

Pre-Qualifying Your Firm with DDC

Department of
Design and Construction

Ray Rodriguez
Director, ACCO

402

Active infrastructure portfolio

430

active public buildings portfolio

1294

in-house workforce

1132

consultant workforce

\$10 billion

current portfolio value

\$17 billion

expected by 2020

\$15 billion

completed since 1996

4.4 million

job hours per year in FY14

200+

awards won since inception

4083

projects completed since 1996

General information

Anticipated project types

Anticipated scopes of work

Workshop Objectives

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Bidding Procedures

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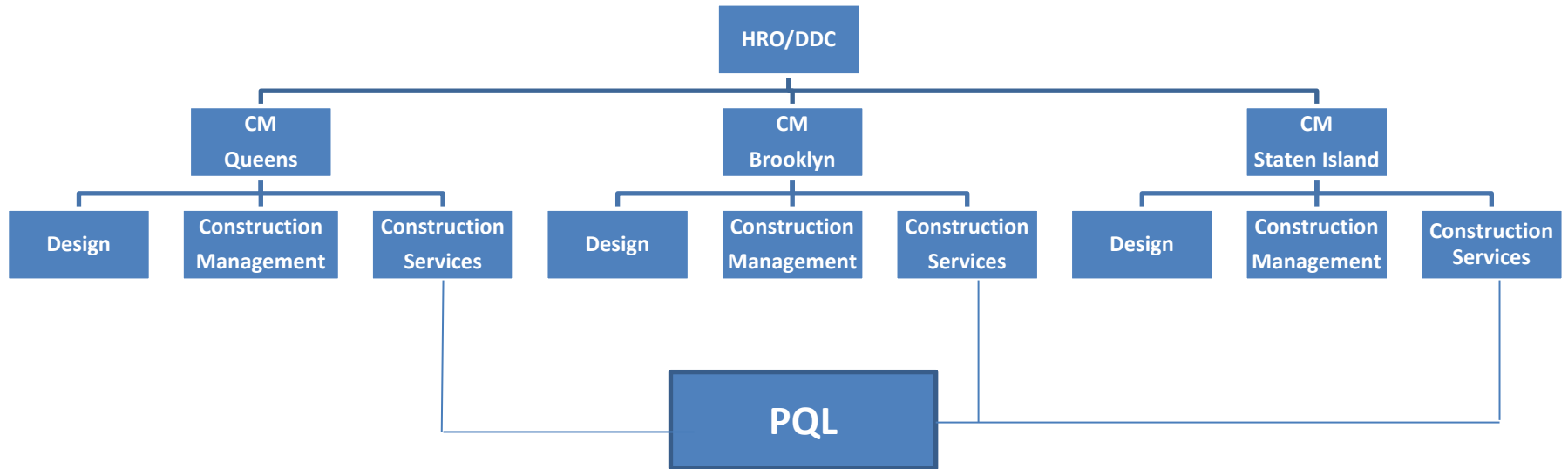
The Department of Design and Construction (“DDC”) and the Office of Housing Recovery (HRO) is in the process of establishing a pre-qualified list (“PQL”) of contractors for furnishing all labor, materials and equipment, necessary and required to perform construction repair work for 1 to 4 family homes that were damaged or destroyed by hurricane Sandy.

It is anticipated that the estimated cost of construction for each of these types of projects will be GREATER than or equal to \$300,000 or LESS than or Equal to \$300,000.

Construction management (“CM”) firms holding contracts with DDC will be utilizing this PQL to solicit project-specific bids for home repair projects ranging from relatively moderate rehabilitation, such as the replacement of interior materials and the relocation of utilities within the building structure, to much more extensive and complex undertakings, involving the rebuilding of existing homes in Queens, Brooklyn and Staten Island. The work will include rehabilitation and/or reconstruction of 1-4 unit single-family homes, including attached homes and row houses.

The CM will be required to procure all construction contracts from a Pre-Qualified List of contractors (PQL) that will be provided and maintained by HRO/DDC. The CM must ensure that the approved scope of work is bid out and executed at the high level of quality standards and completed in a timely manner.

