

July 31, 2026

ADDENDUM NO 1.

PROJECT: Design-Build Program for Brownsville Recreation Center

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. Amendments to the RFQ, provided in the attached documents in redline, have been made affecting the following RFQ and pages:
 - Exhibit B, Procurement Schedule & Activities
 - Exhibit B, page 14 (missing previously)

Contact:

Email: Design_Build@ddc.nyc.gov

Phone: [Please Email for Information](#)

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 Exhibit E-5 – Acknowledgement of Addenda.

Name of Submitting Firm

By _____

Title _____

EXHIBIT B

Procurement Information and SOQ Requirements

TABLE OF CONTENTS

1. Part B-1: PROCUREMENT INFORMATION & SCHEDULE.....	3
A. General Information.....	3
B. Procurement Schedule & Activities.....	4
C. Fundamental Qualifications.....	4
D. Qualitative Evaluation Factors and Weighting	4
2. PART B-2: SOQ SUBMITTAL REQUIREMENTS	6
A. General.....	6
B. Format Requirements	6
C. General Content Requirements	7
D. Cover Page	8
E. Table of Contents	8
F. Cover Letter.....	8
H. Project Experience and Past Performance (Tab 2)	10
G. Key Personnel and Team Organization (Tab 3)	14
H. Project Understanding and Approach (Tab 4)	19
I. M/WBE Program Experience and M/WBE Approach (Tab 5).....	20
3. PART B-3: RFP LOOKAHEAD.....	20
J. Preliminary Proposal Stipend (RFP/Step II Only)	21
K. In-Market Process	21
C. Technical Proposal	22
D. Design Build Agreement	22
4. PART B-4: SOQ CHECKLIST AND PAGE COUNT	22
L. Document 1: SOQ	22
M. Document 2: Doing Business Data Form.....	23

1. PART B-1: PROCUREMENT INFORMATION & SCHEDULE

A. General Information

DDC's Designated Representative (s)	Nikhat Qazi, Senior Contract Manager Alexander Tong, Contract Manager DDC's Designated Representative identified above is Proposers' single point of contact and source of information for the procurement.
Requests for Information (RFIs)	Proposers may submit RFIs. RFIs will only be accepted Via Link: https://forms.office.com/g/gSDZsX8jT2
SOQ Submission Location	SOQs must be submitted no later than the SOQ Due Date. DDC is accepting SOQ submissions as follows: ☒ Electronic copies only, as follows: SOQs must be submitted by uploading in PASSPort; please see instructions in the system for the project.
Pre-Submission Conference	A pre-submission conference will be held on the date and time set forth in subsection B (Procurement Schedule & Activities), below. The conference will be held as follows: ☐ In person at 3030 Thomson Avenue, Long Island City, NY 11101 (Note: entrance on 30th Place, <i>not Thomson Ave.</i>) Registration is required. To register to attend the conference, please visit: [insert link] ☒ Via Video Conference: Click here to join the meeting Meeting ID: 294 523 723 252 856 Passcode: MX2y8mn7 Or call in (audio only) +1 646-893-7101,,543021034# United States, New York City Find a local number Phone conference ID: 543 021 034# Join on a video conferencing device Tenant key: cityofnewyork@m.webex.com Video ID: 117 056 541 0 More info

	Registration is NOT required to attend.
Number of Proposers to be Short-listed	DDC will short-list no more than the following to participate in step II of the procurement (the RFP): Three (3)

B. Procurement Schedule & Activities

The following represents the current procurement schedule for the Project. The schedule is subject to change at the discretion of DDC.

Activities	Timeline
Pre-Submission Conference	6/25/2026
Final Date for Receipt of RFIs	7/17/2026
RFI Answers Released	7/21/2026 7/31/2026
SOQ Due Date	8/12/2026
Short-listed Proposers Announced	9/21/2026
Draft RFP Issued	10/05/2026
Contract Award	3 rd Quarter 2027
Notice to Proceed	3rd Quarter 2027

C. Fundamental Qualifications

Fundamental qualifications required as part of Section G (Fundamental Qualifications (Tab 1)) of Part B-2, below, will be evaluated as pass/fail in accordance with Section 4.4 of the RFQ.

D. Qualitative Evaluation Factors and Weighting

The evaluation factors to be evaluated qualitatively, and their relative weights, are as follows:

Factor	Weighting
Project Experience and Past Performance – Tab 2	25%
Key Personnel and Team Organization – Tab 3 <i>Sub-weighting for Design Lead</i>	30% 10%
Project Understanding and Approach – Tab 4	35%

M/WBE Program Experience and M/WBE Approach – Tab 5	10%
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Proposer's compliance with SOQ format and organization requirements will be considered as part of each quality evaluation factor listed above.

i. M/WBE Scoring Preference

In ranking proposers by technical merit, a preference of five **percent** (5%) of the total technical points earned will be applied to all proposers that are City M/WBEs or State-certified M/WBEs before ranking proposers by technical merit.

For State M/WBE certification consultants should visit the New York State Contract System at <https://ny.newnycontracts.com/>.

