

**THE CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL & ENGINEERING SERVICES
PIN: 19BS013100R0X00**

**Addendum #2
March 1, 2019**

This Addendum contains the materials from the Pre-Proposal Conference held on January 29, 2019, responses to all questions received by DOHMH on or before February 7, 2019, and revisions to the RFP.

Except as otherwise stated below and by any subsequent Addenda to the above-referenced RFP, the solicitation remains unchanged.

Proposers are reminded that the deadline for a Request for a Waiver of the M/WBE Participation Requirement is March 11, 2019. See Schedule B, Part III in Attachment F of the RFP. **If you are considering requesting a Waiver, you are strongly encouraged to submit a Waiver Request before this date.**

- I. Pre-Proposal Conference Materials:
Attached as Annex A are the PowerPoint presentation slides and the sign-in sheet from the Pre-Proposal Conference held on January 29, 2019.
- II. Answers to Questions Received about the RFP:
Answers to questions received by DOHMH are contained in Annex B.
- III. Revisions to the RFP:
Language that is crossed-out has been deleted; language in bold type has been added.
 - A. RFP Section III (C) (Work Assignment Protocol) – pages 13-14 revisions:

Throughout the term of the contract, as the need arises for services, the Department will issue a written Project Work Order to the Contractor for each project. For each Project, the Department will lay out a scope of work, sequence of work, required deliverables, approach, and maximum completion time. There may be minimal negotiations on the scope, staffing requirements and completion time. Specific approaches will vary depending on the nature of the scope of work. The Contractor may be asked to maintain Project meeting minutes in order to document the progress of the Project for review by the Department.

The Contractor would be expected to respond to all Project Work Order requests within five (5) business days; the actual response time may vary by Project and urgency. For each Project, the Contractor will submit a complete Project Work Order Proposal delineating the labor estimated hours in each professional title for each category in the Project Work Order, multiplied by the fixed hourly rate plus net costs for reimbursable expenses. All price quotes will be subject to the review and approval of the DOHMH Authorized Representative. The Contractor will include the following in its Proposal:

- 1) Description of the project for which services are required.
- 2) The A&E services to be provided.
- 3) **A subcontracting plan for the project (if applicable).**
- 4) **A completed Subcontractor Approval Form for each subcontractor to be utilized on the project (if applicable).**
- 5) The staffing requirements, including a list of required titles, specific personnel for each title, hourly rates for such personnel, and total estimated hours per title.
- 6) All requirements for purchase(s) and/or requirements for scheduling and/or phasing of the work.
- 7) All requirements for purchase and/or monitoring the purchase of long lead items.
- 8) All requires applicable to the work.
- 9) The time frame for completion of the project.
- 10) Cost proposal, based on hourly rates and reimbursable expenses.

The Department will review the Contractor’s Project Proposal and will direct revisions, if necessary, in order to meet the agency’s needs and to ensure compliance with the contract. The Contractor will receive a Notice to Proceed upon acceptance of the Project Proposal by an Authorized Representative of the Department. The Contractor will commence the services within seven (7) calendar days from receipt of the Notice to Proceed Order, or upon a date mutually agreed by the DOHMH and the Contractor.

The Department will compensate the contractor for A&E services in accordance with the agreed-upon Project Work Order Proposal. In all instances, the rates quoted for each project will be equal to or less than contracted rates. The Department will not pay rates higher than the contracted rates for any Project.

B. RFP Section IV (A)(3) (Price Proposal) – page 23-24 revisions:

A form for the submission of the Price Proposal is included as Attachment B of the RFP.

The Price Proposal will consist of the following:

- The Price Proposal Form (Attachment B) will be utilized by the Proposer for the submission of the Price Proposal. ~~Negotiated prices will remain fixed for the term of this contract.~~

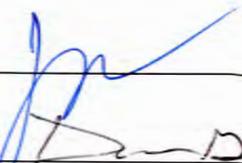
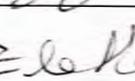
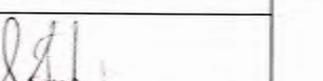
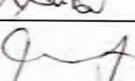
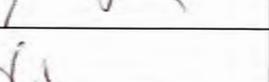
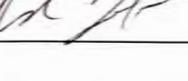
- All fees shall be fully burdened (“Fully Burdened”) and shall include **all expenses incurred by the contractor and/or its subcontractor in the performance of any required services for the contract, including** but not be limited to all management, supervision, labor, material, supplies, consumables, repair parts, and equipment necessary to provide the applicable services. Likewise, the Fully Burdened fees shall include but not be limited to all payroll, statutory Contractor payments such as Social Security and Workers’ Compensation, fringe benefits, Contractor overhead and expenses, travel time, and Contractor profit necessary to complete the services pursuant to the terms of the subsequent Agreement.
- Reimbursable expenses shall be on a time and materials basis and shall be limited to miscellaneous reimbursable expenses associated with onsite work and production of design drawings and associated materials **such as reprographic services, courier services, postal expenses, mock-ups, professional photographs, and models.** There shall be no mark-up paid on reimbursable expenses.
- ~~The Proposer shall submit a total cost for subcontracted services at a not to exceed rate of forty five percent (45%) of the total cost for Architectural and Engineering Services. Said costs shall be Fully Burdened in accordance with the provisions herein.~~
- ~~The Proposer shall provide a mark-up rate percentage for subcontracted services of up to 10%. Said mark-up rate shall be Fully Burdened in accordance with the provisions herein.~~

IV. Revisions to RFP Attachments

The following section of the RFP has been revised and replaced as follows. **Proposers are required to use the new forms/sections in their proposal packages, or their proposal may be found non-responsive.**

- A. Attached as Annex C is the *Revised* Attachment B: Price Proposal Form.
- B. Attached as Annex D is the *Revised* Attachment D: Project Work Order/Notice to Proceed.
- C. Attached as Annex E is the *Revised* Attachment F: Notice to All Prospective Contractors.
- D. Attached as Annex F is the Subcontractor Approval Form which is being added to the RFP as Attachment L.
- E. Attached as Annex G is the *Revised* Attachment D: Acknowledgement of Addenda.

Pre-Proposal Conference Attendee Log

	Name of Attendee	Organization Name	Minority or Women Owned Business (MWBE)		RFP	Email	Telephone No.	Signature
			Is your firm minority or women owned? (Y/N)	IS your firm a Certified MWBE? (Y/N)	PICK UP			
66	JAMES FOURNIER	CSA GROUP	Y	Y	✓	jfournier@csagroup.com	787 649 6684	
67	David Glick	Stephen Yablou Architects	N	N	✓	dglick@syarchitects.com	607-339-5328	
68	DANIEL COLOMBINI	GOCO	NO		✓	dcolombini@goldmancozeland.com	212-868-4666	
69	Zlatica Lennihan	FCA	No	No	✓	zlennihan@fcaarchitects.com	646-484-4021	
70	Jon Siskind	Independent Proposal Consultant				siskind@optonline.net	516-247-2604	
71	Jennifer Cuthbert	RCEA Architects	yes	yes	✓	rcjstein@rceaarchitects.com	718-224-2200	
72	Dara Leburici	DCHMH	-	-	-	dleburici@health.ny.gov	x4350	
73	Wayne Lambert	DCHMH	-	-	-	wlambert@health.ny.gov	X6806	
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27	Taryn Scrozzari	Entech Engineering	Y WBE			TSCROZZARI@entech.nyc	646-722-0000	
28	Rashid Siddiqui	SEPC (Siddiqui Eng.)	MBE	Y	Y	rashid@siddiqui-eng.	516-622-3333	
29	BRAD BLOCK	RSSI	WBE	Y		BRAD@ROTATOR.NET	696-652-0977 212-868-4660	
30	ALEX WILKOWSKI	GOLDMAN COPELAND	N			AWILKOWSKI@GOLDMANCOPELAND.COM		
31	SUDHAKAR NARAYAN	SUNAG MED LLC	MBE	Y		snagavalli@sunagmed.com	917-972-1320	
32	SHANAZ RAMZAN	HIRANI GROUP	MBE ^{NO} WBE	Y		Shanaz@hiranigroup.com	516-245-1010	
33	Samantha Donnelly	OECTIS	WBE	Y		marketing@oectis.com	732-636-2550	
34	DANIEL HORN	PEREZ ARCHITECTURE	M/WBE	Y		DHORN@E-PEREZ.COM	917-966-1777	
35	DANIEL RUSSELL	ARRAT ARCHITECTS	N	N		DRUSSELL@ARRAT-ARCHITECTS.COM	646-742-3054	
36	TIMOTHY WEBB	AS ASSOCIATES	Y	Y		TWEBB@ASASSOCATES.COM	646-736-0699	
37	Odelia Hernandez	ICITMI				Odelia@icitmi.com	X6621	
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			Is your firm minority or women owned? (Y/N)	IS your firm a Certified MWBE? (Y/N)				
40	Geddy Gomp	DOHMH	N	N	N	gggomp@health.nyc.gov	6489	
41	Margaret Tullai	DOHMH	N/A			mtullai@health.nyc.gov	6667	
42	Kseniya Inoyatov	DOHMH	N	N	N	kinoyatov@health.nyc.gov	3260	
43	KANABIR SENGUPTA	URBAHN ARCHITECTS	N	N	N	sengupta@urbahn.com	212-857-9062	
44	DANA KFIR	ENOVATE		yes	N	DKFIR@ENOVATEENGINEERING.COM	5133222	
45	Bill Nathans	LOTHROP ASSOC.	H.	H.	H	BNATHANS@LOTHROPASSOCIATES.COM	347-988-2935	
46	Ronnette Riken	Ronnette Riken Architect	yes			rr@ronnetteriken.com	212 594 4015	
47	SYED T. MAHMOOD	AES, P.C.	YES	YES		SYED@AESMAIL.NET	646-944-9000	
48	PRATIMA MALHOTRA	DRA ARCHITECTS INC. PC	N			pratimam@drgaig.com	917-485-2247	
49	JULIA GAMOLINA	FX Collaborative	N	N	N	jjgamolina@fxcollaborative.com	719-313-8131	
50	Scott Wagner	DOHMH	-	-	-	swagner2@health.nyc.gov	6793	
51	Jan Yaf	DOHMH				nyaf@health.nyc.gov	6692	
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			Is your firm minority or women owned? (Y/N)	IS your firm a Certified MWBE? (Y/N)				
14	Medhat shorapan	DOHMH				mshorapan@health.nyc.gov	347-396-6449	
15	Jasmine Salami	DOHMH				jsalame@health.nyc.gov	" " 6637	
16	Cassandra Minus	DOHMH				Cminus@health.nyc.gov	x 6999	
17	George Troiano	DOHMH				gtroiano@health.nyc.gov	x 6454	
18	Quino Hartray	MARVEL ARCH	N	Y		GHARTRAY@MARVELARCHITECTS.COM		
19	J. PARNOR	JPDA	N	N		JORDAN@JPDA.NET	719 852 2650	
20	Paul Erskoll	Baptiste Engineers	Y	Y		perkoll@baptisteengineers.com	631-704-2851	
21	Ernst Peramuni, P. E	EXCLUSION ENGINEERING SERVICES INC	Y	Y		info@eengs.com	347-339-6688	
22	Jeffrey Lyman	GPI Engineering				jlyman@gpinet.com		
23	NARENDRA PATEL	MP Engineers & Arch.	✓	✓		NVPATEL@MPENGS.COM	212-736 1000	
24	AUDREY BERTRAND	DAVID SMOTRICH & PARTNERS LLP	Y	Y		ABERTRAND@DSMOTRICHARCH.COM	212-889-4045	
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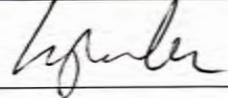
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79	Victoria Carpenter	ENTECH Engineering	Y	Y	-	vcarpenter@entechny.com	646-722-0000	V. Carpen
80	Sudarsana R Chilakala	Hirani Engineering	Y	Y	Y	schilakala@hirani-group.com	516-282-7961 212-277-9888	S. Chilakala
81	Timothy Eckersley	Geotiers Wente Architects				teckersley@geotiers.com		T. Eckersley
82	EREN HAVLUCU	Herbert Knutadt Assoc.	N	N		hka.eren@gmail.com	212-221-6803	E. Havlucu
83	Joseph Giwannello	STV inc	N	N		Joseph.giovanniello@stvinc.com	101 780 1972 212	J. Giwannello
84	HARSHAD LAKHAR	Lalcharni's JORDAN ENGINEERS	Y	Y		H.Lakhar @ lakhar.jordan.com	338 9028	H. Lakhar
85	David Fantan	David Ulrich Fantan, PE, PLLC	Y	Y	Y	david.u.fantan.p.e@gmail.com	917-297-2199	D. Fantan
86	Danzil Cameron	Talson Solutions LLC	Y	Y		dcameron@ talsonolutions.com	917-267-0735	D. Cameron
87	Julie Torres Moskavitz	Fete Nature Architecture PLLC	pending	"		Julie @ fnarchitecture.com	347.623.0702	J. Torres Moskavitz
88	MELISSA RIVERA-FERGUSON	THE LIRO GROUP	N	N		RIVERA-FERGUSON @ LIRO.COM	212.563.0280 646.648.960	M. Rivera-Ferguson
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			Is your firm minority or women owned? (Y/N)	Is your firm a Certified MWBE? (Y/N)				
14	LAURA TERMINI-LANDE	SALAM & GIACALONE ARCHITECTS				SGI@SALAMGIACALONE.COM	212-695-1108	
15	Cristian Liriano	Liriano & Associates Engineering, Consulting & Services PLLC	Y	Y		CRISTIAN.LIRIANO@LIRIANOENGINEERING.COM	917-560-0572	
16	ANTHONY LAFAZIA	LOTHROP ASSOC.				TLAFAZIA@LOTHROPASSOCIATES.COM		
17	Anca Vasiliu	1100 Architect				AVASILIU@1100ARCHITECT.COM	212-645-1011	
18	Katie Zwick	1100 Architect	N	N		KZWICK@1100ARCHITECT.COM	212-645-1011	
19	Tom MCHUAH	MASSA MULTIMEDIA ARCHITECTURE	N	N		MCHUAH@MMA-ARCHITECTS.COM	732-898-7882	
20	WILLIAM WONG	SPACESMITH	Y	Y		wwong@spacesmith.com	646-887-2437	
21	BeB SINGH	IAD SYSTEMS	Y	Y		bsingh@iadsys.com	347-377-5056 212-680-8945	
22	Daniel Reinhard	Smith-Miller & Hawkinson Architects	Y	Y		reinhard@smharch.com	212-966-3875	
23	PAT HILDEBRANDT	JFK&M CONSULTING GROUP LLC	Y	Y		PHILDEBRANDT@JFKMCG.COM	212-792-8706	
24	CLARIBEL LIRIANO	JFK&M CONSULTING GROUP	Y	Y		CLIRIANO@JFKMCG.COM	212-792-9717	
25	PAGE DAVIDSON	JFK&M CONSULTING GROUP, LLC	Y	Y		PDAVIDSON@JFKMCG.COM	212-792-8720	
26	Texor NAM	Architecture Work Office	Y	Y		tnam@architecturework.com	212 874 8009 X101	

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53	George Sheldon	Velocity Architects	N	N	✓	george.sheldon@bravoinc.com	917-374-6251	
54	Nancy Cheung	Perkins Eastman	N	N		n.cheung@perkinseastman.com	917-842-7422	
55	Cristian Liriano	Liriano & Associates Eng	Y	Y		Cristian Liriano@lirianoengineering.com	917-560-0572	
56	Carrie Villani	LEEA Structural Eng	Y	Y		Carrie.villani@leea.com	212-750-9000	
57	Allison Dunn	Nelligan White Architects				allison@nelliganwhite.com	212-675-0500	
58	THOMAS PIKUTOWSKI	GS ARCHITECTS	N	N		tompe@gsarch.com	412-627-9400	
59	ALEX G PATILKA	AGP ARCHITECT. P.C	N	Y	✓	AGP@AGPARCHITECT.com	718-360-7825	
60	Ghaith Humainidi	OBG int. f Rambol	N	N		ghaith.humainidi@obg.com	917-536-5419	
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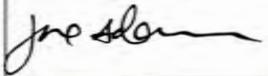
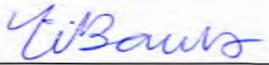
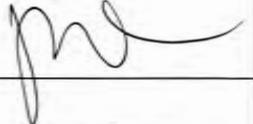
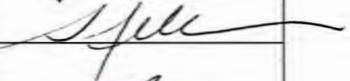
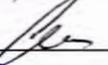
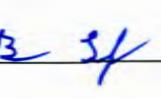
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40	NICOL GORMAN	NK ARCHITECTS	N	N		GORMANM@NKARCHITECTS.COM	913-539-5353	
41	DIANA KICHLER	CURTIS + GINSBERG ARCHITECTS	Y	Y		DKICHLER@CPLUSGA.COM	312-929-4417	
42	EUGEN CELA	GRANT ENGINEERING	N	N	✓	ECELA@GRANTPLLC.COM	718-564-9704	
43	Mala Popli	Popli Design Group	Y	State Y City N	✓	mala.popli@popligroup.com	713-368-1839	
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1	Silvia Tinado	Agarabi Engineering, P.C.	Y	Y		silvia@miraengineer.com	646-979-0509	
2	ASIO SANCHEZ	ISAAC LEYVA ARELLANO	Y	Y		PSANT1160@IUTECH.COM	646-642-1481 212-290-1444	
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1	Jose Adams	DOHMH	N	N	N	Jack.mes@health.ny.gov	347-396-6463	
2	TRICIA BACCUS	ENTECH ENGINEERING	Y	Y	-	tbacchus@entech.nyc.gov	646-722-0000	
3	Thomas J Curro	THOMAS J CURRO ARCHITECTS	N	N	Y	tjcurro@gmail.com	914662-2829	
4	JULIA GAMMA	FX Collaborative	N	N	N	jgammal@fxcollaborative.com		
5	Sandra Fell	H+O Engineering	Y	Y	N	Sandra@hando-eng.com	917-257-6072	
6	Arthur C. Doyle	Watts	Y	Y	<input checked="" type="checkbox"/>	adoyle@watts-ae.com	917-582-0659	
7	Barrett Feldman	PSF Projects	Y	Y	-	barrett@psfprojects.com	646-270-2028	
8	JOHN F. ADAMEK	PLR GROUP WRL	N	N	Y	JADAMEK@PLRgroup.com	9172392144	
9	Evelyn Deccos	DOHMH				edeccos@healthny.gov	(347) 396 6450	
10	Miguel Valcarcel	gkv architects	N	N		mvalcarcel@gkv.com	2026796362	
11	Kristin Lee	" "	"	"		klee@gkv.com	"	
12	Ben Leboza	Entech Engineering	Y	Y		bleboza@entech.nyc.gov	646-722-0000	
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Architectural & Engineering Services RFP

PIN: 19BS013100R0X00

EPIN: 81619P0007

NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE

PRE-PROPOSAL CONFERENCE

JANUARY 29, 2019



Welcome and Overview of Conference

- Please be sure to sign the attendance sheet.
- Questions Sheet – all questions need to be in writing. DOHMH keeps track of all questions, and answers to all questions will be sent, in writing, to all potential proposers.
- In about 30 minutes, we'll collect the questions sheets. To the extent possible, we'll answer the questions raised at this conference *at* this conference.



Conference Agenda

- Summary of the RFP from a Programmatic perspective
- RFP Guidelines: Review of Basic Information, submission instructions, basis of contract award, and M/WBE Participation Goals/Schedule B
- Q&A Intermission – DOHMH staff in attendance will retreat to another room and attempt to address the questions raised during this conference (Questions Sheets)
- Q&A Reading and Closing



RFP Programmatic Summary

PROGRAM BACKGROUND AND KEY SCOPE ELEMENTS



Purpose of the RFP

- ❖ Retain professional architectural and engineering (AE) services for preparation of design and related construction documentation services for renovation, rehabilitation, and new construction projects at various existing and new DOHMH facilities throughout the City.
- ❖ AE services include, but are not limited to all phases of design and construction documentation work – from site analysis through inspection of facilities, existing conditions reports and studies, and design recommendations, construction administration services and expediting and filing services.



Goals

Obtain uniform high quality professional AE design and support services, including, but not limited to:

- ❖ programming & feasibility studies, as required
- ❖ all phases of design
- ❖ engineering services
- ❖ technical specifications
- ❖ required city inspections
- ❖ cost estimates & project schedules
- ❖ construction documents with expediting and filing services
- ❖ construction administration
- ❖ green design
- ❖ code consultation; office layout and design
- ❖ zoning variances, if required
- ❖ landscape design and consultation for new facilities



Program Expectations (Experience p. 6-7)

The Contractor would have at least five (5) years of experience within the last seven (7) years performing the following AE services:

- ❖ All disciplines involved in the building design process
- ❖ Providing schematics and other relevant design documents
- ❖ Integrating energy-efficient design strategies for all major systems and components
- ❖ Implementing sustainability principles based on rating criteria (e.g. LEED)
- ❖ Providing construction administration services
- ❖ Familiarity with all applicable Federal, State, and City laws, rules and regulations



Program Expectations (Organizational Capability p. 7)

- ❖ Employ and retain sufficiently and appropriately credentialed in-house staff and subcontractors (if applicable) to perform the work of the contract
- ❖ Presently employ a minimum of five (5) employees currently licensed as NYS Registered Architects (RA) *or* Professional Engineers (PE), each having at least five (5) years of relevant experience within the last seven (7) years.
- ❖ Provide qualified and appropriately credentialed personnel in the following job titles/categories:
 - ❖ Principal Architect
 - ❖ Senior Architect
 - ❖ Junior Architect
 - ❖ Principal Engineer
 - ❖ Senior Engineer
 - ❖ Junior Engineer
 - ❖ Expediter



Program Expectations (Organizational Capability, cont'd., p. 7)

- ❖ Designate a dedicated Project Manager for the contract to function as the primary POC.
- ❖ Have a principal place of business with a fifty-mile-radius of New York City limits.
- ❖ Ensure that other accounts or projects do not interfere with the quality of service performed under the terms of this contract
- ❖ Implement SOPs to address any complex situations that arise



Program Expectations (Approach p. 8 - 13)

- ❖ General Project Design and Management (for all projects)
 - ❖ Develop and submit to DOHMH a project proposal in accordance with the Work Assignment Protocol
 - ❖ Follow all applicable laws, rules, and regulations
 - ❖ Utilize effective QC methods
 - ❖ Utilize best AE practices in line with industry standards
 - ❖ Implement relevant methodology and innovative design and construction methods
 - ❖ Provide project-phasing plans (if applicable)



Program Expectations (Approach, cont'd. p. 8–13)

- ❖ Contractor will be expected to perform work in the following disciplines to DOHMH specifications:
 - ❖ Architectural Design and Planning
 - ❖ Interior Design and Space Planning
 - ❖ Landscape and Garden Design
 - ❖ Electrical Engineering
 - ❖ Civil Engineering
 - ❖ Structural Engineering
 - ❖ Landmarks Preservation and Public Design Commissions
 - ❖ Preservation/Salvage
 - ❖ Plumbing and Mechanical Engineering



RFP Guidelines

REVIEW OF BASIC INFORMATION, SUBMISSION INSTRUCTIONS, AND
BASIS OF CONTRACT AWARD



RFP Components

- RFP (Sections I – VI)
- Appendix A – General Contract Provisions for Architects and Engineers
- Attachment A – Proposal Cover Letter
- Attachment B – Price Proposal Form
- Attachment C – Acknowledgment of Addenda
- Attachment D – Project Work Order Form/Notice to Proceed
- Attachment E – Doing Business Data Form
- Attachment F – Notice to All Prospective Contractors (M/WBE)



RFP Components (con't.)

- Attachment G – Schedule B: M/WBE Utilization Plan/Waiver Application
- Attachment H – Iran Divestment Act Compliance Rider
- Attachment I – Direct Deposit/EFT Form
- Attachment J – HireNYC Rider
- Attachment K – List of Facilities
- All of these documents are available on the Department of Health’s Contracting Opportunities Web Page: <https://www1.nyc.gov/site/doh/business/opportunities/contracting-opportunities.page>



RFP Timetable (p. 3)

- RFP Release date: January 22, 2019
- Pre-Proposal Conference: January 29, 2019
- M/WBE Waiver Application Due: February 25, 2019 (to RFP@health.nyc.gov)
- All Proposals due by 2:00 p.m. on March 4, 2019
- Agency Contact Person: Dara Lebwohl – RFP@health.nyc.gov
- Questions regarding this RFP must be transmitted in writing to the Agency Contact Person by [February 7, 2019](#).
- The Agency cannot guarantee a timely response to written questions regarding this RFP received less than one week prior to the proposal due date.



