

**DEPARTMENT OF DESIGN AND CONSTRUCTION
REQUEST FOR PROPOSALS FOR SPECIFIC PROJECT
UNDER REQUIREMENTS CONTRACT**

**HWDRCW02
PIN: 8502014VP0011P-20P**

**ENGINEERING DESIGN AND RELATED SERVICES FOR
CAPITAL PROJECT: SANDRESM1**

**PRELIMINARY AND FINAL DESIGN SERVICES FOR
EAST SIDE COASTAL RESILIENCY**

BOROUGH OF MANHATTAN

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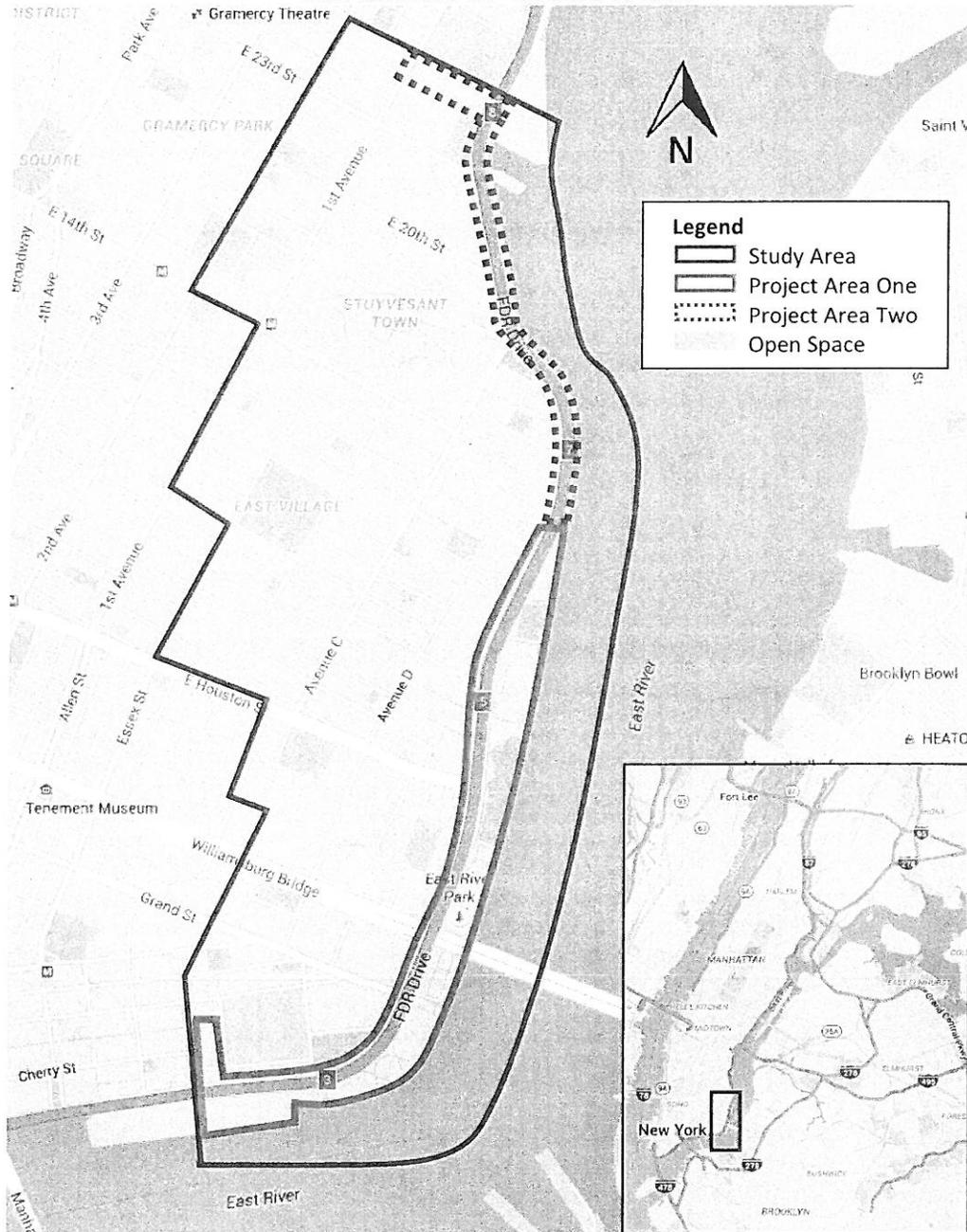
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PREFACE

The New York City Department of Design and Construction (DDC) has awarded contracts to ten Consultants to provide engineering design services for design of infrastructure projects (PIN: 8502014VP0011P-20P). As part of this effort, DDC is pleased to invite these consultants to submit proposals for providing engineering design services under task order for the following project:

**PRELIMINARY AND FINAL DESIGN SERVICES FOR
EAST SIDE COASTAL RESILIENCY**

BOROUGH OF MANHATTAN



Project Location Map

SECTION I. TIMETABLE**A. RFP Issuance****Pre-Proposal Conference**

A pre-proposal conference will be held on **Thursday, March 10, 2016 at 3:00 PM**, at DDC headquarter, 4th Floor conference room, 30-30 Thomson Avenue, Long Island City, NY 11101. Attendance is strongly encouraged, but not mandatory, to propose on the contract described in this RFP

Submission Deadline: The proposer shall deliver, on or before **4:00PM on March 21, 2016**, in a clearly marked and **separately sealed** volumes for (1) Technical Proposal and (2) Fee Proposal as follows:

- (1) Volume 1: Technical Proposal with project name and Identification Number (1 original and 8 copies of Volume 1, 1 electronic copy in PDF format on a cd).
- (2) Volume 2: Fee Proposal with project name and Identification Number (1 original).

Proposals shall be hand delivered to the contact person at the location listed below. Proposals received after the applicable due date and time prescribed in the RFP are late and will not be accepted except at the discretion of DDC pursuant to the applicable section of the City Procurement Policy Board Rules.

Nitin Patel, P.E.
Director, Program Administration
Department of Design and Construction
30-30 Thomson Avenue, 3rd Floor (Entrance on 30th Place)
Long Island City, NY 11101
Telephone: (718) 391-2505
e-mail: pateln6@ddc.nyc.gov

NOTE: Respondents are held responsible for ensuring that the DDC Program Administration section receives the RFP response package by the deadline. Respondents are warned not to rely on signed delivery slips from their messenger services. Occasionally packages are delivered to the School Construction Authority located in the same building and the packages are not forwarded to DDC in a timely manner. Entrance to DDC is on 30th Place, not Thomson Avenue despite our Thomson Avenue house number.

- B. **Inquiries:** In the event a proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, no later than one week prior to the submission date prescribed in the RFP. In the event DDC determines that it is necessary to respond to the inquiry in writing or by email, such response will be furnished as an addendum to the RFP. All inquiries must be directed **ONLY** to the contact person listed above.
- C. **Addenda:** Receipt of an addendum to this RFP by a proposer must be acknowledged by attaching an original signed copy of the addendum (ATTACHMENT 5) to the proposal for the project. All addenda shall become a part of the requirements for this RFP.
- D. **RFP Schedule:** The following is the estimated timetable for receipt and evaluation of the proposals and selection of a Consultant. This is only an estimate and is provided to assist responding proposers in planning.

- (a) Identify Technical Rating of the proposers: Within two (2) weeks of submission deadline
- (b) Negotiate Fee Proposal: Within two (2) weeks of (a) above
- (c) Complete Registration: Approximately two (2) months from the date of Consultant selection

SECTION II. FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Subdivision Instructions:

Proposers should provide all information required in the format below. The proposal should be typed on both sides of 8½" X 11" paper. The City of New York requests that all proposals be submitted on paper with not less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic paper recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <http://www.epa.gov/epawaste/conservation/tools/cpg/index.htm>). Pages should be paginated. The proposal will be evaluated on the basis of its content, not its length. Failure to comply with any of these instructions will not make the proposal non-responsive. Submit proposal in a clearly labeled, separately sealed packages as follows:

1. Technical Proposal (1 original and 8 copies, 1 electronic copy in PDF format on a cd): The Technical Proposal shall contain all the information requested in Subsection B below.
2. Fee Proposal (1 original): Fee Proposal shall contain all the information requested in Subsection C below.

B. The Technical Proposal shall contain the information described below:

1. Cover Letter: Submit a one page letter, indicating the company name and address, and the name, address and telephone number of the person authorized to represent the firm. ***(Be sure to refer to the proper DDC project number, Task Order number, and title).***
2. Technical Approach: Respond to the items listed below. The proposer's response shall be limited to **four (4) pages**.

For the tasks provided in the Specific Requirements, the proposer shall describe its planned program, technical as well as administrative, for successful completion of the project.

3. Firm and Sub-Consultant Experience: The proposer shall include firm experience in similar projects.

Key Personnel: The proposer shall identify the individuals who will provide services as Key Personnel in Attachment 1 included in this RFP, as per Article 5 of the Contract. Any proposed personnel provided by the Consultant and/or Subconsultant must satisfy the minimum requirements per title set forth in Exhibit D of the Contract.

