

**Project:** South End Avenue & West Thames  
Street Streetscape Design Services

**Date:** March 24, 2015

**RE:** Addenda # 2  
**# of Pages:** (3)

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The following revisions and/or clarifications are hereby made to the RFP documents for “South End Avenue & West Thames Street Streetscape Design Services.”

**Clarifications:**

*The due date for responses to this RFP submission has not been extended. All submissions must be received by 3:00pm on March 31, 2015.*

**Pre-proposal meeting questions:**

1. Is a survey of the project area available?

*Response: BPCA is in the process of obtaining a survey for the area which is expected to be available to the successful proposer during the course of this project; however, it is not expected to be available prior to the start of this project. Additionally, BPCA does have a number of historical surveys of the buildings abutting the roadway parcel and those documents can be made available to the successful proposer upon request.*

**RFP Questions:**

1. Our firm is interested in submitting for this RFP, however we do not carry \$5M of professional liability insurance. Our limit is \$2M. Would BPCA entertain a lower limit given that this project is a planning and not a construction project?

*Response: BPCA will consider RFP submissions from proposers with a Professional Liability Insurance limit of no less than \$2,000,000, with each claim and \$2,000,000.00 in the aggregate.*

2. What traffic data is available (e.g. are there traffic counts, etc.)?

*Response: A NYCDOT traffic survey was conducted in 2012, and the resulting report will be made available to the selected proposer. BPCA is not aware of any other recent traffic counts or reports for the immediate area.*

3. Is the project funded?

*Response: The streetscape design project is funded. Funding for the implementation of any plans, designs or recommendations resulting from the design project, including potential funding participation by BPCA, will be dictated in significant part by the end product of the design project itself, part of the scope of which is to address economic considerations and identify collaboration opportunities.*

4. Who does BPCA anticipate will implement the project?

*Response: Similar to the response to Question #3 above, the means of implementing any plans, designs or recommendations resulting from the design project, including the identity of the parties participating in such implementation, will be dictated by the end product of the design project. It is anticipated that BPCA would work with other stakeholders, as appropriate, in the ultimate implementation of the project.*

5. On page 6 it states to submit 10 paper copies of the Proposal Submission and on page 10 it states to submit 6 paper copies of the Cost Proposal. Is this correct - you do not want the same number of submissions for each category?

*Response: with regard to the quantity of proposal / cost proposal copies only, as specified in the RFP, the package should include the following:*

- Ten (10) paper copies of the Proposal
  - One (1) electronic CD-ROM of the Proposal
  - A sealed envelope containing six (6) copies of the Cost Proposal
6. On page 7 under proposal format, which portion is included in the 15 page maximum length? Within the 15 pages must all this information be covered:
- executive summary
  - firm's discussion of its understanding of services required
  - firms responses to RFQ and RFP
  - firm's cost proposal (although this is supposed to be a different package as per page 10, if so do the pages of the cost proposal count against the 15 page limit?)
  - firms response to NY State businesses Section X

*Response: Of the items listed, the following will be included in the 15 page maximum proposal length:*

- executive summary
- firm's discussion of its understanding of services required
- firm's responses to RFP Questions and RFP Additional Information Request (it is assumed that these are the sections intended to be referenced in this bullet)

*A proposer's cost proposal and its response to the use of NY State businesses (Section X, page 12 of the RFP) will not be included in the 15 page maximum proposal length*

7. On page 7 under proposal format, can the 15 pages be double sided? Or is the limit on 15 single sided sheets?

*Response: The page maximum refers to the number of printed pages. Although double-sided printing is acceptable, a sheet of paper with double sided printing will be considered to be two pages.*

8. It is unclear what information we should be providing from our sub-consultants beyond the utilization plan mentioned in Exhibit B, bullet point A. Should sub-consultants also provide all the mandatory forms, references, questionnaire and professional biographies?

*Response: Sub-consultants are not required to provide the mandatory forms, references or responses to the questionnaire. Sub-consultant professional biographies should be submitted if the sub-consultant is critical to the proposer's performance of any substantive portion of the project scope of work and if the proposer wishes to have the sub-consultant's credentials considered in the evaluation of the overall proposal.*

By signing the line below, I am acknowledging that all pages of this Addendum 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