



December 5, 2014

ADDENDUM #1 to PIN 072201410CPD
Request for Proposal to provide architectural design services for all phases of design work for The New York City Department of Correction.

Dear Prospective Proposer:

Pursuant to 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Correction (Department) is issuing Addendum #1 to the Request for Proposal to provide architectural design services for all phases of design work for The New York City Department of Correction.

REVISED PROPOSAL DUE DATE

Please be advised that the Bid Opening Date for the above referenced procurement **has been extended to Tuesday, December 23, 2014 at 3:00PM.**

QUESTIONS AND RESPONSES

Question No. 1:

On page 8 of 25 of the RFP, the list of relevant staff identifies Land Surveying Specialists, and Lighting and Acoustical Specialists. These disciplines are not listed on Attachment D – Identification of Subconsultants. Should they be?

Response No. 1:

When an RFP proposer firm does not have in-house capability to perform any of the work required of this RFP and if the same work will be done via the use of a sub-consultant, then the proposer firm shall identify such sub-consultant by adding it to the “Attachment D” list included in the RFP.

Question No. 2:

On page 20 of 25 of the RFP, Item c.ii – Proposed Approach requires the proposer to “Describe the experience and success in developing the requirements contained in Section III.B.3.d.”. We are unable to find this section. Is the RFP referring to Section III.B.c?

Response No. 2:

Please replace Section III.B.3.d to read as Section III.B.1.C.

Question No. 3:

In Attachment B, Item B – Staffing Requirements under Personnel for Various Specialties, the RFP asks for a “Lighting & Acoustical Specialist” and a “Junior Lighting & Acoustical Specialist”. Since these specialists could be served better by two separate persons, would the DOC consider separating them into two separate titles/line items?

Response No. 3:

We agree to separate the two titles as follows:

- (A) Lighting Specialist; Estimated Hours = 100
- (B) Acoustical Specialist; Estimated Hours = 100
- (C) Junior Lighting Specialist; Estimated Hours = 250
- (D) Junior Acoustical Specialist; Estimated Hours = 250.

Question No. 4:

On Attachment C – Identification of Key Personnel, a “Senior Engineer – Geotechnical and Civil” is required. On Attachment D–Identification of Sub consultants, it shows “Structural/Civil Engineering Design Services” and “Geotechnical Services” as two separate services. Does the DOC want the Civil Engineer and Geotechnical Engineer to be the same person?

Response No. 4:

DOC will not impose as to how the RFP proposer would use their staff - either the same person performing both Geotechnical and Civil work or two separate persons would perform such work. The answer to this question will depend on each individual RFP proposer’s staffing make up. Therefore, based on each individual cases the RFP proposers shall state if either the same person would be performing both the functions (geo-tech and civil) or there will be two separate persons performing each functions separately.

Question No. 5:

Does the material called for “references” in item 1.b.ii (page 22 of 25) of the RFP the same or related to that noted in 2.a.iv (page 19 of 25) “projects”. If so does that mean that each sub consultant has to submit three projects too?

Response No. 5:

Yes.

Question No. 6:

If the term of the contract is extended beyond the initial three years will DOC permit adjustment in the staffing rates? If so on what basis.

Response No. 6:

Yes, when the term of the contract is extended beyond the initial three years then the renewal rate would be based on the Metro New York CPI (12) month index. Please refer to the RFP page 6 of 25 item C. under “Anticipated Contract Term”.

Question No. 7:

Please clarify item A. 2.c in page 20 of 25 of the RFP which refers to a III.B.3.d.

Response No. 7:

Please refer to Response No. 2

Question No. 8:

The RFP requirements call for inclusion of as many disciplines as are knowable to ensure a complete qualifications and cost model for the contracts awarded. This is resulting in requirements extensive sub-consultant material with respect to qualifications and rates. The time allotted is not adequate to secure the most accurate information for submission. An additional 11 days are requested to address these requirements.

Response No. 8:

The Department has extended the RFP submission due date for a later date to provide sufficient time in preparing your proposal. Please see above under "revised proposal due date".

Question No. 9:

Is Hazmat Materials Mitigation identification and design responsibilities included as part of this RFP?

Response No. 9:

Yes, hazmat materials identification and related mitigation design work is included as a scope of work of this RFP. When there will be a need to address hazmat materials mitigation, both the identification and design costs shall be carried out via a time card method by designating a not to exceed allowance amount based on RFP stipulated hazmat consultant hourly rates and negotiated lump sum design time. **Hazmat mitigation work shall not be included as part of the construction cost estimate and likewise the design fee curve will not be applicable to hazmat mitigation work.** In order to allow for hourly rates for the Hazmat mitigation team, the RFP Attachment B: Staffing Requirements: Titles and All Inclusive Hourly Rates shall be revised to add the following Titles Senior Engineer (Hazmat), Engineer (Hazmat) and Engineer Technician (Hazmat). Please see the attached revised Attachment B, Fee Price Proposal for your use.