Anticipated Funding & Payment Structure

(p. 5-6)

- The anticipated maximum reimbursable amount of the contract awarded from this RFP is \$6 million for the six year term.
- The contract resulting from this RFP will be a requirements contract. There is no minimum or maximum guaranteed level of work. Contractor will only be paid for DOHMH-approved work.
- Subcontracting will be limited to a maximum of 45% of the contract value.
- Estimated number of Contracts: 1
- Anticipated payment structure: hourly rates and reimbursable expenses



Proposal Submission Instructions (p. 3-4)

- All Proposals must be submitted to the Agency contact by hand or mail by **March 4, 2019 at 2:00 p.m.** E-mailed or faxed proposals will **not** be accepted by the Agency.
- Please allow sufficient time to complete and submit Proposals. Proposals received after the proposal due and time are late and shall not be accepted by the Agency, except as provided under New York City's Procurement Policy Board Rules.
- Unless the Agency issues a written addendum to the RFP that extends the Proposal Due Date and Time for all proposers, the Proposal Due Date and Time prescribed above shall remain in effect.



Anticipated Contract Term (p. 5)

- July 1, 2019 – June 30, 2025, with no renewal options



Work Assignment Protocol (p. 13-14)

- ❖ When A&E services are needed, DOHMH will send the Contractor a written Project Work Order, which will contain the scope and sequence of work, required deliverables, approach, and maximum completion date.
- ❖ The contractor will be required to respond to the Project Work Order with a written proposal. RFP page 13 includes the requirements for the proposal. Among these are a staffing plan and cost proposal.
 - ❖ **Rates quoted for each Project must be less than or equal to the contracted rates.**
 - ❖ **To be added by Addendum – the proposal must also include a subcontracting plan and Subcontractor Approval Form(s).**
- ❖ DOHMH will review the proposal and work with the contractor on any revisions.
- ❖ Upon acceptance of a project proposal, DOHMH will issue a Notice to Proceed to the contractor.

Proposal Package Contents (p. 25)

1. A sealed inner envelope labeled “Technical Proposal” containing 1 original set and 3 duplicate sets of the documents listed below in the following order:
 - Proposal Cover Letter Form (Attachment A)
 - Technical Proposal
 - Narrative
 - Three (3) Letters of References for the Proposer
 - List containing information for all contracted work from the past five (5) years
 - Resumes and/or Description of Qualifications for Key Principal Staff Positions, along with the required licensure and/or certifications
 - Organizational Chart
 - Latest Audit Report or Certified Financial Statement or a statement as to why neither is available
 - Current SOP including detailed QA policies and procedures
 - Acknowledgment of Addenda Form (Attachment C)



Proposal Package Contents – con't. (p.25)

2. A separate sealed inner envelope labeled “Price Proposal” containing 1 original set and 3 duplicate sets of the Price Proposal Form (Attachment B)
3. A separate sealed inner envelope labeled “Electronic Copy” containing a USB drive, CD-ROM, or DVD containing electronic copies of **all hard copy documents** submitted in response to this RPF
4. A separate sealed inner envelope labeled “Subcontractor Utilization Plan” containing an original:
 - “Subcontractor Utilization Plan” (Attachment G, Schedule B, Part II) or;
 - Approved Waiver of Target Subcontracting Percentage (Attachment G, Schedule B, Part III) or;
 - “Subcontractor Utilization Plan” (Attachment G, Schedule B, Part II) and Approved Partial Waiver of Target Subcontracting Percentage (Attachment G, Schedule B, Part III)



Proposal Documents - Continued (p.24-25)

5. A separate sealed inner envelope labeled “Doing Business Data Form and Iran Contractor Compliance” that contains:
 - An original, completed Doing Business Data Form (Attachment E)
 - An original completed and notarized Iran Contractor Compliance Form (Attachment H)
6. A sealed outer envelope, enclosing the four sealed inner envelopes. The sealed outer envelope should have two labels containing:
 - The proposer’s name and address, the Title and PIN of this RFP and the name and telephone number of the Proposer’s Contact Person.
 - The name, title and address of the Authorized Agency Contact Person



Basis of Award and Procedures (pg. 26)

- Responsiveness Check

- Evaluation Criteria:

- Demonstrated quantity and quality of successful relevant experience. 35%
- Demonstrated level of organizational capability. 20%
- Quality of proposed approach. 45%

- Pursuant to the City's Quality Based Selection Method, the agency shall rank proposers by technical merit (i.e., in descending order of average technical score), and the agency will then consider price by negotiating a fair and reasonable price with the highest technically ranked proposer.



PASSPort

Procurement and Sourcing Solutions Portal

- All Vendors wishing to do business with the City must enroll in PASSPort (Formerly VENDEX).
- To complete the online disclosure process, please create an online account in PASSPort and file all disclosure information here:
<http://www1.nyc.gov/site/passport/index.page>
- If you have any questions regarding enrollment please contact
help@mocs.nyc.gov



M/WBE Goals and Instructions

(Attachment G – Schedule B)

The Department of Health and Mental Hygiene (DOHMH) is committed to ensuring that there is diversity in City contracting. In accordance with Local Law 1 of 2014, M/WBE utilization goals have been applied to this contract.

M/WBE Contract Utilization Goal – **31.2%**

- *General rule - contract goals can be met with the use of M/WBE prime and/or subcontracting (minus dollars awarded to non-M/WBEs).*
- *Requests for full or partial **waivers** to the goal must be submitted to rfp@health.nyc.gov no later than February 25, 2019. **DOHMH strongly recommends that if you plan to request a waiver, you submit the Waiver Request as soon as possible.***
- *Bid package must include either:*
 - *a completed “Schedule B – Part II: M/WBE Participation Plan” or*
 - *a fully approved “Schedule B – Part III – Request for Waiver of M/WBE Participation Requirement”*

To search and find qualified M/WBEs, visit www.nyc.gov/buycertified

For assistance:

- DOHMH M/WBE unit – P: (347) 396-6602; E: mwbe@health.nyc.gov
- NYC Small Business Services – Certification Helpline: (212)513-6311



Schedule B Examples

1. **Full Waiver**
2. **Partial Waiver**
3. **No Waiver – Regular Submission**

SCHEDULE B – M/WBE Utilization Plan
Part I: M/WBE Participation Goals

Part I to be completed by contracting agency

Contract Overview

APT E-PIN #	#####A#####	FMS Project ID#:	#####
Project Title/ Agency PIN #	ABC Widgets Service - PIN ## AB ##### C # D ##		
Bid/Proposal Response Date	## - ## - #####		
Contracting Agency	Department of NYC Agency		
Agency Address	123 ABC St	City	New York State NY Zip Code #####
Contact Person	Mother Nature	Title	ACCO
Telephone #	## - ## - #####	Email	city@city.nyc.gov

Project Description (attach additional pages if necessary)

The Department of Health and Mental Hygiene seeks an appropriately qualified contractor to provide ABC Widget services.

M/WBE Participation Goals for Services

Enter the percentage amount for each group or for an unspecified goal. Please note that there are no goals for Asian Americans in Professional Services.

Prime Contract Industry:

Group	Percentage
<u>Unspecified</u>	10%
or	
Black American	%
Hispanic American	%
Asian American	%
Women	%
Total Participation Goals	10% Line 1

Full Waiver

SCHEDULE B - Part II: M/WBE Participation Plan

Part II to be completed by the bidder/proposer.

Please note: For Non-M/WBE Prime Contractors who will NOT subcontract any services and will self-perform the entire contract, you must obtain a FULL waiver by completing the Waiver Application on pages 5 and 6 and timely submitting it to the contracting agency pursuant to the Notice to Prospective Contractors. Once a FULL WAIVER is granted, it must be included with your bid or proposal and you do not have to complete or submit this form with your bid or proposal.

Sample:

Schedule B – Part III

Pg. 5 (top)

Full Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

SCHEDULE B – PART III – REQUEST FOR WAIVER OF M/WBE PARTICIPATION REQUIREMENT

Contract Overview

Tax ID # ## - ##### FMS Vendor ID # #####
Business Name Widgets Work
Contact Name Father Time Telephone # ### - ### - #### Email ftime@widgetswork.com
Type of Procurement Competitive Sealed Bids Other Bid/Response Due Date ## - ## - ####
APT E-PIN # ##### A ##### Contracting Agency: Department of NYC Agency

M/WBE Participation Goals as described in bid/solicitation documents

10 % Agency M/WBE Participation Goal

Proposed M/WBE Participation Goal as anticipated by vendor seeking waiver

0 % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for services and/or credited to an M/WBE Prime Contractor or Qualified Joint Venture.

Basis for Waiver Request:

- Vendor does not subcontract services, and has the capacity and good faith intention to perform all such work itself with its own employees.
- Vendor subcontracts *some* of this type of work but at a *lower* % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract. (Attach subcontracting plan outlining services that the vendor will self-perform and subcontract to other vendors or consultants.)
- Vendor has other legitimate business reasons for proposing the M/WBE Participation Goal above. Explain under separate cover.

Sample:

Schedule B – Part III

Pg. 5 (bottom)

Full Waiver

References			
<i>List 3 most recent contracts performed for NYC agencies (if any). Include information for each subcontract awarded in performance of such contracts. Add more pages if necessary.</i>			
CONTRACT NO. 999 20172009106	AGENCY Dept. of Liberty	DATE COMPLETED 10/30/2018	
Total Contract Amount \$200,000	Total Amount Subcontracted \$0		
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	
CONTRACT NO. 999 20172009102	AGENCY Dept. of Truth	DATE COMPLETED 1/31/2018	
Total Contract Amount \$700,000	Total Amount Subcontracted \$75,000		
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	
Field Assessment; \$50,000	Photography; \$25,000		
CONTRACT NO. 999 20172009104	AGENCY Dept. of Equity	DATE COMPLETED 4/20/2017	
Total Contract Amount \$17,000	Total Amount Subcontracted \$0		
Item of Work Subcontracted and	Item of Work Subcontracted and	Item of Work Subcontracted and	

Sample:

Schedule B – Part III

Pg. 6 (top)

Full Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

Value of subcontract	Value of subcontract	Value of subcontract
CONTRACT NO. 999 20172009100	AGENCY Dept. of Freedom	DATE COMPLETED April 30, 2006
Total Contract Amount \$15,000,000	Total Amount Subcontracted \$3,000,000	
Item of Work Subcontracted and Value of subcontract Disposal \$1,000,000	Item of Work Subcontracted and Value of subcontract Polishing \$1,500,000	Item of Work Subcontracted and Value of subcontract Photography \$500,000
CONTRACT NO.	AGENCY	DATE COMPLETED
Total Contract Amount	Total Amount Subcontracted	
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract
CONTRACT NO.	AGENCY	DATE COMPLETED
Total Contract Amount	Total Amount Subcontracted	
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract

Sample:

Schedule B – Part III

Pg. 6 (bottom)

Full Waiver

List 3 most recent contracts performed for other entities. Include information for each subcontract awarded in performance of such contracts. Add more pages if necessary.

(Complete ONLY if vendor has performed fewer than 3 New York City contracts.)

TYPE OF Contract	_____	ENTITY	_____	DATE COMPLETED	_____
Manager at entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____		_____			
Type of Work Subcontracted	_____		_____		
_____	_____		_____		

TYPE OF Contract	_____	AGENCY/ENTITY	_____	DATE COMPLETED	_____
Manager at agency/entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____		_____			
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract		Item of Work Subcontracted and Value of subcontract		
_____	_____		_____		

TYPE OF Contract	_____	AGENCY/ENTITY	_____	DATE COMPLETED	_____
Manager at entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____		_____			
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract		Item of Work Subcontracted and Value of subcontract		
_____	_____		_____		

Sample:

Schedule B – Part III

Pg. 7

Full Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

VENDOR CERTIFICATION: I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: Father Time Date: ## - ## - ####

Print Name: Father Time Title: Head Widget Worker

Shaded area below is for agency completion only

AGENCY CHIEF CONTRACTING OFFICER APPROVAL

Signature: _____ Date: _____

CITY CHIEF PROCUREMENT OFFICER APPROVAL

Signature: _____ Date: _____

Waiver Determination

Full Waiver Approved:

Waiver Denied:

Partial Waiver Approved:

Revised Participation Goal: _____%

*Please provide a justification to support the request for a full/partial waiver (ie: details about contract history)

Partial Waiver

- For purposes of completing Schedule B – Part II: M/WBE Participation Plan **only**, list the Total Bid/Proposal Value under Section II as \$6,000,000.
-

Sample:

Schedule B – Part II

Pg. 2

Partial Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

SCHEDULE B - Part II: M/WBE Participation Plan

Part II to be completed by the bidder/proposer.

