

ON-CALL SURVEYING SERVICES RFP

Optional Informational Session: January 10, 2018

ON-CALL SURVEYING SVCS. OVERVIEW:

- **Erin Layton:** INTRODUCTIONS
- SCOPE OF SERVICES
- SELECTION CRITERIA
- GENERAL CONTRACT OVERVIEW
- FEE SCHEDULE AND INVOICING
- KEY RFP DATES
- Q&A

SCOPE OF SERVICES:

- Survey: Property, Topographic, Utility, ALTA
- Subsurface Investigation
- Wetland Delineation
- Interior Building As-Built Drawings

SELECTION CRITERIA:

25%

- Consultant team experience
- Quality of the management, reputation and references
- Favorable history, if any, with the City and/or NYCEDC

25%

- Quality of proposal
- Content of proposal

30%

- Fee and cost schedules

20%

- Quality of the consultant team

ON-CALL SURVEYING CONTRACTS:

- Consultant Contract awards: up to \$500,000;
- Scope of work tasks will be submitted to the on-call contractors as a mini-RFP;
- Typical turnaround on proposals is 1 week;
- Haz-Mat Testing, Planning and Environmental Review Svcs. and Urban Design tasks are handled under separate on-call contracts;

FEE/COST SCHEDULE AND INVOICING:

- Complete a fee and cost schedule including the names, positions and hourly rates and, if applicable, multipliers for the staff the Respondent proposes to use for Services.
- Percent Complete Project Vs. Hourly Rate Projects
- Short work summary attached to each invoice

KEY DATES:

- **Questions Deadline:** Thursday, January 18th at 5:00PM to landsurveyorRFP2018@edc.nyc
- **Answer Deadline:** Thursday, January 25th available at: www.nycedc.com
- **Proposal Submission Deadline:** Thursday, February 1st at 4:00PM. Five hard copy sets of the proposal and one USB **or** CD addressed to: NYCEDC, 110 William Street, 4th FL, Attn: Maryann Catalano, Contracts, New York, NY 10038.

QUESTIONS AND ANSWERS