Please sign below in acknowledgment of this addendum. ***Submit this addendum with your proposal.**


Deputy Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Proposer/Company Name (Print)

Authorized Representative (Print Name)

_____ Date
Authorized Representative (Signature)

ATTACHMENT B

REVISED PRICE PROPOSAL FORM

A. FEE CURVE TABLE

The Fee Curve shall be based upon the estimated construction cost established by the City and approved in writing by the Commissioner for a particular project, and shall be a smooth curve between each milestone of construction estimate.

<u>Total Estimated Construction Cost</u>	<u>Design Fee in (%)</u>	<u>Design Fee in (\$)</u>
\$250,000	%	\$
\$500,000	%	\$
\$750,000	%	\$
\$1,000,000	%	\$
\$1,500,000	%	\$
\$2,000,000	%	\$
\$2,500,000	%	\$
\$3,000,000	%	\$
\$3,500,000	%	\$
\$4,000,000	%	\$
\$5,000,000	%	\$
\$6,000,000	%	\$
\$7,000,000	%	\$
\$8,000,000	%	\$
\$9,000,000	%	\$
\$10,000,000	%	\$
\$12,000,000	%	\$
\$14,000,000	%	\$
\$16,000,000	%	\$
\$18,000,000	%	\$
\$20,000,000	%	\$
\$22,000,000	%	\$
\$24,000,000	%	\$
\$26,000,000	%	\$
\$28,000,000	%	\$
\$30,000,000	%	\$
Total of Design Fee		\$ _____

B. STAFFING REQUIREMENTS: Titles and All Inclusive Hourly Rates

Application: The All Inclusive Hourly Rates set forth below apply only if the Task Order specifies that the method of payment for the performance of services by the Consultant shall be based upon staffing hours (Time Card). The All Inclusive Hourly Rates shall have no application if the Task Order specifies that the method of payment for the performance of services by the Consultant shall be through a Design Fee.

These hourly rates are inclusive and included all overhead costs and profits are for the period of the contract. At the time of extension beyond the contract period the rates can be adjusted in accordance to the consumer index increase for each year.

No Payment for Principals: The Consultant shall not be entitled to payment for a principal's time performing oversight and/or management duties with respect to the Project. This prohibition on payment for a principal's time shall not apply if the following criteria are met: (1) the Consultant has been directed to perform services on a time card basis, (2) the principal is qualified to perform services as Project Architect or Project Engineer for the Project, and (3) the principal is included in the approved Staffing Plan for such title.

ARCHITECTURAL PERSONNEL

<u>Title</u>	<u>Estimated Hours</u>	<u>All Inclusive Hourly Rate</u>
Principal	50	\$ _____
Project Architect	50	_____
Project Manager (Architectural)	100	\$ _____
Landscape Architect	100	\$ _____
Senior Architectural Designer	150	\$ _____
Senior Landscape Designer	150	\$ _____
Senior Interior Designer	150	\$ _____
Junior Architectural Designer	250	\$ _____
Junior Landscape Designer	250	\$ _____
Junior Interior Designer	250	\$ _____
Draftsperson/CAD	350	\$ _____
Architectural Technician	350	\$ _____
Landscape Technician	350	\$ _____
Interior Design Technician	350	\$ _____

ENGINEERING PERSONNEL

<u>Title</u>		<u>All Inclusive Hourly Rate</u>
Project Engineer	100	\$ _____
Project Manager (Engineering)	100	\$ _____
Senior Geotechnical & Civil Engineer	100	\$ _____

Senior Structural Engineer	100	\$
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ENGINEERING PERSONNEL (Continued)

<u>Title</u>		<u>All Inclusive Hourly Rate</u>
Senior Mechanical Engineer	100	\$
Senior Electrical Engineer	100	\$
Senior Plumbing Engineer	100	\$
Senior Fire Protection Engineer	100	\$
Junior Geotechnical & Civil Engineer	250	\$
Junior Structural Engineer	250	\$
Junior Mechanical Engineer	250	\$
Junior Electrical Engineer	250	\$
Junior Plumbing Engineer	250	\$
Junior Fire Protection Engineer	250	\$
Engineering Draftsperson/CAD	250	\$
Engineering Technician	250	\$

PERSONNEL FOR VARIOUS SPECIALTIES

<u>Title</u>		<u>All Inclusive Hourly Rate</u>
Land Surveying Specialist	100	\$
Security Systems Specialist	100	\$
Lighting Specialist	100	\$
Acoustical Specialist		
Vertical Transportation Specialist	100	\$
Cost Estimating Specialist	100	\$
Junior Land Surveying Specialist	250	\$
Junior Security Systems Specialist	250	\$
Junior Lighting & Acoustical Specialist	250	\$
Junior Vertical Transportation Specialist	250	\$
Junior Cost Estimating Specialist	250	\$
Specialist Draftsperson/CAD	250	\$
Specialist Technician	250	\$
Senior Engineer (Hazmat)	150	\$
Engineer (Hazmat)	250	\$
Engineer Technician (Hazmat)	350	\$

B. Total All Inclusive Hourly Rate: \$

GRAND TOTAL: TOTAL A + TOTAL B \$ _____

Gran Total In Words: _____
_____ **Dollars**

Name of Proposer: _____

Signature of Partner or Corporate Officer: _____

Title: _____

Address: _____

Telephone: _____

E-mail address: _____

Date: _____