

**Project: South Battery Park City Resiliency Project:
Special Inspections and Laboratory Testing
Services Request for Proposals (“RFP”)**

Date: March 10, 2023

**RE: Addendum #2
of Pages: 4**

A) REVISIONS TO RFP:

The following revised RFP section is hereby formally incorporated into the RFP, and replaces/supersedes the prior version of such section originally issued with the RFP. The revised content is yellow-highlighted in Attachment #1 hereto:

- *Exhibit A – Scope of Work*: Section IV. Consultant’s Key Personnel, 4. A. – Laboratory Testing Services, second bullet item.

By signing the line below, I am acknowledging that all pages of this Addendum #2 have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____ <fill in>

Distributed to: All prospective Proposers

ATTACHMENT #1
REVISED VERSION OF RFP'S
EXHIBIT A – SCOPE OF WORK,
SECTION IV. 4. A. – CONSULTANT'S KEY PERSONNEL
(SECOND BULLET ITEM)

[ATTACHED]

2. Provide all qualified special inspectors, engineers and/or architects, technicians, equipment, and laboratory services required for the inspection and testing of specified SBPCR Project materials in order to verify and document compliance with the Contract Drawings & Specifications and/or NYC Building Code and RCNY.
3. Furnish, and file with DOB, all special inspection reports, laboratory tests, and related documents with all required signatures and seals by a licensed engineer and/or a registered architect for Construction Package 2 and Construction Package 4. Copies of all laboratory tests, special inspection reports and related documents with required seal and signature of a supervising engineer for special inspections (the "Supervising Engineer") shall be submitted to BPCA and the Construction Manager at the completion of each special inspection and/or laboratory test. BPCA's acceptance of a special inspection is contingent upon Contractor submitting to BPCA all necessary certificates evidencing compliance in every respect with the requirements of the regulatory agencies having jurisdiction over the special inspection.
4. Participate in the final special inspection of the construction work corresponding with Construction Package 2 and Construction Package 4 including verification of the certificate of occupancy (the "CO"), as required by BPCA, and submit to BPCA and the Construction Manager all laboratory testing, special inspections, and filing of documentation necessary for DOB's granting of applicable portions of the SBPCR Project's CO and final approval.
5. Upon request by BPCA, provide professional engineering consultation services for any special inspections and laboratory testing of relevant SBPCR Project construction materials.
6. Provide written notice at least five (5) days in advance of each required test to BPCA, noting the time and place of testing in each notice.

IV. Consultant's Key Personnel:

1. In addition to any other staffing requirements set forth in this Contract, any individual performing special inspection services must comply with the minimum qualification requirements per title established by the DOB under Section 101-06 of Subchapter A of Chapter 100 of Title 1 of the RCNY.
2. The Contractor represents and warrants that, in recognition of the critical nature of timely completion of the Services, it has and shall maintain expertise in performing its obligations hereunder, and it has and shall maintain sufficient resources, facilities, capacity, and number of personnel to ensure that all of its obligations will be performed by qualified personnel in workmanlike manner, and in accordance with the highest standards of the industry.
3. The Contractor shall ensure that the personnel employed/utilized by its subcontractors or sub-consultants (if any) are fully qualified by education and training, as required by the NYC Building Code, and that such personnel possess all certifications, licenses etc., as necessary to perform the services for which the subcontractor or sub-consultant was engaged.
4. The Contractor shall maintain the registrations and accreditations described below for the full duration of the Contract:

A. Laboratory Testing Services:

The laboratory or laboratories to be used by the Contractor for the testing components of the Services must be identified by name and must have a record of successful performance of such services for at least the past three (3) years. Additional minimum qualifications for such laboratory or laboratories shall include:

- Each laboratory that performs concrete testing must be licensed as a “Concrete Testing Laboratory” in accordance with the requirements of the NYC Building Code; and,
- The laboratory must be accredited by the National Voluntary Laboratory Accreditation Program (NVLAP); Cement and Concrete Reference Laboratory (CCRL); or AASHTO Materials Reference Laboratory (AMRL).

B. Key Personnel:

- Individuals provided by the Contractor for required titles of Key Personnel shall: (a) at a minimum, meet all qualification requirements of the NYC Building Code, as well as all requirements of any other governing departments, agencies, entities, etc. with jurisdiction over the particular service being performed, and (b) must satisfy the minimum requirements for the title in question, as set forth in this RFP. The Contractor shall provide the names, qualifications, certifications and detailed resumes or other documentation acceptable to the BPCA to demonstrate that each individual provided complies with the minimum requirements per title. In exceptional circumstances, BPCA may modify the requirements per title in writing in its sole and absolute discretion.
- Certifications and qualifications shall be renewed when required. Updated information for all personnel-performing services hereunder shall be promptly sent to BPCA to keep current all such information. The submissions must show that each individual meets the minimum requirements for the title in question as well as the minimum qualification requirements established by the DOB for the particular services such individual will perform.

a. Contract Executive:

- The Contractor shall assign a “Contract Executive” to the Contract for its entire duration, which Contract Executive shall be subject to BPCA’s approval. No substitutions for the Contract Executive shall be permitted unless approved in advance / in writing by BPCA. Any proposed replacement for the Contract Executive must possess qualifications substantially similar to those of the individual being replaced.
- The Contract Executive shall serve as the Contractor’s principal representative with respect to its obligations under this Contract.

b. Project Manager:

- The Contractor shall assign a project manager (the “Project Manager”) to oversee the progress of all special inspections and general financial accounting tasks associated with the SBPCR Project. Such Project Manager shall have the authority to make decisions and shall be responsible for the following: a) attending meetings at the SBPCR Project Site, if required; b) coordinating the activities of personnel-performing services; and, c) submitting and signing requisitions for payment.
- The Project Manager shall coordinate and attend an SBPCR Project kick-off meeting to commence the special inspections component of the Services upon the Contractor’s receipt of a Notice to Proceed, at no additional cost to the SBPCR Project. BPCA, the Design Consultant, and the Construction Manager shall all attend this meeting.
- The Project Manager shall also attend meetings, as needed, throughout the SBPCR Project’s construction and coordinate with the Construction Manager for upcoming special inspections at no additional cost to the Project. At these meetings, the SBPCR Project’s assignment manager shall also provide an update on the progress of the SBPCR Project’s required special inspections.
- Supervising Engineer:
- The Contractor shall also provide resumes of Supervising Engineer, the director of technical & laboratory services, and the special inspectors (as required) proposed to perform the Services.
- The Supervising Engineer shall file all required documentation with DOB that delineates his/her responsibility for the special inspections required in association with the Services.

Contractor must ensure that each person assigned to perform the Work meets the minimum requirements per title included in the table below: