DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF PUBLIC BUILDINGS

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGEMENT SERVICES FOR
NEW YORK CITY HOUSING AUTHORITY APARTMENT REPAIRS PROGRAM

FMS ID: NYCHAREP

TABLE OF CONTENTS

PREFACE
I. TIMETABLE
II. SUMMARY OF REQUEST FOR PROPOSALS
III. SCOPE OF WORK AND CONTRACT CONDITIONS
IV. FORMAT AND CONTENT OF THE PROPOSAL
V. PROPOSAL EVALUATION AND SELECTION PROCEDURE
VI. GENERAL INFORMATION TO PROPOSERS
VII. ATTACHMENTS AND ENCLOSURES

Attachment 1 - Statement of Understanding
Attachment 2 - Form for Staffing Plan
Attachment 3 - Form for Staffing Expenses
Attachment 4 - Multiplier and Direct Salary Rates
Attachment 5 - Acknowledgement of Addenda
PROJECT: NYCHAREP – NYCHA APARTMENT REPAIRS PROGRAM

PREFACE

DDC’s Division of Public Buildings is seeking a qualified Construction Management (CM) firm to provide services before, during and post construction for the New York City Housing Authority Apartment Repairs Program Project. The selected CM shall provide all services necessary and required for the supervision, management, coordination, and administration of the Project described in Section II of this RFP, so that the required work is properly executed, completed in a timely fashion, and conforms to the requirements of the construction contract and to good construction practice. The Project is being managed for the New York City Housing Authority (NYCHA) and the New York City Department of Homeless Services (DHS) by the New York City Department of Design and Construction (DDC).
SECTION I. TIMETABLE

A. **Pre-Proposal Conference:** There will be no pre-proposal conference during this solicitation.

B. **RFI Submission:** All requests for information shall be e-mailed to the contact person indicated in Section I.D below before **4:00 PM on Thursday, March 12, 2020.**

C. **Submission:** The Proposer shall email the email address provided for the contact person listed in part d of this section, on or before **4:00 PM on Tuesday, March 17, 2020,** the Technical Proposal in a clearly labeled PDF marked “Technical Proposal”, and the Fee Proposal as a separate clearly labeled PDF marked “Fee Proposal”. The subject line of the email should state: **NYCHAREP – New York City Housing Authority Apartment Repairs Program.**

D. **Contact Person:** The Proposer shall email its Technical Proposal and Fee Proposal to the contact person at the location listed below.

   **Magalie Austin (718) 391-1586**
   Department of Design and Construction
   **30-30 Thomson Avenue, 1st Floor, Contract Section**
   Long Island City, NY 11101
   **E-mail:** MWBEdiscretionaryinfo@ddc.nyc.gov

E. **Inquiries:** In the event a Proposer desires any explanation regarding the meaning or interpretation of this RFP, such explanation must be requested in writing, by the RFI submission date prescribed in the RFP. In the event DDC determines that it is necessary to respond to the inquiry in writing, such response will be furnished as an addendum to the RFP to all CM contract holders. All inquiries must be directed ONLY to the contact person listed in Section I.D above.

F. **Addenda:** Receipt of an addendum to this RFP by a Proposer must be acknowledged by including a scanned copy of the signed addendum in the PDF of the technical proposal. All addenda shall become a part of the requirements for this RFP.

SECTION II. SUMMARY OF THE REQUEST FOR PROPOSALS

**Background:** The New York City Department of Design and Construction (DDC), Division of Public Buildings, is seeking a qualified Construction Management (CM) firm to provide pre-construction, construction and post construction services to DDC’s Project to provide supplemental services to the New York City Housing Authority’s Apartment Repairs Program. The DDC program will involve the repair of approximately 400 apartment units within various New York City Housing Authority (NYCHA) housing complexes in the Borough of Brooklyn and Queens. All work is expected to be completed within an 8-month timeframe, with all work in 40-50 apartment units completed each month. All DDC supervised work will be completed by December 31, 2020. Work in individual apartment units must be completed within a 17-day period beginning on the date of the Work Order walkthrough. The 17-day period ends at the sign off from the successful substantial completion walkthrough.
SECTION III. SCOPE OF WORK AND CONTRACT CONDITIONS

A. Project Scope of Work: The construction scope of work within each apartment unit may include, but not be limited to, patching and painting of walls and ceilings, replacement of all doors, including apartment unit entry door, replacement of glazing in windows, replacement of floors throughout the apartment, replacement of kitchen cabinets and kitchen wall and floor tiles, re-glazing of bathroom sink, tub and toilet, replacement of bathroom wall and floor tiles, and installation of marble saddle at bathroom. NYCHA will provide documentation concerning lead clearance prior to commencement of work. Up to four construction contractors will be procured by DDC under separate contract(s).

