

Office of Contracts

December 2, 2016

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

150 Greenwich Street
New York, NY 10007

929 221 6347

**RE: Addendum #5 to Request for
Proposals (RFP) for Construction
Management Services For Renovation
Projects At Shelter Sites Citywide
EPIN: 07115P0001**

Dear Prospective Proposer:

The New York City Department of Homeless Services (DHS) appreciates your interest in the Request for Proposals for Construction Management Services for Renovation Projects at Shelter Sites Citywide, issued on October 14, 2016

Please find attached Addendum #5 for the above referenced RFP.

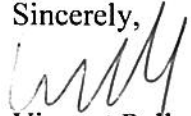
- **Revisions to the Construction Management Services RFP:** DHS made revisions to the RFP and has released the revisions as Attachment A to this Addendum. **All new language is bolded and underlined. Language that is crossed out is being deleted from the RFP.**
- **Answers to Questions, Submitted to DHS in Writing:** Attached to this Addendum as Attachment B are answers to questions submitted by interested potential proposers.
- **Sign in Sheets:** Attached to this Addendum as Attachment C. Please acknowledge your receipt of Addendum #5 by listing it on the Acknowledgment of Addenda (Attachment E of the RFP package) and include it in your proposal submission.

The deadline for submission of proposals is **Monday December 19, 2016.**

Proposers are reminded that they must hand deliver their proposals by **Monday December 19, 2016 at 2:00 p.m.** to:

**Department of Social Services
New York City Human Resources Administration
Office of Contracts
150 Greenwich St. (4 World Trade Center), 37th Floor, Bid Window
New York, NY 10007**

Proposals received at this location after the proposal due date and time are late and shall not be accepted by the Agency, except as provided under the New York City Procurement Policy Board Rules.

Sincerely,

Vincent Pullo

Attachment A
Revisions to RFP

**Construction Management Services For Renovation
Projects At Shelter Sites Citywide RFP
EPIN: 07115P0001**

Revisions to RFP

Please be advised that the subject Request for Proposals is revised as described below. **All new language is bolded and underlined. Language that is crossed out is being deleted from the Request for Proposals.**

SECTION I - TIMETABLE

B. Proposal Due Date, Time and Location:

Date: ~~December 6, 2016~~ **Monday December 19, 2016**
Time: 2:00 p.m.
Location: New York City Human Resources Administration
Office of Contracts
150 Greenwich St. (4 World Trade Center), 37th Floor, **Bid Window**
New York, NY 10007

SECTION IV – FORMAT AND CONTENT OF PROPOSAL

B. Proposal Package Contents (“Checklist”)

1. Program Proposal

A sealed inner envelope labeled “Technical Proposal,” containing one original set ~~and four~~ **six duplicate** sets of the documents listed below in the following order:

- a. Proposal Cover Letter Form (Attachment A)
- b. Minimum Qualification - Supporting documentation of license and registration as an Architect or Engineer, **NOTE: If not included in the proposal, the Agency will determine the proposal to be non-responsive and will reject the proposal(s)**
- c. Technical Proposal
 1. Narrative
 2. Three references for the Proposer (Attachment B) and, if applicable, each **identification of Sub-Consultant(s) (Attachment C)**
 3. Resumes and description of Qualifications for Key Staff Positions
 4. Organizational Chart
 5. Audit Report or Certified Financial Statement (no later than two years old) or a statement as to why no report or statement is available
 6. Acknowledgment of Addenda Form (Attachment E)
 7. SF 330 Forms (including sub-consultants, if any)
 8. **One (1) CD-R containing an electronic copy of the technical proposal submitted in response to this RFP.**
 9. **Signed Certification of Compliance with Iran Divestment Act (Attachment E)**

