

Addendum #1
January 14, 2022

Town + Gown Request for Proposals:
Climate Vulnerability, Impact, and Adaptation Analysis (VIA RFP)

Pursuant to Section I, Paragraph C, of the New York City Department of Citywide Administrative Services (DCAS), with the Mayor's Office of Climate Resiliency (MOCR), Request for Proposals ("DCAS T+G RFP"), entitled Climate Vulnerability, Impact, and Adaptation Analysis (VIA RFP), Consultants may make an inquiry or request for a clarification or explanation with respect to the DOT T+G RFP in writing no later than 5:00 P.M., January 7, 2022. In the event DCAS determined that it is necessary to respond to such inquiry or request in writing, such response would be furnished as an addendum to the DCAS T+G RFP to all Consultants as described in Section 1, Paragraph D.

This Addendum #1 is such an addendum. Paragraph D requires that this Addendum #1 become part of the requirements for the DCAS T+G RFP and sent to all Consultants to which the DCAS T+G RFP was issued. In addition, Paragraph D requires each Consultant submitting a Proposal in Response to acknowledge receipt of this Addendum #1 to the DCAS T+G RFP, by attaching an original signed copy of this Addendum #1 to its Proposal in Response.

Section I: Questions and Answers.

Question 1:

What is the expected time frame for the full delivery as requested in the RFP in terms of months; we are thinking in a 2-year (24-months)?

Response:

Proposals in Response should provide a preliminary schedule for all tasks. While we anticipate full delivery within 2-years (24 months), we anticipate that certain tasks will be complete prior to that time, and we expect draft deliverables will be finished by month 21. We encourage journal papers stemming from this work to be submitted at the same time as draft deliverables.

The publication provision for this RFP is Section 6.01 of Appendix A, which is pasted below:

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1 Centre Street, New York, NY 10007
212-386-0428
nyc.gov/dcas

A. The Town+Gown Standard. Town+Gown’s Organizational Character intends that work product generated from Task Orders be available to Town+Gown community and members of the public *via* the Town+Gown website, and since such work product may not require the level of peer-review required for academic journal or equivalent publication, the City acknowledges that an Academic Partner may wish to use the Task Order-generated work product as the basis of a peer-reviewed article for academic journal or equivalent publication.

Since one of the elements of Town+Gown’s Organizational Character is supporting academic-practitioner collaborations by highlighting the importance of practice as a source of knowledge, with Academics and Practitioners as equal partners in knowledge creation, the Consultant agrees, in the event it, as an Academic Partner, wishes to use the Task Order-generated work product as the basis of a peer-reviewed article of an academic journal or equivalent publication, to include the Practitioner Partner as the equivalent of a peer reviewer, in all subsequent academic work related to the initial work product under a Task Order, including but not limited to review and comment on the drafts and to acknowledgement, as appropriate, the relevant staff members at the Practitioner Partner, all as provided in the Project Staffing and Organization in Section 2.4 of the Task Order.

To the extent any Task Order-generated work product (“Copyrightable Materials”) shall be considered “work-made-for-hire” within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. § 101 et seq. (the “Copyright Act”), the Consultant will be the copyright owner thereof and of all aspects, elements and components thereof in which copyright protection might exist, subject to the Practitioner Partner’s reservation in the last sentence of this paragraph. To the extent that the Copyrightable Materials do not qualify as “work-made-for-hire,” the Consultant will have copyright ownership in and to the Copyrightable Materials, subject to such Practitioner’s reservation below. Following federal policy, the Practitioner Partner reserves a royalty-free, non-exclusive irrevocable license to reproduce, publish, or otherwise use and to authorize others to use, for purposes of the City or applicable Public Entity, the copyright in any Copyrightable Materials developed under the Consortium Contract and applicable Task Order.