B. Construction Management Scope of Services: The selected CM will oversee up to four DDC construction contractors working on the NYCHA Apartment Repairs Program and will provide all construction management services necessary and required for supervision, management, coordination, and administration of the Project. The CM will ensure that the required work is properly executed in a timely fashion and conforms to the requirements of the construction contract and all applicable NYCHA and City laws, rules, regulations and standards. Such services shall include, but will not be limited to, pre-scoping walkthroughs with the NYCHA property management superintendent, scope walkthroughs with all parties, site supervision, office engineering, estimating, regulatory approvals review, document management, site safety, scheduling, and community liaison coordination. The CM will be required to provide such services throughout all phases of the project.

In addition, the CM will be required to review all project documents to ensure they comply with DDC’s requirements and processes. The CM will be responsible for reviewing, packaging, and submitting the general contractor’s payment requisition as directed by DDC. The CM will address any issue that arise with payment requisitions until the payment is released by DDC. The CM will coordinate with NYCHA staff, DDC staff, and NYCHA community relations to meet the Program’s needs.

Building Information Modeling (BIM) Services are not required for this project.

C. Contract Provisions: The services to be provided by the CM and all standards of performance applicable to the required work are set forth in the Contract for Construction Management Services.

D. Term of the Project: The term of the Project contract shall commence at contract registration and Notice to Proceed and shall continue until (1) Final Acceptance by the Commissioner of all required construction work for the Project, and (2) completion of all required CM services for the Project. The term shall be based on the detailed Project Schedule submitted by the Proposer as part of its Technical Proposal and shall indicate an anticipated start date for the work in spring 2020 with an approximate contract duration of eight (8) months and delivery of the program no later than December 31, 2020.

E. Staffing Plan: Personnel shall be provided in accordance with the Staffing Plan submitted by the Proposer as part of its Technical Proposal. Such Staffing Plan must identify actual personnel the CM will provide for the entire duration of the project.

F. Insurance: The CM must provide the types and amounts of insurance specified in Article 7, of Appendix A of the Contract for Construction Management Services. The cost of all
insurance determined by the CM to be necessary for the Project is deemed included in the Multiplier. The CM is advised to carefully review such insurance requirements.

G. Payment for Services: Payments for all required services for the Project shall be in accordance with Article 7 of the Construction Management Services Contract, attached hereto. The payment terms are summarized below.

1. Staffing Expenses: The CM shall be paid for staffing expenses for individuals identified in the approved Staffing Plan as construction management personnel. Staffing expenses shall be calculated based on direct salary rates for specified individuals, subject to a negotiated Multiplier. The CM shall not be entitled to payment for staffing expenses for (1) any Contract Executive(s), and/or (2) any individual not included in the approved Staffing Plan.

2. Reimbursable Services: The CM shall be reimbursed for services as described in Article 6.6 of the Construction Management Services Contract, attached hereto.

SECTION IV. FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Subdivisions Instructions: Proposals shall be provided in a PDF in 8½” x 11” page format. Pages must be paginated. The proposal will be evaluated based on its content, not its length. Failure to comply with any of these instructions may make the proposal non-responsive.

1. Technical Proposal: The Technical Proposal shall contain all information requested in Section IV.B below, using the format and quantities described in Section IV.D.

2. Fee Proposal: The Fee Proposal shall contain all information requested in Section IV.C below, using the format and quantities described in Section IV.D.

B. Technical Proposal: The Technical Proposal shall contain the following information.

1. Cover Letter: Submit a maximum one-page cover letter, indicating the firm name and address, and the name, address and telephone number of the person authorized to represent the firm. The cover letter must include the DDC project number and title.

2. Staffing Plan: Submit a Staffing Plan for the Project. The Staffing Plan shall only include personnel for the performance of consulting and/or technical services for the Project. The Staffing Plan shall not include any personnel who perform administrative, overhead and/or home office functions. A form for submission of the Staffing Plan is included as Attachment 2 to this RFP.