Please note: For Non-M/WBE Prime Contractors who will NOT subcontract any services and will self-perform the entire contract, you must obtain a FULL waiver by completing the Waiver Application on pages 5 and 6 and timely submitting it to the contracting agency pursuant to the Notice to Prospective Contractors. Once a FULL WAIVER is granted, it must be included with your bid or proposal and you do not have to complete or submit this form with your bid or proposal.

Section I: Prime Contractor Contact Information				
Tax ID #	##-####	FMS Vendor ID #	#####	
Business Name	Widgets Work	Contact Person	Father Time	
Address	456 LMNOP Road		789 XYZ St, NY #####	
Telephone #	###-###-####	Email	ftime@widgetswork.com	
Section II: M/WBE Utilization Goal Calculation: Check the applicable box and complete subsection.				
PRIME CONTRACTOR ADOPTING AGENCY M/WBE PARTICIPATION GOALS				
<input type="checkbox"/> For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Agency M/WBE Participation Goals. Calculate the total dollar value of your total bid that you agree will be awarded to M/WBE subcontractors for services and/or credited to an M/WBE prime contractor or Qualified Joint Venture. Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation.	Total Bid/Proposal Value	Agency Total Participation Goals (Line 1, Page 1)		Calculated M/WBE Participation Amount
	\$	X	=	\$ Line 2
<input checked="" type="checkbox"/> For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Modified M/WBE Participation Goals. Calculate the total dollar value of your total bid that you agree will be awarded to M/WBE subcontractors for services and/or credited to an M/WBE prime contractor or Qualified Joint Venture. Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation.	Total Bid/Proposal Value	Adjusted Participation Goal (From Partial Waiver)		Calculated M/WBE Participation Amount
	\$1,000,000	X 8%	=	\$80,000 Line 3

Sample:

Schedule B – Part II

Pg. 3

Partial Waiver

Check applicable box. The Proposer or Bidder will fulfill the M/WBE Participation Goals:

As an M/WBE Prime Contractor that will self-perform and/or subcontract to other M/WBE firms a portion of the contract the value of which is at least the amount located on Lines 2 or 3 above, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals. Please check all that apply to Prime Contractor:

MBE WBE

As a Qualified Joint Venture with an M/WBE partner, in which the value of the M/WBE partner's participation and/or the value of any work subcontracted to other M/WBE firms is at least the amount located on Lines 2 or 3 above, as applicable. The value of any work subcontracted to non M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals.

As a non M/WBE Prime Contractor that will enter into subcontracts with M/WBE firms the value of which is at least the amount located on Lines 2 or 3 above, as applicable.

Section IV: General Contract Information

What is the expected percentage of the total contract dollar value that you expect to award in subcontracts for services, regardless of M/WBE status? 15%

Enter brief description of the type(s) and dollar value of subcontracts for all/any services you plan on subcontracting if awarded this contract. For each item, indicate whether the work is designated for participation by MBEs and/or WBEs and the time frame in which such work is scheduled to begin and end. Use additional sheets if necessary.

1. Widget Polishing - \$30,000 – designated for NYC-certified M/WBE participation – Year 1

2. Widget Disposal - \$50,000 – designated for NYC-certified M/WBE Participation – Years 1-2

3. Widget Site Assessment - \$20,000 - Year 1-2

4. Widget Photography - \$50,000 - Year 1-2

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

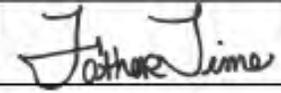
17. _____

Scopes of Subcontract Work

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

- 1) acknowledge my understanding of the MWBE participation requirements as set forth herein and the pertinent provisions of Section 6-129 of the Administrative Code of the City of New York ("Section 6-129"), and the rules promulgated thereunder;
- 2) affirm that the information supplied in support of this MWBE Utilization Plan is true and correct;
- 3) agree, if awarded this Contract, to comply with the MWBE participation requirements of this Contract, the pertinent provisions of Section 6-129, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract;
- 4) agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the MWBE Participation Goals to certified MBEs and/or WBEs, unless a full waiver is obtained or such goals are modified by the Agency; and
- 5) agree and affirm, if awarded this Contract, to make all reasonable, good faith efforts to meet the MWBE Participation Goals, or If a partial waiver is obtained or such goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.

Signature		Date	## - ## - ####
Print Name	Father Time	Title	Head Widget Worker

Sample:

Schedule B – Part III

Pg. 5 (top)

Partial Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

SCHEDULE B – PART III – REQUEST FOR WAIVER OF M/WBE PARTICIPATION REQUIREMENT

Contract Overview

Tax ID # ## - ##### FMS Vendor ID # #####

Business Name Widgets Work

Contact Name Father Time Telephone # ### - ### - ### Email ftime@widgetswork.com

Type of Procurement Competitive Sealed Bids Other Bid/Response Due Date ## - ## - ###

APT E-PIN # (for this procurement): #### A ##### Contracting Agency: Department of NYC Agency

M/WBE Participation Goals as described in bid/solicitation documents

10 % Agency M/WBE Participation Goal

Proposed M/WBE Participation Goal as anticipated by vendor seeking waiver

8 % of the total contract value anticipated in good faith by the bidder/proposer to be subcontracted for services and/or credited to an M/WBE Prime Contractor or Qualified Joint Venture.

Basis for Waiver Request:

- Vendor does not subcontract services, and has the capacity and good faith intention to perform all such work itself with its own employees.
- Vendor subcontracts *some* of this type of work but at a *lower* % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract. (Attach subcontracting plan outlining services that the vendor will self-perform and subcontract to other vendors or consultants.)
- Vendor has other legitimate business reasons for proposing the M/WBE Participation Goal above. Explain under separate cover.

Sample:

Schedule B – Part III

Pg. 5 (bottom)

Partial Waiver

References			
<i>List 3 most recent contracts performed for NYC agencies (if any). Include information for each subcontract awarded in performance of such contracts. Add more pages if necessary.</i>			
CONTRACT NO. 999 20172009106	AGENCY Dept. of Liberty	DATE COMPLETED 10/30/2018	
Total Contract Amount \$200,000	Total Amount Subcontracted \$0		
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	
<hr/>			
CONTRACT NO. 999 20172009102	AGENCY Dept. of Truth	DATE COMPLETED 1/31/2018	
Total Contract Amount \$700,000	Total Amount Subcontracted \$75,000		
Item of Work Subcontracted and Value of subcontract Field Assessment; \$50,000	Item of Work Subcontracted and Value of subcontract Photography; \$25,000	Item of Work Subcontracted and Value of subcontract	
<hr/>			
CONTRACT NO. 999 20172009104	AGENCY Dept. of Equity	DATE COMPLETED 4/20/2017	
Total Contract Amount \$17,000	Total Amount Subcontracted \$0		
Item of Work Subcontracted and	Item of Work Subcontracted and	Item of Work Subcontracted and	

Sample:

Schedule B – Part III

Pg. 6 (top)

Partial Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

Value of subcontract	Value of subcontract	Value of subcontract
CONTRACT NO. 999 20172009100	AGENCY Dept. of Freedom	DATE COMPLETED April 30, 2006
Total Contract Amount \$15,000,000	Total Amount Subcontracted \$3,000,000	
Item of Work Subcontracted and Value of subcontract Disposal \$1,000,000	Item of Work Subcontracted and Value of subcontract Polishing \$1,500,000	Item of Work Subcontracted and Value of subcontract Photography \$500,000
CONTRACT NO.	AGENCY	DATE COMPLETED
Total Contract Amount	Total Amount Subcontracted	
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract
CONTRACT NO.	AGENCY	DATE COMPLETED
Total Contract Amount	Total Amount Subcontracted	
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract

Sample:

Schedule B – Part III

Pg. 6 (bottom)

Partial Waiver

List 3 most recent contracts performed for other entities. Include information for each subcontract awarded in performance of such contracts. Add more pages if necessary.

(Complete ONLY if vendor has performed fewer than 3 New York City contracts.)

TYPE OF Contract	_____	ENTITY	_____	DATE COMPLETED	_____
Manager at entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____	_____	_____	_____		
Type of Work Subcontracted	_____		_____		
_____	_____		_____		
TYPE OF Contract	_____	AGENCY/ENTITY	_____	DATE COMPLETED	_____
Manager at agency/entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____	_____	_____	_____		
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract		Item of Work Subcontracted and Value of subcontract		
_____	_____		_____		
_____	_____		_____		
TYPE OF Contract	_____	AGENCY/ENTITY	_____	DATE COMPLETED	_____
Manager at entity that hired vendor (Name/Phone No./Email)					

Total Contract Amount	\$	Total Amount Subcontracted	\$		
_____	_____	_____	_____		
Item of Work Subcontracted and Value of subcontract	Item of Work Subcontracted and Value of subcontract		Item of Work Subcontracted and Value of subcontract		
_____	_____		_____		
_____	_____		_____		

Sample:

Schedule B – Part III

Pg. 7

Partial Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

VENDOR CERTIFICATION: I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith.

Signature: Father Time Date: ## - ## - ####

Print Name: Father Time Title: Head Widget Worker

Shaded area below is for agency completion only

AGENCY CHIEF CONTRACTING OFFICER APPROVAL

Signature: _____ Date: _____

CITY CHIEF PROCUREMENT OFFICER APPROVAL

Signature: _____ Date: _____

Waiver Determination

Full Waiver Approved:

Waiver Denied:

Partial Waiver Approved:

Revised Participation Goal: _____%

*Please provide a justification to support the request for a full/partial waiver (ie: details about contract history)

No Waiver

- For purposes of completing Schedule B – Part II: M/WBE Participation Plan **only**, list the Total Bid/Proposal Value under Section II as \$6,000,000.
-

SCHEDULE B - Part II: M/WBE Participation Plan

Part II to be completed by the bidder/proposer.

Please note: For Non-M/WBE Prime Contractors who will NOT subcontract any services and will self-perform the entire contract, you must obtain a FULL waiver by completing the Waiver Application on pages 5 and 6 and timely submitting it to the contracting agency pursuant to the Notice to Prospective Contractors. Once a FULL WAIVER is granted, it must be included with your bid or proposal and you do not have to complete or submit this form with your bid or proposal.

Section I: Prime Contractor Contact Information				
Tax ID #	##-####	FMS Vendor ID #	#####	
Business Name	Widgets Work	Contact Person	Father Time	
Address	456 LMNOP Road		789 XYZ St, NY #####	
Telephone #	##-##-###	Email	ftime@widgetswork.com	
Section II: M/WBE Utilization Goal Calculation: Check the applicable box and complete subsection.				
PRIME CONTRACTOR ADOPTING AGENCY M/WBE PARTICIPATION GOALS				
<input checked="" type="checkbox"/> For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Agency M/WBE Participation Goals. Calculate the total dollar value of your total bid that you agree will be awarded to M/WBE subcontractors for services and/or credited to an M/WBE prime contractor or Qualified Joint Venture. Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation.	Total Bid/Proposal Value		Agency Total Participation Goals (Line 1, Page 1)	Calculated M/WBE Participation Amount
	\$ 1,000,000	X	10%	\$ 100,000 Line 2
<input type="checkbox"/> For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Modified M/WBE Participation Goals. Calculate the total dollar value of your total bid that you agree will be awarded to M/WBE subcontractors for services and/or credited to an M/WBE prime contractor or Qualified Joint Venture. Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation.	Total Bid/Proposal Value		Adjusted Participation Goal (From Partial Waiver)	Calculated M/WBE Participation Amount
	\$	X		\$ Line 3

Check applicable box. The Proposer or Bidder will fulfill the M/WBE Participation Goals:

- As an M/WBE Prime Contractor that will self-perform and/or subcontract to other M/WBE firms a portion of the contract the value of which is at least the amount located on Lines 2 or 3 above, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals. Please check all that apply to Prime Contractor:
 MBE WBE
- As a Qualified Joint Venture with an M/WBE partner, in which the value of the M/WBE partner's participation and/or the value of any work subcontracted to other M/WBE firms is at least the amount located on Lines 2 or 3 above, as applicable. The value of any work subcontracted to non M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals.
- As a non M/WBE Prime Contractor that will enter into subcontracts with M/WBE firms the value of which is at least the amount located on Lines 2 or 3 above, as applicable.