With respect to each Task Order, the Consultant will represent and warrant that the Copyrightable Materials: (i) are wholly original material not published elsewhere (except for material that is in the public domain); (ii) do not violate any copyright law; (iii) do not constitute defamation or invasion of the right of privacy or publicity; and (iv) are not an infringement, of any kind, of the rights of any third party. Further, the Consultant will represent and warrant, that to the extent that the Copyrightable Materials incorporate any non-original material, either the Consultant has obtained all necessary permissions and clearances, in writing, for the use of such non-original material under the Consortium Contract and applicable Task Order, copies of which shall be provided to the Practitioner Partner upon execution of the applicable Task Order, or such non-original material is within the fair use exception to the Copyright Act, based on the purpose and character of the use and the amount and substantiality of the particular use involved.

Question 2:

We do not seem to locate the specific format to the response requirements in terms of number of pages per major section, it indicates in the RFP is to come (page 19), do we have such format available? and if so, can you please make it available for us to follow?

Response:

Attachment B to the DCAS T+G RFP contains the Form of Proposal in Response Template with Instructions Memo. The Instructions Memo indicates that Consultants should use the Proposal in Response template form for the Consultant’s Research Project Proposal in Response, which is downloadable from the Town+Gown webpage under **For the Consortium Institutions—Master Academic Consortium Contract** at <https://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>. All defined terms used but not defined in the Proposal in Response Template form have the meanings given them by the Consortium Contract.

The Proposal in Response template form of the Town+Gown Proposal in Response under the Consortium Contract contains instructions after the  icon. These instructions should be removed in the Town+Gown Proposal in Response Consultants submit to the Requestor. In addition, the Instructions Memo notes that Consultants must not change the form of the Town+Gown Proposal in Response template because the Proposal in Response accepted by the Requestor will form the basis of the Task Order and that this is a Proposal in Response to a New York City procurement, not a grant program.

Section 1, B of the RFP notes that the Proposal in Response is limited to a 10 MB file size. We expect Proposals in Response should require no more than twenty (20) single-spaced pages using 12-point font and one-inch margins on 8.5 by 11 inch paper. Section 3.3 (c) of the Master Academic Consortium Agreement and the Proposal in Response form place a 3-page limit of CVs for Senior Personnel members on the Academic Team, which we would be outside the expected 20-pages discussed above.

Question 3:

Please provide guidance on preferred formats for the information delivered to MOCR; in forms of written reports, and/or animated websites, and whether available for public release?

Response:

The RFP specifies the deliverables requested for each task. These deliverables span different formats, such reports, raw data, and maps (e.g., deliverables 6, 9, 12, and 20). If Proposals in Response wish to propose different formats and related products, ideas are encouraged. However, the deliverables specified in the RFP must be completed. Consultants can work with MOCR and NPCC on the scope, scale, and format of the deliverables specified.

All data should be available for public release through NYC Open Data.

Question 4:

Can several Town+Gown member schools submit a joint or what the NSF calls a collaborative proposal? By that we mean can there be more than one lead rather than one school acting as the prime contractor and doing subawards to the other schools?

If Consultants wish to submit a Proposal in Response with other academic institutions as Subcontractors, as permitted by Section 3.3 (b) of the Master Academic Consortium Contract, the Consultants must disclose the Subcontractors in the Proposal in Response. If Consultants which to Submit a Proposal in Response in which there is not one prime contractor with Subcontracts but rather with multiple lead Consultants, they must form a joint venture, which would submit a Proposal in Response.

Note that in Section 1, A of the RFP, “The New York City Department of Citywide Administrative Services (DCAS), with the Mayor’s Office of Climate Resiliency (MOCR) (the Requestor) invites the Consultants under the Town+Gown Master Academic Consortium Contract (the “Consortium Contract”), to submit Proposals in Response to this Request for Proposals for Climate Vulnerability, Impact, and Adaptation Analysis (VIA RFP), pursuant to the terms and provisions of the Consortium Contract and this VIA RFP.

Section 2: All other terms and conditions in the DCAS T+G RFP remain unchanged.

Institution Name: _____

Acknowledged by: _____

Title: _____

Date: _____

[NOTE: to be attached to Proposal in Response]