- Contract Executive: Identify the Contract Executive. The Contract Executive shall have at minimum 10 years of experience overseeing construction activities and a degree or certificate in construction management, engineering, architecture or related field. The Contract Executive shall serve as the CM’s principal representative with respect to its contractual obligations. The Contract Executive shall be responsible for providing, on an as needed basis, executive or management expertise and oversight with respect to the Project.
• **Key CM Personnel**: Identify Key CM Personnel for the Project. This means the team of specific CM personnel determined by the Proposer to be necessary for successful completion of the Project. Key CM Personnel shall provide services for the entire duration of the Project. Key CM Personnel shall have at minimum of 3 years of experience and a degree or and a degree or certificate in construction management, engineering, architecture or related field.

• **Other CM Personnel**: Identify by title other CM Personnel for the Project. This means CM personnel who will provide services that are in support of, or ancillary to, the services provided by the Key CM Personnel. Other Construction Management Personnel shall have at minimum of 3 years of experience and a degree or and a degree or certificate in construction management, engineering, architecture or related field.

• **Total Estimated Hours Per Title**: For all titles identified in the Staffing Plan, indicate the total estimated hours per title. The total estimated hours per title must be in accordance with the Project Schedule submitted by the proposer. (See requirement below). The total estimated hours per title shall not include any overtime hours.

• **Resumes**: For all personnel included in the Staffing Plan, submit resumes detailing consulting and/or technical qualifications, as well as experience with similar projects. The Contract Executive, Key CM Personnel, and Other CM Personnel must demonstrate the following:
  
  o Experience with technical, inspection, management, coordination and administration of Projects of similar complexity;
  o Experience completing projects timely and in conformance with requirements of the construction contract;
  o Experience and knowledge of construction industry best practices;
  o Experience with review and approval of project scheduling;
  o Experience with review and approval cost estimates;
  o Experience with data management and project lifecycle reports;
  o Experience with review, evaluation and response to contractor’s RFIs and change orders;
  o Experience with review and processing of contractor’s payments for all phases of work;
  o Experience with monitoring and executing site safety requirements.

3. **Management Strategy**: Submit a three-page statement describing the proposer’s management strategy, including: (1) its understanding of the objectives and complexities of the Project, (2) its methodology for tracking and maintaining the Project schedule, and (3) its techniques for problem solving.
4. **Project Schedule:** Submit a detailed, coordinated schedule demonstrating the timeframe for completion of the entire Project. The Project Schedule shall detail timeframes for all required construction operations, as well as interrelationships between significant contracts and/or components of the work. The Project Schedule shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours). The Project Schedule shall be in consecutive calendar days and shall specify timeframes for the following activities:

- Pre-construction
- Construction
- Substantial completion of construction
- Final acceptance of construction
- Project close-out and completion of all post-construction services

5. **Statement of Understanding:** The Statement of Understanding form (Attachment 1) shall be signed by the Proposer and submitted in the PDF of the Technical Proposal.

6. **Acknowledgement of Addenda:** The Acknowledgement of Addenda form (Attachment 5) shall be completed by the Proposer and submitted in the PDF of the Technical Proposal.

C. **Fee Proposal:** The Fee Proposal shall contain the following:

- Total estimated staffing expenses for the Project. A form for submission of staffing expenses is included as Attachment 3 to this RFP.

- Multiplier and Direct Salary Rates. A form for submission of this information is included as Attachment 4 to this RFP.

D. **Proposal Package Contents (“Checklist”):** The Technical Proposal and Fee Proposal shall be submitted within one (1) email that contains two separate clearly labeled PDF files containing the following items.

**PDF 1 (Marked as “Technical Proposal”):**
- Items listed in Section IV.B. of this RFP
  - Cover Letter
  - Staffing Plan (Attachment 2)
  - Resumes
  - Management Strategy
  - Project Schedule
- Statement of Understanding (Attachment 1)
- Acknowledgement of Addenda (Attachment 5)

**PDF 2 (Marked as “Fee Proposal”):**
- Fee Proposal – Form for Staffing Expenses (Attachment 3)
- Fee Proposal – Multiplier and Direct Salary (Attachment 4)

SECTION V. **PROPOSAL EVALUATION AND AWARD PROCEDURE**
A. **Selection Process:** DDC will evaluate the proposals received and will determine which proposal best meets the interests of the Agency per the Small Purchasing guidelines found PPB Section 3-08(c)(iv) M/WBE Noncompetitive Small Purchases.