Attachment B
Questions and Answers

**Construction Management Services For Renovation
Projects At Shelter Sites Citywide RFP
EPIN: 07115P0001**

Questions and Answers

- Question 1. What other structure payment would the agency consider?**
Proposers would have to propose an innovative payment structure if it chooses. DHS cannot advise as to what other types of payment structures it would consider. If a provider does submit such a proposal, it still needs to submit a price proposal that is in compliance with the RFP requirements.
- Question 2. Explain more of the scope of work or jump start projects.**
DHS will not require the CM to do Scope Development or "jump starting". The CM, however, may be tasked to perform constructability studies of designs and provide expertise when DHS evaluates construction designs before they are bid to determine if amendments to the documents should be made before bidding.
- Question 3. Where can we submit any questions after today?**
All questions should have been submitted to Mr. Bob Groppe, the Authorized Contact Person indicated on the RFP, by the due date Friday, November 4, 2016. No additional questions will be answered.
- Question 4. What are the MWBE goal / participation?**
The MWBE participation, as indicated in Attachment G of the RFP, is 5 percent. Proposers are reminded to follow the M/WBE requirements, including the submission of the Schedule B.
- Question 5. Are Asian professionals included in these goals?**
No.
- Question 6. Is this a federal funded contract? If so, are there any DBE goals?**
This is not a federally funded contract.
- Question 7. Will the sign-in sheets from this conference be made available?**
Yes, the sign-in sheets have been released as Attachment C to this addendum.
- Question 8. Can you give us a sense of the average & size of the projects you expect to be in program? Or a range of project size?**
The average cost of construction for each construction is \$1.5 million, though there would be a wide variance in the size of projects.
- Question 9. There was an Addendum #2 on your website that referenced an Attachment, but there was no attachment. Please clarify?**
Addendum # 2 did not contain an attachment.
- Question 10. Please clarify the purpose of requiring a firm to be registered as an architect or engineer for a construction management services contract?**
DHS may require a registered architect or engineer for certain signoffs. In addition, DHS may require the expertise of licensed architects and engineers to advise it during construction.

- Question 11. We are not CM. We are Project Managers. Can work with CM to manage scope, schedule, and budget. Can we submit an RFP in conjunction with a CM?**
A proposal from a joint venture may be allowed, as long as the joint venture agreement is provided in the technical proposal, and the joint venture's proposal is clear that it meets the requirements of the RFP.
- Question 12. Re: Section III – Scope of Work and MWBE Requirements / B. Agency Assumptions Regarding Contractor Approach / 1. Experience; are there any requirements as to licensing / certification (Staff)?**
No, only Principals require licensing / certification, as stated in the RFP.
- Question 13. Is Doing Business Data Form required for all team members, or only Prime?**
The Doing Business Data Form is only required for the prime vendor. Sub-contractors will need to be approved through the typical City approval process, but should be submitted as part of the technical proposal.
- Question 14. If we are an MWBE firm, can we fulfill that requirement on our own?**
Yes, you can fulfill that requirement on your own if you are an MWBE firm. Note that the M/WBE proposer still needs to submit a Schedule B.
- Question 15. You mentioned Joint Ventures; How about Teaming Agreements, is that permissible?**
Proposals may be submitted as a team, as long as the lead company proposes. Such a proposal should make clear as to the team components and be proposed in accordance with the RFP.
- Question 16. Re: Section III – Scope of Work and MWBE Requirements / B. Agency Assumptions Regarding Contractor Approach / 1. Experience / Minimum Requirements per Title; in the “Construction Management Personnel” Matrix Provided, there is a requirement for a “Professional Engineer/Architect,” but there are no License or certification that is required in the matrix. Please clarify. DHS is requiring that a licensed architect and a licensed professional engineer be part of the proposal team.**
- Question 17. Re: Section IV – Format and Content of Proposal / B. Proposal Package Contents (Checklist) / 1. Program Proposal / b. Minimum Qualification; there is a requirement for a license and registration as an Architect, or Engineer. Is this requirement for proof that the firm is licensed to provide Architectural / Engineering Services, or is this requirement applicable to a “Title from the Construction Management Personnel Matrix?”**
This is applicable to the personnel matrix.
- Question 18. Since this is a contract for Construction Management Services, can the CM credential (Certified Construction Manager) be substituted for the RA / PE requirement?**
No, the CM credential (Certified Construction Manager) cannot be substituted for the RA / PE requirement.

