

August 4, 2020

ADDENDUM NO. 5

PROJECT: Design-Build Program for the NYC Borough Based Jail System, Queens Site Dismantle and Swing Space
PIN: 8502020CR0046P-48P

THIS ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THIS REQUEST FOR QUALIFICATIONS AND IS HEREBY MADE A PART OF SAID REQUEST FOR QUALIFICATIONS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

Request for Qualifications

1. Amendments to the RFQ, provided in the attached documents in redline, have been made affecting the following RFQ and pages:
 - RFQ Page 8 (Pre-submission Conference Info)
 - RFQ Pages 17-20 (Text Change)
 - RFQ Appendix C, Page 56 (Text Change)
 - RFQ Appendix D, Page 58 (Text Change)

A clean, revised copy of the entire RFQ is also included with this Addendum No. 5.

Contact: Nick Mendoza
Email: nycbbj@ddc.nyc.gov
Phone: 718-391-2022

By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.
THIS ADDENDUM MUST BE SIGNED BY THE SUBMITTING FIRM AND INCLUDED WITH APPENDIX E-13 – Acknowledgement of Addenda.

Name of Submitting Firm

By _____

Title _____

information in this RFQ regarding the subsequent RFP are for informational purposes only and may be changed by DDC at any time in its discretion.

2.4 RFP Proposal Stipend (Phase II Only)

A stipend amount of not less than \$200,000.00 (Two Hundred Thousand dollars) will be available to responsive and responsible Proposers that do not enter into the DB Agreement solely at the RFP (Phase II) stage. Submission of a fully responsive Proposal and execution of a stipend agreement, which will be included with the RFP, will be prerequisites to be eligible for the stipend.

The stipend agreement will require, among other things, that the non-selected Proposer (i) transfer ownership of work product in accordance with best industry practice to DDC, (ii) will be paid the lesser of the Proposer’s actual qualified costs for producing the Proposal and the designated stipend amount, and (iii) agrees not to file a vendor protest in connection with this procurement for this Project.

2.5 Procurement Schedule

Pre-Submission Conference (via Webex) ¹	August 7, 2020 @10AM
RFQ (Phase I) Questions and Comments Due	August 10, 2020
Final Response to Proposer Questions	August 17, 2020
Register w/ PASSPort No Later Than	August 17, 2020
Statements of Qualification Due	August 28, 2020
Shortlisted Teams Announced	October, 2020

¹ [Additional information about the Pre-Submission Conference will be provided shortly.](#)
[Please visit the following Webex Link to attend the Pre-submission Conference. RSVP is not required.:](#)
<https://nycddc.webex.com/nycddc/j.php?MTID=ma3d3d33c5cf333808de5c30d2756b474>
[Meeting number \(access code\): 133 158 3014](#)
[Meeting password: EucmMJ5By68](#)

5. SOQ SUBMISSION REQUIREMENTS

5.1 Submittal Requirements

(a) **Deadline**

All SOQs must be received at the ~~location~~~~submittal address~~, set forth in Section 5.2 (~~Submittal Address~~[Submission Portal](#)), no later than 12:00 p.m. Eastern Time on the applicable SOQ Due Date. SOQs received after 12:00 pm Eastern Time on the applicable SOQ Due Date will not be considered.

(b) **Front Cover Page**

The front cover of the SOQs must be clearly marked with the Project name, Proposer name, and date of submittal, and enclosed in a 3-ring binder, as set forth below.

~~(c) **Binder**~~

~~Except for the Doing Business Form, which is to be provided in a separate, sealed, and clearly marked envelope, SOQs must be submitted in one or more 3-ring binder(s) and should not be spiral bound, glued, stapled, or adhered in any other matter. The Proposer must label each binder "Binder # of ##" where # denotes the number of the binder and ## denotes the total number of binders being submitted by the Proposer.~~

(c) **Contents of Proposal Submission**

Proposer submissions must consist of the following two files and must be labeled in accordance with Section 5.3.