All contracts that are awarded to contractors on the PQL will be held by the various CMs.



ESTIMATED PROJECT COUNTS

BOROUGH	TOTAL REHABILITATIONS	TOTAL ELEVATIONS	TOTAL RECONSTRUCTIONS	TOTAL PROJECTS
Queens	1,250	950	20	2,220
Brooklyn	2,500	800	25	3,325
Staten Island	1,200	950	30	2,180
Totals	4,950	2,700	75	7,725

It is anticipated that the following scopes of work will include but not limited to the following:

Structural Repair or Replacement

Foundations, subflooring, framing, wall, ceilings

Interior Repair

Floors and wall finish, bathroom tiles and fixtures, kitchen cabinets, appliances, interior doors and finish carpentry

Exterior Repair

Doors, windows, roofing

Utility and Service Equipment

- HVAC, plumbing, electrical, lighting, home elevation

Accessibility

- Eligible homeowners

Environmental Remediation

Testing and abatement of mold, asbestos, lead

It is anticipated that the following trades and suppliers will be required during the construction/repair period:

- General Construction
- Carpentry
- Electrical
- HVAC
- Plumbing
- Concrete
- Site Work
- Roofing
- Tile
- Painting
- Asbestos Abatement
- Security Systems
- Miscellaneous Iron
- Masonry
- Insulation
- Waterproofing
- Landscaping
- Kitchen Cabinets Supplier
- Window Supplier
- Hollow Metal Doors/Hardware Supplier

The NYC Department of Design and Construction in conjunction with the NYC Department of Small Business Services is offering a workshop for contractors to pre-qualify with DDC to work on the Hurricane Sandy Recovery Work.

The objective of these workshops will be to:

- Provide detail instructions, information and resources required to pre-qualify your construction firm with DDC.
- Provide instructions and information of the city Vendex requirements.
- Provide instructions on bidding and contracting procedures.
- Provide knowledge of the RFQ process which can increase your chances for a successful submission.

These sessions will be designed to support the MWBE outreach and local workforce development goals established for the Hurricane Sandy Recovery Work. Firms that are not yet certified are encouraged to start this process.

A DDC evaluation committee will review and evaluate each submission from the PQL Applicant. The committee will evaluate the submissions pursuant to the New York City Procurement Policy Board (“PPB”) Rules and N.Y. General Municipal Law Section 103(15), in establishing the PQL.

The Agency have 90 days from the date of submission of a properly completed prequalification questionnaire to approve or deny prequalification.

Each Applicant for the PQL must, during the past consecutive five (5) years prior to being accepted on the PQL, have successfully completed at least ten (10) building construction projects within NYC, including but not limited to residential, public buildings, or commercial buildings construction. Such prior projects may have been performed as a prime contractor or subcontractor.

The following forms and information must be completed and provided as part of the prequalification process:

EXHIBIT A, PQL APPLICANT INFORMATION:

- Each applicant must complete PQL Application form and submit it as a part of the application package.

EXHIBIT A

PQL APPLICANT INFORMATION

Name of PQL Applicant: _____

PQL Applicant's Employer Identification Number (EIN): _____

PQL Applicant is: (Check one, whichever applies) Individual () Partnership () Corporation ()

PQL Applicant's Corporate Headquarters Address: _____

PQL Applicant's Local Place of Business: _____

PQL Applicant's Telephone Number: _____

Residence of PQL Applicant (If Individual): _____

If PQL Applicant is a Partnership, fill in the following blanks:

Names of Partners

Residence of Partners

If PQL Applicant is a Corporation, fill in the following blanks:

Organized under the laws of the State of _____

Name and Home Address of President: _____

Name and Home Address of Secretary: _____

Name and Home Address of Treasurer: _____

B. SPECIAL EXPERIENCE REQUIREMENTS:

1. Proof of Applicant's experience and capabilities in general construction for building construction:
 - i. Provide a summary list of at least ten (10), and no more than 12, projects that best represent the PQL Applicant's experience.
 - ii. Complete Exhibit B for each project on the summary list.
2. In addition, Contractor shall demonstrate:
 - i. Ability to coordinate and complete work across multiple project sites or areas at the same time;
 - ii. Experience with complex foundation and structural work, including but not limited to working in flood zones; structural additions to buildings; and/or maintenance and protection of adjacent properties;
 - iii. An adequate labor force with capability and experience to run multiple projects at the same time;
 - iv. Ability to manage multiple concurrent general construction projects within pre-established schedules. Preference is given to a demonstrated ability to deliver projects in advance of pre-established schedules;
 - v. Experience coordinating construction work for various city agencies and adequate equipment to perform the work.

3. In the event the Applicant is an entity which was formed within the last consecutive five (5) years prior to being accepted on the PQL, the DDC may, in determining compliance with the special experience requirements set forth above, consider prior projects completed by the principal(s) of the firm while such principals were affiliated with another entity, subject to the following conditions:
 - i. If the Applicant is relying on the prior experience of only one principal, that principal must hold an ownership interest of 51% or greater in the entity submitting the bid;
 - ii. If the Applicant is relying on the prior experience of more than one of its principals, such principals must each hold an ownership interest of 20% or greater in the entity submitting the bid, AND such principals must collectively hold an ownership interest of 51% or greater in the entity submitting the bid, and
 - iii. Any principal on whose prior experience the Applicant is relying to demonstrate compliance with this special experience requirements must meet the following criteria: (1) such individual must have held a significant management role in the prior entity with which he/she was affiliated, and (2) such individual must have been a principal of the entity submitting the bid for a period of six months or from the inception of the bidding entity.

4. Copy of any licenses under which the PQL Applicant will be performing work, if a license is required to perform such work, i.e. asbestos, plumbing and electrical.
 - i. Such license must clearly show (1) Name of the Licensee, (2) License Numbers, and (3) Expiration date of the License.

5. Documents relating to Applicant's financial capability, responsibility and reliability:
 - i. Audited Financial Statements for the three most recent fiscal years, including the auditor's standard report. If the Applicant does not have audited financial statements, it must submit (a) an affidavit attesting to the fact that the contractor does not have such statements; (b) signed federal tax returns for the last three years; (c) unaudited financial statements for the last three years; and (d) a "certified review letter" from a certified public account (CPA) verifying the unaudited financial statements.
 - ii. Proof of PQL Applicant's current workers compensation, liability and disability insurance coverage.

PIN Number	Trade	Construction Cost Estimate Over \$300,000	Construction Cost Estimate \$300,000 and Less	Construction Cost Estimate Over \$500,000	Completed Projects in Past 5 Years	Option (1) Completed Projects in Past 2 Years	Required Dollar Threshold for at least 4 out of 7 Completed Projects	Option (2) Annual Gross Revenue for the prior fiscal year
8502015HR0015P	General Construction		Y		At Least 7		N/A	
8502015HR0016P	General Construction	Y			At Least 7		\$500,000 or greater	
8502015HR0017P	Mechanical		Y		At Least 7		N/A	
8502015HR0018P	Mechanical	Y			At Least 7		\$100,000 or greater	
8502015HR0019P	Plumbing		Y		At Least 7		N/A	
8502015HR0020P	Plumbing	Y			At Least 7		\$100,000 or greater	
8502015HR0021P	Electrical		Y		At Least 7		N/A	
8502015HR0022P	Electrical	Y			At Least 7		\$100,000 or greater	
8502016HR0003P	General Construction			Y	At Least 7	At Least 100 Homes	\$500,000 or greater	\$100,000,000 or greater

EXHIBIT B

QUALIFICATION FORM

List previous projects completed to meet the special experience requirements for this PQL. A separate Qualification Form should be submitted for each project. Please photocopy this form for submission of all required projects.