Section IV: General Contract Information

What is the expected percentage of the total contract dollar value that you expect to award in subcontracts for services, regardless of M/WBE status? 15%

Enter brief description of the type(s) and dollar value of subcontracts for all/any services you plan on subcontracting if awarded this contract. For each item, indicate whether the work is designated for participation by MBEs and/or WBEs and the time frame in which such work is scheduled to begin and end. Use additional sheets if necessary.

✓ Scopes of Subcontract Work

1. Widget Polishing - \$30,000 – designated for NYC-certified M/WBE participation – Year 1
2. Widget Disposal - \$50,000 – designated for NYC-certified M/WBE Participation – Years 1-2
3. Widget Site Assessment - \$20,000 - Year 1-2
4. Widget Photography - \$50,000 - Year 1-2
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____

Sample:

Schedule B - Part II

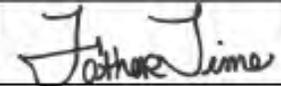
Pg. 4

No Waiver

Procurement Title: ABC Widgets Service

PIN: ##AB#####C#D#

- 1) acknowledge my understanding of the MWBE participation requirements as set forth herein and the pertinent provisions of Section 6-129 of the Administrative Code of the City of New York ("Section 6-129"), and the rules promulgated thereunder;
- 2) affirm that the information supplied in support of this MWBE Utilization Plan is true and correct;
- 3) agree, if awarded this Contract, to comply with the MWBE participation requirements of this Contract, the pertinent provisions of Section 6-129, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract;
- 4) agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the MWBE Participation Goals to certified MBEs and/or WBEs, unless a full waiver is obtained or such goals are modified by the Agency; and
- 5) agree and affirm, if awarded this Contract, to make all reasonable, good faith efforts to meet the MWBE Participation Goals, or If a partial waiver is obtained or such goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.

Signature		Date	## - ## - ####
Print Name	Father Time	Title	Head Widget Worker

Q & A Intermission

Thanks For Your Patience



Q & A Reading and Closing

Thanks for your interest in DOHMH's Architectural and Engineering Services RFP



City of New York
Department of Health and Mental Hygiene (DOHMH)
Request for Proposals (RFP) for the Provision of
Architectural and Engineering Services
PIN: 19BS013100R0X00

Below are answer to the unduplicated questions the Agency received at the Pre-Proposal Conference and in writing during the question period. Proposers are advised to read all questions and answers in order to have the most complete information.

Answers provided herein should be considered the final and official responses to these questions.

Question #1: Will the pre-proposal conference sign-in sheets be available for inspection?

Answer #1: Yes. Please see Annex A of this addendum.

Question #2: How are costs evaluated if the amount of actual work is not yet known?

Answer #2: Please see *Revised Attachment B: Price Proposal Form*. All staff hours are provided in estimated amounts.

Question #3: Is the project open to firms of all sizes?

Answer #3: All firms that meet the eligibility criteria are welcome to submit proposals.

Question #4: Do sub-consultants need to submit required proposal forms under this RFP?

Answer #4: No, only the proposing entity needs to complete the required proposal forms for this RFP.

Question #5: Is there a breakdown of the 31.2% M/WBE participation goal?

Answer #5: No.

Question #6: Are copies of the RFP still available for pick-up after the pre-proposal conference?

Answer #6: Yes, copies of this RFP are available for pickup at 42-09 28th Street, Long Island City, NY 11101, between the hours of 9:00 a.m. and 4:00 p.m. The RFP is also available for download on the DOHMH website.

Question #7: How many contracts will be awarded under this RFP?

Answer #7: One (1) contract will be awarded from this RFP.

Question #8: Is there an incumbent vendor?

Answer #8: No.

Question #9: Has the Agency administered this RFP process before? What was successful or challenging about the result?

Answer #9: This is the first time DOHMH has issued an RFP for these services.

Question #10: How many projects does the Agency anticipate on an annual basis?

Answer #10: DOHMH cannot provide an anticipated number of annual projects at this time. As per Sect. II, C. of the RFP, there is no minimum or maximum guarantee level of work.

Question #11: Why will this RFP result in only one (1) award and not multiple primes to complete projects?

Answer #11: DOHMH has determined that utilizing one (1) prime contractor would be most efficient.

Question #12: If all disciplines are needed on a project, the subcontracting total could exceed 45%; then what?

Answer #12: Subcontracting cannot exceed 45% of the total contract value, but it will be assessed on a project-by-project basis. Pursuant to Section III(C): Work Assignment Protocol, vendors must submit a subcontractor utilization plan in response to each Work Order.

Question #13: Is there a preference for an architectural or engineering lead?

Answer #13: No.

Question #14: Is a New York State MBE certification considered an “approved M/WBE subcontractor” for the purposes of this RFP?

Answer #14: State-certified MBEs are not sufficient for this RFP. The vendor must apply for M/WBE certification with the City of New York in order to count towards M/WBE performance on this project.

Question #15: Can the Agency provide examples of a project assigned to the awardee of this contract?

Answer #15: Examples of possible projects can be renovation of existing spaces within health centers into office or clinic spaces, renovation of existing records vault spaces, possible exterior rehab projects at various facilities, MEP design to upgrade existing or install new systems, and LL11 inspections and filings.

Question #16: Can the Agency provide a scope of work and rough square footage for the possible projects?

Answer #16: See response to Question #15. Square footage of particular projects will vary depending on the particular needs of the time.

Question #17: Should vendor references be actual letters of reference or just contact information for referrers?

Answer #17: Letters of reference must be actual letters.

Question #18: Should the proposer add additional AE staff titles to the price proposal form?

Answer #18: No, proposers are specifically prohibited from altering the price proposal form.

Question #19: Can a proposer submit a proposal and as a subcontractor to an architectural firm?

Answer #19: DOHMH is only soliciting proposals from prime contractors with this RFP.

Question #20: Must sub-consultants meet program expectations or just the prime Contractor?

Answer #20: It is the responsibility of the contractor to ensure all subcontractors are qualified and have the appropriate and valid certifications and approvals.

Question #21: Must the proposer address all disciplines of engineering required under this RFP or should proposers submit separate proposals for individual areas of expertise?

Answer #21: The proposer must submit one proposal that offers all disciplines of engineering required under this RFP. The services for each required discipline can be performed by either the prime or subcontractor.

Question #22: How will the Agency approve subcontractors for this contract?

Answer #22: DOHMH conducts a standard subcontractor approval process wherein the Contractor completes and submits to DOHMH a Subcontractor Approval Form (see Annex F of this addendum) for each proposed subcontractor for approval/denial.

Question #23: Is the Agency currently administering (a) similar contract(s)?

Answer #23: No. Not for a multi-year RFP for AE professional services.

Question #24: What is the purpose of securing an M/WBE waiver? For non-M/WBE firms?

Answer #24: Yes, an M/WBE waiver is for non-M/WBE certified firms that do not plan on meeting the 31.2% M/WBE goal.

Question #25: Why have a high M/WBE requirement but also limit subcontracting to 45% when this would disqualify many smaller firms?

Answer #25: As part of the City's effort to ensure diversity in contracting and create opportunities for New York City certified minority-and-women-owned businesses (M/WBEs), procurements that are applicable under Local Law 1 of 2014 are assessed to determine whether there are New York City certified M/WBEs available to provide services on the contract. Based on the high availability of M/WBEs in the relevant service areas, a goal of 31.2% was established for this contract.

Question #26: Is price a part of the evaluation criteria or only part of negotiations after the technical score?

Answer #26: Price is not evaluated. See Section V: Proposal Evaluation and Contract Award Procedures

Question #27: Can DOHMH anticipate the percentage of work for each discipline?

Answer #27: Not at this time.

Question #28: What are the Civil Engineering tasks required under this contract?

Answer #28: Please refer to Section III(B)(3)(f) of the RFP (p. 10-11).

Question #29: Are the M/WBE goal requirements calculated on a task-by-task basis for the contract as a whole?

Answer #29: The M/WBE goal requirements are calculated based on the contract as a whole.

Question #30: Which firms have been awarded/held on-call contracts with the DOHMH in the past?

Answer #30: See response to Question #9

Question #31: Which projects were awarded through these on-call contracts?

Answer #31: See response to Question #9.

Question #32: Which projects does DOHMH have planned in the foreseeable future?

Answer #32: See response to Question #15.

Question #33: Does the scope of services include the planning, procurement, placement, and installation of medical equipment in the health centers?

Answer #33: The scope of services shall include planning within all aspects of architectural and engineering design for furnishing and equipment, as well as coordination during construction of furniture and equipment installation; but contractor will not be responsible for the procurement, placement and installation of furnishings or equipment within DOHMH facilities.

Question #34: Are the payments strictly on an hourly basis or is a multiplier negotiated?

Answer #34: Payments will be made based on hourly rates and reimbursable expenses as delineated in *Revised Attachment B: Price Proposal Form* and approved by DOHMH for each Project Work Order.

Question #35: Is hazardous materials testing (asbestos/lead surveys and/or soil/groundwater testing) included in the contract scope of work?

Answer #35: No.

Question #36: Will the rates in the proposal be fixed or can be adjusted for inflation during the term of the contract?

Answer #36: The rates proposed for each contract year in the *Revised Attachment B: Price Proposal Form* will be fixed for each respective contract year. However, the Contractor may propose, or DOHMH may attempt to negotiate lower rates for particular projects.

Question #37: Is work performed under the guidance and instruction of DOHMH?

Answer #37: Yes.

Question #38: Will the Contractor have to sign/seal documents/drawings?

Answer #38: Yes.

Question #39: Is there an expected range of the size of projects under this requirements contract? Will that range from small renovations and large, new construction?

Answer #39: Yes, projects under this contract could include both small renovations and large, new construction.

Question #40: Do the senior engineer, junior engineer, and expeditor listed in the RFP need to be staffed by the proposing firm or can they be subcontractors?

Answer #40: The titles can be filled by a subcontractor(s) with prior approval from DOHMH.

Question #41: Must all 5 employees be R.A.s?

Answer #41: As per Section III(B)(2)(c), the proposer must have a minimum of five employees who are either Registered Architects or Professional Engineers.

Question #42: Will smaller firms that do not fulfill this staff requirement be considered?

Answer #42: All responsive proposals will be evaluated based on the evaluation criteria.

Question #43: Must 5 R.A. or P.E.s remain on staff throughout the duration of the contract?

Answer #43: Yes.

Question #44: How do you evaluate organizational capability?

Answer #44: Organizational capability will be evaluated according to the expectations set forth in Section III(B)(2) of the RFP.

Question #45: Can subcontractors be removed, replaced, or added during the duration of the contract if the need arises?

Answer #45: Yes, all can be done with DOHMH's prior approval.

Question #46: If all references are from other city agencies, are letters still required?

Answer #46: Yes.

Question #47: Do subcontractors have to follow the same hourly rates listed in the contract?

Answer #47: Yes, please refer to *Revised* Attachment B: Price Proposal Form and Section IV(A)(3) hereinabove. The hourly rates proposed in the Price Proposal Form shall be deemed to be Fully Burdened, including the cost of any subcontractor.

Question #48: Does the Contractor have to provide a list of subcontractors in the response to this RFP?

Answer #48: If the proposer is submitting Part II: M/WBE Participation Plan of Schedule B (Attachment G), the proposer must provide a brief description of the type(s) and dollar value of subcontracts for all/any services the proposer plans on subcontracting.

Question #49: If proposer is an architecture firm without in-house engineers, how should the proposer fill out Section 1 of the Price Proposal Form?

Answer #49: Please refer to *Revised* Attachment B: Price Proposal Form and Section IV(A)(3) hereinabove.

Question #50: What kind of engineers are expected to perform services under this contract? MEP?

Answer #50: The engineers expected to perform services under this contract are delineated in Section III: Scope of Services of the RFP.

Question #51: What happens if the estimated hours per year is exceeded?

Answer #51: The hours per year provided in the *Revised* Attachment B: Price Proposal Form are estimates only. There is no minimum or maximum amount of work guaranteed under the agreement that results from this RFP.