Project Personnel: The proposer shall submit a detailed Project Organization Chart, which identifies by name, title and employer of all individuals who will be assigned to this project. Such Chart shall also specify the responsibilities assigned to each title of personnel.

The proposer shall submit resume(s) for all personnel assigned to this project. Each resume shall be limited to **two (2) pages**.

Subconsultants: The proposer shall identify the subconsultant(s) proposed in Attachment 2 included in this RFP from the subconsultants shown in Exhibit B of its Contract.

4. Firm's Capability: Using Attachment 3 included in this RFP, the proposer shall list its current and anticipated workload with NYCDDC and NYCDOT projects.

The proposer shall list each individual Task Order and Supplemental Task Order which are under the same Contract.

5. Proposer's detailed Project Schedule: The proposer shall submit Project Schedule (Attachment 4 included in this RFP) for all deliverables required in Schedule A. In addition, the proposer shall submit detailed Project Schedule in Critical Path Method (CPM) Microsoft Project format. Final Conceptual Design and all other documents are to be completed within the duration of the Task Order.

The CPM schedule in Microsoft Project, shall indicate execution of all tasks as applicable including the interrelationship and dependency of the various activities required under the tasks included in the Specific Requirements.

6. Acknowledgement of Addenda: The Acknowledgement of Addenda form (Attachment 5 included in this RFP) serves as the proposer's acknowledgement of the receipt of addenda to this RFP that may have been issued by the Agency prior to the proposal due date and time. The proposer should complete this form as instructed on the form.

C. Fee Proposal - Attachment 6 included in this RFP

The Fee Proposal consists of Attachment 6, Attachment 7, Attachment 8, and Schedule A (included in this RFP). The proposer shall also include its staffing table based on all inclusive hourly rates as approved in Exhibit C included in its requirement contract to substantiate the lump sum fees for each task provided in Attachment 6.

Please note that if the proposer cannot meet the stated M/WBE percentage, the waiver must be submitted to DDC's Office of Contract Opportunity Unit seven (7) days prior to the RFP Deadline submission. See Attachment 8 for further detail.

D. Proposal Package Contents (“Checklist”): The Proposal Package should consist of the following TWO packages:

1. Volume 1: Technical Proposal

(1 original and 8 copies, 1 electronic copy in PDF format on a cd):

Sealed package identifying the project and clearly labeled as “Volume 1 - Technical Proposal”, including:

- Identification of Personnel (Attachment 1)
- Identification of Subconsultants (Attachment 2)
- Current and Anticipated Workload Disclosure for NYCDDC/NYCDOT (Attachment 3)
- Project Schedule (including CPM in MS Project) (Attachment 4)
- Acknowledgement of Addenda (Attachment 5)

2. Volume 2: Fee Proposal (1 original):

Sealed package identifying the project and clearly labeled as “Volume 2 -Fee Proposal”, including:

- Fee Proposal (Attachment 6)
- Reimbursable Services Breakdown (Attachment 7)
- M/WBE – Schedule B (Attachment 8)
- HUD Rider (Attachment 9)
- Con Edison Design Services (Attachment 10)
- SCHEDULE A
- Staffing Table

SECTION III. PROPOSAL EVALUATION AND TASK ORDER AWARD PROCEDURES**A. Selection Process**

This is a Qualifications/Quality Based Selection (QBS) project. A DDC evaluation committee will review, evaluate and score all technical proposals, pursuant to the criteria described below. This evaluation will determine each proposer's score. Proposers will be ranked in accordance with their scores, and technical ranking of the proposers will be established for the project. DDC reserves the right to interview the top 3 ranked proposers and visit their offices for the purpose of clarifying their proposals, after which their initial scores may be re-evaluated.

The Fee Proposal of the highest ranked proposer will be opened and reviewed. If negotiations with the highest ranked proposer are successful, the proposer will be issued the Task Order. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked proposer(s).

B. Technical Proposal Evaluation Criteria for Task Orders

The proposal evaluation criteria are as follows:

- a. Proposer's Technical Approach (weight 35%)
- b. Key Personnel in Attachment 1 and Proposer's Project Organization Chart, including firm experience in similar projects (weight 30%)
- c. Proposer's detailed Project Schedule in a bar-chart format (Attachment 4) (weight 20%)
- d. Proposer's Design Workload with New York City/State Agencies and Authorities at the time of proposal submission (Attachment 3) (weight 15%)

C. Basis of Award:

The Department of Design and Construction will award contract to the responsible Consultant whose proposal is determined to be of the highest quality and most advantageous to the City, taking into consideration the overall quality of the proposal as measured against factors or criteria as set forth in the Request for Proposals and successful negotiation of an appropriated fee.