Name of PQL Applicant: _____

Name of Project: _____

Location of Project: _____

Owner or Owner's representative (Architect or Engineer) who is familiar with the work performed:

Name: _____

Title: _____ Phone Number: _____

Brief description of work completed: _____

Was the work was performed as a prime or a subcontractor: _____

Dollar Amount of Contract: _____

Dates of Work: _____

Did the work involve:

Construction of multiple residential projects concurrently _____ Yes ___No
If yes, how many? _____

Elevating of single or multi story residential structure _____ Yes ___No

Construction of rooftop additions including habitable floors _____ Yes ___No

Relocating utilities within residential structures _____ Yes ___No

Relocating underground utilities _____ Yes ___No

Construction in designated wetlands _____ Yes ___No

Structural repair, reinforcing of residential concrete foundations _____ Yes ___No

Structural repair, reinforcing of residential stone foundations _____ Yes ___No

Structural repair work in designated wetlands _____ Yes ___No

Environmental remediation _____ Yes ___No

Sewer and septic connections _____ Yes ___No

Implementation of Enterprise Green Communities and Green Building Retrofit Guidelines _____ Yes ___No

Construction of resilient structure in designated flood zones _____ Yes ___No

Construction in locations without direct access to public streets _____ Yes ___No

Decommissioning of fuel tanks _____ Yes ___No

Repair of residential roofs _____ Yes ___No

In addition to the forms mentioned above the applicant must also complete and submit the following forms:

- C. Exhibit C, Safety Questionnaire:
- D. Exhibit D, PQL Applicant Employment Questionnaire
- E. Exhibit E, Vendex Compliance
- F. Exhibit F, Sandy Recovery Hiring Plan
- G. Exhibit G, PQL Applicant Certification.

Six copies of the RFQ Submissions shall be submitted in a sealed envelope to:

Department of Design and Construction
30-30 Thomson Avenue
1st Floor Long Island City, New York 11101
Attn.: Lorraine Holley
Deputy Director ACCO

1. PQL Applicant Information:
 - Corporate safety Plan attachment or not.
2. Type of Construction Work
 - 1-4 Family, Multi-Family, Nonresidential, etc
3. Experience Modification Rate
 - Intrastate Rate
 - Applicants less than 3 years will be assumed to be 1.00
4. OSHA Information
 - OSHA 300 Log or OSHA 200 (prior to 2001)
 - Incident Rate Calculation = Total number of incidents x 200,000/total number of hours worked by employee
5. Safety Performance on previous DDC Projects

Please be advised that for all construction contracts, the contractors and subcontractors awarded this work shall be subject to the Sandy Recovery Hiring Plan, in substantially the form included here as Exhibit F.

Note: Only the contractors and subcontractors awarded construction contracts above \$300,000 will be required to comply with the apprenticeship program and Project Labor Agreement (PLA) requirements set forth in the Sandy Recovery Hiring Plan.

PQL Applicants must sign Exhibit F to acknowledge that they have read the Sandy Recovery Hiring Plan, and that they will comply with the Plan's requirements. The final version of the Sandy Recovery Hiring Plan will be included with the bid documentation at the time that construction projects are bid to this PQL.

Pursuant to PPB Rules, Section 3-10(l), any PQL Applicant whose qualifications fail to meet the requirements and criteria established by this RFQ shall be denied prequalification, and the Agency Chief Contracting Officer ("ACCO") will notify the PQL Applicant in writing of the denial of prequalification. The PQL Applicant may appeal ACCO's determination denying prequalification pursuant to the process established in PPB Rules, Section 3-10(m).

SOLICITATIONS OF BIDS

DDC's construction contracts are handled through an open competitive bid process. Using the links below, you can find out more information about upcoming bid opportunities for construction contracts, preliminary bid results, awarded construction contracts, and future construction projects. Much of this information is also available via phone by calling **718-391-1000, option #4**, or visiting the following website: <http://ddcftp.nyc.gov/inet/html/contrbid.asp>.