B. **Basis of Award:** Contracts will be awarded to a CM based on PPB Section 3-08(c)(iv) following a determination of a fair and reasonable price from the selected proposer as well as a Responsibility Determination.

C. **PASSPort**

Procurement and Sourcing Solutions Portal (PASSPort) Disclosure Filing (formerly known as Vendor Information Exchange System (VENDEX) Forms or Certificate of No Change)

All organizations intending to do business with the City of New York should complete an online disclosure process to be considered for a contract. This disclosure process was formerly completed using Vendor Information Exchange System (VENDEX) paper-based forms. In anticipation of awards, proposers to Architectural Design Requirements Contracts for Small, Medium and Large Projects, Citywide must create online accounts in the new Procurement and Sourcing Solutions Portal (PASSPort) and file all disclosure information. **Paper submissions, including certifications of no changes to existing VENDEX packages will not be accepted in lieu of complete online filings.**

For more information about PASSPort, please visit [nyc.gov/passport](http://nyc.gov/passport).

D.

The Consultant selected to provide construction management services will be expressly precluded from proposing on, participating in, or performing, any other/additional CM or CM-related services either as a prime or sub consultant.

**SECTION VI. GENERAL INFORMATION TO PROPOSERS**

A. **Non-Binding Acceptance of Proposals:** This RFP does not commit the City to select a CM for any services.

B. **Incurring Proposal Costs:** The City of New York is not liable for any costs incurred in the preparation of a response to this RFP. If Proposers choose to participate, they may be asked to submit such price, technical data, or other revisions to their proposals as may be required by the City.

C. **Confidentiality:** The contents of a Proposer’s RFP response are not deemed confidential unless the Proposer identifies those portions of its response which it deems confidential, or containing proprietary information, or trade secrets. The Proposer must provide justification as to why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal.
D. Reserved Rights: All proposal material submitted becomes the property of the City and the City reserves the right, at its sole discretion, to:

1. Reject any and all proposals received in response to this RFP;
2. Award a Task Order to other than the lowest-fee Proposer;
3. Waive, modify or correct any irregularities in proposals received, after prior notification to the Proposer;
4. Use without limitation any or all of the ideas from submitted proposals;
5. Contract for all or selected parts of the Proposer’s proposal, selecting from the services offered without affecting the itemized pricing;
6. Extend the time for submission of all proposals after notification to all prospective Proposers;
7. Conduct discussions with offerers submitting acceptable proposals; or, award may be made without any discussion;
8. Terminate negotiations with a selected Proposer and select the next most responsive Proposer, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable time of the commencement of negotiations as determined by the Commissioner;
9. Postpone or cancel this RFP, in whole or in part, and reject all proposals.

E. Contractual Requirements

1. Any information which may have been released either orally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither the City nor the Proposer.

2. The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, 10th Floor, New York, NY 10007; the telephone number is (212) 669-4600. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.
By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands the scope and requirements of the Project, as described in the RFP and all attachments; (ii) has the capacity to execute the Project, (iii) agrees to accept payment in accordance with the requirements of this RFP and the Construction Management Contract, and (iv) will, if its proposal is accepted, perform all required services for the Project.

I hereby certify that my firm will carry all types of insurance specified in the contract.

The undersigned further stipulates that the information in this Proposal is, to the best of knowledge, true and accurate.

________________________________________
Name of Proposer

By:______________________________________
Signature of Partner or Corporate Officer
(Sign in ink) Date

______________________________
Print Name Title

______________________________
Telephone # EIN #

______________________________
Address E-Mail Address
FMS ID: NYCHAREP
Project: NYCHA Apartment Repairs Program

Submission: The Proposer shall submit Attachment 2 as part of its Technical Proposal.

Staffing Plan: The Proposer shall submit a Staffing Plan for the Project. The Staffing Plan shall only include personnel for the performance of consulting and/or technical services for the Project. The Staffing Plan shall not include any personnel who perform administrative, overhead and/or home office functions. In the space provided below, the proposer shall identify the following: (1) Contract Executive, (2) Key Construction Management Personnel, and (3) Other Construction Management Personnel. For all specified personnel (except the Contract Executive), the proposer shall indicate the total estimated hours per title. The total estimated hours per title must be in accordance with the proposer’s Project Schedule and shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours).

Resumes: The Proposer shall submit a resume for each individual identified in the Staffing Plan below. The resume shall detail the individual’s managerial and technical qualifications, as well as his/her experience with similar projects.