For City M/WBE certification consultants should visit the NYC Small Business Services (SBS) website at

<https://www1.nyc.gov/nycbusiness/description/minority-and-womenowned-business-enterprise-certification-program-mwbe>

<https://esd.ny.gov/doing-business-ny/mwbe>

For Joint Ventures to receive City M/WBEs preference

The definitions of "Joint Venture" and "Qualified joint venture agreement" as defined in Admin Code Section 6-129(c)(24) and 6-129(c)(30) are provided below.

(24) A "Joint venture" means an association, of limited scope and duration, between two or more persons who have entered into an agreement to perform and/or provide services required by a contract, in which each such person contributes property, capital, effort, skill and/or knowledge, and in which each such person is entitled to share in the profits and losses of the venture in reasonable proportion to the economic value of its contribution.

*(30) A "Qualified joint venture agreement" means a joint venture between one or more MBEs, WBEs, and/or EBEs and another person, in which the percentage of profit or loss to which the **certified** firm or firms is entitled or exposed for participation in the contract, as set forth in the joint venture agreement, is at least 25% of the total profit or loss.*

Three scenarios for those proposing as a Joint Venture:

- If the Qualified Joint Venture is certified prior to the **submission** deadline, they can get the benefit of the 5% technical point preference.
- If the Qualified Joint Venture is made up of firms that are already themselves **individually** certified, the JV can get the benefit of the 5% technical point preference.
- If the Qualified JV is in part made up of non-certified firm(s) then the JV can **NOT** get the benefit of the 5% technical point preference.

2. PART B-2: SOQ SUBMITTAL REQUIREMENTS

A. General

i. **Deadline**

All Statement of Qualifications SOQs must be received at the location set forth in Part B-1 (Procurement Information and Schedule), no later than SOQ Due Date. SOQs received after the SOQ Due Date will not be considered.

ii. **Submittal Content and Delivery**

(1) Submissions must be electronic (digital) only and must clearly be marked in accordance with subsection F (Format Requirements) below; hard copy submissions will not be accepted. Proposals must consist of the following THREE separate PDFs:

- (a) Statement of Qualifications (SOQ)
- (b) Doing Business Data Form (DBDF)
- (c) NYSDOL Public Works Contractor Registry

(2) SOQs must be submitted at the date, time, and location indicated in Part B-1 (Procurement Information and Schedule). Only electronic SOQs submitted in accordance with the same will be accepted. Oral, telephonic, and fax submissions will not be considered.

(3) SOQs will not be opened publicly.

iii. **PASSPort Requirement**

(1) Major participants of Interested Proposers (including legally formed Joint Ventures) must create an online account and submit an online disclosure application with the NYC Mayor's Office of Contract Services in the Procurement and Sourcing Solutions Portal (PASSPort). Those Proposers that have not submitted an online disclosure application with the NYC Mayor's Office of Contract Services are required to do so at least seven Days prior to the applicable SOQ Due Date, by creating an account with the NYC Mayor's Office of Contract Services' PASSPort site. Additional information on how to submit an application or register for PASSPort are contained in following link:

<https://www.nyc.gov/site/mocs/passport/about-passport.page>

(2) Questions about PASSPort registration should be directed to the NYC Mayor's Office of Contract Services.

(3) **Unformed Joint Ventures:** Proposers that have not submitted an online disclosure application in PASSPort as a joint venture, but have done so as individual companies, may submit proof of such submission and are not required to submit the online disclosure application as a joint venture (or other type of Proposer legal entity) at this time. Joint ventures selected as Short-listed Proposers will be required to submit the online disclosure application as a joint venture.

B. Format Requirements

i. **File Format**

(1) Submissions must be electronic and submitted as an Adobe PDF as prescribed in subsection A (ii) (Submittal Content and Delivery), above. Each of the THREE files must be submitted as their own single PDF that is readable and not corrupt, text searchable, printable, and appropriately bookmarked. Each PDF must be clearly

labeled with the proposer's name (including all Major Participants), file name, SOQ due date, and Project ID as follows:

- (i) Proposers Name – SOQ-YY.MM.DD-Project ID
- (ii) Proposers Name – DBDF-YY.MM.DD-Project ID
- (iii) Proposers Name – NYSDOL-MM.DD.YY-Project ID

(2) As an example, company ABC Inc. submits their SOQ for Project ID PROJ123, due January 21, 2020. The file would be labeled:

ABC Inc-SOQ-20.01.21-PROJ123.

ii. Written Material Format

(1) Except as expressly directed otherwise in Part B-**Error! Reference source not found.**, provide 8 ½" x 11" format, using 10 point or larger size, single space, with a cover page within the file as described in subsection G 0 below. Portrait and landscape format are both acceptable.

(2) Provide consecutive page numbering throughout the file. In the footer of each page within the document, provide the name and address of the Proposer and the SOQ due date.

iii. SOQ Forms

Required forms for the SOQ are contained in Exhibit E (SOQ Forms). Any material modification to the forms may result in the SOQ being declared non-responsive.

iv. Format, Organization and Page Limits

(1) The SOQ must be in the format and organized in accordance with Part B-4 (SOQ Checklist and Page Count), including page limits, tabs and other materials to be submitted with the SOQ.

