

October 03, 2023

ADDENDUM NO. 1

PROJECT: Design-Build Program for the NYC Borough Based Jails System, Manhattan Facility

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. RFI Responses
2. Amendments
 - RFQ Appendix D: Format and Organization for Statement of Qualifications
3. Revised and Replaced
 - RFQ Appendix E-5: Financial Questionnaire
(see RFI 1 response for description of changes)
 - RFQ Appendix E-11: Resume Compliance Matrix
(see RFI 2 response for description of changes)

Contact: Kimberly A. Acham

Email: nycbbj@ddc.nyc.gov

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-12 – Acknowledgement of Addenda.

Name of Submitting Firm

By _____

Title _____

RFI #	Question	Answer
1	<p>RFQ Appendix E-5: Financial Questionnaire Page: E-5-4</p> <p>In the History of Performance section of Appendix E-5, under question 2, there is a note that states “The following two questions (Question 16 and 17) refer only...” This is followed by an indented question numbered 16 then a question numbered 3. Is the note in reference to the questions numbered 16 and 3?</p>	<p>Yes, the note is in reference to the questions currently numbered 16 and 3. The numbering will be corrected in an addendum.</p>
2	<p>RFQ Section 4.3 (c) & Appendix D: Format and Organization for Statement of Qualifications & Appendix E-11: Resume Compliance Matrix Pages: 14, D-2, E-11-1 – E-11-2</p> <p>According to section 4.3 (c), all pages (except the organizational chart mentioned in section 4.7) must be sized 8.5x11 sized. However, Appendix E appears to be formatted as a vertical 11x17. Appendix D allows for four pages for Appendix E. Do you wish for Appendix E to be presented in an 8.5x11 or 11x17 format?</p>	<p>An addendum will be posted to reflect the following changes: Appendix E-11 (Resume Compliance Matrix) will be replaced and updated to size 8.5x11 format. Appendix D (Format and Organization for Statement of Qualifications) will be revised to reflect the correct number of pages.</p>
3	<p>Will a list of Pre-submission conference attendees be shared with the group for collaboration purposes?</p>	<p>Yes, the attendee list will be posted on DDC's website: https://ddcanywhere.nyc/</p>

OCTOBER 2023

PROJECT ID: BBJ-MFAC



Department of
Design and
Construction



Request for Qualification

NYC Borough-Based Jails Program
A Design-Build Program

MN

Manhattan Facility

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Appendix D: Format and Organization for Statement of Qualifications

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RFQ Response Table of Contents		
Tab	Category	Page Limitation
0	Fundamental Qualifications	Up To 18 Pages Total
	Cover Letter	2 pages
	Acknowledgment of Addenda Form (Appendix E-12)	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)	As Required**
	Iran Divestment Act Form (Appendix E-3)	1 page
	Letter from Surety	1 page
	Legal Structure	1 page***
	Teaming Agreement	1 page***
	Safety Questionnaire (Appendix E-4)	1 page
	Financial Questionnaire (Appendix E-5)	5 pages
	Conflicts of Interest	1 page
1	Project Past Performance/Experience	Up To 23 Pages Total
	Project Profile Forms (each project limited to 3 pages) (Appendix E-6)	15 pages
	Vendor Evaluation Forms (Appendix E-7)	5 pages
	Prior Experience Working Together Form (Appendix E-8)	1 page
	Project Relevancy Form (Appendix E-9)	2 pages
2	Design-Build Team Key Personnel Resumes	Up To 2018 Pages
	Team Introduction and Organization Chart	2 pages
	Design-Build Project Executive (Appendix E-10)	1 page
	Design Lead (Appendix E-10)	1 page
	Designer of Record (Appendix E-10)	1 page
	Design-Build Project Manager (Appendix E-10)	1 page
	Design Integrator (Appendix E-10)	1 page
	Chief Estimator (Appendix E-10)	1 page
	Project Scheduler (Appendix E-10)	1 page
	Detention Specialist (Appendix E-10)	1 page
	Structural Engineer (Appendix E-10)	1 page
	MEP Engineer (Appendix E-10)	1 page
	Design-Build Construction Manager (Appendix E-10)	1 page
	Design-Build Safety Officer (Appendix E-10)	1 page
	Design-Build QA & QC Project Manager (Appendix E-10)	1 page

	Resume Compliance Matrix (Appendix E-11)	<u>34</u> pages
3	Design and Construction Excellence and DB Management Approach	Up To 13 Pages
	Design and Construction 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.

** Doing Business Data Form must be submitted as a separate file and must not be included in the body of the SOQ file.

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

Appendix E-5: Financial Questionnaire

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Financial Questionnaire

Attachments and explanations provided on a separate page, as requested in the questions below, shall not be counted against Proposer's page count limit.

Provide the following information about the Proposer:

1. Name of Proposer:
2. Date of formation:
3. State of formation:
4. Number of employees?
5. If a corporation, provide the following:

Provide information for each officer of the corporation.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer/CFO			
Other (Title)			
Other (Title)			
Other (Title)			
Other (Title)			

6. If an individual doing business as a sole proprietorship, please complete the following:

Owner	Years as Owner

7. If a joint venture, partnership, limited liability company (“LLC”), or other association, provide the following for each member of the joint venture, each partner, each member or manager of the LLC, or other association member. (Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership/ LLC/Other Association	% Ownership Interest

8. Has there been any change in ownership during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

☐ Yes ☐ No

If “yes”, please explain on a separate page.

9. Is the entity a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

☐ Yes ☐ No

If “yes”, explain on a separate page.