Question #52: Is there a specific file delivery format required (e.g. AutoCAD, Revit, etc.) for construction documents?

Answer #52: Yes, AutoCAD and Revit.

Question #53: Is the Agency open to laser scanning technologies for existing conditions verification (e.g. point cloud, Recap files)?

Answer #53: Yes, as long as the laser scanning technologies are considered to meet the standard of care throughout the profession.

Question #54: If a single organization does not have the minimum 5 employees that are either R.A.s or P.E.s, would the Agency accept a proposal as a joint venture?

Answer #54: Joint ventures may submit proposals, but any proposal by a joint venture must be accompanied by a copy of the joint venture agreement entered into and executed by authorized representatives of the entities.

Question #55: Is there an anticipated average construction cost of the projects to be awarded through this contract?

Answer #55: No.

Question #56: Is the proposer responsible for “special inspection”?

Answer #56: Yes, as required.

Question #57: Is the selected vendor required to provide services in response to a work order?

Answer #57: Yes, the Contractor is expected to respond to all Project Work Order requests as specified in Section III (C) Work Assignment Protocol.

Question #58: Considering the variety of potential projects what consults a high quality (high scoring) project approach)?

Answer #58: Proposals will be evaluated based on the criteria set forth in Section III of the RFP and quality of responses in response to Section IV of the RFP.

Question #59: How can a proposer determine if it can meet the M/WBE goals without an estimated amount of work under the various disciplines?

Answer #59: Scopes of Subcontract Work listed in Section IV of Part II of Schedule B are based on proposer’s best estimates. The actual M/WBE targets will be evaluated on a project-by-project basis.

Question #60: If no M/WBE waiver is needed, does Schedule B still need to be submitted by February 25 or with the proposal?

Answer #60: If the proposer is not requesting a waiver or partial waiver, it should complete and submit Part I and Part II of Schedule B with the proposal. Please note that M/WBE waivers must be submitted no fewer than seven (7) days prior to the proposal submission deadline.

Question #61: If proposer was an A&E subcontractor for a Build it Back program without full responsibility for specific projects, how should it list under this under the city contract section to clarify its role?

Answer #61: Proposer should indicate their role as a subcontractor and indicate the specific services they provided under the project to demonstrate the relevant experience.

Question #62: Should the proposal include the “affirmation” (p. 101 of PDF) or “certification by broker” (p. 102 of PDF)?

Answer #62: No. These documents are not required to be complete and submitted with the proposal.

Question #63: Will all work be performed in DOHMH offices and the field?

Answer #63: Work is to be performed in Contractor’s office premises. DOHMH is not providing work space for Contractor, if that’s the question.

Question #64: Can any city-mandated sick leave be billed back if incurred?

Answer #64: Please refer to *Revised Attachment B: Price Proposal Form and Section IV(A)(3)* hereinabove. The hourly rates in the Price Proposal Form will be deemed Fully Burdened, including all fringe benefits.

Question #65: Regarding the liquidated damages in Section III(E) (p. 14): delays often the result of factors outside the Contractor’s control (e.g. untimely reviews by Regulatory Agencies or reviews conducted by those not part of the Contractor’s team). How does the DOHMH propose to handle such situations?

Answer #65: It is the responsibility of the Contractor to ensure that all work conducted by outside parties (subconsultants or subcontractors) is conducted in a timely manner such that it can comply with DOHMH’s needs. Consultants are expected to submit and adhere to proposed timelines and schedules for projects. Any issue should be brought to the Agency’s attention immediately and will be dealt with on a case-by-case basis.

Question #66: Although it is not mentioned here directly, we had hoped to determine whether or not it should be understood by prospective bidders, especially those intending to bid as the Prime Consultant, that utility data collected in conjunction within this RFP would be required to be collected according to ASCE Standard 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data. If so, is it required or recommended that a qualified Subsurface Utility Engineering firm, with demonstrated experience and qualification providing such services to be on the selected Consultant's team?

Answer #66: Yes, where required, as a qualified subcontractor.



REVISED ATTACHMENT B

**PRICE PROPOSAL FORM
RFP for ARCHITECTURAL AND ENGINEERING SERVICES**

PIN: 19BS013100R0X00

Page 1 of 5

Proposer’s Name: _____

Note #1: Proposers are instructed to offer proposed hourly rates for each Title for each year of the contract term. The proposed hourly rates shall be fully burdened (“Fully Burdened”) and would be the contracted rates throughout the term of the contract. The Contractor may propose, or DOHMH may attempt to negotiate, lower rates for particular projects. However the rates shall not exceed the contracted hourly rates.

Note #2: Such Fully Burdened hourly rates apply to all hours during which such personnel perform services for the contract, including overtime, and irrespective of whether such personnel are employed directly by the contractor or by a subcontractor. The Contractor shall provide qualified personnel for the following job categories:

- a. Principal Architect – a licensed New York State Registered Architect with a Bachelor’s Degree in Architecture from an accredited college with a minimum of ten (10) years’ experience in architectural disciplines to include but not be limited to architectural design and specification, construction management, renovations, and related architectural disciplines. The Principal Architect will typically oversee multiple design tasks, and coordinate and delegate assignments.
- b. Senior Architect – a licensed New York State Registered Architect with a Bachelor’s Degree in Architecture from an accredited college with a minimum of seven (7) years’ experience in architectural disciplines to include but not be limited to architectural design and specification, construction management, renovations, and related architectural disciplines. The Senior Architect will typically oversee multiple design tasks, and coordinate and delegate assignments.
- c. Jr. Architect – a Bachelor’s Degree in Architecture from an accredited college with a minimum of one (1) year of experience in architectural disciplines to include but not be limited to architectural design and specification, construction management, renovations, and related architectural disciplines. The Jr. Architect will typically perform assigned design and project tasks on a per project basis.
- d. Expeditor – for DOB and other filings.
- e. Principal Engineer – a licensed New York State Professional Engineer with a Bachelor of Science Degree from an accredited college. The Principal Engineer will have a minimum of ten (10) years’ experience in the required Engineering discipline to include but not be limited to: Electrical Engineer, Mechanical Engineer, Structural Engineer, Civil Engineer, Environmental Engineer or as required. The Engineer shall typically provide design, design review, inspection and commissioning services in such areas as Electric, Mechanical (HVAC, plumbing [cold/hot], Fire Protection [sprinklers/standpipes], structural, civil and environmental.

REVISED ATTACHMENT B
Price Proposal Form
Page 2 of 5

- f. Senior Engineer – a licensed New York State Professional Engineer with a Bachelor of Science Degree from an accredited college. The Senior Engineer will have a minimum of seven (7) years’ experience in the required Engineering discipline to include but not be limited to: Electrical Engineer, Mechanical Engineer, Structural Engineer, Civil Engineer, Environmental Engineer or as required. The Engineer shall typically provide design, design review, inspection and commissioning services in such areas as Electric, Mechanical (HVAC, plumbing [cold/hot], Fire Protection [sprinklers/standpipes], structural, civil and environmental.

- g. Jr. Engineer – a Bachelor of Science Degree from an accredited college. The Jr. Engineer will have a minimum of one (1) year of experience in the required Engineering discipline to include but not be limited to: Electrical Engineer, Mechanical Engineer, Structural Engineer, Civil Engineer, Environmental Engineer or as required. The Jr. Engineer shall typically perform engineering tasks related to design, design review, inspection and commissioning services in such areas as Electric, Mechanical (HVAC, plumbing [cold/hot], Fire Protection [sprinklers/standpipes], structural, civil and environmental.

- h. CADD Technician – an Associate’s Degree or completion of a technical trade school in Computer-Aided Design and Drafting (CADD), or related field. The CADD technician shall typically create computer-aided design plans, drawings, or models.

Note #3: Such Fully Burdened hourly rates will be deemed to include all expenses incurred by the contractor and/or its subcontractor in the performance of any required services for the contract, including, without limitation: all management, supervision, labor, materials, supplies, consumables, and equipment necessary to provide the applicable services. Likewise, the Fully Burdened hourly rates will be deemed to include, without limitation: all payroll, statutory contractor payments such as social security, workers’ compensation, fringe benefits, contractor overhead and expenses, meals, travel, and contractor profit necessary to complete the services pursuant to the contract.

Note #4: Reimbursable expenses shall be on a time and materials basis and shall be limited to miscellaneous reimbursable expenses associated with on-site work and production of design drawings and associated materials such as reprographic services, courier services, postal expenses, mock-ups, professional photographs, and models. There shall be no mark-up paid on reimbursable expenses.

Note #5: The numbers provided in Column A are estimates. There is no minimum or maximum amount of work guaranteed under the agreement that results from this RFP. During the course of the contract, the actual number of hours may vary from the estimates herein provided.

REVISED ATTACHMENT B
Price Proposal Form
Page 3 of 5

Architectural and Engineering Staff Titles	Contract Year	(A) Estimated Staff Hours Per Year	(B) Proposed Hourly Billing Rate	(C) Extended Cost (A) x (B)
Principal Architect	Year 1	500	\$	\$
	Year 2	500	\$	\$
	Year 3	500	\$	\$
	Year 4	500	\$	\$
	Year 5	500	\$	\$
	Year 6	500	\$	\$
Senior Architect	Year 1	2000	\$	\$
	Year 2	2000	\$	\$
	Year 3	2000	\$	\$
	Year 4	2000	\$	\$
	Year 5	2000	\$	\$
	Year 6	2000	\$	\$
Jr. Architect	Year 1	5000	\$	\$
	Year 2	5000	\$	\$
	Year 3	5000	\$	\$
	Year 4	5000	\$	\$
	Year 5	5000	\$	\$
	Year 6	5000	\$	\$



REVISED ATTACHMENT B
Price Proposal Form
Page 4 of 5

Architectural and Engineering Staff Titles	Contract Year	(A) Estimated Staff Hours Per Year	(B) Proposed Hourly Billing Rate	(C) Extended Cost (A) x (B)
Expediter	Year 1	300	\$	\$
	Year 2	300	\$	\$
	Year 3	300	\$	\$
	Year 4	300	\$	\$
	Year 5	300	\$	\$
	Year 6	300	\$	\$
Principal Engineer	Year 1	500	\$	\$
	Year 2	500	\$	\$
	Year 3	500	\$	\$
	Year 4	500	\$	\$
	Year 5	500	\$	\$
	Year 6	500	\$	\$
Senior Engineer	Year 1	1000	\$	\$
	Year 2	1000	\$	\$
	Year 3	1000	\$	\$
	Year 4	1000	\$	\$
	Year 5	1000	\$	\$
	Year 6	1000	\$	\$



**REVISED ATTACHMENT B
Price Proposal Form
Page 5 of 5**

Architectural and Engineering Staff Titles	Contract Year	(A) Estimated Staff Hours Per Year	(B) Proposed Hourly Billing Rate	(C) Extended Cost (A) x (B)
Jr. Engineer	Year 1	3000	\$	\$
	Year 2	3000	\$	\$
	Year 3	3000	\$	\$
	Year 4	3000	\$	\$
	Year 5	3000	\$	\$
	Year 6	3000	\$	\$
CADD Technician	Year 1	50	\$	\$
	Year 2	50	\$	\$
	Year 3	50	\$	\$
	Year 4	50	\$	\$
	Year 5	50	\$	\$
	Year 6	50	\$	\$
Allowance for Reimbursable Expenses for the Entire Contract Term (No Markups)				\$
Total Cost Architectural and Engineering Services (Sum of Column C)				\$

_____ *Date*

_____ *AUTHORIZED SIGNATURE AND TITLE*



**Revised ATTACHMENT D
PROJECT WORK ORDER FORM/NOTICE TO PROCEED**

SECTION I – REQUESTED WORK	
DATE:	CONTRACT #:
WORK ORDER #:	BUILDING LOCATION:
CONTRACTOR:	
ADDRESS:	
SUB-CONTRACTOR: Check if M/WBE <input type="checkbox"/>	
ADDRESS:	
DESCRIPTION OF WORK: (For additional space use other side.)	

SUBCONTRACTOR SCOPE OF WORK: (For additional space use other side.)	

