the Consultant understand that this alternate Task Order Process may result in a Consultant receiving consecutive Task Orders. Accordingly, the Task Order issued directly after the issuance of a Task Order pursuant to this special selection process shall be issued to the Consultant that is not issued the subject Task Order, unless it is determined by the Project Manager that such subsequent Task Order must also follow the special Task Order Process. Each Consultant shall not be entitled to any claims based on the award of any Task Order by the Project Manager.

(i). Project Specific Proposals Documents: As the need for services arises, the Project Manager shall issue project specific proposal documents to each Consultant. Such documents shall include the following: (i) information concerning the individual project for which services are required, and (ii) a description of the project specific proposal to be submitted by each Consultant.

(ii) Project Specific Proposals: The Consultants agree to submit project specific proposals in response to the documents specified in the paragraph above. The Consultants shall not be entitled to compensation for costs incurred in connection with the preparation of their project specific proposal.

(iii) Evaluation: An evaluation committee will review, evaluate and score all project specific proposals, based upon the technical evaluation criteria set forth in the project specific proposal documents. This evaluation and scoring will determine the Consultants' Technical Rating. The Consultant with the highest technical rating will be selected for the individual project. The selected Consultant shall then be required to follow the procedures for negotiating the task order delineated above.

IV. FEES AND PAYMENTS

A. FEE

In full payment for all services to be rendered hereunder, the Department may pay to the Consultant and the Consultant agrees to accept a fee not to exceed $2,500,000.00. The projected maximum annual value of work ordered under the contract is $625,000.00.

B. BASIS

1. Office Work:

The payment for the services rendered herein will be made on the basis of total direct technical office salary costs of the Consultant attributable to the contract times a technical office multiplier, plus direct reimbursement for Principals' Time and certain out-of-pocket expenses.

f. The Consultant shall not be entitled to any additional compensation as a result of any sum or sums paid to Construction or Ship Repair Contractor(s) in settlement of claims for additional compensation or of any judgment for damages under contracts awarded for the execution of the plans and specifications of the project. It is agreed, however, that in the event of the necessity of reletting a Construction Contract or Contracts or in the event of any claims being made or any action brought on a Construction or Repair Contract or Contracts, the Consultant shall render the Department any and all assistance required by the Commissioner, at an additional compensation to be agreed upon.

V. TERM

A. The total length of this ESA Contract should be **1460 Consecutive Calendar Days** from Notice to Proceed.

B. Proposers will be asked to submit proposals for a **1460 Consecutive Calendar Days** at a value of $2,500,000.00. At its sole discretion, the Department has the option to renew this contract one time, for a renewal duration for **730 Consecutive Calendar Days** under the same contract terms and conditions.

VI. INSURANCE

A. Professional Liability Insurance

Professional liability insurance coverage, furnished by the Consultant and Sub-consultants will be required by the Department on a case by case basis for all Project Task Agreements deemed to involve the provision of professional services wherein the safeguarding of life, health, or property is involved, as judged by the Department. Such tasks may include, but not be limited to those involving investigation, evaluation, design, supervision of construction, or supervision of repair. The detailed requirements for professional liability insurance coverage will be included in Article 4 of the "General Provisions" of the contract, Appendix A of this RFP. The cost to the consultant for professional liability insurance coverage, when required for a particular project task agreement, will be reimbursed by the Department as an out of pocket cost.

Consultant cost claims for Professional Liability Insurance, incurred pursuant to the requirements stipulated herein, shall be subject to audit by the Department. Only the actual cost to the Consultant of furnishing Professional Liability Insurance to cover the work of a Project Task Agreement wherein the Department requests such coverage shall be reimbursable. For Consultants with Professional Liability Insurance already in place at the time a Project Task Agreement requiring such coverage is executed, only the cost of Professional Liability Insurance actually apportionable to such Project Task Agreement will be reimburseable in payment for such Project Task Agreement, and then only when the Department has requested coverage.

B. Other Insurance

With the exception of Professional Liability Insurance, no separate payment will be made to the Consultant by the Department for furnishing the insurance coverage required under Section 4.3 of Appendix A for the Consultant or for Sub-consultants: the Consultant shall be solely responsible for all costs related to furnishing such insurance, as detailed in Section 4.3.B3h of Appendix A.