(2) Where page limits apply, submissions may not exceed the page limit provided. Additional pages exceeding the page limit may be discarded without evaluation (front and back covers, title page, table of contents, and tabs do not count as pages). Documents required as attachments in the RFQ will not be counted against the Proposer's page limit.

C. General Content Requirements

i. Outline of SOQ

Proposers must submit all required information specified in this RFQ. Any information provided in the SOQ that the Proposer considers proprietary must be clearly marked as such and easily separated from the submission. Unmarked information will be considered public domain.

ii. Brief & Concise Information

(1) Proposers should provide brief, concise information that addresses the objectives and the requirements of the RFQ and the Project consistent with the evaluation factors described herein. In responding to qualitative SOQ submission requirements, Proposers should be guided by the Project information, goals and objectives described in Exhibit C (Project Information and Requirements).

(2) Lengthy narratives containing extraneous information are discouraged. Generic marketing materials may be discarded without evaluation.

D. Cover Page

The cover page shall contain the following information on one (1) page. This shall be on the front of the proposal.

Proposer's Legal Name
Legal Name of all Major Participants
Proposer's Address
Project Name
Project ID
SOQ Due Date

E. Table of Contents

The table of contents shall include the name of each item listed below, in the exact order, and the page number where the item is located within the proposal. This must be the first page behind the cover page.

F. Cover Letter

The cover letter must consist of a brief statement introducing the proposer that includes the following:

- i. Full contact information for the person(s) authorized to contractually bind the proposer.
- ii. Email addresses for the Proposer's Designated Representative and up to two additional points of contact. Correspondence related to the RFQ will be delivered to these email addresses only.
- iii. An email address and telephone number for the Proposer where potential subcontractors may reach the Proposer if interested in doing business with the Proposer on this Project. This information will be included on DDC's short-list announcement if the Proposer is selected for the Short-list.

G. Fundamental Qualifications (Tab 1)

The purpose of Tab 1 is to establish the fundamental qualifications of each Proposer, including team structure and bonding capacity to meet the expected requirements for the Project, employment practices, and teaming agreements.

- i. **SOQ Checklist.** Provide a completed copy of the SOQ Checklist and Page Limits provided in Part B-4.
- ii. **Equal Opportunity Employer Statement.** Provide a copy of the Proposer's Equal Opportunity Employer Statement or a summary of the Proposer's equal opportunity policy.
- iii. **Construction Employment Report.** Complete the Employment Report Form and upload to the EEO Section of PASSPort by the SOQ Due Date. See Exhibit E for detailed instructions. Paper copies are not required and will not be accepted. A statement that this step has been completed must be included with the SOQ.
- iv. **Doing Business Data Form.** Complete the Doing Business Data Form and submit the same as a separate PDF file. Use the form provided in Exhibit E.

v. Iran Divestment Act Form. Complete the Iran Divestment Act Certification and include with the SOQ. Use the form provided in Exhibit E. An original signature to this item must be included with the SOQ.

vi. Letter of Commitment from Surety. Submit a letter of commitment from a surety, signed by an officer or agent authorized to bond, that identifies the Proposer's or each Principal Participant's available bonding capacity and limits and that states that the surety will bond the Proposer, as the successful awardee for the Project, taking into consideration the Project's specific budget described in this RFQ. Surety requirements include:

(1) The surety company or companies providing the commitment letter must be (a) approved by the City; (b) authorized to do business in the State of New York; and (c) on the current list of certified surety bond companies provided by the Department of the Treasury of the United States; and

(2) If the Proposer is or will be a joint venture, and only one party intends to provide the applicable surety indemnity for the bond, provide a complete explanation with confirmation from the surety.

vii. Safety Questionnaire. Provide a completed Safety Questionnaire. Use the form provided in Exhibit E. Any Experience Modification Rate greater than 1.1 may be considered non-responsive.

viii. Financial Questionnaire. Provide a completed Financial Questionnaire. Use the form provided in Exhibit E.

ix. Conflicts of Interest. Provide a description of any known or potential Conflicts of Interest.

x. Acknowledgement of Addenda. List the Addenda number and date issued and attach a copy of each Addenda cover page signed by the Proposer, using the form provided in Exhibit E.

xi. Legal Structure. Describe the Proposer's legal structure (e.g., joint venture, limited liability company, or other). If a joint venture, provide (1) a copy of the executed joint venture agreement (if available), or (2) a copy of the executed letter of intent to joint venture. If the Proposer's organization has not yet been formed, information regarding the future legal structure and organization must be provided in a manner that will be legally capable of entering into a DB Agreement and to meet applicable requirements once it is formed. Prior to award, the Selected Proposer, in the event that it is a foreign entity, i.e., not formed in New York State, must be authorized to do business in New York State. There is no role-requirement for the leadership of the DB Team; for example, DB Teams may be designer-led.