SECTION II – PROFESSIONAL SERVICES (FOR CONTRACTOR’S USE ONLY)	
----------------------------------------------------------------	--

A – ARCHITECTURAL AND ENGINEERING SERVICES					
TRADE TITLE	HOURS WORKED	X	HOURLY RATE	=	SERVICE COST
		X		=	\$
		X		=	\$
		X		=	\$
		X		=	\$
		X		=	\$
Prime Contractor Cost					\$

B--SUBCONTRACTOR SERVICES					
TRADE TITLE	HOURS WORKED	X	HOURLY RATE	=	SERVICE COST
		X		=	\$
		X		=	\$
		X		=	\$
		X		=	\$
Subcontractor Cost					\$

TOTAL SERVICE COST:					\$
----------------------------	--	--	--	--	-----------

C – REIMBURSABLE EXPENSES					
REIMBURSABLE ITEM (MATERIAL)	QUANTITY	X	UNIT COST	=	REIMBURSABLE COST
		X		=	\$
		X		=	\$
		X		=	\$
		X		=	\$
TOTAL REIMBURSABLE COST:					\$

TOTAL SERVICE AND REIMBURSABLE COST = (TOTAL SERVICE COST) + (TOTAL REIMBURSABLE COST)					
-----------------------------------------------------------------------------------------------	--	--	--	--	--

TOTAL SERVICE AND REIMBURSABLE COST:					\$
---------------------------------------------	--	--	--	--	-----------

CONTRACTOR SIGNATURE: _____ DATE: _____

SECTION III – PROPOSAL APPROVAL	
DATE: _____	AVAILABLE FUNDS (CIRCLE ONE): YES NO
	CIRCLE ONE: APPROVED VERBAL APPROVAL DENIED
DOHMH DIRECTOR/ASSISTANT DIRECTOR: _____	
SIGNATURE: _____	

SECTION IV – WORK COMPLETED	
CIRCLE ONE: ACCEPTED DENIED	
PROJECT MANAGER: _____	SIGNATURE: _____ DATE: _____

REVISED ATTACHMENT F
NOTICE TO ALL PROSPECTIVE CONTRACTORS

**PARTICIPATION BY MINORITY-OWNED AND WOMEN-OWNED BUSINESS
ENTERPRISES IN CITY PROCUREMENT**

ARTICLE I. M/WBE PROGRAM

Local Law No. 129 of 2005 added Section 6-129 to the Administrative Code of the City of New York. The local law creates a program for participation by minority-owned and women-owned business enterprises (MBEs and WBEs) in City procurement. As stated in the Section 6-129, the intent of the program is to address the impact of discrimination on the City's procurement process, and to promote the public interest in avoiding fraud and favoritism in the procurement process, increasing competition for City business, and lowering contract costs. The contract provisions contained herein are made pursuant to Local Law 129, and the rules of the Department of Small Business Services ("DSBS") promulgated there under.

If this Contract is subject to the Minority-Owned and Women-Owned Business Enterprise ("M/WBE") program created by Local Law 129, the specific requirements of M/WBE participation for this Contract are set forth in Schedule B of the Contract (entitled the "Subcontractor Utilization Plan"), and are detailed below.

The Contractor must comply with all applicable M/WBE requirements for this Contract.

Article I, Part A, below, sets forth provisions related to the participation goals for construction and professional services contracts.

Article I, Part B, below, sets forth miscellaneous provisions related to the M/WBE program.

PART A

**PARTICIPATION GOALS FOR CONSTRUCTION
AND PROFESSIONAL SERVICES CONTRACTS**

1. The **Target Subcontracting Percentage** applicable to this Contract is set forth on Schedule B, Part I to this Contract (see Page 1, line (1)).

The "**Target Subcontracting Percentage**" is the percentage of the total Contract which Agency anticipates that the prime contractor for this Contract would in the normal course of business award to one or more subcontractors for amounts under \$1 million for construction and professional services.

A prospective contractor may seek a full or partial pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below. To apply for the a full or partial waiver of the **Target Subcontracting Percentage**, a prospective contractor must

complete Part III (Page 4) of Schedule B, and must submit such request no later than seven (7) days prior to the date and time the bids or proposals are due, in writing to the Agency by e-mail at RFP@health.nyc.gov. Bidders/proposers who have submitted requests will receive a response by no later than two (2) calendar days prior to the date bids or proposals are due, provided, however, that if that date would fall on a weekend or holiday, a response will be provided by close-of-business on the business day before such weekend or holiday date.

2. The **Subcontractor Participation Goals** established for this Contract are set forth on Schedule B, Part I to this Contract (see Page 1, line (2) and/or line (3)).

The **Subcontractor Participation Goals** represent a percentage of the total dollar value of all construction and/or professional services subcontracts under this Agreement for amounts under \$1 million.

3. If **Subcontractor Participation Goals** have been established for this Contract, Contractor agrees or shall agree as a material term of the Agreement that, with respect to the total amount of the Agreement to be awarded to one or more subcontractors pursuant to subcontracts for amounts under \$1 million, Contractor shall be subject to the **Subcontractor Participation Goals**, unless the goals are modified by Agency in accordance with Local Law 129 and Part A, Section 11 below.

4. If **Subcontractor Participation Goals** have been established for this Contract, a prospective contractor shall be required to submit with its bid or proposal, as applicable, a completed Schedule B, Part II Subcontractor Utilization Plan (see Page 2-3) indicating: (a) the percentage of work it intends to subcontract; (b) the percentage of work it intends to award to subcontractors for amounts under \$1 million; (c) in cases where the prospective contractor intends to award subcontracts for amounts under \$1 million, a description of the type and dollar value of work designated for participation by MBEs and/or WBEs; and (d) the general time frames in which such work by MBEs and/or WBEs is scheduled to occur. In the event that this Subcontractor Utilization Plan indicates that the bidder or proposer, as applicable, does not intend to award the **Target Subcontracting Percentage**, the bid or proposal, as applicable, shall be deemed non-responsive, unless Agency has granted the bidder or proposer, as applicable, a pre-award waiver of the **Target Subcontracting Percentage** in accordance with Local Law 129 and Part A, Section 10 below.

THE BIDDER/PROPOSER MUST FULLY COMPLETE THE SUBCONTRACTOR UTILIZATION PLAN INCLUDED HEREIN (SCHEDULE B, PART II). BIDS/PROPOSALS WHICH DO NOT INCLUDE A COMPLETED SUBCONTRACTOR UTILIZATION PLAN WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS A FULL WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE IS GRANTED (SCHEDULE B, PART III). IN THE EVENT THAT THE SUBCONTRACTOR UTILIZATION PLAN (SCHEDULE B, PART II) INDICATES THAT THE BIDDER/PROPOSER DOES NOT INTEND TO AWARD THE TARGET SUBCONTRACTING PERCENTAGE, THE BID/PROPOSAL WILL BE DEEMED TO BE NON-RESPONSIVE, UNLESS THE AGENCY HAS GRANTED A WAIVER OF THE TARGET SUBCONTRACTING PERCENTAGE (SCHEDULE B, PART III).

5. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, within 30 days of issuance by Agency of a notice to proceed, submit a list of proposed persons or entities to which it intends to award subcontracts within the subsequent 12 months. In the case of multi-year

contracts, such list shall also be submitted every year thereafter. In the event that the Contractor’s selection of a subcontractor is disapproved, the Contractor shall have a reasonable time to propose alternate subcontractors.

6. M/WBE firms must be certified by DSBS in order for the Contractor to credit such firms’ participation toward the attainment of the M/WBE participation goals. Such certification must occur prior to the firms’ commencement of work as subcontractors. A list of M/WBE firms may be obtained from the DSBS website at www.nyc.gov/getcertified, by emailing DSBS at MWBE@sbs.nyc.gov, by calling the DSBS certification hotline at (212) 513-6311, or by visiting or writing DSBS at 110 William St., New York, New York, 10038, 7th floor. Eligible firms that have not yet been certified may contact DSBS (as indicated above) in order to seek certification.

7. Where a Subcontractor Utilization Plan has been submitted, the Contractor shall, with each voucher for payment, and/or periodically as Agency may require, submit statements, certified under penalty of perjury, which shall include, but not be limited to, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); the names, addresses and contact numbers of each MBE or WBE hired as a subcontractor pursuant to such plan as well as the dates and amounts paid to each MBE or WBE. The Contractor shall also submit, along with its voucher for final payment, the total amount paid to subcontractors (including subcontractors that are not MBEs or WBEs); and a final list, certified under penalty of perjury, which shall include the name, address and contact information of each subcontractor that is an MBE or WBE hired pursuant to such plan, the work performed by, and the dates and amounts paid to each.

8. If payments made to, or work performed by, MBEs or WBEs are less than the amount specified in the Contractor’s Subcontractor Utilization Plan, Agency shall take appropriate action, in accordance with Local Law 129 and Article II below, unless the Contractor has obtained a modification of its Subcontractor Utilization Plan in accordance with Local Law 129 and Part A, Section 11 below.

9. Where a Subcontractor Utilization Plan has been submitted, and the Contractor requests a change order the value of which exceeds 10 percent of the Agreement, Agency shall establish participation goals for the work to be performed pursuant to the change order.

10. Pre-award waiver of **Target Subcontracting Percentage**. Agency may grant a full or partial waiver of the **Target Subcontracting Percentage** to a bidder or proposer, as applicable, who demonstrates—before submission of the bid or proposal—that it has legitimate business reasons for proposing the level of subcontracting in its Subcontractor Utilization Plan. In making its determination, Agency shall consider factors that shall include, but not be limited to, whether the bidder or proposer, as applicable, has the capacity and the bona fide intention to perform the Contract without any subcontracting, or to perform the Contract without awarding the amount of subcontracts for under one million dollars represented by the **Target Subcontracting Percentage**. In making such determination, Agency may consider whether the Subcontractor Utilization Plan is consistent with past subcontracting practices of the bidder or proposer, as applicable, and whether the bidder or proposer, as applicable, has made good faith efforts to identify portions of the Contract that it intends to subcontract.

11. Modification of Subcontractor Utilization Plan. A Contractor may request a modification of its Subcontractor Utilization Plan (**Subcontractor Participation Goals**) after award of this

Contract. The Agency may grant such request if it determines that the Contractor has established, with appropriate documentary and other evidence, that it made reasonable, good faith efforts to meet the **Subcontractor Participation Goals**. In making such determination, Agency shall consider evidence of the following efforts, as applicable, along with any other relevant factors:

(a) The Contractor advertised opportunities to participate in the Contract, where appropriate, in general circulation media, trade and professional association publications and small business media, and publications of minority and women’s business organizations;

(b) The Contractor provided notice of specific opportunities to participate in the Contract, in a timely manner, to minority and women’s business organizations;

(c) The Contractor sent written notices, by certified mail or facsimile, in a timely manner, to advise MBEs and WBEs that their interest in the Contract was solicited;

(d) The Contractor made efforts to identify portions of the work that could be substituted for portions originally designated for participation by MBEs and/or WBEs in the Subcontractor Utilization Plan, and for which the Contractor claims an inability to retain MBEs or WBEs;

(e) The Contractor held meetings with MBEs and/or WBEs prior to the date their bids or proposals were due, for the purpose of explaining in detail the scope and requirements of the work for which their bids or proposals were solicited;

(f) The Contractor made efforts to negotiate with MBEs and/or WBEs as relevant to perform specific subcontracts;

(g) Timely written requests for assistance made by the Contractor to Agency’s M/WBE liaison officer and to DSBS;

(h) Description of how recommendations made by DSBS and Agency were acted upon and an explanation of why action upon such recommendations did not lead to the desired level of participation of MBEs and/or WBEs.

Agency’s M/WBE officer shall provide written notice to the Contractor of the determination.

12. If **Subcontractor Participation Goals** have been established for this Contract, Agency shall evaluate and assess the Contractor’s performance in meeting those goals, and such evaluation and assessment shall become part of the Contractor’s overall contract performance evaluation.

PART B

MISCELLANEOUS

1. The Contractor shall take notice that, if this solicitation requires the establishment of a Subcontractor Utilization Plan, the resulting contract may be audited by DSBS to determine

compliance with Section 6-129. See 6-129(e)(10). Furthermore, such resulting contract may also be examined by the City’s Comptroller to assess compliance with the Subcontractor Utilization Plan.

2. Pursuant to DSBS rules, construction contracts that include a requirement for a Subcontractor Utilization Plan shall not be subject to the law governing Locally Based Enterprises set forth in Administrative Code Section 6-108.1.

3. DSBS is available to assist contractors and potential contractors in determining the availability of MBEs and WBEs to participate as subcontractors, and in identifying opportunities that are appropriate for participation by MBEs and WBEs in contracts.