Bids are also published in the City Record, which is available in print and online at the following website:

<http://a856-internet.nyc.gov/nycvendoronline/home.asp>

After this PQL has been established, only those contractors that are included on the PQL as of the bid solicitation date will be permitted to bid on projects selected for bidding to this particular PQL. The lowest responsible, responsive bidder will then be selected for the particular project.

Construction management ("CM") firms holding contracts with DDC will be utilizing the PQL to solicit project-specific bids for the home repair projects and will contact the required firms that are listed on the PQL to submit bids on the various projects.

10 KEY STEPS IN THE BIDDING PROCESS:

1. Careful review of the procurement documents:

- To create an accurate construction bid, you'll need the most up-to-date drawings, project specifications and copies of any addenda or change bulletins that have been issued.
- Don't bid for what you can't win.

2. Review the drawings:

- Start with the floor plans, as they generally give you the best overview of the job.
- Review drawings that are applicable to your trade. For instance, if you are an electrical contractor, you'll review electrical plans, site plans, and mechanical or equipment drawings. All of these drawings may contain wiring or electrical work that is applicable to your bid.

3. Read the project specifications:

- Read the section that describes your trade, then read the preliminary sections that give general project conditions.

4. Attend Site Walk-Thru/Pre-bid Conference:

- Gather as much information that you can
- Familiarize yourself with the project(s) and its requirements.

5. Preparation of Bid Estimate:

- Consider risks
- Perform a detail material take-off.
- Do not omit key information
- Do not pad your estimates
- Schedule enough time to prepare your estimate
- Use the "Multi-eye" techniques to review the estimate.

6. Solicit bids from subcontractors (if necessary)

- Solicit estimates from qualified and reputable subcontractors.
- Carefully review sub bids.
- Make sure that sub's scope of work is all inclusive.
- Get estimates from your suppliers based on the quantities you determined in step 5.

7. Include General Condition Costs

- Include any special fees, such as permits, wage scale, bonds, insurance premiums or other costs.
- Include overhead and profit. This percentage could range from a small amount like 1 or 2 percent on a very large job to 30 or 40 percent on a small job.
- Do not include any prequalifying statements in your bid.

8. Bid Preparation (Bid bonds, Bid forms, Bid breakdown, Addenda & Alternates)

- Make sure to use the bid forms that are provided in the bid package.
- Make sure to acknowledge/include all addenda with your bid submission.
- Make sure to sign your bid.
- Make include the bonding requirements with you bid.

9. Vendex

- Check the status of your company's Vendex to make sure that it is up to date and valid.

10. Submit seal bids

- Make sure that your bid is properly sealed before submitting it.

12 KEY GUIDELINES FOR A SUCCESSFUL BID SUBMISSION:

1. Clock in your bid on time.
 - Late bids will not be accepted.
2. If hand delivered, you must bring your bid to DDC's Contracts Office.
 - Bids can only be accepted at the Contracts Office.
 - Bids cannot be accepted at the Bid Opening Room or the Security Desk.
3. If mailing a bid, mail it early or use express mail so that your bid will arrive in time.
 - Late bids will not be accepted.
4. Type your mailing label.
 - Handwritten labels are difficult to read and process correctly.
5. Type "BID ENCLOSED" on your mailing label.
 - Your bid is one of the hundreds of pieces of mail and express packages that DDC receives every day.
6. Type the DDC project identification number and the project name on the mailing label.
 - Without these, the processing of your bid may be slowed.

7. Type the date and time of the bid opening on your mailing label.
 - During the DDC (Spring and Summer) busy season, we have bid openings for several contracts at a time, twice a day, Monday through Friday.
8. If a multi-trade project, identify on the mailing label which trade you are bidding on.
 - A bid envelope missing trade information may create processing problems and slows down the bid opening.
9. If you are bidding on more than one trade for the same project, submit each bid in a separate envelope.
 - Placing multiple trade bids in a single envelope may create processing problems and slows down the bid opening.
10. If a bid security is required, staple the bid security (bid bond or check) to the front cover of your bid.
 - Any bid lacking a required bid security cannot be awarded a contract.
11. Tab the page where your bid amount appears.
 - Bid openings are slowed down when we cannot easily find the amount of your bid.
12. Securely staple or clip together all materials submitted as your bid.
 - Loose materials are easy to become detached and risk being misplaced.