- Question 19.** **The Proposal Package Contents “Checklist” does not indicate the submission of Attachment C, Identification of Sub-consultants and Iran Divestment Act Certification form. Please confirm if both forms need to be included in the proposal.**
The RFP has been revised; see Attachment A of this addendum, to specify submission of Attachment C, Identification of Sub-Consultants, and Attachment J, signed Certification of Compliance with Iran Divestment Act.
- Question 20.** **Does DHS require duplicate submission of key-personnel resumes in regular format and SF 330 format?**
The proposer should submit in a manner that would make it clear to the evaluators that the team proposed meets the requirements of the RFP. Please note that it may not be duplication of effort, as various parts of the RFP requests different information.
- Question 21.** **Does DHS require the submission of a full SF 330 form Part I including sections E, F, G, H and SF 330 Part II?**
Full SF 330 forms should be included.
- Question 22.** **Re: Attachment C, Identification of Sub-Consultants; this attachment is not listed under the Proposal Package Contents Checklist. Is this form required as part of our proposal submission? If so, are the services listed on this attachment required for this contract, as they are not listed in Attachment D, Schedule of Staffing and Rates?**
If a vendor plans on using sub-consultants, they must fill out Attachment C. Not all items on Attachment C are required, only the ones that the vendor plans to sub out.
- Question 23.** **Re: Section IV – Format and Content of Proposal / A. Proposal Format / 2a. Experience; please define key staff positions which require a resume to be submitted using Form SF 330. The listing of positions differ between Attachment D and Section III / B. Typically administrative staff is not considered key personnel.**
The key positions include company principals who will work directly on this contract. Please submit resumes for Professional Engineers, Architects, Project Manager and Project Engineers who will work on this contract.
- Question 24.** **Professional Engineer/Architect is requested to be part of the team composition, but their service requirement is not noted in the scope of work. Please clarify the intentions of this team member in the performance of the CM Services Contract. Please see answer to question number 10.**
- Question 25.** **Re: Section IV – Format and Content of Proposal / B. Proposal Package Contents (Checklist); with the references (1.c. 2) and the resumes (SF330)(1.c.3) to be submitted; what information will be provided for in 1.c.7? Is this a duplication of the information to be provided in items 2 and 3?**
The proposer should submit in a manner that would make it clear to the evaluators that the team proposed meets the requirements of the RFP. Please note that it may not be duplication of effort, as various parts of the RFP requests different information.

Attachment C
Sign In Sheets

DEPARTMENT OF SOCIAL SERVICES (DSS)

DEPARTMENT OF HOMELESS SERVICES (DHS)

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR RENOVATION PROJECTS AT SHELTER SITES CITYWIDE RFP

EPIN: 07115P0001

Tuesday, October 25, 2016

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	Munoz Engineering PC	505 84 Ave St 2101 NY 10018	212-967-6588 (T) 212-268-9464 (F)	Manny Beigelwacher manny@munozeng.com
2.	VICOLU-WALTER CLS PROJECT SOLUTIONS	10 Lincolnton Dr. BRIDGE PLAZA 08807	732-578- 732-578- 6907	vmartinez@clsproject.com
3.	EPIC Management	Amenat Afar	646-664-2761 212-8	aafsar@epicbuilds.com
4.	Shah Moen	720 Franklin Brooklyn NY	917 224 0220	smoen@epicbuilds.com
5.	Robert Buxbaum	330 7th Ave NY 10011	212 279-1981 212 279-1983	rbuxbaum@tdxconstruction.com ROBERT BUXBAUM
6.	Marleny Heredia	5102 21st Street Long Island City	212-213-0789	marleny.heredia@cupny.com Marleny Heredia
7.	Rehman	100 park Ave	718 538 2855	rehman@cositalkconsulting.com
8.	Tien Butts FROM ELLIANA INC	32 Broadway, Ste 801 New York, NY 10004	212.971.0936	tbutts@elliana.net

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR RENOVATION PROJECTS AT SHELTER SITES CITYWIDE RFP

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Tuesday, October 25, 2016

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	AECOM/URS	One Penn Plaza Suite 600 New York, NY	786-376-5683	Michael Scopetta Michael.Scopetta@AECOM.COM
2.	HA TO PRO			
3.	AECOM	One Penn Plaza Suite 600 NY, NY	516-427-4761	John Hellenmeyer John.Hellenmeyer@AECOM.COM
4.	AMS construction	92 North Ave New Rochelle NY	917-681-7031	Paul Starks pstarks@msl.com
5.	HAKS	40 WALL ST. NEW YORK NY 10004	212.747.1997	Nick Vavoulas NICKVAVOULAS@HAKS.NET
6.	ENTECH Engineering, PC	11 BROADWAY New York, NY 10004	646-722-0000 x149	Luigi Zecchin LZECCHIN@ENTECH-PC.COM
7.	Munoz Engineering	505 8 th Ave, New York	212-967-6588	Ana Matos amatos@munozeng.com
8.	Arman's Corp	1001 Avenue of Americas	347 633 8299	AMECKS@armandcorp.com

