

**TOWN OF NEWFANE**  
**OLCOTT HARBOR BREAKWATER FEASIBILITY STUDY AND CONSTRUCTION PLAN**  
**REQUEST FOR PROPOSALS – ADDENDUM NO. 1**

To: Prospective Respondents to RFP  
Project: Olcott Harbor Breakwater Feasibility Study and Construction Plan  
Project No.: CDBG #801IT212-17  
Date: October 16, 2018  
Owner: Town of Newfane, Niagara County, New York  
RFP Coordinator: LaBella Associates, DPC

This addendum forms a part of the Contract Documents and modifies the Request for Proposals dated September 18, 2018, with amendments and additions noted below. This addendum makes two changes to the RFP, including:

1. Changes the Evaluation Criteria to include cost as a rating factor.
2. Removes the Section 3 requirement.

Acknowledge receipt of this Addendum in the space provided below and include a copy in your proposal. Failure to do so may disqualify the Proposal.

This addendum consists of two pages.

1. Section VII, Item 25, the Evaluation Criteria is hereby amended to include cost as a criterion for the evaluation of the proposals. The 100 point scoring system is adjusted, as follows:

The Proposal Review Committee will use a 100-point scoring system to evaluate proposals from qualified engineering firms/teams and select firms/teams for interviews. Proposals will be ranked based on qualifications of the proposed project team and responsiveness to the proposal requirements. Engineering firms/teams will be evaluated on the basis of the following factors:

- Firm history and capability to perform the project (10%)
- Relevant project experience (15%)
- Familiarity with breakwater design and construction (20%)
- Qualifications of the project team (15%)
- Project approach (20%)
- Project cost (20%)

The Town of Newfane will also take into account references provided by consultant, which will be contacted prior to interviews, as well as the geographic location of the principal consultant relative to the project site.

2. Section VI, Item 3, Participation of Minority and Women Owned Business Enterprises (MWBE) and Section 3 firms is hereby revised based on clarification from the NYS Office of Community Renewal regarding the source of the project funding. Funding for this project is provided directly by New York State, not through the federal Community Development Block Grant (CDBG) program. As a result, this section is revised to remove the Section 3 requirement. The revised section VI 3 is as follows:

Participation of Minority and Women Owned Business Enterprises (MWBE)

The Olcott Harbor Feasibility Study and Construction Plan is funded with assistance from New York State, as administered by the NYS Office of Community Renewal (OCR). For the flood recovery projects, OCR has waived the Article 15a requirements which normally set specific goals for the participation of Minority and Women Owned Business Enterprises (MWBE) on State funded programs.

Engineering firms responding to this RFP are required to demonstrate good faith efforts to include MWBE firms as consultant or sub-consultants. There are no specific goals for MWBE participation on this project.

All other provisions and requirements of the RFP are unchanged.

Acknowledged by: \_\_\_\_\_  
Name Title

Name of Firm: \_\_\_\_\_ Date: \_\_\_\_\_