xii. Teaming Agreement. A teaming agreement is an arrangement between two or more Persons to perform on a specific contract. (See also, e.g., AIA Form C102-2015, DBIA Form 580). Provide a description of the Proposer's teaming agreement or, at minimum, the Proposer's letter of intent to team. Provide information that is similar to that of the AIA-AGC Design-Build Teaming Checklist or the DBIA Teaming Checklist. A Proposer may use the teaming agreements or other agreements that are specifically developed for its DB Team. Include the Major Participants, key trade partners, and other key Subcontractors or key trade Subcontractors in the teaming agreement. [REDACTED]

xiii. DB Team Qualifications Form. Provide a completed DB Team Qualifications Form provided in Exhibit E. Individuals and entities, including Key Personnel and Major Participants, performing services for which authorization or a license is required by state or local law must be duly authorized or licensed. Proposers are referred to Section 7.4 (Key Authorization and Licensing Requirements).

xiv. NYSDOL Public Works Contractor Registry. Pursuant to Labor Law 220-l contractors must be registered with the New York State Department of Labor Contractor and Subcontractor Registry (<https://dol.ny.gov/public-work-contractor-and-subcontractor-registry-landing>) prior to submitting bids/proposals on public works projects covered by Article 8 of the Labor Law. Vendors should submit their NYSDOL certificate as a separate PDF file. **Note that failure to provide this certification may be grounds for being found non-responsive. Note that failure to provide this certification may be grounds for being found non-responsive.**

Contractor and Subcontractor Landing | Department of Labor

H. Project Experience and Past Performance (Tab 2)

The purpose of Tab 2 is to demonstrate that the DB Team, including Major Participants, Key Personnel and other personnel, has the project experience and record of performance required to provide design-build services for the Project.

The following information must be provided:

i. Project Experience Overview

Provide a brief summary of the Proposer's design and construction experience, particularly in regard to the Preferred Experience and Desired Experience listed below. This must include each of the following:

- (1) A clear, definitive statement of the number of years the Proposer and key team members have been in the business of providing (a) design services and (b) construction services.
- (2) A general description of the DB Team's collective experience in DB and DB-based project delivery methods, and other alternative project delivery methods, including similar projects. If key members of the DB Team do not have experience in DB and DB-based project delivery methods, the Proposer shall indicate familiarity with the objectives of this alternative delivery approach and demonstrate understanding of the delivery method. The Proposer shall demonstrate an understanding of the interrelationship between design and construction of similar projects under the DB project delivery approach.
- (3) Information on any design and construction innovative approaches incorporated in these projects.
- (4) Approach to stakeholder and/or community engagement in the design and construction process.

ii. Preferred and Desired Experience (Reference Projects)

- (1) General Information on Reference Projects:

The Proposer must include at least six (6) with a maximum of eight (8) Reference projects. Reference projects are required and if not submitted you may be deemed as non-responsive.

- (2) General Information on Reference Projects:

The Proposer must include at least six (6) but not more than eight (8) Reference projects demonstrating recent, relevant experience on projects completed within the last ten (10) years. The proposal content and format for reference projects is described in subsections iii through vi below.

The reference projects should collectively represent the work of the DB team members, including the work of the Designer and the work of the Builder, and are not required to represent prior experience working together. At least two (2) of the Reference Projects must represent the work of the Design Lead and two (2) of the Project Designer-of-Record, maintaining a total of four (4) reference projects for design work if key personnel overlap on these roles.

Reference projects must demonstrate the **Preferred Experience** and may additionally demonstrate the Desired Experience. Preferred Experience is mandatory, and lack thereof may serve as a basis for deeming a Proposer as non-responsive. Desired Experience is not mandatory, and Proposers are not required to satisfy all criteria for Desired Experience. Preferred and Desired Experience may be met by any of the reference projects and may reflect the work of any of the DB team members.

DDC will Short-list only the most highly qualified Proposers, and Proposers can maximize their qualitative score by assembling a DB Team with the full breadth of both Preferred Experience and Desired Experience.

Preferred Experience and Desired Experience is identified on the Project Relevancy Form (Exhibit E).

(3) Preferred Experience:

- (a) LEED Certification Gold V4
- (b) Demonstrate experience with schedule oversight, budget management, safety, and QA/QC.
- (c) Demonstrate experience compliance with NYCDOB, FDNY, DOT, DEP, and other regulatory agencies.
- (d) Demonstrate experience managing projects in occupied or urban environments, including logistics in planning, traffic management, and community outreach.
- (e) Experience demonstrating knowledge of OSHA Regulations and Industry Best Practices.
- (f) Construction phasing to ensure continuous operation of the site with minimized impact and disruption while preserving viable environmental assets, such as existing trees, shrubs, watersheds, and native soils, while integrating local elements into a cohesive Project.
- (g) Innovative and adaptable design and construction solutions for issues similar to those for the Project.
- (h) Resilient facility utilizing durable construction and materials demonstrated to be easily maintained over the building's useful life.