FORM 1TR

QUALITY & RELEVANCE OF PRIOR EXPERIENCE (FIRM IN GENERAL)

PROJECT NAME: **Naval Architecture and Related Engineering Services In Connection With Engineering Service Agreement for Ferry Vessels and Floating Equipment – Contract A**

PIN. : 84110MBPT430

CONTRACT NO.: FC-5584A-R CONSULTANT:______________

DESCRIBE

QUALITY & RELEVANCE OF PRIOR EXPERIENCE – (FIRM IN GENERAL)

1) **Proposer will include relevant experience in engineering, design, inspection and construction supervision services in the last five (5) years. Proposer should mention only projects on U.S. Flag self propelled vessels (commercial or naval) for which the associated physical work commenced thereon.**

2) **List all current and prior projects performed within the last five (5) years including ship design and construction/ repair supervision. For each project, provide the following information:**

   - **Description/Name of Project (Include vessel name and/ or Official Number or designator, type (including commercial or naval and type of propulsion) and size of each vessel (i.e., gross tonnage or dimensions), vessel's trade, and brief general description of the project scope (i.e. new construction, conversion, repowering, supervision of shipyard availability, repair, etc.))**
   - **Nature of consultant's work (i.e. planning, design, construction supervision, etc.)**
   - **Disciplines furnished by the Consultant (i.e. Naval Architects, Electrical Engineers, Structural Engineers, Marine Engineers, Construction Superintendents, Shipyard Inspectors, etc.)**
   - **Dollar Value of Consultant's Work Project**
   - **Contract Term**
   - **Contract Status**
   - **Project Status (Physical work completed and in service, or still in progress)**
   - **Regulatory Environment (State if consultant's work on project subject to U.S. Coast Guard or American Bureau of Shipping Approval)**
   - **Owner/Client's Name**
   - **Owner Project Manager's Name**
   - **Telephone No.**
   - **Email**

NYCDOT reserves the right to request data to verify information provided above.

3) **Provide a discussion on the firm's ability to retain its employees. Complete the attrition chart below:**

Average attrition rate for past 3 calendar years:

Total number of technical employees as of August 1st of last year	___. (a)
Number of technical employees who left firm during last calendar year	___. (b)
Total number of technical employees as of August 1st of previous cal. year	___. (c)
Number of technical employees who left firm during previous calendar year	___. (d)
Total number of technical employees as of August 1st of 2nd previous cal. Year	___. (e)
Number of technical employees who left firm during 2nd previous calendar year	___. (f)

b/a = ___ (g) d/c = __ (h) f/e = __ (i)
Average attrition rate = (g+h+i) / 3 = ____.

NYCDOT reserves the right to request data to verify information provided in the attrition table.

PROJECT NAME: **Naval Architecture and Related Engineering Services In Connection With Engineering Service Agreement For Ferry Vessels and Floating Equipment – Contract A**

CONTRACT NO: FC-5584A-R
PIN: 84110MBPT430

PRIME CONSULTANT:____

CONSULTANT ON THIS FORM:____________________________________

SERVICES TO BE RENDERED BY CONSULTANT ON THIS FORM:________________________________

(COLUMN 1) JOB TITLE	(COLUMN 2) MAXIMUM HOURLY RATE*
"OFFICE" TITLES***:	
1. Principal** (ASCE VII or higher)	$100.00
2. Senior Technical Expert/ Project Manager (ASCE VI or higher)	
3. Senior Professional (ASCE V or higher)	
4. Professional (ASCE IV or higher)	
5. Senior Technical (ASCE III or NICET 'SET')	
6. Technical (ASCE I/II or NICET 'ET')	

Notes:

*** The Maximum Hourly Rates to be proposed shall be the maximum hourly rate for each title for contract year # 1. Escalation of the contract Maximum Hourly Rates will be accomplished as described in the "Proposed Contractual Agreement" (Appendix 'A' to this RFP).**

**** The Maximum Hourly Rate for Principals for contract year # 1 shall be $100.00 per hour, will not be subject to any multiplier, and will only be paid for Principals performing technical work as described in the "Proposed Contractual Agreement" (Appendix 'A' to this RFP).**