Contract Executive: The Proposer shall identify the Contract Executive. The Contract Executive shall have at minimum 10 years of experience overseeing construction activities and a degree or certificate in construction management, engineering, architecture or related field. The Contract Executive shall serve as the Contractor’s principal representative with respect to its obligations under this contract. The Contract Executive shall be responsible for providing, on an as needed basis, executive or management expertise and oversight with respect to the Project.

Key Construction Management Personnel: The Proposer shall identify Key Construction Management (CM) personnel for the Project. This means the team of specific Construction Management (CM) personnel determined by the proposer to be necessary for successful completion of the Project. Key CM Personnel shall provide services for the entire duration of the Project (Construction and Post Construction Phases). The proposer shall indicate the total estimated hours per title. The total estimated hours per title shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours).

Key Construction Management Personnel shall have at minimum of 3 years of experience and a degree or a degree or certificate in construction management, engineering, architecture or related field.

The Proposer may add additional lines if necessary.

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<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Total Estimated Hours per Phase</th>
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<tbody>
<tr>
<td></td>
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<td>Construction</td>
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<tr>
<td>Project Manager</td>
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<tr>
<td>Superintendent</td>
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<td>Superintendent</td>
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</tbody>
</table>

RFP-10
PROJECT: NYCHAREP – NYCHA APARTMENT REPAIRS PROGRAM

Superintendent

Superintendent

Other Construction Management Personnel: The proposer shall identify other Construction Management (CM) Personnel for the Project. This means CM personnel who will provide services that are supportive or ancillary to the services provided by the Key CM Personnel. The proposer shall indicate the total estimated hours per title. The total estimated hours per title shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours).

Other Construction Management Personnel shall have at minimum of 3 years of experience and a degree or and a degree or certificate in construction management, engineering, architecture or related field.

The proposer may add additional lines if necessary.

<table>
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<tr>
<th>Title</th>
<th>Name</th>
<th>Total Estimated Hours per Phase</th>
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<tbody>
<tr>
<td></td>
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<td>Construction</td>
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</table>

Certification: By signing in the space provided below, the Proposer certifies that (1) the individuals proposed as Key CM Personnel are currently employed by the Proposer, and (2) if the Proposer is selected for the Project, it will assign such individuals to the Project as Key CM Personnel for the entire duration thereof.

The Proposer understands that if it is selected for the Project, the City was induced to make such selection based upon the Proposer’s certification that it will assign to the Project the individuals proposed as Key CM Personnel. The Proposer further understands that failure to provide such individuals as Key CM Personnel shall be considered a material breach of the Contract and grounds for termination for cause.

If the Proposer is unable to make the certification set forth above, it shall attach a signed statement indicating why it is unable to make the certification.

________________________________________
Name of Proposer

By: ____________________________________
Signature of Partner or Corporate Officer

________________________________________
Date

________________________________________
Printed Name

________________________________________
Title

________________________________________
Firm

________________________________________
EIN #
ATTACHMENT 3

FEE PROPOSAL – FORM FOR STAFFING EXPENSES

FMS ID: NYCHAREP
Project: NYCHA Apartment Repairs Program

Submission: The Proposer shall submit Attachment 3 as part of its Fee Proposal.

Total Estimated Staffing Expenses: The proposer shall calculate the total estimated staffing expenses for the Project based on direct salary rate information for specified CM personnel. In completing this Attachment 3, the proposer shall provide information IDENTICAL to that provided in Attachment 2 regarding the specific CM personnel to be assigned to the Project, as well as the total estimated hours per title. The total estimated hours per title shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours).

Direct Salary Rate: An employee’s actual annual direct salary shall be the salary amount directly payable to such employee on an annual basis and shall NOT INCLUDE any amount for the following costs or payments: (1) all payments for services performed during overtime hours; (2) all employer payments mandated by law, including without limitation, Social Security and Medicare taxes, insurance (Worker’s Compensation, Employers Liability, Unemployment); (3) all employer contributions, if any, to retirement plans, including without limitation pension and/or deferred compensation plans, and (4) all costs for any and all other fringe and/or supplemental benefits.

To compute an employee’s actual annual direct salary on an hourly basis, the employee’s actual annual direct salary, as defined above, shall be divided by 2080.

The proposer may add additional lines if necessary.