(4) Desired Experience:

Additional desired experience, which may include experience of members of a team that will have a significant role in the performance of the Work, includes recent relevant experience with:

- (a) Demonstrate experience with at least two (2) new building projects over 65,000 square feet or above within the five boroughs of New York.
- (b) Projects successfully completed using alternative delivery methods in which the design and construction personnel collaborated throughout project delivery. This may include DB or DB-based delivery or other alternative approaches.
- (c) Demonstrate familiarity with emerging construction technologies such as BIM, low emission energy equipment per Executive Order 23, etc.
- (d) Public, municipal, or community facilities, with special consideration for public facilities in New York City or similar urban context.

iii. Reference Project Information Form

Provide a completed Reference Project Information Form, included with Exhibit E, by filling out all required information for the reference projects. DDC reserves the right to contact project owners, or their representatives, for the reference projects listed on this form to verify information provided by the proposer.

iv. Reference Project Relevancy Form

Provide a completed Reference Project Relevancy Form, included with Exhibit E, which should demonstrate the extent to which the reference projects included in the submission satisfy the “Preferred Experience” and/or “Desired Experience” criteria. Though not required, the Proposer may add additional lines to the form to highlight other relevant characteristics of the reference projects that are applicable to this project and do not duplicate experience requirements already listed.

v. Reference Project Description and Images

For each reference project, provide project data, description, and drawings and/or images as described below.

(1) Project Data

- (a) Project name
- (b) Project location (city, state, country)
- (c) Project type (dominant use and/or sector)
- (d) Project value (initial and final construction cost)
- (e) Project size (if applicable, provide square footage of scope or work relative to the entire project area)

- (f) Substantial completion date and overall project duration
- (g) Project delivery method (e.g. design bid build, design build)
- (h) Project team: Firm and role of proposed DB Team members (e.g. "ABC Inc. as Architect of Record")
- (i) The name of each personnel identified by Proposer on the Personnel Commitment Form that worked on the Reference Project and their role in the same (e.g. "Jane Doe as Project Architect")

(2) Project Description

Provide a description highlighting the salient characteristics of each reference project, including the role(s) of the Proposer, the project delivery method, the project scope and objectives, the design and/or construction approach, and any major project challenges. **Explain how experience gained from this project will provide value to DDC.** Where applicable, include information about the role and responsibilities of involved Key Personnel and other personnel. In addition, describe how the team:

- (a) Managed the project requirements, including scope and program. Describe the programmatic function of the project, program challenges and/or constraints that arose, and how the team worked to resolve issues.
- (b) Managed the schedule and budget. Describe any schedule and/or budget challenges that arose and how the team worked to resolve issues. Provide the original and final schedule (from notice to proceed to substantial completion), and reason for delays or time savings. Provide the original and final budget, and reason for cost increase or decrease.
- (c) Managed the quality of design throughout construction. Describe constructability challenges that arose and how the team worked to resolve issues.
- (d) Managed the input of key stakeholders, including the owner and/or client, end user, community, and others.
- (e) Utilized innovative processes that facilitated project delivery. Describe specific software tools and/or other techniques used.
- (f) Demonstrated a commitment to Design and Construction Excellence as described in Exhibit A.

(3) Project Drawings and/or Images

Provide drawings and/or images that efficiently describe the project and scope of work being presented by the team. This may include a site plan, ground floor or other floor plans, building elevations or sections, and photographs of the constructed interior, exterior, and site. Examples of technical drawings and details may be included.

vi. Owner Evaluations (Optional)

For each reference project included in Tab 2, Proposers may include a final or most recent performance evaluation on the owners (or client's) official form. If an official performance evaluation is not available, a letter of recommendation on the owner's (or client's) official letterhead may be provided.

Owner evaluations must highlight the role and impact of a specific DB Team member provided on the project. A maximum of one performance evaluation per project will be

considered. All owner evaluations should be completed and signed by the owner or owner's agent for the reference project.

I. Key Personnel and Team Organization (Tab 3)

The purpose of Tab 3 is to demonstrate that all required personnel, including Key Personnel, have the qualifications, expertise, experience, resources, and competence required to provide design-build services for the Project. Required titles of personnel, and minimum and/or preferred qualifications for each, are listed in subsection v below.

Other than the Design-Build Project Executive, none of the individuals proposed as Key Personnel are required to be employees, officers, or principals of the Proposer or its Principal Participants (i.e., Key Personnel, other than the Design-Build Project Executive, may be Subcontractors).

There are no restrictions on teaming structure; for example, teams may be designer-led or builder-led.

The following information must be provided:

i. Team Introduction

Provide a narrative introducing personnel, including Key Personnel, Major Participants, and key design and trade partners, including an overview of how the team will be expanded after the RFQ step.

ii. Team Organization Chart

Provide an organization chart showing the team structure and relationship, including Key Personnel and other roles that will be required to complete the work. The organizational chart must clearly indicate the name of each required personnel, their role on the DB team, and their firm affiliation. The organizational chart should be labeled or color-coded to identify Major Participants and supporting subcontractors or subconsultants. The organization chart can be submitted on an 11x17 page.

iii. Project Team Summary Form

Provide a completed Project Team Summary Form, included in Exhibit E, showing recent and relevant projects that members of the DB Team are working on currently or have successfully completed.