- (i) **Statement of Qualifications (SOQ)**
- (ii) **Doing Business Data Form (DBDF)**

(d) **PASSport Requirement**

Interested Proposers must create an online account and submit an online disclosure application with the NYC Mayor's Office of Contract Services in the Procurement and Sourcing Solutions Portal (PASSPort). Those Proposers that have not submitted an online disclosure application with the NYC Mayor's Office of Contract Services, are required to do so at least seven Days prior to the applicable SOQ Due Date, by creating an account with the NYC Mayor's Office of Contract Services, PASSPort site. Additional information on how to submit an application or register for PASSPort are contained in following link: <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>. Questions about PASSPort registration should be directed to the NYC Mayor's Office of Contract Services.

Proposers that have not submitted an online disclosure application in PASSPort as a joint venture, but have done so as individual companies, may submit proof of such submission and are not required to submit the online disclosure application as a joint venture (or other type of Proposer legal entity) at this time. Joint ventures selected as Short-listed Proposers will be required to submit the online disclosure application as a joint venture.

5.2 ~~Submittal Address~~[Submission Portal](#)

SQOs shall be submitted ~~by either mail or hand delivery to DDC's Designated Representative at the address shown below:~~ electronically at the link below.

Upload Link:

<https://ddcnyc.app.box.com/f/fad7456f13154bf99a88aa18f42bd7b9>

~~NYC Department of Design and Construction~~

~~C/o AECOM-Hill JV~~

~~777 Third Avenue, 8th Floor~~

~~New York, NY 10016~~

~~Attn: Nicholas Mendoza~~

~~**NOTE:** All SQOs will be time stamped as they are received. Proposers will be held responsible for ensuring that the AECOM Hill JV receives the SOQ by the applicable SOQ Due Date. Proposers are warned not to rely on signed delivery slips from their messenger services.~~

~~Please note, proposers are responsible for emailing DDC's Designated Representative, prior to delivery to ensure delivery personnel is added to the building security list. Drop-off location is at the AECOM-Hill JV's office located on the 8th floor.~~

DDC's Designated Representative

Nicholas Mendoza

NYCBBJ@ddc.nyc.gov

Only ~~electronic~~ hardcopy SQOs, submitted at the link provided (and, as required in this RFQ, ~~an additional electronic copy on a flash drive~~) will be accepted. Oral, telephonic, e-mail or fax submissions will not be considered.

SQOs will not be publicly opened.

5.3 Page Limit, and Format ~~and~~ Quantities

(a) **Page Limit**

The page limit shall not exceed that shown in Appendix D (*Format and Organization for Statement of Qualifications*) (front and back covers, title page, table of contents, and tabs do not count as pages. Documents required as attachments in the RFQ shall not be counted against the Proposer's page limit.

(b) ~~Electronic Copy~~ Submission Format

Proposers must ~~submit~~ provide one ~~electronic copy of the SOQ on a flash drive~~ PDF containing the SOQ, and one PDF containing the proposers Doing Business Data Form (DBDF). The electronic ~~files~~ copy must 1) (i) be an Adobe Acrobat PDF file format, (ii) be readable and not corrupt and (iii) must be combined in one file and bookmarked, and 2) labeled as follows:-

[Proposers Name] SOQ [MM.DD.YY of due date] for NYC BBJ Queens Dismantle & SS

[Proposers Name] DBDF [MM.DD.YY of due date] for NYC BBJ Queens Dismantle & SS

(c) ~~Hard Copy~~

~~Proposers must provide one original SOQ and six paper copies of the SOQ. Paper copies should be all recycled materials. The City requests that SOQs be submitted on paper with not less than 30% post consumer material content, i.e., the minimum recovered fiber content level for reprographic paper recommended by the United States Environmental Protection Agency (for any changes to that standard please consult: <https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products>). SOQs shall not contain plastic; plastic bindings, covers, tabs, or any other elements are not permitted. The exception is three-ring binders which are allowed to contain plastic. DDC encourages Proposers to use recyclable binders.~~

~~(d)(c)~~ **Written Materials**

Provide 8 ½” x 11” format, using 10 point or larger font size, single space, with a cover sheet ~~on the cover of the 3-ring binder~~. Within the ~~file binder~~, provide a title page identifying the Proposer’s name, address, telephone number, e-mail and fax number if applicable. Provide consecutive page numbering throughout the ~~file binder~~.

Provide a full table of contents ~~at the beginning of the file in the front of the 3-ring binder~~ that follows RFQ – Response Table of Contents provided in Appendix D (*Format and Organization for Statement of Qualifications*). Provide tabbed sections.

