



**ADDENDUM #1
February 2, 2018**

**Town + Gown Request for Proposals;
Citywide Stormwater Resiliency Study**

Section I of the DEP T+G RFP, entitled Citywide Stormwater Resiliency Study, permits, in Paragraph C, Consultants to make an inquiry or request a clarification or explanation with respect to such DEP T+G RFP in writing no later than 5 P.M., January 26, 2018. In the event DEP, in consultation with ORR, determined that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to such DEP T+G RFP to all Consultants as described in Paragraph D. This ADDENDUM #1 is such an addendum.

Paragraph D requires that this ADDENDUM #1 become part of the requirements for such DEP T+G RFP, and sent to all Consultants to which such DEP 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 such DEP T+G RFP, by attaching an original signed copy of this ADDENDUM #1 to its Proposal in Response.**

1) We understand that the only changes to the *Proposal in Response Master Academic Consortium Contract* that should be made are to section Article 2, 2.1 - 2.5. Within this section, are there page length restrictions, restrictions to font/size/margins, guidance for the inclusion of tables/graphs/charts?

RFP Section I. B contains a digital format limit of 5MB for overall proposal size.

RFP Section 2.4: The Consultant will estimate costs associated with the Academic Team pursuant to the provisions of Section 3.3 (d) and (e) of the Consortium Contract and show them on the chart in Section 2.5 below. The Consultant shall include a curriculum vitae or resume of no more than three (3) pages for each Senior Personnel member of the Academic Team, including any Subcontractors.

2) Within Article 2, is there a section in which we can include an overview/background?

Section 2.1 would be the appropriate place to include a brief overview, keeping in mind that it is not necessary to re-state the project scope as provided in the RFP.

3) The Town + Gown RFP clearly articulates a set of Tasks and Deliverables. Are we to reiterate these Tasks and Deliverables in Article 2 (notably 2.1 and 2.2)? Are we to expand upon them and/or articulate how our team will meet each task/deliverable?

Yes. See RFP Section 2. The expectation is that proposers would expand with sufficient detail describing how the proposer intends to meet project goals and deliverables.

4) Should Biosketches be a separate file or should we incorporate them in to Article 2.4?

Biosketches / CVs should be included in Section 2.4 of the Proposal Template.

5) The RFP states that the final report and all work must be completed by November 30, 2018. What is the expected start date for those proposals selected?

The awardee will receive the Notice to Proceed from DEP upon successful Comptroller registration of the task order. The Agency hopes to have this task order registered in mid- April, but the final schedule may be adjusted based on the actual registration.

6) The Rider Package seems to state that data, documents and reports from the project are all owned by the city. Can you please provide clarification as to intellectual property rights, confidentiality, ownership, etc?

This Town+Gown RFP is funded with federal resources, with required attachments, and thus is subject to terms and conditions in such attachments that work with and, in some instances, supersede certain terms and conditions in the Master Contract and its Appendix A. Please note all the provisions in the federally-required attachments.

7) Is it permissible to contract with a professional facilitator for the project management workshop facilitation component?

Yes, per the subcontracting provisions in Section 3.3 of the Master Contract.

8. Will subcontractors be required to register/be current with PassPort (formerly VENDEX)?

Yes, all subcontractors will be required to use PassPort.

9. We have an additional inquiry, are letters of support allowed (individuals who will commit solely resources, not time or effort and will not be included in the budget)?

Proposers are expected to clearly define their proposed team (including individuals and their employers) in the proposal response, and proposals will be rated based on the criteria described in the RFP.

10. Specifically, which DEP and ORR staff and units will we be interacting with?

DEP Bureau of Environmental Planning (BEPA) and Bureau of Engineering Design & Construction (BEDC), along with ORR.

11. What ballpark size (in acres or square miles) does DEP expect the five neighborhood areas for high-resolution modeling (Task 5) to be?

The size of the neighborhoods will be dictated by H&H characteristics, available data, and schedule constraints.

12. Do the future conditions described in Task 5 involve changes in land use?

Yes, to the extent that information is readily available from the Department of City Planning.

13. Does DEP expect to receive a single model database with the entire citywide H&H model, or separate models for the thirteen drainage areas?

Technical limitations will likely not allow for a single model database for the entire citywide H&H model. Therefore, breaking up the model into regions is acceptable to DEP, provided that it is divided up on drainage area boundaries. That is to say that one model could be used to represent two or more treatment plant drainage areas, but should not include partial drainage areas in any individual models.

14. In Task 5, which approach to cost benefit analysis does DEP prefer?

Where feasible, FEMA BCA tools and/or HAZUS analysis should be considered. However, other approaches can be proposed. Costs for interventions should be based on Class 5 engineering estimates.

15. In Task 4, please define which risks we will be assessing. Is it just risk of flooding, or also other kinds of risks?

Flooding is the primary risk, and should include additional parameters as feasible such as velocities, hydrodynamic loading, and debris loading.

16. What key master contract terms need to be adhered to in preparing the presentation?

Except to the extent the Master Contract terms are superceded by the HUD CDBG appendix conditions, such as the intellectual property provision, or added to by the HUD CDBG appendix conditions, all Master Contract provisions (including Appendix A) apply to DEP’s T+G RFP. By way of example, Section 3.3 of the Master Contract (Proposal in Response) contains the requirements for the Proposal in Response and include provisions with respect to the Proposal in Response elements, the budget component of the Proposal in Response and subcontracting. It is advisable to review Section 4.2 of the Master Contract (Documentation with Requisitions) to see what will be required for documentation so that the Proposal in Response is set up to facilitate such documentation.

17. For a consortium school proposal with (1) other consortium school(s) and/or (b) consultant firm(s) , or does T&G allow other consortium members to apply separately?

The Master Contract permits the vendor pool schools to submit joint proposals and it is not necessary for any school to be a subcontractor to another school. Any other entity that is not a vendor pool school will need to be a subcontractor to one of the schools. The DEP T+G RFP does not limit any school to one Proposal in Response, but the ability for any school to field more than one Proposal in Response would be subject to that school’s internal policies.

18. What documents/commitments will a consortium school require of its subs?

Subcontractors to a Consortium school are subject to all the terms and conditions of the Master Contract (including Appendix A) and the HUD CDBG provisions.

Institution Name: _____

Acknowledged by: _____

Title: _____

Date: _____

[NOTE: to be attached to Proposal in Response]