4. Prospective contractors are encouraged to enter into joint ventures with MBEs and WBEs.

5. By submitting a bid or proposal the Contractor hereby acknowledges its understanding of the M/WBE requirements set forth herein and the pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, and if awarded this Contract, the Contractor hereby agrees to comply with the M/WBE requirements of this Contract and pertinent provisions of Local Law 129 of 2005, and any rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract. The Contractor hereby agrees to make all reasonable, good faith efforts to solicit and obtain the participation of M/WBE’s to meet the required **Subcontractor Participation Goals**.

ARTICLE II. ENFORCEMENT

1. If Agency determines that a bidder or proposer, as applicable, has, in relation to this procurement, violated Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, Agency may disqualify such bidder or proposer, as applicable, from competing for this Contract and the Agency may revoke such bidder’s or proposer’s prequalification status, if applicable.

2. Whenever Agency believes that the Contractor or a subcontractor is not in compliance with Section 6-129 or the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements Section 6-129, including, but not limited to any Subcontractor Utilization Plan, Agency shall send a written notice to the Contractor describing the alleged noncompliance and offering an opportunity to be heard. Agency shall then conduct an investigation to determine whether such Contractor or subcontractor is in compliance.

3. In the event that the Contractor has been found to have violated Section 6-129, the DSBS rules promulgated pursuant to Section 6-129, or any provision of this Contract that implements this Section 6-129, including, but not limited any Subcontractor Utilization Plan, Agency may determine that one of the following actions should be taken:

(a) entering into an agreement with the Contractor allowing the Contractor to cure the violation;

(b) revoking the Contractor's pre-qualification to bid or make proposals for future contracts;

(c) making a finding that the Contractor is in default of the Contract;

- (d) terminating the Contract;
- (e) declaring the Contractor to be in breach of Contract;
- (f) withholding payment or reimbursement;
- (g) determining not to renew the Contract;
- (h) assessing actual and consequential damages;

(i) assess liquidated damages or reduction of fees, provided that liquidated damages may be based on amounts representing costs of delays in carrying out the purposes of the program established by Section 6-129, or in meeting the purposes of the Contract, the costs of meeting utilization goals through additional procurements, the administrative costs of investigation and enforcement, or other factors set forth in the Contract;

(j) exercise rights under the Contract to procure goods, services or construction from another contractor and charge the cost of such contract to the Contractor that has been found to be in noncompliance; or

- (k) take any other appropriate remedy.

4. Whenever Agency has reason to believe that an MBE or WBE is not qualified for certification, or is participating in a contract in a manner that does not serve a commercially useful function (as defined in Section 6-129), or has violated any provision of Section 6-129, Agency shall notify the commissioner of DSBS who shall determine whether the certification of such business enterprise should be revoked.

5. Statements made in any instrument submitted to Agency pursuant to Section 6-129 shall be submitted under penalty of perjury and any false or misleading statement or omission shall be grounds for the application of any applicable criminal and/or civil penalties for perjury. The making of a false or fraudulent statement by an MBE or WBE in any instrument submitted pursuant to Section 6-129 shall, in addition, be grounds for revocation of its certification.

6. The Contractor's record in implementing its Subcontractor Utilization Plan shall be a factor in the evaluation of its performance. Whenever a contracting agency determines that a contractor's compliance with a Subcontractor Utilization Plan has been unsatisfactory, the agency shall, after consultation with the city chief procurement officer, file an advice of caution form for inclusion in VENDEX as caution data.

DOHMH SUBCONTRACT APPROVAL POLICY (ALL CONTRACTS EXCEPT DISCRETIONARY)

SUMMARY: ALL SUBCONTRACTORS SHALL BE FORMALLY APPROVED BY THE ACCO'S OFFICE PRIOR TO THE SUBCONTRACTOR PERFORMING ANY WORK ON CITY CONTRACTS.¹

SUBCONTRACT DEFINITION: A CONTRACT BETWEEN A PARTY TO AN ORIGINAL CONTRACT AND A THIRD PARTY; ESPECIALLY: ONE TO PROVIDE ALL OR A SPECIFIED PART OF THE WORK OR MATERIALS REQUIRED IN THE ORIGINAL CONTRACT

Subcontracting Approval

1. When a Prime Contractor notifies Program of potential Subcontracting where the anticipated value of a subcontract exceeds \$5,000, the Program begins by completing the *Prime Contract Information* and *Prime Contractor Identification* sections on the Subcontractor Approval Form. One form is to be completed for each proposed Subcontractor.
2. The Program will then electronically route the Subcontractor Approval Form(s) to the Prime Contractor and cc [Wayne Lambert](#) in the ACCO's Office.
3. The Prime Contractor completes the Subcontractor Approval Form(s) and returns them electronically to both the Program and [Wayne Lambert](#) in the ACCO's Office.
4. The ACCO's Office will conduct a preliminary review of the Subcontractor Approval Form, notify the Prime Contractor, and cc the Program of any required integrity documents. It is the responsibility of the Prime Contractor to coordinate with the Subcontractor for all document requests and revisions.

¹ Prime Contractors subject to LL1 of 2013, must identify subcontractors who will work in the first year of the contract and within **30 days** of the notice to proceed. In the case of multiyear contracts, the Prime Contractor is required to identify subcontractors every year.

5. Once the ACCO's Office receives all completed documentation, a determination of Subcontractor responsibility will be made.
 - 5.1. For Prime Contracts valued at \$250,000 or more: If the Subcontractor is approved, the Prime Contractor and Program will receive an Approved Subcontractor Form. Both the Prime Contractor and Subcontractor will need to ensure they have a PIP account (more information at <http://www.nyc.gov/pip>) and the Prime Contractor shall enter the Subcontract information into PIP. The Subcontractor shall not begin to perform work until the Prime Contractor has received DOHMH approval in PIP.
 - 5.2. For Prime Contracts valued at less than \$250,000: If the Subcontractor is *approved*, the Prime Contractor and Program will receive an Approved Subcontractor Form. The Prime Contractor shall proceed with developing and executing a Subcontract and shall route an electronic copy to the Program and ACCO. All Subcontracts must include subcontracting provisions set forth in the Prime Contractor's Agreement with DOHMH.
 - 5.3. If the Subcontractor is *not approved* the Prime Contractor will receive a denied Subcontractor Approval Form. The Prime Contractor may not use the denied Subcontractor for any work performed under the Prime Contractor's Agreement with DOHMH.
6. If the Subcontract amount is increased, the Prime Contractor must submit a revised Subcontractor Approval Form.
7. The Program shall ensure that the Prime Contractor enters all payments made to the Subcontractor in PIP at the time the payment is made to the Subcontractor.

CITY OF NEW YORK SUBCONTRACTOR APPROVAL FORM

Column on left indicates whom that section is to be completed by

AGENCY	PRIME CONTRACT INFORMATION	
	Agency: _____	Unit/Div: _____
	PIN: _____	
Contract Description: _____		

PRIME CONTRACTOR	PRIME CONTRACTOR IDENTIFICATION	
	Name: _____	EIN/SSN: _____

PRIME CONTRACTOR	SUBCONTRACTOR INFORMATION		
	Name: _____	PIP Vendor #: _____	
	Phone: _____	Fax: _____	
	Address: _____	City: _____	State/Zip: _____
	EIN/SSN: _____	E-Mail: _____	
	Subcontract Description: _____		
	Approx Subcontract Value:\$ _____	Approx Start Date ___/___/___	Approx End Date ___/___/___
	Subcontractor is DSBS-certified as: M/WBE <input type="checkbox"/> EBE <input type="checkbox"/> or LBE <input type="checkbox"/> (check all that apply & note status below)		
	YES <input type="checkbox"/>	Application Pending <input type="checkbox"/>	Intends to Apply <input type="checkbox"/> NO <input type="checkbox"/>
	Prime Contractor Certification: I hereby affirm that the information supplied is true and correct.		
Signature _____	Title _____		
Print Name _____	Date _____		
Email _____	Phone _____		

AGENCY	AGENCY PRELIMINARY REVIEW PLEASE SEE PAGE 2 FOR INSTRUCTIONS		
	Agency Preliminary Review Completed By: _____		Date _____
	1. VENDEX <input type="checkbox"/>	2. Employment <input type="checkbox"/>	3. PLA <input type="checkbox"/>
	4 Licenses <input type="checkbox"/>	5. Client Abuse <input type="checkbox"/>	6. Other <input type="checkbox"/>

PRIME CONTRACTOR	PRIME CONTRACTOR RESPONSE	
	For each of the boxes checked in the agency preliminary response above, I have informed the Subcontractor of all relevant requirements and provided all requested documentation. <input type="checkbox"/>	

AGENCY	AGENCY RESPONSE					
	1. VENDEX <input type="checkbox"/> NA <input type="checkbox"/> Approved	2. Employment <input type="checkbox"/> NA <input type="checkbox"/> Approved	3. PLA <input type="checkbox"/> NA <input type="checkbox"/> Approved	4. Licenses <input type="checkbox"/> NA <input type="checkbox"/> Approved	5. Client Abuse <input type="checkbox"/> NA <input type="checkbox"/> Approved	6. Other <input type="checkbox"/> NA <input type="checkbox"/> Approved
	Agency Approval: Granted <input type="checkbox"/> Denied <input type="checkbox"/>					
	Signature: _____				Date ___/___/___	

After completing the Preliminary Review, the agency will mark, on Page 1, the box for any item requiring follow-up and return the form to the Prime Vendor. The Prime Vendor should follow the instructions below for each of the boxes checked in the Agency Preliminary Review on Page 1, and return the form to the agency with any required documentation.

1. VENDEX

If Box 1 (VENDEX) is checked, the agency has granted preliminary approval, and determined that the subcontractor is required to file VENDEX Questionnaires with the Mayor's Office of Contract Services. A VENDEX Vendor Questionnaire and Principal Questionnaire must be filed where the subcontract dollar amount is \geq \$100,000 or where the aggregate business with the City is \geq \$100,000 during the preceding twelve months. The VENDEX Questionnaires and Guide can be downloaded from <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>.

2. Employment

If Box 2 (Employment) is checked, the subcontractor must complete a Division of Labor Services (DLS) Construction Employment Report. A subcontractor selected to perform work on a construction project funded or assisted by the City of New York must complete a DLS Construction Employment Report if the subcontract dollar amount $>$ \$750,000. For construction projects funded in whole or in part by the federal government, a DLS Construction Employment Report must be completed if the proposed subcontract value $>$ \$10,000. For non-construction goods/services subcontracts $>$ \$100,000, employment reports are required for any subcontractor with $>$ 50 employees, and a certificate is required for those with fewer employees.

3. PLA

If Box 3 (PLA) is checked, you as the prime contractor must obtain signed Letter of Assent from the subcontractor which demonstrates that the subcontractor agrees to the terms of the PLA. Please attach the subcontractor's signed Letter of Assent to your response.

4. Licenses

If Box 4 (Licenses) is checked, you as the prime contractor must document that the subcontractor has all required licenses. Please attach your documentation to your response.

5. Client Abuse

If Box 5 (Client Abuse) is checked, you as the prime contractor must provide the agency with a Certification Regarding Substantiated Cases of Client Abuse or Neglect signed by the subcontractor. A separate form with instructions will be provided to you. Please attach your documentation to your response

6. Other

If Box 6 (Other) is checked, you as the prime contractor will be informed of additional documentation and/or information that the subcontractor will need to provide to the agency. Please attach your documentation and/or information to your response.

Revised ATTACHMENT C

ACKNOWLEDGEMENT OF ADDENDA

THE PROVISION OF AGENCY-WIDE ARCHITECTURAL AND ENGINEERING SERVICES

PIN: 19BS013100R0X00

Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

Part I

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

Addendum # 1, Dated February 14, 2019

Addendum # 2, Dated March 1, 2019

Addendum # 3, Dated _____, 201__

Addendum # 4, Dated _____, 201__

Addendum # 5, Dated _____, 201__

Addendum # 6, Dated _____, 201__

Addendum # 7, Dated _____, 201__

Addendum # 8, Dated _____, 201__

Addendum # 9, Dated _____, 201__

Addendum #10, Dated _____, 201__

Part II

_____ **No Addendum was received in connection with this RFP.**

Part III

Proposer's Name: _____ **Date:** _____

Signature of Authorized Representative: _____