The objective of the Project Team Summary Form is to summarize the extent to which the proposer's team, including proposed personnel and subcontractors, were involved on recent projects including Reference Projects with characteristics detailed in Part

B-2~~Error! Reference source not found.~~

The Project Team Summary Form must include all Reference Projects provided under Tab 2 and may list additional projects that demonstrate experience working together, for a total of up to 15 projects.

Proposers that demonstrate project involvement by proposed personnel on both Reference Projects and the additional projects will be given additional consideration in evaluation.

Proposers forming a team that has not worked together in the past are encouraged to list additional projects that demonstrate the work of the Key Personnel or other personnel.

iv. Resumes of Key Personnel

Provide resumes for each title identified in the table of Key Personnel Titles below, indicating the individual's technical qualifications, area of expertise, and years of experience. Resumes must clearly demonstrate how the individual meets the minimum qualification requirements indicated in the table, for instance by indicating licensure and listing project experience that meets the stated criteria. Resumes should be limited to the

Key Personnel Titles listed below; additional resumes should not be provided and will not be reviewed.

v. Identification of Key Personnel

The personnel to be provided in the Proposer's SOQ are as indicated below. Minimum requirements and preferred experience for each title are also set forth below.

All personnel must meet the Minimum Qualification Requirements described below, and the satisfaction of these requirements must be clearly documented in the resumes. For example, for a role requiring experience managing the certification of LEED projects, those projects and their certification status must be clearly listed on the applicable resume. Proposers proposing Key Personnel without clear indication of how they have satisfied the Minimum Qualification Requirements may receive an unacceptably low-quality rating or be deemed non-responsive pursuant to PPB Rule 2-07.

Personnel with direct experience on projects of a similar scope is desired. Additional Preferred Qualifications are not required but present an opportunity for Proposers to increase their quality score. Additional Preferred Qualifications should be clearly documented in the resumes.

Any professional services regulated by Articles 145, 147, and 148 of the New York State Education Law to be performed under the contract must be performed by a professional licensed in accordance with such articles.

Key Personnel Titles			
#	Key Personnel Title and Role	Minimum Qualification Requirements	Additional Preferred Qualifications
1	Design-Build Project Executive This is the senior DB Team leader with the authority to contractually bind the company. This individual is the corporate sponsor responsible to commit all necessary resources and resolve potential conflicts.	Fifteen (15) years of relevant experience in design or construction, including Design-Build or similar integrated or alternate delivery methods.	Registered Architect, Licensed Engineer (e.g. P.E.) or CCM. DBIA Certification Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).
2	Design-Build Project Manager This is the primary liaison on the DB Team and will act as the first point of contact between the Design-Builder and the City. The Design-Build Project Manager may also serve as the Project	Degree in Architecture, Engineering, Construction Management, Construction Science	Ten (10) years of relevant experience in design and construction management projects with similar scope of services. DBIA Certification

	Executive provided that they meet the qualifications for both. This role may be filled by the Construction Project Manager, provided they meet the qualifications for both. The Design-Build Project Manager must be full time for the duration of the project.	or other similar field.	Demonstrate direct experience in oversight of a design-build project or similar integrated or alternate delivery methods, including early works packages and fast track delivery. Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).
3	Integration Manager This is the individual responsible for the development and implementation of the integrated design work plan to ensure alignment of design deliverables with construction needs throughout the duration of the project. The Integration Manager must be full time for the entirety of the Design phase and a minimum of 50% time commitment at all other phases of the project until substantial completion.	Degree in Architecture, Engineering, Construction Management, Construction Science or other similar field.	New York Licensed Architect. Ten (10) years of relevant experience in design, construction and construction management projects with similar scope of services. Demonstrate direct experience on a design-build project or similar integrated or alternate delivery methods, including early works packages and fast track delivery. Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).

4	Design Lead This individual will have primary responsibility for creative design and design vision. The Design Lead may serve as the and/or the Project Designer-of-Record (Individual), provided that they meet the qualification for all roles. The Design Lead must be full time during the design phase, and in reduced capacity only where appropriate. A minimum of 50% time commitment at all phases of the project until substantial completion.	Ten (10) years of relevant experience practicing architectural or engineering design on projects with similar scope of services.	New York Licensed Architect or Engineer. Degree in Architecture, Landscape Architecture, Urban Design, Civil Engineering or other similar field. Demonstrate commitment to project excellence, as described in Exhibit A (Design and Construction Excellence), including innovative project delivery and construction methodologies. Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).
5	Project Designer-of-Record This individual will have primary responsibility for construction documents, including regulatory documentation. If the Project Designer-of-Record (Individual) will not stamp and file the records, the Respondent must explain in the SOQ who will be the other individual(s) who will stamp and file. The Project Designer-of-Record (Individual) may serve as the Design Lead (Individual), provided that they meet the qualification for all roles.	New York Licensed Architect or Engineer	Ten (10) years of relevant experience with similar scope of services. Demonstrate commitment to project excellence, as described in Exhibit A (Design and Construction Excellence), including innovative project delivery and construction methodologies. Demonstrate ability to effectively manage, control, and coordinate comprehensive project documents for fast-track delivery, including direct experience with early works packages.

			Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).
6	Construction Project Manager This is the individual responsible for the development and implementation of the integrated construction work plan to ensure alignment with the design intent. This role may be filled by the Design-Build Project Manager, provided they meet the qualifications for both. The Construction Project Manager must be full time from the start of Construction, including any Early Work, to substantial completion. The Construction Project Manager must serve a minimum 25% time commitment at all other phases of the project.	Degree in Construction Management, Construction Science or Architecture/Engineering _OR_ Fifteen (15) years of relevant experience (i.e., 5 years of experience in addition to the experience set forth under "Preferred Experience")	Ten (10) years of relevant experience in construction and/or construction management projects with similar scope of services. Demonstrate ability to effectively manage, control, administer, and execute the integrated design and construction operations, safety, quality control program, and subcontracts. Experience with delivery of public (City, Municipal or Federal) projects. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).
7	Sustainability Specialist This is the individual responsible for guiding the sustainability strategy, including achieving a stringent, low energy intensity building target, LEED Gold Certification.	Five (5) years of relevant experience as a LEED AP with experience directly managing the certification of at least (1) Version 4 project and (5) projects achieving Gold certification or higher. It is acceptable that up to two of the projects have	Ten (10) years of relevant experience with similar scope of services.

		completed the design submission and are on track for Gold certification or higher but still in construction.	
8	Community Engagement Specialist This is the individual responsible for the development and implementation of a community engagement plan to solicit, synthesize, and report the input of key community stakeholders, including DPR, City Hall, DDC, and Community Board.	Ten (10) years of relevant experience with similar scope of services.	Experience with delivery of public (City, Municipal or Federal) projects. Experience working with Community Boards and engaging with community leaders and organizations in Brownsville. Direct experience with projects that demonstrate the Preferred and Desired Experience listed in Project Relevancy Form (Exhibit E).

J. Project Understanding and Approach (Tab 4)

The purpose of Tab 4 is to describe the team's collaborative approach to design-build and demonstrate that the team possesses the design approach and management strategy required to provide design-build services for the Project.

i. Partnership and Collaboration

Provide a brief description of the Proposer's Major Participants including rationale for teaming and approach to ensuring successful collaboration within the proposed DB team and DDC.

If Major Participants have not worked together previously, the Proposer shall describe their relationship, the rationale for teaming on this project and their shared approach to building a successful partnership. Describe the steps taken by the team to understand Design-Build.

If Major Participants have worked together previously, describe the history of relationships among Major Participants and include specific examples of how successful collaboration yielded innovation.

ii. Project Understanding

Describe the DB Team's understanding of the Project per materials provided in this RFQ including the Proposers approach to:

- (1) Executing work to satisfy the Project goals and objectives within the anticipated schedule; and
- (2) Promoting innovation in all functions of project delivery

- (3) Project risks, constraints, issues, or special requirements.

iii. Comments on Project Information (Optional)

Proposers may wish to provide comments on Project Information contained within this RFQ via their responses. DDC will review this information and may incorporate reasonable and accepted suggestions in the RFP and draft Design-Build Contract. Proposers are encouraged to provide comments related to any or all of the following:

- (1) Project Schedule.
- (2) Project Budget
- (3) Project Risks.
- (4) Select DBA Commercial Terms (Exhibit D).

K. M/WBE Program Experience and M/WBE Approach (Tab 5)

i. M/WBE Program Experience Form

Provide a completed M/WBE Program Experience Form, included with Exhibit E, for each Principal Participant, Builder and Designer, reflecting record of compliance with M/WBE requirements in their contracts for the past five (5) years. Do not provide more than seven (7) projects. If any of the past projects listed by the Proposer required DBE goals rather than M/WBE goals, the utilization and record of compliance demonstrating DBE program experience should be used for those projects.

It is the goal of the City to use qualified firms that have demonstrated past record of compliance with M/WBE requirements, including the good faith efforts undertaken by the Proposer to meet those M/WBE goals, and that have experience working with M/WBE firms.

- (1) For every project listed in the M/WBE Program Experience Form, Proposers must describe their experience in making good faith efforts to meet the M/WBE contract goals set for those projects.
- (2) For every project listed in the M/WBE Program Experience Form, Proposers must submit a final or current utilization report.

ii. M/WBE Approach

Anticipated M/WBE utilization goals for both design and construction are set forth in Exhibit C (Project Information and Requirements). Provide a description of the Proposer's anticipated approach to partnering and subcontracting with M/WBE's to meet the anticipated M/WBE goals for both design and construction, including strategies to attract and engage the M/WBE community throughout the Project early in the proposal and design processes.