***** Tasks performed by "Office" titles include, but are not limited to, such activities as: Preliminary or Final Design of a Conversion; Comprehensive Design; Planning; Hull, Machinery, Interior or Electrical/ Electronic Design; Estimating; Scheduling; Regulatory Liaison; Engineering Studies; Project Management.**

INTERIM OVERHEAD FACTOR	**(A)**	**(A)**
PROFIT FACTOR	**0.10 (B)**	**(B)**
INTERIM MULTIPLIER (*)	**(1+A)X(1+B)**	**(M)**

Consultant's Proposed Technical Office Multiplier __________

INSTRUCTIONS:

1. Each consultant of the project team is to submit a separate "Labor Cost Proposal Form".
2. The Total Multiplier shall be rounded off to Two (2) Decimal Places.
3. For each engineer title listed herein, and American Society of Civil Engineers (ASCE) Grade Number is given. The proposer should consult the "ASCE Professional Grade Descriptions" (Available free on ASCE's website) for guidance on General Characteristics, Direction Received, Typical Duties and Responsibilities, Supervisory Responsibility, Typical Equivalent Position Titles, Education and Registration Requirements, and Equivalent Federal General Schedule Grade corresponding to each position.
4. For each technician title listed herein, a National Institute for Certification in Engineering Technologies (NICET) grade abbreviation is given. The proposer should consult NICET's Requirements for Certification in Civil Engineering Technology, Mechanical Engineering Technology and Bridge Safety Inspection (available free on NICET's web site) for guidance on the capabilities and experience corresponding to each position.
5. Certification of employees by ASCE or NICET is not required: the ASCE and NICET grades given herein are intended as standard specifications for job title requirements only.
6. The agency will consider the proposed interim multiplier for establishing Total Contract Fee (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.

PROJECT NAME: **Naval Architecture and Related Engineering Services In Connection With Engineering Service Agreement For Ferry Vessels and Floating Equipment – Contract A**

CONTRACT NO: FC-5584A-R
PIN: 84110MBPT430

PRIME CONSULTANT:____

____

CONSULTANT ON THIS FORM:______________________________________

SERVICES TO BE RENDERED BY CONSULTANT ON THIS FORM:______________________________________

(COLUMN 1) JOB TITLE	(COLUMN 2) MAXIMUM HOURLY RATE*
"FIELD" TITLES***:	
1a. Resident Engineer (ASCE IV or higher)..	____________
2b. Chief Inspector**..	____________
3. Senior Hull Inspector (ASCE III or NICET IV)................................	____________
4. Senior Electrical Inspector (ASCE III or NICET IV)........................	____________
5. Senior Machinery Inspector (ASCE III or NICET IV)........................	____________

Notes:

*** The Maximum Hourly Rates to be proposed shall be the maximum hourly rate for each title for contract year # 1. Escalation of the contract Maximum Hourly Rates will be accomplished as described in the "Proposed Contractual Agreement" (Appendix 'A' to this RFP).**

**** See the "Proposed Contractual Agreement" (Appendix 'A' to this RFP) for details of job specification for Chief Inspector.**

***** Typical "Field" tasks include, but are not limited to, supervision of a major overhaul, conversion, or reconstruction of a ferryboat, supervision of construction of auxiliary vessels, supervision of ship or barge repair projects, related construction management and contractor quality assurance tasks, and functioning as owner's representative during shipyard availabilities.**

INTERIM OVERHEAD FACTOR	____________ **(A)**		____________ **(A)**
PROFIT FACTOR	**0.10 (B)**		**(B)**
INTERIM MULTIPLIER (*)		**(1+A)X(1+B)**	____________ **(M)**

Consultant's Proposed Technical Field Multiplier __________

INSTRUCTIONS:

1. Each consultant of the project team is to submit a separate "Labor Cost Proposal Form".
2. The Total Multiplier shall be rounded off to Two (2) Decimal Places.
3. For each engineer title listed herein, and American Society of Civil Engineers (ASCE) Grade Number is given. The proposer should consult the "ASCE Professional Grade Descriptions" (Available free on ASCE's website) for guidance on General Characteristics, Direction Received, Typical Duties and Responsibilities, Supervisory Responsibility, Typical Equivalent Position Titles, Education and Registration Requirements, and Equivalent Federal General Schedule Grade corresponding to each position.
4. For each technician title listed herein, a National Institute for Certification in Engineering Technologies (NICET) grade abbreviation is given. The proposer should consult NICET's Requirements for Certification in Civil Engineering Technology, Mechanical Engineering Technology and Bridge Safety Inspection (available free on NICET's web site) for guidance on the capabilities and experience corresponding to each position.
5. Certification of employees by ASCE or NICET is not required: the ASCE and NICET grades given herein are intended as standard specifications for job title requirements only.
6. The agency will consider the proposed interim multiplier for establishing Total Contract Fee (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.

PROJECT NAME: Naval Architecture and Related Engineering Services In Connection With Engineering Service Agreement For Ferry Vessels and Floating Equipment – Contract A

CONTRACT NO: FC-5584A-R
PIN: 84110MBPT430

PRIME CONSULTANT: ______________________________

____

CONSULTANT ON THIS FORM: ______________________________

TITLE CONVERSIONS

Title Used In RFP Form 4T-1 pp 1 & 2	Consultant's Job Title Names*

"OFFICE" TITLES:

1. Principal** (ASCE VII or higher) ______________________
2. Senior Technical Expert/ Project Manager (ASCE VI or higher) ______________________
3. Senior Professional (ASCE V or higher)... ______________________
4. Professional (ASCE IV or higher)... ______________________
5. Senior Technical (ASCE III or NICET 'SET')... ______________________
6. Technical (ASCE I/II or NICET 'ET')... ______________________

"FIELD" TITLES:

1a. Resident Engineer (ASCE IV or higher)... ______________________
2b. Chief Inspector... ______________________
3. Senior Hull Inspector (ASCE III or NICET IV).... ______________________
4. Senior Electrical Inspector (ASCE III or NICET IV)... ______________________
5. Senior Machinery Inspector (ASCE III or NICET IV).... ______________________

____

Note: * Each consultant of the project team shall submit a separate "Title Coversion Form." Each consultant shall insert the equivalent names it uses for the titles included in its proposal which will be included in the consultant's bills. For example, if the proposer's equivalent names for a "Professional" grade (i.e. ASCE IV) employee are "Naval Architect," " Electrical Engineer," "Senior Piping Designer," etc., the proposer must insert that information.

The City of New York
Mayor's Office of Contract Services
Doing Business Accountability Project

Doing Business Data Form

To be completed by the City Agency prior to distribution			
Agency: ______	Transaction ID: ______		
Check One:	**Transaction Type (check one):**		
☐ Proposal	☐ Concession	☐ Contract	☐ Economic Development Agreement
☐ Award	☐ Franchise	☐ Grant	☐ Pension Investment Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's VENDEX requirements.**

Please return the completed Data Form to the City Agency that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@cityhall.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Section 1: Entity Information

Entity Name: ______________________________

Entity EIN/TIN: ______________

Entity Filing Status (select one):

☐ Entity has never completed a Doing Business Data Form. *Fill out the entire form.*

☐ Change from previous Data Form dated ________. *Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.*

☐ No Change from previous Data Form dated ________. *Skip to the bottom of the last page.*

Entity is a Non-Profit: ☐ Yes ☐ No

Entity Type: ☐ Corporation (any type) ☐ Joint Venture ☐ LLC ☐ Partnership (any type) ☐ Sole Proprietor ☐ Other (specify): ______________

Address: ______________________________

City: ______________ State: ________ Zip: ________

Phone : ______________ Fax : ______________

E-mail: ______________________________

Provide your e-mail address and/or fax number in order to receive notices regarding this form by e-mail or fax.