The Certification Process

A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American.

Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.

Step 1: Obtain a City Vendor Number

Register your business with the City of New York, you need to register your business with the Payee Information Portal (PIP). To sign up, go to <http://nyc.gov/pip>, click on the “Activate” button and follow the instructions or call. call the PIP Help Desk at (212) 857-1777

Use the “New York City Commodity Code Listing” to find the right Commodity Code for your business. Limit the number of commodity code selections to items that best describe the product or services offered by your business.

Step 2: Gather Necessary Business Documents

You will need to gather all the necessary documentation that will accompany your application. See the document checklist. For assistance email mwbe@sbs.nyc.gov or call the Certification Hotline at (212) 513-6311, or visit the NYCSBS website: <http://www.nyc.gov/html/sbs/html/home/home.shtml>

Step 3: Submit your Application and Supporting Documents

Mail to: NYC Department of Small Business Services
Division of Economic and Financial Opportunity
110 William Street, 2nd Floor
New York, NY 10038

Eligibility Requirements

Your business must meet the following requirements to become certified:

Requirement A: Your business has been selling products or services for a period of at least one year prior to the date of your application.

Requirement B: Your business must document it has real and substantial presence in the geographic market of New York City. The geographic market includes the five boroughs of New York City and the following counties: Nassau, Putnam, Rockland, Suffolk, and Westchester counties in New York, or Bergen, Hudson, or Passaic counties in New Jersey.

Your business has a real and substantial presence in the geographic market of New York City only if it meets at least one of the following conditions:

- Your business principal office, place of business, or headquarters is located within New York City
- Your business maintains at least one full-time employee in one or more offices located within New York City, who spends the majority of his / her working time conducting or soliciting business in the City.

- Your business' principal office, place of business, or headquarters is located within the geographic market of the City, and the business has transacted, or sought to transact, business more than once in the City within the last three years.
- Twenty-five percent (25%) of your business' annual gross receipts for each of the last three years was derived from transacting business in the City

If your business' principal office, place of business, or headquarters is not located within the geographic market of New York City but your business has demonstrated at least two of the following:

- The business has maintained a bank account for at least six (6) months or engaged in other banking transactions in the City.
- The business, or at least one of its owners, possesses a license issued by a New York City agency to do business in the City.
- The business has transacted or sought to transact business in or with the City more than once in the past three years.

Requirement C: Your business' legal structure is one of the following:

Sole Proprietorship

Limited Partnership (LP)

Limited Liability Company (LLC)

Requirement D: Your business is at least 51% owned, controlled, and operated by US citizen(s) or permanent resident(s) that are **women AND/OR member(s) of a designated minority group(s)**. If your business is publicly owned, at least 51% of the shares are owned by US citizen(s) or permanent resident(s) that are women AND/OR member(s) of a designated minority group(s).

Please note: Your application must demonstrate that the persons with ownership interest control the business. The designated minority groups are:

- Black: having origins in any of the Black African racial groups
- Hispanic: being of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent, of Indian or Hispanic origin, regardless of race

Please note: Portuguese and Spanish ethnicities are not considered Hispanic for M/WBE certification with the City of New York.

- Asian-Pacific: having origins in the Far East, Southeast Asia, or the Pacific Islands.
- Asian-Indian: having origins from the Indian subcontinent.

For additional information and to download application form and document checklist please visit the following website:

https://a127-pip.nyc.gov/LoginExternal/Forms/MWBE_Application.pdf

To obtain M/WBE Certification information please contact the following agencies:

- New City Small Business Services

Website: <http://www.nyc.gov/html/sbs/html/home/home.shtml>

- New York State Department of Economic Development

Website: <http://www.nycedc.com/opportunities/opportunity-mwdb>

- New York City School Construction Authority

Website: <http://www.nycsca.org/Business/GettingStarted/Pages/MWLBEcertification.aspx>

- The Port Authority of New York and New Jersey

Website: <http://www.panynj.gov/business-opportunities/sd-become-certified.html>

- New York & New Jersey Minority Supplier Development Council Inc.