Provide reasoned commentary on the anticipated M/WBE goals: Which portions of the Project work provide the greatest opportunity to engage M/WBEs and which portions of the Project work present challenges? Should the anticipated M/WBE goals be revised and, if so, how?

3. PART B-3: RFP LOOKAHEAD

This section is intended to provide a preview of the subsequent RFP.

Certain work has been done on the design of the Project by DDC and/or the Consultant Support Team. These scoping documents are expected to be made available to the Short-listed Proposers in connection with the issuance of the RFP. The RFP will contain specific instructions as to the permitted or required use of these documents, together with other instructions as to the nature of the technical proposals that are required to be submitted, including required technical specifications and performance standards. The RFP is expected to provide an opportunity to the Short-listed Proposers to make and propose design innovations.

- ☐ Bridging documents representing an indicative design will be provided with the RFP (step II).
- ☒ Bridging documents representing an indicative design will not be provided with the RFP (step II).

A. Preliminary Proposal Stipend (RFP/Step II Only)

- ☐ No stipend is offered to Short-listed Proposers found responsible and submitting a responsive Proposal in response to a subsequent RFP (step II).
- ☒ A stipend is anticipated to be offered to Short-listed Proposers found responsible and submitting a responsive Proposal in response to a subsequent RFP (step II). The anticipated amount of stipend is to the following: \$321,900 per proposer.

B. In-Market Process

i. Key Personnel

The Step II RFP will contain requirements for additional Key Personnel. These Key Personnel may be expected to participate in the Collaborative Dialogue Meeting (“CDM”) process.

ii. Collaborative Dialogue Meetings

DDC anticipates that Collaborative Dialogue Meetings (each, a “CDM”) will be held with each Short-listed Proposer. Following the release of the RFP, the in-market process will begin with an initial CDM, the purpose of which is for Short-listed Proposers to comment on and ask questions about the RFP, RFP process, and form of DB Agreement offered to Proposers. It is anticipated that there will be 3 CDMs. Requirements for the CDMs, including attendance by Major Participants and Key Personnel as well as draft agendas and presentation requirements, will be included in the RFP or issued to Short-listed Proposers during the in-market period.

iii. Procurement Commitment

If Shortlisted, the following positions must actively participate in the Step II process, especially during CDMs:

- (a) Design-Build Project Executive
- (b) Design-Build Project Manager
- (c) Integration Manager
- (d) Design Lead

C. Technical Proposal

It is expected that the Step II Technical Proposal will include a proposed technical approach and design solution, execution plan, M/WBE approach, schedule, management strategy, and team qualifications and experience.

D. Design Build Agreement

A draft of the DB Agreement is expected to be made available to the Short-listed Proposers in connection with the issuance of the RFP. A Summary of Select DBA Commercial Terms is included with the RFQ as Exhibit D.

4. PART B-4: SOQ CHECKLIST AND PAGE COUNT

Provide the following items in the order and format described below. Specific requirements are set forth in Part B-2 ~~(a)~~ of this Exhibit B.

“One page” refers to one side of an 8.5” x 11” sheet.

A. Document 1: SOQ

Contents	Page Limit
☐ Cover Page	1 page
☐ Table of Contents	1 page
☐ Cover Letter	1 page
☐ Fundamental Qualifications (Tab 1)	
☐ SOQ Checklist (this form)	2 pages
☐ Equal Opportunity Employer Statement	1 page
☐ Construction Employment Report Compliance Statement (Refer to Exhibit E)	1 page
☐ Iran Divestment Act Form (Exhibit E)	1 page
☐ Letter of Commitment from Surety	1 page
☐ Safety Questionnaire (Exhibit E)	No limit
☐ Financial Questionnaire (Exhibit E)	3 pages
☐ Conflicts of Interest	1 page
☐ Acknowledgement of Addenda Form (Exhibit E)	No limit
☐ Legal Structure	1 page
☐ Teaming Agreement	No limit
☐ DB Team Qualifications Form (Exhibit E)	No limit
☐ NYSDOL Public Works Contractor Agency	No limit
☐ Project Experience and Past Performance (Tab 2)	

☐	Project Experience Overview	2 pages
☐	Reference Project Information Form (Exhibit E)	2 pages
☐	Reference Project Relevancy Form (Exhibit E)	2 pages
☐	Reference Project Description and Drawings/Images	2 pages/project
☐	Reference Project Owner Evaluations (Optional)	1 page/project
☐	Key Personnel and Team Organization (Tab 3)	
☐	Team Introduction and Organizational Chart	2 pages
☐	Project Team Summary Form (Exhibit E)	2 pages
☐	Resumes	2 pages /person
☐	Project Understanding and Approach (Tab 4)	NTE 5 pages
☐	Partnership and Collaboration	
☐	Project Understanding	
☐	Comments on Project Information (Optional)	
☐	M/WBE Program Experience and M/WBE Approach (Tab 5)	
☐	M/WBE Program Experience Form (Exhibit E)	
☐	M/WBE Approach	4 pages

B. Document 2: Doing Business Data Form

Contents	Page Limit
☐ Doing Business Data Form (Exhibit E)	2 pages