NEW YORK CITY DEPARTMENT OF CORRECTION
Joseph Ponte, Commissioner

Susana Chávez Hersh, Deputy ACCO
Central Office of Procurement

Bulova Corporate Center
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370

Office: 718 546-0768
Fax: 718 278-6205

March 23, 2015

ADDENDUM # 1
"Environmental Consultant to Assist with Management of Hazardous Waste and Other Environmental Compliance Obligations"
PIN 072201520EHS

Dear Prospective Bidder:

Pursuant to §3-02(i) of the Procurement Policy Board (PPB) Rules, the Department Correction (DOC) is issuing Addendum # 1 to the solicitation for "Environmental Consultant to Assist with Management of Hazardous Waste and Other Environmental Compliance Obligations" PIN 072201520EHS.

DUE DATE
Please be advised that the Due Date for the Expression of Interest remains **April 2, 2015 at 05:00PM.**

DEADLINE FOR CLARIFICATIONS
The deadline for questions is **March 25, 2014** at close of business. The Department will endeavor to answer any questions received after this date, but there may not be sufficient time for replies to be received before the due date.

Additional Site Visit:
An additional Site Visit has been scheduled for Friday March 27, 2015, 9:00am. Meeting place – Riker's Island – Queens Trailer. This site visit is OPTIONAL. Please note the security clearance must be submitted by close of business, Wednesday March 25, 2015. No further security clearances will be accepted after such date.
Potential Sites:

1) Division I Storehouse – View Chemical Storage and any waste items.
2) Transportation Division
    a. View chemical storage
    b. View Paint Booth
    c. Storage of waste oil and gas filters.
    d. Veeder Root System – Petroleum bulk storage tanks/storage
    e. View parts cleaner waste records, results of testing, and manifests.
3) Powerhouse/CoGen
    a. View storage of chemicals and waste chemicals.
    b. Review handling of PBS issues.

4) Division II Storehouse
    a. Chemical Storage
    b. Waste Storage
    c. Waste light bulbs and manifest system
5) Print Shop
    a. View process, chemicals and waste chemicals.
6) AMKC jail facility
    a. Maintenance shops, paint shop, chemical waste storage
    b. PBS tanks/mechanical rooms, binder.

Questions

1. Could you explain why there is a mandatory professional engineering requirement for this environmental compliance solicitation? There are other certifications that may be more applicable to environmental compliance consulting such as the certified hazardous materials manager (CHMM), that may be more suitable than the registered professional engineer certification for this type of work.

2. We noticed that one of the minimum qualifications requirements includes: "Minimum of one (1) Principal of Organization must be a Registered Professional Engineer in New York State". We have NYS registered professional engineers in our staff with many years of relative experience that can assist you in conforming with the subject DEC Order of Consent and would like to know is this suffices or if one of these professional engineers also needs to be a company principal. If so, how does this play a role in the quality of services to be provided? In other words, why does a company principal must also be a Professional Engineer if all the work will be performed by highly qualified personnel, including experienced and licensed professional engineers that satisfy all your other qualification requirements?

Response:

We agree. The minimum requirement that at least one principal of the firm be a Professional Engineer is hereby deleted.

However, NYS DEC requires that the Independent Environmental Monitor ("IEM") be a NYS P.E., and accordingly that remains a requirement. We interpret that to mean that we will need the firm to have a NYS PE on board who is very closely involved in performing the work required under this solicitation. That is, he/she should probably be the Project Manager or the Project Manager's supervisor. He will be NYS DEC's contact person, so he will be the voice and the brains of the IEM. The proposed firm's team will need NYS DEC's approval before contract award. If the firm has people with additional pertinent qualifications that are anticipated to part of the team, then the firm should include this information as part of the written expression of interest.

3. Please confirm that this project does not require a minimum percentage of participation by MBE/WBE firms.

Response:
There are no MBE/WBE participation goals for this project.

4. Do you need information from our sub-contractors for this Letter of Expression / Interest submission?

Response:
The information regarding sub-contractors should be included, to the extent that the firm is utilizing a sub-contractor to perform a major portion of the work and to the extent that the firm would like for DOC to consider the subcontractor's experience.

5. Are updated VENDEX questionnaires required prior to award? Please see note below from VENDEX website:

In an effort to streamline the processing of VENDEX questionnaires, the following new VENDEX policies are effective immediately:

MOCS will continue to accept VENDEX submissions from any vendor; however, MOCS will not process submissions unless a City agency makes a request associated with a pending award. VENDEX questionnaires submitted to MOCS that do not have such a request will not be processed, but will be held until a request is made by a contracting agency.

Response:
Time is of the essence in awarding this contract. Vendex questionnaires are required from the selected vendor prior to award. If a proposing firm needs to submit a new Vendex questionnaire or update any information contained in the Vendex questionnaire then please do so at this time – submit directly to MOCs and notify Ms. Gabrielle Connor.

6. Please provide a template contract for review.

Response:
A template is not available at this time.

7. Please clarify what information needs to be included in the Letter of Expression/Interest and the written Experience Statement.

Response:
At this time, please submit a cover letter expressing the firm's interest in being awarded the contract and becoming DOC's Environmental Monitor. The written experience statement shall detail:

1) how the proposing firm meets the minimum experience requirements;

2) additional qualifications held by the proposing firm that demonstrate superior ability to achieve the goals of the project; and

3) previous experience of the firm in performing the tasks described in the solicitation, particularly under conditions similar to those of Rikers Island.

Further documentation may be requested at a later time from the firms that are considered technically viable.

8. A list of firms who have obtained a copy of the solicitation and/or a list of site visit attendees is available upon request.

Susana Chávez Hersh

Susana Chávez Hersh