Website: <http://nynjmsdc.org/get-certified/>

What is VENDEX?

VENDEX is New York City's Vendor Information Exchange System, which is used by the Mayor's Office of Contract Services (MOCS) to determine the responsibility of the entities that have contracts with the City.

Pursuant to the rules of the Procurement Policy Board, the City may award contracts only to responsible contractors. A responsible contractor is one which has the capability in all respects to perform fully the contract requirements and the business integrity to justify the award of public tax dollars.

The VENDEX Questionnaires consist of the vendor and principal questionnaires. This vendor's guide provides instructions to assist in completing and submitting these questionnaires. If further assistance is required, visit the New York City web site <http://www.nyc.gov/vendex> or contact the VENDEX Unit at (212) 341-0933.

Before signing a contract with the City of New York, all companies must undergo a VENDEX review.

The VENDEX Procedure

All business entities that intend doing business with the City of New York must complete a Vendex application.

1. New Vendex Questionnaires:

- Vendor Questionnaire and the Principal Questionnaire.
- Questionnaires must be submitted directly to MOCS. Questionnaires should not be submitted directly to the DDC.
- Questionnaires are valid for three years from the date of the certifications.

There are two VENDEX questionnaires that must be completed and submitted to MOCS by the business entity. These questionnaires provide MOCS with the information it needs to make a responsibility determination:

- **Business Questionnaire:** – A principal of the business entity must complete and submit the Vendor Questionnaire on behalf of the business. This is necessary for the business entity background check.
- **Principal Questionnaire:** – The Executive Director and four Executive Officers of the business entity's board are each required to complete and submit a Principal Questionnaire

2. Certifications of No Change

- Businesses are required to complete under penalty of perjury, a Certification of No Change which states that the information contained in the most recent VENDEX submission/ changed questionnaire is current and accurate.
- The business must execute TWO ORIGINAL Certifications of No Change and return them to the agency.
- It is recommended that either the individual who signs the contract on behalf of the vendor, or one of the principal officers executes the Certifications of No Change on behalf of the vendor

All VENDEX Questionnaires must be submitted directly to the Mayor's Office of Contract Services (MOCS)

The Mayor's Office of Contract Services

VENDEX Unit

253 Broadway, 9th Floor

New York, NY 10007

Website: www.nyc.gov/vendex

How to Determine Whether You Need to File New Forms/Make Changes/Certify that there are No Changes

- If the business entity has never completed VENDEX questionnaires, or has not made a complete VENDEX submission in the last 2 1/2 years, the business should complete the New Vendex Forms and return them directly to MOCS, VENDEX UNIT, 253.
- In order to inform the agency that the questionnaires were sent to MOCS the business must complete and submit a VENDEX memorandum and return it to the agency. The submitted VENDEX memorandum can be found on the website www.nyc.gov/vendex.
- If the business has made a complete VENDEX submission in the last 2 1/2 years and there have been no changes in information requiring an update of the forms, the business should execute a Certification of No Change. Certifications should be included as part of the business's response to bids, solicitations or RFP's.
- If the business has made a complete VENDEX submission in the last 2 1/2 years and there have been changes in information requiring an update of the forms, the vendor is required to submit full questionnaires. The business should inform the agency that changed questionnaires were sent to MOCS by returning the submitted VENDEX memorandum to the agency as part of their response.
- A changed questionnaire consists of the first page of the questionnaire with a check in the box marked "changed questionnaire," the relevant changed pages, any additional pertinent information and a signed certification page.

Department of Design and Construction
30-30 Thomson Ave, 1st Floor
Long Island City, New York 11101
Attn: Lorraine Holley, Deputy ACCO

THANK YOU FOR YOUR ATTENDANCE!