

**Project: Battery Park City Authority
Infrastructure and Resiliency Study**

Date: August 8, 2014

Engineer:

**RE:
1 of 5
Pages**

Addendum No. 3

Addendum No. 3 has been prepared to make the following revisions and/or clarifications to the proposal documents for “Infrastructure and Resiliency Study” project. They are a result of issues discussed at the pre-proposal conference held on July 24, 2014 and any questions received by close of business of August 1, 2014 (Deadline to submit questions to the BCPA).

Clarifications:

1. The North Cove and the seawall of the North Cove are NOT included in this study. The boundary of the study is the upper level of the marina.
2. A lump sum fee that is comprised of the separate elements (a – g with Alternate h) should be issued as the Cost Proposal. Projected reimbursables will be added on top of the Lump sum fee.
3. Any super-storm Sandy related reports relating to the infrastructure will be made available at the commencement of the contract.
4. Both electronic and hard copies of the proposal are to be submitted.
5. Currently there is no water metering/audit information available; limited information regarding the energy audits will be made available.
6. Included in this contract will be the protocols for any destructive testing/probe work, however the performance of the testing will be by others.
7. The streets in question in this RFP are the north neighborhood streets (owned by BPCA) as indicated in the map. Streets in the south neighborhood are city streets.
8. A recommendation to the BPCA September board is planned, with a start date thereafter.
9. The names of the employees were included in the RFP in order that the mandatory questions can be answered appropriately. (A separate addendum was issued to revise the complete list).
10. The Storm Resiliency portion of the assessment should take into consideration both the 100 and the 500 year storm.
11. The Authority is in the process of identifying the priority list for the work.
12. The current capital budget is approx. \$50M
13. The street light

14. There will be 2 review cycles for the deliverables before a final document can be issued. Any discreet elements will be reviewed separately, but will be included in one final report.

The above clarifications **must** be reflected in the Bid Documentation

Questions: (answers to all question are shown in *Italics* immediately after the question)

1. At the south cove, and perhaps other areas, there are exposed piles in the water (and actually at the north cove there appears to be a pile remediation project in construction now. And truly, I'm guessing that a lot of the promenade structure is on piles in the water/landfill.) Does this study expect a formal survey of the pile condition under water? *Study survey of the piles is not included in this project.*
2. Related, do they have the original construction drawings of the seawall/promenade? And do they have structural drawings for the group of permanent buildings? *There are some construction drawings of the promenade available. Structural drawings are available for Pier A, Community Center and Site 3.*
3. What is the total count for elevators in this proposal, including elevators that would service outdoor and public areas? *The study will encompass (3) elevators in the BPCPC headquarters, (1) elevator and (1) HC lift at the Community Center, (2) elevators at Pier A, and (2) elevators at the Tribeca Bridge.*
4. Please clarify what sort of surveys and testing BPCA would expect to be excluded from the lump sum fee. *BPCA will either provide existing surveys or have current surveys taken as required. While this contract will include development of the scope of work for destructive testing, the testing will be performed by others.*
5. In calculating the 30% DBE requirement, should the cost for Item h (Alternate) be considered for meeting the DBE requirement? *The M/WBE percentage (revised to 20% under a previous Addendum) will apply to all items contracted for. If the Alternate is accepted, a 20% MWBE plan will be necessary.*
6. Can you please clarify the anticipated contract term? The RFP states 18 months on page 6 and 12 months on page 16. *The 18 month period refers to the duration of the contract (including close-out and final payments). 12 months is the time anticipated for the work to be completed and approvals to be issued.*
7. Can you please clarify the approval process? Aside from the BPCA. Are there any other city and state agencies collaborating or involved in both the project and the review process? *The draft reports will be reviewed internally by BPCA and BPC Parks Conservancy. Revisions and final approvals by the same entities. No outside agencies/authorities are collaborating on the project and the review process.*
8. (a) Our understanding is that the BPCA will provide existing and current documentation of all the study areas. Please confirm. (b) If there are gaps in the above documentation, will providing conforming surveys be considered outside of the lump sum fee? *BPCA will provide any existing information. Any gaps will be considered outside the lump sum fee.*
9. Can you please clarify what components of the proposal are to be located in the 20 page body of the proposal versus what is to be located in the appendix? It is our understanding that only the Executive Summary, firm's discussion of the services, firm's responses to the RFP questions and cost proposal are in the body of the proposal. All other items are to be located in the appendix (e.g. state forms, client references, contract comments, etc.) *This understanding is correct. Please remember to include the Cost Proposal separately.*