In the footer of each page within the document, provide the name and address of the Proposer, the volume number (if any), and date submitted.

~~Label each binder cover sheet in the footer with either “Original” or the copy number, i.e. “Copy 2” to clearly identify the original and each copy required.~~

5.4 Content of SOQ Generally

(a) **Outline of SOQ**

An outline of the required format for the SOQ is provided in Appendix D (*Format and Organization for Statement of Qualifications*). Required forms for the SOQ are contained in Appendix E (*SOQ Forms*). Any material modification to the forms may result in the SOQ being declared non-responsive. Proposers must submit all required information specified in this RFQ. Any information provided in the SOQ that the Proposer considers proprietary must be clearly marked as such and easily separated from the submission. Unmarked information will be considered in the public domain.

(b) **Brief & Concise Information**

Proposers should provide brief, concise information that addresses the objectives and the requirements of the RFQ and the BBJ consistent with the evaluation factors described herein. Lengthy narratives containing extraneous information are discouraged.

5.5 Fundamental Qualifications (Tab 0 – Pass/Fail)

The purpose of Tab 0 is to establish the fundamental qualifications of each Proposer, including team structure, level of commitment to the Program Goals and Project Goals, insurance and bonding capacity to meet the expected requirements, employment practices, and teaming agreements. Satisfaction of these fundamental qualifications are necessary to meet the pass/fail criteria described in Section 4.4 (*Pass/Fail SOQ Evaluation Factors*).

(a) **Submission Requirements:**

- (i) **Cover Letter.** The cover letter provided by the Proposer is required to contain the following information, but may also include additional information about the Proposer's DB Team:
- Full contact information for the person(s) authorized to contractually bind the Proposer;
 - E-mail addresses for up to three Proposer's points of contact (including the Proposer's Designated Representative). Correspondence related to the RFQ will be delivered to these e-mail addresses only.
- (ii) **Acknowledgment of receipt of Addenda.** List the Addenda number and date issued and attach ~~a copy of~~ each Addenda cover page signed by the Proposer, using the form provided in Appendix E-13 (*Acknowledgement of Addenda Form*).
- (iii) **Equal Opportunity Employer Statement.** Provide ~~a copy of~~ the Proposer's Equal Opportunity Employer Statement or a summary of the corporate equal opportunity policy.
- (iv) **Construction Employment Report.** Complete the Employment Report Form and upload to the EEO Section of PASSPort by the SOQ Due Date. See Appendix E-1 (*Construction Employment Report*) for detailed instructions. Paper copies are not required and will not be accepted. A statement that this step has been completed must be included with the SOQ.
- (v) **Doing Business Data Form.** Complete the Doing Business Data Form and include one ~~separate electronic file original, signed and unbound copy in a separate, sealed, and clearly marked envelope~~. Use the form provided in Appendix E-2 (*Doing Business Data Form*).
- (vi) **Iran Divestment Act Form.** Complete ~~and sign~~ the Iran Divestment Act Certification and include with the SOQ. Use the form provided in Appendix E-3 (*Iranian Divestment Act*). ~~An original signature to this item must be included with the SOQ.~~
- (vii) **Insurance Requirements.** Confirm that the DB Team carries or will carry coverage levels identified in Appendix E-4 (*Preliminary Insurance Information*).
- (viii) **Letter of Commitment from Surety.** Submit a letter of commitment from a surety, signed by an officer or agent authorized to bond, that identifies the Proposer's or each Principal Participant's available bonding capacity and limits and that states that the surety will bond the Proposer, as the successful awardee, taking into consideration the specific budget described in this RFQ. Surety requirements include:
- the surety company or companies providing the commitment letter must be (a) approved by the City; (b) authorized to do business in the State of New York; and (c) on the current list of certified surety bond companies provided by the Department of the Treasury of the United States; and
 - if the Proposer is or will be a joint venture, and only one party intends to provide the applicable surety indemnity