Section 2: Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer

☐ This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

☐ This person replaced former CEO: ______________________ on date: ____________

Chief Financial Officer (CFO) or equivalent officer

☐ This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

☐ This person replaced former CFO: ______________________ on date: ____________

Chief Operating Officer (COO) or equivalent officer

☐ This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

☐ This person replaced former COO: ______________________ on date: ____________

Section 3: Principal Owners

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual owners exist, please check the appropriate box to indicate why and skip to the next page. If the entity is owned by other companies, those companies do **not** need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

☐ The entity is not-for-profit ☐ There are no individual owners ☐ No individual owner holds 10% or more shares in the entity
☐ Other (explain): ____________________

Principal Owners (who own or control 10% or more of the entity):

First Name: ____________________ MI: _____ Last: ____________________
Office Title: ____________________
Employer (if not employed by entity): ____________________
Birth Date (mm/dd/yy): ____________________ Home Phone #: ____________________
Home Address: ____________________

First Name: ____________________ MI: _____ Last: ____________________
Office Title: ____________________
Employer (if not employed by entity): ____________________
Birth Date (mm/dd/yy): ____________________ Home Phone #: ____________________
Home Address: ____________________

First Name: ____________________ MI: _____ Last: ____________________
Office Title: ____________________
Employer (if not employed by entity): ____________________
Birth Date (mm/dd/yy): ____________________ Home Phone #: ____________________
Home Address: ____________________

Remove the following previously-reported Principal Owners:

Name: ____________________ Removal Date: ____________________
Name: ____________________ Removal Date: ____________________
Name: ____________________ Removal Date: ____________________

Section 4: Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. **At least one senior manager must be listed, or the Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers:

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

First Name: ______________________ MI: _____ Last: ______________________

Office Title: ______________________

Employer (if not employed by entity): ______________________

Birth Date (mm/dd/yy): ______________ Home Phone #: ______________________

Home Address: ______________________

Remove the following previously-reported Senior Managers:

Name: ______________________ Removal Date: ______________

Name: ______________________ Removal Date: ______________

Certification

I certify that the information submitted on these four pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name: ______________________

Signature: ______________________ Date: ______________________

Entity Name: ______________________

Title: ______________________ Work Phone #: ______________________

Return the completed Data Form to the agency that supplied it.

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.

NEW YORK CITY DOT

Department of Transportation

JANETTE SADIK-KHAN, Commissioner

ATTENDANCE SHEET – CONSULTANTS

DATE: 02/11/10 **TIME:** 1:00 PM **LOCATION:** 55 Water Street, Bid Room A – Ground Floor

CONTRACT DESCRIPTION: Naval Architecture and Related Engineering Services in connection with Engineering Service Agreement for Ferry Vessels and Floating Equipment – Contract A

CONTRACT #: ______ **PIN #.:** 84110MBPT430 **REGISTRATION #:** ______

CONTRACTOR: ______ **SUBJECT:** Pre-Proposal Conference

#	NAME	AFFILIATION	PHONE	E-MAIL
1.	RICHARD C. RODI	AMSEC ENG'RG OF NY	212 431 6900	richard.rodi@ngc.com
2.	~~[illegible]~~			
3.	RYAN ROBERTS	SPARKMAN & STEPHENS, INC.	212.661.1240	rroberts@sparkmanstephens.com
4	Sue Bayat	EnTech Engineering, PC	646-722-0000	sbayat@entec-PC.com
5	NAZRUL SIDDIQUE	NS ENGINEERS, P.C.	732-254-1163	nazrul.siddique@nsengineers.com
6.	BLAKE POWELL	JMS	8605360009	~~[illegible]~~ blake@jmsnet.com
7.				
8.				
9.				
10.				

NYC Department of Transportation
Office of the Agency
Contracting Officer
55 Water Street, New York, NY 10041
T: 212-839-9292
www.nyc.gov/dot

THE CITY OF NEW YORK

DEPARTMENT OF TRANSPORTATION

Ferry Division
Ferry Engineering Section

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #2

NAVAL ARCHITECTURE AND RELATED SERVICES
IN CONNECTION WITH
ENGINEERING SERVICE AGREEMENT FOR
FERRY VESSELS AND FLOATING EQUIPMENT – CONTRACT A
BOROUGHS OF MANHATTAN AND STATEN ISLAND

CONTRACT NO: FC-5584A-R
PIN: 84110MBPT430

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 March 2, 2010 for the Contract No. FC-5584A-R