10. Will BPCA require any of the testing/probes be performed during nights and weekends to avoid interference with normal operations? **No, however when testing is identified, it will be coordinated closely with the users of the space.**
11. Please clarify the statement “BPCA may also request up to (5) interim reports...” on page 16. Does this mean all final Reports/Manual deliverables may have to be submitted up to (5) times each? **Due to existing concerns, there may be discreet elements of the survey that are identified by BPCA to be done early on, and the results issued. In these cases, the final report of such elements will still be included in the final survey.**
12. Will as-builts/record drawings/surveys be provided? **To the extent that they are available.**
13. Page 13, Storm Water Drainage – is video inspection of the storm water system required to assess the condition of the pipes? **Yes**
14. Page 14, Pedestrian Crosswalks – is the inspection limited to crosswalks, or is it required for all pavement markings on the identified BPCA streets? **Inspection of crosswalks and pavement markings are required to be inspected.**
15. Is inspection of sidewalks adjacent to the streets required (or is this covered by another section)? **Inspection of the streets and the sidewalks is required in the areas (North Neighborhood) where the streets are to be assessed.**
16. Is inspection of existing street signage required? **No.**
17. Section X states “proposers can demonstrate their commitment to the use of NY State Businesses by responding to the question below. Where is this information to be included within the technical proposal response structure? Are we required to include a copy of page 12? **Please include this information in the Mandatory Forms package, along with a copy of page 12.**
18. Section VI A. states that the proposal be limited to no more than ten (10) pages, exclusive of the Transmittal Letter and the Appendices. Please confirm that the Cost Proposal, insurance request, Appendices, and references are not included in the page count. **They will not be included. PLEASE NOTE, THE PROPOSAL LIMIT HAS BEEN REVISED TO 20 PAGES.**
19. Do covers, tabs, dividers count as part of the 10 page limit? **No.**
20. Exhibit B states “A. Proposers are required to submit a Utilization Plan with their bid or proposal. Any modifications or changes to the Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised Utilization Plan and submitted to BPCA.” Where is this information to be included within the Proposal Response Structure? Unbound in Mandatory forms, Item 5 Diversity forms? Is the “Utilization Plan” just the Exhibit Part 3 MBE/WBE Required Participation Plan form and/or Exhibit 4 Battery Park City Authority Utilization Plan Workforce Percentage information? **Forms should be included with the Mandatory forms; The Utilization Plan is inclusive of the Participation Plan and the Workforce plan.**
21. Section V. D. states that the NYS Standard Vendor Responsibility Questionnaire should be submitted “with the Cost Proposal (as described below) one (1) original unbound set of a completed NYS Standard Vendor Responsibility Questionnaire with original ink signatures. Do not include the Standard Vendor Responsibility Questionnaire in the bound copies of the Cost Proposal.” Then the section further asks for State Finance Law §139 Form 1, W-9 form, Statement of Non-Collusion, and Diversity Forms. Are these forms to be included in the cost proposal as well? If not, where is this information to be included within the Technical Proposal? Please confirm unbound and separate. **This information may be included in the bound Technical Proposal as an appendix (NOT with the cost proposal).**

22. The Request for Great Plains Vendor Maintenance is included in the Mandatory Forms packet, yet was not identified to be submitted with the proposal. Please confirm if and where this information is to be included within the proposal response structure. ***The Great Plains Vendor Maintenance form will only be required by the successful proposer.***
23. Is the intention of BPCA to have the proposer sign/initial acknowledgement of Mandatory Forms - State Finance Law §139 Form 1: Language for inclusion in Solicitation and Contract Termination Provision since there are no signature blocks? ***The signatures may be included on the coversheet of the Mandatory Forms.***
24. RFP states “b”. Attach a sample contract or retainer agreement your firm uses for the provision of services to governmental clients.” What is the intent of this request? Will BPCA be providing a contract template upon selection or will the sample contract that the consultant provides with the proposal become the basis of the agreement? ***Attachment of a sample contract will NOT be required for this proposal.***
25. What utilities are owned or controlled by BPCA and where are they located? Where in Appendix 5 is the information that highlights these areas? What components are we responsible for pricing in the cost proposal? ***BPCA does not own or control any utilities other than the street lighting in the parks (along the esplanade).***
26. What future storm event should be the basis of our analysis? What future projection of changes in sea levels due to climate change should be the basis of our analysis? ***The analysis should anticipate the 100 year and the 500 year storm.***
27. Is the condition assessment limited to the components highlighted for each specific building or should the condition assessment include a consistent set of components for all buildings that were outlined in Exhibit A, II, Permanent Buildings/Building Portions? For example, roofing is highlighted for some but not all buildings. ***The condition assessment is limited to the highlighted components of each building.***
28. What is considered a reimbursable expense? ***Reimbursable expenses include printing costs, messenger/mail services etc.***
29. What level of detail is required in the energy audit portion of the Infrastructure Report (i.e. ASHRAE level I, II, II or any other designation?) ***ASHRAE Level II will be required.***
30. For the energy audit portion, what systems are required to be assessed? Is it just the systems listed in the RFP, or all energy related systems? ***Just the systems listed in the RFP are required.***
31. For spaces located within larger residential buildings (such as BPCPC Headquarters and Community Center) is the assessment limited to the BCPA spaces or does it also include base building systems serving those spaces? ***The assessment will be limited to BPCA spaces and any systems serving BPCA spaces.***
32. Are building plans and equipment schedules available? ***Yes***
33. What are the heating and cooling types for each facility? ***There are modular chillers and gas-fired condensing boilers at the Community Center, a cooling array and xxx boilers at Pier A, and Site 3 (BPC Parks Conservancy) is excluded from this project.***
34. Do the properties pay into the SBC and do they qualify for incentive programs?
35. Are energy and water audits required for all six buildings listed, or only for BPC Parks Conservancy Headquarters, which is the only building that specifically lists it as a requirement in Appendix 1? ***Per the RFP, Energy and Water audits are required for Site 3 (Parks Conservancy Headquarters) and the Community Center.***
36. Does BPCA have existing underground utility information available? ***Yes***
37. Is the overall goal of this project the creation of a prioritized maintenance log for future BPCA work? Or will the four reports be used as stand-alone documents for future BPCA agendas and