DEPARTMENT OF SOCIAL SERVICES (DSS)
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	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	DHS	10107 FARRAGUT RD BK, NY	(917) 747-3027	SHRIKANT KALEKAR
2.	AECOM/URS	One Penn Plaza, Suite 600, NY 10019.	(407)-534-7513	SHIVANI TAIWADE PATIL shivani.v.taiwade-patil@aecom.com
3.	Mildred Talent MTO-PROS	100 Park ave 16th	201 9783441	MILDRED Tolentino
4.	Melcara	10 Bank Street Suite 550 White Plains, NY	914 325 6305	Alex Roebelen Alex R@Mpelcara.net
5.	DJB Engineers and Architects, P.C.	4 W Red Oak Lane White Plains, NY 10604	914-407-5300 914-407-0103	Christine Dinisi cdinisi@db-eng.com
6.	ZI ENGINEERING PC	10 FIFTH ST, 402 VALLEY STREAM NY 11580	917-518-5938	ZAHID ISMAIL zi'smail@ziengineering.com
7.	EPIC MANAGEMENT	350 FIFTH AVE, 50TH FL, NY 10118	212-601-2766	DENNIS HAGESTY DHAGESTY@EPICBUILDERS.COM
8.	AMBASSADOR CONSTRUCTORS	718 FRANKLIN AVE BRONX NY 10468	347-640-4487	KAPIL BALKRISHNAN KAPILBALKRISHNAN@GMAIL.COM

DEPARTMENT OF SOCIAL SERVICES (DSS)

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FOR

CONSTRUCTION MANAGEMENT SERVICES FOR RENOVATION PROJECTS AT SHELTER SITES CITYWIDE RFP

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1.	Charta Construction	80-04 25 Ave Jamaica Heights Queens, N.Y. 11370	917, 697-8552	CHarta const. com at Yahoo - com
2.	Coll Jama	9 Manhattan ORANGEBURG	845-548-9373	gjara@arch.nova.nyc.
3.	How Building Construction Nicholas Strachan	1034 West Trenchard Smithtown NY	631-757-5000	Nick S@kowbe.com
4.	McKissack + McKissack	1001 6th Ave 20th NYC 10018	212 349-6500 212 3760-4259	frendoza@mcKissack.com
5.	Technic Engineering	Forest Hills.	718-391-9200	DTAver@technicEngineering.com
6.	OPRA Engineering	173 - 23 Jamaica	718 507 2358	sauk@opracor opracor
7.				
8.				

DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR RENOVATION PROJECTS AT SHELTER SITES CITYWIDE RFP

EPIN: 07115P0001

Tuesday, October 25, 2016

	PRINT COMPANY NAME	PRINT ADDRESS	TELEPHONE & FAX	PRINT CONTACT PERSON & E-MAIL ADDRESS
1.	Laland Baptiste	8513 Coventry Road	718-629-2477 718-629- 957 0436	Robert Baptiste rb@lalandbaptiste.com
2.				
3.				
4.				
5.				
6.				
7.				
8.				

DATE: October 25, 2016

**DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)**

**CONSTRUCTION MANAGEMENT SERVICES FOR RENOVATION PROJECTS AT
SHELTER SITES CITYWIDE**

EPIN: 07115P0001

LOCATION: 150 GREENWICH STREET – 37th FL. BID ROOM.

ATTENDANCE SHEET - HRA/AGENCY STAFF ONLY

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PHONE</u>
1. <u>SHRIKANT KALANTRI</u>	<u>DHS</u>	<u>(917) 747-3627</u>
2. <u>MARY WILSON</u>	<u>HRA</u>	<u>929-221-8618</u>
3. <u>Robert Groppe</u>	<u>DHS</u>	<u>718-688-8531</u>
4. <u>Ann Wadsworth</u>	<u>DA</u>	<u>78-688057</u>
5. <u>VERENE ALLWOOD</u>	<u>Acco</u>	<u>6363</u>
6. <u>Daisy Sierra</u>	<u>Acco</u>	<u>6366</u>
7. <u>Ernesta Gilliard</u>	<u>DHS</u>	
8. <u>Adrienne Williams</u>	<u>Contracts</u>	
9. <u>LEROY JAMES</u>	<u>DHS</u>	<u>(718) 688-8556</u>
10. <u>Begonia Dunn</u>	<u>HRA</u>	<u>929-221-6352</u>

DATE: October 25, 2016

**DEPARTMENT OF SOCIAL SERVICES (DSS)
DEPARTMENT OF HOMELESS SERVICES (DHS)**

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SHELTER SITES CITYWIDE**

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LOCATION: 150 GREENWICH STREET – 37th FL. BID ROOM.

ATTENDANCE SHEET - HRA/AGENCY STAFF ONLY

	<u>NAME</u>	<u>DEPARTMENT</u>	<u>PHONE</u>
1.	VINCENT ENNETT	ACCO	(929) 221-5504
2.	SABRINA PAPER	ACCO	(929) 221-6584
3.	Sebil. Standa	DHS	718 688 8605
4.			
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