The proposer must sign the Total Estimated Staffing Expenses for the Project in the space provided on the following pages.
### ATTACHMENT 3, cont.

**FEE PROPOSAL – FORM FOR STAFFING EXPENSES**

#### Phase 1: Pre-Construction

The proposer may add additional lines if necessary.

<table>
<thead>
<tr>
<th>CM Personnel Name and Title</th>
<th>Direct Salary Rate (per hour)</th>
<th>Total Estimated Hours Per Title</th>
<th>Total Estimated Amount per Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Title: Project Manager</td>
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<td>Name: ____________________</td>
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<td>(2) Title: Superintendent</td>
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<td>Name: ____________________</td>
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<tr>
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<td>Name: ____________________</td>
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<tr>
<td>(4) Title: Superintendent</td>
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<td>Name: ____________________</td>
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<td>(5) Title: Superintendent</td>
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<td>Name: ____________________</td>
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<td>(6) Title: __________________</td>
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<td>Name: ____________________</td>
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</table>

**Pre-Construction Phase**

- **Total Estimated Amount for All Titles:** 
  (Addition of Total Estimated Amount per Title for all titles)

- **Total Estimated Staffing Expenses for Pre-Construction Phase with Multiplier:** 

RFP-13
**ATTACHMENT 3, cont.**

**FEE PROPOSAL – FORM FOR STAFFING EXPENSES**

<table>
<thead>
<tr>
<th>Phase 1: <strong>Construction</strong></th>
<th>The proposer may add additional lines if necessary.</th>
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</thead>
<tbody>
<tr>
<td>CM Personnel Name and Title</td>
<td>Direct Salary Rate (per hour)</td>
</tr>
<tr>
<td>(1) Title: Project Manager</td>
<td>Name: ______________________</td>
</tr>
<tr>
<td>(2) Title: Superintendent</td>
<td>Name: ______________________</td>
</tr>
<tr>
<td>(3) Title: Superintendent</td>
<td>Name: ______________________</td>
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<tr>
<td>(4) Title: Superintendent</td>
<td>Name: ______________________</td>
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<tr>
<td>(5) Title: Superintendent</td>
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<td>(6) Title: __________________</td>
<td>Name: ______________________</td>
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<td>(7) Title: __________________</td>
<td>Name: ______________________</td>
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<tr>
<td>(8) Title: __________________</td>
<td>Name: ______________________</td>
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</tbody>
</table>

**Construction Phase**

Total Estimated Amount for All Titles: __________

(Addition of Total Estimated Amount per Title for all titles)

Total Estimated Staffing Expenses for Construction Phase with Multiplier: __________
### Phase 2: Post Construction

The proposer may add additional lines if necessary.

<table>
<thead>
<tr>
<th>CM Personnel Title and Name</th>
<th>Direct Salary Rate (per hour)</th>
<th>Total Estimated Hours Per Title</th>
<th>Total Estimated Amount per Title</th>
</tr>
</thead>
</table>
| **(1) Title: Project Manager**
Name: ____________________ | _____ | _______ x _______ = _______ |
| **(2) Title: Superintendent**
Name: ____________________ | _____ | _______ x _______ = _______ |
| **(3) Title: Superintendent**
Name: ____________________ | _____ | _______ x _______ = _______ |
| **(4) Title: Superintendent**
Name: ____________________ | _____ | _______ x _______ = _______ |
| **(5) Title: Superintendent**
Name: ____________________ | _____ | _______ x _______ = _______ |
| **(6) Title: ____________________**
Name: ____________________ | _____ | _______ x _______ = _______ |

**Post Construction Phase**

Total Estimated Amount for All Titles: 
(Addition of Total Estimated Amount per Title for all titles)

Total Estimated Staffing Expenses for Post-Construction Phase with Multiplier:

**********************************************************************
****
FEES PROPOSAL – FORM FOR STAFFING EXPENSES

Grand Total: Total Estimated Staffing Expenses for the Project: 
(Addition of Total Estimated Staffing Expenses for Construction and Post Construction Phases)

Name of Proposer

By: 

Signature of Partner or Corporate Officer

Date

Printed Name

Title

Firm

EIN #
Submission: The proposer shall submit Attachment 4 as part of its Fee Proposal.

Negotiation: DDC will attempt to negotiate the items listed below on a fair and reasonable basis with the highest ranked proposer. If negotiations are not successful, DDC will enter into negotiations with the next highest ranked firm.