State gross revenue for each of the last three years (must exceed \$500M per year for each of the past 3 years):

2022: \$

2021: \$

2020: \$

10. Is the entity or any of its affiliates currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

11. Was the entity or any of its affiliates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above).

☐ Yes ☐ No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

12. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy due to non-payment or contractor losses?

☐ Yes ☐ No

If "yes," on a separate page provide the name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

13. Please provide annual audited financial reports for each of the past 3 years for the Design Builder and its Major Participants. Include the most recent Form 10-K and Form 10-Q filed with the Securities and Exchange Commission (SEC). If any of the parties identified above are not regulated by the SEC, then provide their most recent quarterly audited financial report.

HISTORY OF PERFORMANCE (PAST PERFORMANCE)

1. Has the entity or any of its affiliates ever been terminated for default on a construction contract?

☐ Yes ☐ No

If “yes,” explain on a separate page.

2. In the last five years has the entity or any of its affiliates been debarred, disqualified, removed, or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

☐ Yes ☐ No

If “yes,” explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

(NOTE: The following two questions (Questions 3 and 4) refer only to disputes between the entity and project owners. Do not include information about disputes with suppliers, other contractors, or subcontractors. Do not include information about “pass-through” disputes in which the actual dispute is between a subcontractor and a project owner)

3. In the past five years has any claim in excess of \$50,000 been filed or made in court or arbitration against the entity or any of its affiliates concerning their work on a construction project?

☐ Yes ☐ No

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

4. In the past five years has the entity or any of its affiliates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed, or made that claim in court or arbitration?

☐ Yes ☐ No

If “yes,” on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

5. Has the entity or any of its affiliates (or any manager of an affiliate if the affiliate is not a person) ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

☐ Yes ☐ No

If “yes,” explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

6. Has there been more than one occasion during the last five years in which the entity or any of its affiliates was required to pay either back wages or penalties for failure to comply with the State’s prevailing wage laws?

☐ Yes ☐ No

If “yes,” attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

7. During the last five years, has there been an occasion in which the entity or any of its affiliates have been penalized or required to pay back wages for failure to comply with the Federal Davis- Bacon prevailing wage requirements?

☐ Yes ☐ No

If “yes,” attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

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Appendix E-11: Resume Compliance Matrix

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Resume Compliance Matrix		Design-Build Project Executive	Design Lead (Individual)	Designer of Record (Individual)	Design-Build Project Manager	Design Integrator	Chief Estimator	Project Scheduler	Detention Specialist	Structural Engineer	MEP Engineer	Design-Build Construction Manager	Design-Build Safety Officer	Design-Build QA & QC Project Manager
Designated Design-Build Professional	Yes or N/A													
Experience on Relevant Projects	Insert Number of Years													
Design Experience	Insert Number of Years													
Construction Experience	Insert Number of Years													
Design-Build Experience	Insert Number of Years													
Authorized to Contractually Bind Company	Yes or N/A													
Percentage Dedicated to Project	Insert %													
Degree in Related Field	Yes or N/A													
Demonstrated project and design excellence in innovative building design	Yes or N/A													
New York Licensed Architect	Yes or N/A													
New York Licensed Engineer	Yes or N/A													
Experience with Relevant Projects	Insert Number of Years													
Experience Designing Secure Facilities or High- Rise Structures	Yes or N/A													
Experience Serving as Architect-Of- Record on a Design-Build Project	Yes or N/A													
Demonstrated project and design excellence in innovative building design	Yes or N/A													
Degree in Construction Management, Construction Science, Engineer, or Architecture	Yes or N/A													

Resume Compliance Matrix		Design-Build Project Executive	Design Lead (Individual)	Designer of Record (Individual)	Design-Build Project Manager	Design Integrator	Chief Estimator	Project Scheduler	Detention Specialist	Structural Engineer	MEP Engineer	Design-Build Construction Manager	Design-Build Safety Officer	Design-Build QA & QC Project Manager
Experience in Construction and Construction Management with Relevant Projects	Insert Number of Years													
Experience in Administration of City, Municipal, or Federal Projects	Yes or N/A													
Ability to effectively manage, control, administer and execute integrated design and construction operations, safety, quality control program and subcontracts	Yes or N/A													
Licensed NYC DOB Site Safety Manager with a Bachelor's degree or higher	Yes or N/A													
Safety work experience in similar Projects	Insert Number of Years													
CSP or CIH Certification	Yes or N/A													
Ability to maintain site wide health and safety of workers and surrounding community	Yes or N/A													
Ability to maintain overall Quality Assurance and Quality Control for design and construction of Project	Yes or N/A													
Experience in planning and design of detention facilities	Insert Number of Years													
Experience in planning or design of medical and mental health facilities or programs.	Yes or N/A													

Resume Compliance Matrix		Design-Build Project Executive	Design Lead (Individual)	Designer of Record (Individual)	Design-Build Project Manager	Design Integrator	Chief Estimator	Project Scheduler	Detention Specialist	Structural Engineer	MEP Engineer	Design-Build Construction Manager	Design-Build Safety Officer	Design-Build QA & QC Project Manager
Experience with innovative and modern facilities	Yes or N/A													
Experience in scheduling large projects	Insert Number of Years													
Ability to maintain the project design and construction schedule and generating earned value progress reports	Yes or N/A													
Experience in estimating large construction projects	Insert Number of Years													
Experience designing MEP systems for Relevant Projects, including High-Rise buildings and low voltage systems.	Insert Number of Years													

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