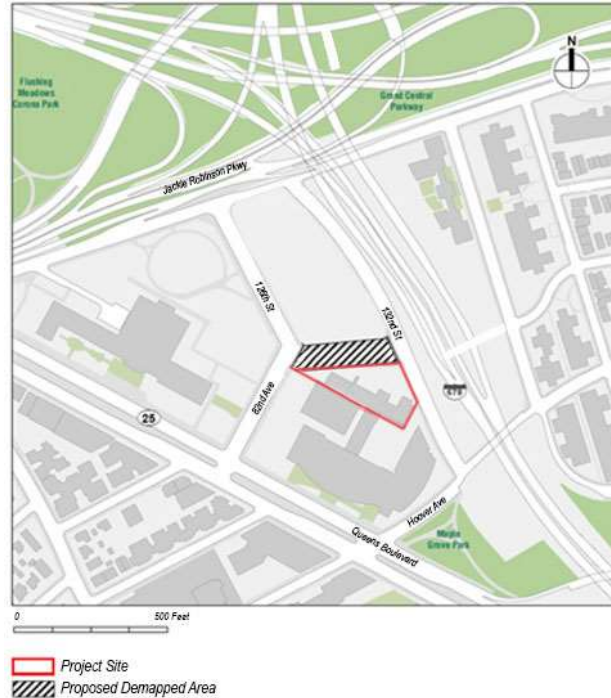


Figure B-10 BBJ-Q Map Location

PROCUREMENT AND PROJECT SCHEDULE

DDC anticipates that a notice to proceed (NTP) will be issued to the Design-Builder in or around ~~June~~ September 2021, with the Work to be completed no later than ~~October~~ December 2022.

It is important that the Project be timely completed to allow construction activities for the new facility to commence promptly under separate contract, which will be the subject of a future procurement.

PRELIMINARY BUDGET AND PROPOSAL STIPEND

The proposal stipend amount is \$200,000.00 (Two hundred thousand dollars). The preliminary project specific budget is \$43,000,000.00 (Forty-three million dollars).

RFQ (Phase I) Response Table of Contents		
Tab	Category	Page Limitation
0	FUNDAMENTAL QUALIFICATIONS	Up to 19 pages total
	Cover Letter	2 pages
	Acknowledgment of Addenda Form (Appendix E-13)	1 page*
	Equal Opportunity Employer Statement	1 page
	Statement of Compliance with the filing of Construction Employment Report in PASSPort (Appendix E-1)	1 page
	Doing Business Data Form (Appendix E-2)**	2 pages
	Iran Divestment Act Form (Appendix E-3)	1 page
	Preliminary Insurance Information (Appendix E-4)	1 page
	Letter of Commitment from Surety	1 page
	Legal Structure	1 page***
	Teaming Agreement	1 page
	Safety Questionnaire (Appendix E-5)	1 page
	Financial Questionnaire (Appendix E-6)	5 pages
	Conflicts of Interest	1 page
1	PROJECT PAST PERFORMANCE/EXPERIENCE	Up to 31 pages total
	Project Profile Forms #1-7 (each project limited to 3 pages) (Appendix E-7)	21 pages
	Project Evaluation Forms (Appendix E-8)	7 pages
	Prior Experience Working Together Form (Appendix E-9)	1 page
	Project Relevancy Form (Appendix E-10)	2 pages
2	DESIGN-BUILD TEAM KEY PERSONNEL RESUMES	Up to 9 pages total
	Team Introduction and Organization Chart	2 pages
	Design-Build Project Executive (Appendix E-11)	1 page
	Design Lead (Appendix E-11)	1 page
	Designer-of-Record (Appendix E-11)	1 page
	Design-Build Project Manager (Appendix E-11)	1 page
	Design Integrator (Appendix E-11)	1 page
	Design-Build Construction Project Manager (Appendix E-11)	1 page
	Resume Compliance Matrix (Appendix E-12)	1 page
3	DESIGN PHILOSOPHY AND DB MANAGEMENT APPROACH	Up to 13 pages total
	Design Philosophy Project Excellence	4 pages
	Design-Build Management Approach	5 pages
	M/WBE Approach	2 pages
	Quality Assurance and Quality Control for Design and Construction	1 page
	Design and Construction Scheduling	1 page

* page limit does not include attached copies of each Addenda cover page signed by the Proposer

** ~~only one signed original~~ Doing Business Data Form must be submitted [as a separate file and must not be included in the body of the SOQ file](#). ~~in a separate, sealed, clearly marked envelope.~~

*** page limit applies to the description of the Proposer's legal structure and does not include any copies of executed agreements or letters of intent, as required by the RFQ.