PART 1: MULTIPLIER FOR OVERHEAD

In the space provided below, the proposer shall indicate a Proposed Multiplier for Overhead. Such Multiplier is subject to negotiation.

Proposed Multiplier for Overhead: __________

(1) In support of its proposed Multiplier, the proposer shall submit the following:

(a) If the proposer has an “Audited Multiplier for Overhead” that has been accepted by a governmental agency, it must submit its latest Audited Multiplier for Overhead, as well as a letter from a governmental agency that engages in capital construction work (city, state or federal) approving or accepting such Audited Multiplier for Overhead. The proposer is advised that DDC has NO OBLIGATION to accept an Audited Multiplier for Overhead, even if such multiplier has been approved by a governmental agency.

(b) Most recent audited Statement of Direct Labor, Fringe Benefits, and General Overhead prepared in accordance with Part 31 of the Federal Acquisition Regulation (“FAR Audit Report”). FAR Audit Report is not required for firms with gross income less than $1 Million annually in two of the last three fiscal years.

(c) If the proposer does not have a FAR Audit Report, it must submit an affidavit attesting to the fact that the proposer does not have such Report.

(d) In addition, the proposer must submit: either reviewed or compiled financial statements for the last three (3) years, which statements must be accompanied by either an “Independent Accountant’s Review Report” signed by a CPA or an “Independent’s Accountant’s Compilation Report” signed by a CPA.

(2) DDC reserves the right to require the proposer to submit any records, documentation or accounting data in connection with its proposed Multiplier. Such records may include, without limitation, the “CONR 385 Package”. For a description of the “CONR 385 Package”, the proposer is directed to the following website: https://www.dot.ny.gov/main/business-center/audit/conr-385-388
PART 2: ACTUAL DIRECT SALARY INFORMATION

For each title listed below, the proposer shall submit the Actual Annual Direct Salary Information described below.

Project Manager: ____________________________
Superintendent: ____________________________

(1) Actual Annual Direct Salary: An individual’s actual annual direct salary shall be the salary amount directly payable to such employee on an annual basis and shall NOT INCLUDE any amount for the following costs or payments: (1) any payments for services performed during other than regular business hours (i.e., premium for Night Differential and/or Overtime); (2) any employer payments mandated by law, including without limitation, Social Security and Medicare taxes, insurance (Worker’s Compensation, Employers Liability, Unemployment); (3) any employer contributions to retirement plans, including without limitation pension and/or deferred compensation plans, and (4) any costs for any other fringe and/or supplemental benefits.

(2) Actual Annual Direct Salary on an Hourly Basis: To compute an individual’s actual annual direct salary on an hourly basis, the individual’s actual annual direct salary, as defined above, shall be divided by 2080.

(3) Payroll Register: To verify the actual direct salary information described above, the proposer must submit the firm’s payroll register for the six (6) months prior to submission of the proposal.

The proposer shall sign its Fee Proposal in the space provided below.

________________________________________
Name of Proposer (Full Business Name)

By: ______________________________________
Signature of Partner or Corporate Officer          Date

________________________________________
Print Name                           Title

________________________________________
Telephone #                         EIN #
**ACKNOWLEDGEMENT OF ADDENDA**

<table>
<thead>
<tr>
<th>TITLE OF THE REQUEST FOR PROPOSALS:</th>
<th>PIN #:</th>
</tr>
</thead>
</table>

Instructions: The proposer is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the proposer’s acknowledgement of the receipt of Addenda to this Request for Proposals (RFP), which may have been issued by the Agency prior to the Proposal Due Date and Time.

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### Part I

Listed below are the dates of issue for each Addendum received in connection with this RFP.

- Addendum # 1, dated _________________________________
- Addendum # 2, dated _________________________________
- Addendum # 3, dated _________________________________
- Addendum # 4, dated _________________________________
- Addendum # 5, dated _________________________________
- Addendum # 6, dated _________________________________
- Addendum # 7, dated _________________________________
- Addendum # 8, dated _________________________________
- Addendum # 9, dated _________________________________
- Addendum # 10, dated ________________________________

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### Part II

No Addendum was received in connection with this RFP.

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**Proposer Name**

**Proposer’s Authorized Representative:**

- Name: ____________________________________________
- Title: ____________________________________________
- Signature: _________________________________________
- Date: ____________________________________________

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**CONFIRMATION OF VENDEX COMPLIANCE**

RFP-19