objectives? *The overall goal is to create a list of priorities in order to plan for capital spending throughout the upcoming years. A maintenance log is a secondary goal.*

38. Have any sinkholes been reported and/or addressed within the past five years? *There have been several sinkholes throughout Battery Park City. They have been addressed on an ongoing basis (there were three sinkholes within the past year). All documentation regarding same will be provided and this study should also include information regarding trends of sinkhole damage.*
39. When was the most recent underwater inspection of BPC waterfront facilities completed? *Underwater inspections of the piles and the Pier A array systems have been performed within the past 6 months.*
40. Do you currently have a CMMS system in place for all facilities identified on pages 17 and 18 of the RFP? *There is currently no CMMS (Computerized Maintenance Management System) in any of the facilities.*
41. For the facilities listed on pages 17 and 18 of the RFP, please confirm that water and energy audits are only to be performed at the BPCPC Headquarters and the Community Center. *In terms of buildings, these are the only buildings that require water and energy audits, however a water audit of Parks irrigation will be required.*
42. Does the water audit requirement cover Rockefeller Park house (2,000 sf) and the parks, plazas, esplanades and public spaces (36 acres, 13 park areas), as well as water mains and irrigation controls, public restrooms, water features, mechanical/plumbing equipment? *The water audit should include irrigation controls and water features throughout the park areas.*
43. Will the water audits include indoor usages only or will they also cover outdoor landscape irrigation and related end uses of water? *Water audit will include both indoor and outdoor uses of water.*
44. Will any existing O&M manuals and/or ongoing maintenance / repair logs be made available for the consultant to review and reference in advance of commencing work? *Existing logs and manuals will be made available.*
45. What is the order of magnitude budget for this work? \$10K? \$100K? \$1M? \$10M? There are a variety of means and methods to provide the deliverables requested by the BPCA in this RFP but knowing a budget for the work will help narrow down those means and methods. Providing this information should also provide an opportunity for the BPCA to compare apples to apples when reviewing the proposals. *A budget for this work will not be provided.*
46. Is the goal of the 20% M/WBE participation to have a cumulative 20% participation with the sum of MBE and WBE work, such that, as long as the consultant has a 20% participation through any combination of M/WBE firms, the M/WBE participation will be considered satisfied? *The goal is to have some combination of M/WBE participation. While some discretion may be taken, there should be all attempts to have both M and WBE, not 20% of one or the other.*
47. For the seawall, should the consultant include in its cost proposal a cost for underwater diving inspection of the seawall? *The cost for underwater diving to assess the condition should be included in this contract.*
48. Based on the extent of the assessment, any need for subsurface investigations may not be known until such time specific visual observations have been made. For purposes of the cost proposal, can the consultant exclude the cost for testing or subsurface investigations? *In such a case, it is preferable for all cost proposals to include an Allowance for subsurface investigations.*
49. Will the consultant be provided with a base map of all utilities throughout the project area? *No.*
50. Do double-sided proposal sheets count as one or two pages? *Two.*

51. Can a firm submit as a prime and also a subconsultant on another team? *Yes*
52. What MWBE certification is required? *ESDC Certification (Empire State Development Corp).*
53. Can a different certification for a firm (e.g. the NYS Vendor Rep System) certification form be submitted for the questionnaire? *No*
54. Will a proposal that does not include a "sample contract" be considered 'non-responsive'? *No.*

THE BATTERY PARK CITY AUTHORITY IS PLANNING ON HOLDING INTERVIEWS FOR THIS RFP ON AUGUST 21. PLEASE ENSURE THAT, SHOULD YOU BE CONTACTED, YOU WOULD BE AVAILABLE FOR AN INTERVIEW BETWEEN 10:00 am AND 2:00 pm.

By signing the line below, I am acknowledging that all pages of the addendum has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

_____	_____	_____
Print Name	Signature	Date
Number of pages received: _____<fill in>		

Distributed to: All present and all prospective Proposers