



**Addendum #1
April 2, 2025**

**Town + Gown Request for Proposals
FDNY Optimization Project**

Section I, Paragraph C of the Fire Department of New York City ("FDNY") Request for Proposals, entitled FDNY Optimization Project ("FDNY T+G RFP" or "RFP") permits Consultants to make an inquiry or request for a clarification or explanation with respect to the FDNY T+G RFP in writing no later than March 24, 2025. In the event FDNY determined that it is necessary to respond to such inquiry or request in writing, such response would be furnished as an addendum to the FDNY T+G RFP to all Consultants as described in Paragraph D.

This Addendum #1 is such an addendum. Section I, Paragraph D requires that this Addendum #1 become part of the requirements for the FDNY T+G RFP and sent to all Consultants to which the FDNY T+G RFP was issued. In addition, Section 1, Paragraph D requires each Consultant submitting a Proposal in Response to acknowledge receipt of this Addendum #1 to the FDNY T+G RFP, by attaching an original signed copy of this Addendum #1 to its Proposal in Response.

Part I. Modification to Section I (B) Due Date for Receipt of Proposals in Response

Consultants shall submit their Proposals in Response ONLY via email, no later than 5:00 P.M., **April 24, 2025**, to **Shannon Cardone, Contract Management Consultant, Bureau of Fiscal Services** at Shannon.Cardone@fdny.nyc.gov. Please note that there is a 10 MB file size limit. If a Consultant chooses not to submit a Proposal in Response, such Consultant shall submit a No Bid Response form (which is attached to this document as Attachment A for the purpose of convenience and is downloadable from the Town+Gown website at (<http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>) no later than 5:00 P.M., **April 24, 2025**, to **Shannon Cardone, Contract Management Consultant, Bureau of Fiscal Services** at Shannon.Cardone@fdny.nyc.gov.

Part II. Questions and Responses

1. Should researchers engage with stakeholders at FDNY to discuss potential projects before applying? If so, who should we reach out to?

No. Section I, C of the FDNY T+G RFP provides the only way for researchers who receive the RFP to contact FDNY with questions about the 7 Engineering initiatives listed in Section II, B of the RFP.

C. Inquiries and Requests from Consultants for Clarification or Explanation. If a Consultant wishes to make an inquiry or request a clarification or explanation with respect to this Town+Gown RFP, such Consultant must make such inquiry or request in writing sent via email ONLY to Kat Thomson, Deputy Commissioner, Support Operations at Kat.Thomson@fdny.nyc.gov, no later than 5 P.M., March 24, 2025. In the event the Requestor determines that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to this Town+Gown RFP (an Addendum) and will be sent to all Consultants as described below. If the Requestor deems it necessary, it may arrange a meeting or conference call with all interested parties prior to the submission date to address questions or concerns.

2. Has the number of awards been determined for this request for proposal?

and

The RFP says “At the discretion of the Requestor, the awarded Task Order may include a Sub-Task Order for all or some of the initial examples of Engineering Initiatives in B. Research Project Objectives below or others not on the list below.” Does this mean that multiple teams may be chosen to independently complete some division of the seven initiatives? If so, will each initiative be awarded as separate contracts and not the full \$250,000 award?

FDNY reserves the right to make multiple awards as a result of this solicitation, at its sole discretion, based on the evaluation of proposals and the best interests of the FDNY and its requirements. The \$250,000 award amount is the total amount to be allocated across all awardees. See answer to Question #3.

3. Does the research team need to address all 7 challenges identified in section II.B in one proposal, or can we only address one or two of the challenges in one proposal?

and

Pertaining to the underlined passage at the bottom of page 4 of the FDNY T+G RFP, we want to know if submissions addressing selected Engineering Initiatives are eligible or will be disqualified.

and

If we have faculty who are eager to satisfy several specific engineering initiatives but, because of the issues indicated in question above we cannot submit a response that responds to all seven engineering objectives, can our team still submit a response?

and

Is there any room in the proposal/partnership to indicate that the academic partner would only be able to work on a subset of the 7 example projects? Is there any way for an academic partner to "decline to work" on a given example project/requested subtask order?

Proposals in Response that only address selected Engineering Initiatives (i.e., fewer than the 7 Engineering Initiatives listed in Section II, B of the RFP) are eligible. However, the evaluation criteria in the FDNY T+G RFP, specifically "Approach and Methodology" on pp. 7-8 of the RFP, clearly state the requirement for Consultants to address all Engineering Initiatives in their Proposal in Response. Therefore, Proposals in Response that only address selected Engineering Initiatives will be scored accordingly by the evaluation committee. Technically, they wouldn't be non-responsive, but they would score lower than Proposals from other Consultants who chose to address all 7 Engineering Initiatives. See answer to Question #2.

4. We seek clarification about whether the "cohort of masters- and PhD-level students" will be students from a combination of institutions that are contracting with FDNY if awarded under this RFP, or will the "Dedicated Faculty" working as Senior Personnel be putting together their own teams/cohorts from students specifically at their home institution? We read the RFP as a collaborative effort, and seek clarification if this is something where, in addition to providing a service to the FDNY, we are also building working partnerships between multiple universities and city-agencies.

If the agency makes an award to a single proposer, the "cohort of masters- and Ph.D-level students" would be chosen by the Dedicated Faculty, working as Senior Personnel.

As noted in the answer to Question #2, the agency reserves the right to make multiple awards under this FDNY T+G RFP. Therefore, there is the possibility of building working partnerships between multiple institutions if FDNY decides to make multiple awards.

5. We seek clarification about whether a proposal in response to the FDNY Optimization Project RFP can include a subcontractor, specifically a collaborator at another school. Reviewed of the RFP indicates that subcontracting is permitted under Sections 3.3(b) and 3.3(e)(8) of the Master Contract, but we wanted to check if there are any specific limitations or additional requirements we should be aware of? Would this be allowable, and are there any additional steps we should take when incorporating a subcontractor into our response?

and

Can responses from consortium members be collaborative? Can an [institution's] response invite or include members of our team from other institutions of higher education? If so, must those faculty also work for consortium members?

and

As the subtasks may involve significant software implementations, and private industry may be better able to execute such implementations, would public-private partnerships be feasible here?

The definition of Subcontractor in Article 1 of the Master Contract is below:

"Subcontractor" shall mean any person, as an individual, a firm or corporation, providing professional or other skills, who is not an officer or employee of the Consultant or related to such officer or employee, with whom/which the Consultant intends to and/or actually contracts with to furnish academic services or services, labor, or labor and materials, or labor and equipment directly related to a Research Project as provided in Section 3.3 (e) (8) hereunder.

Section IV, B, 2 of the FDNY T+G RFP provides:

2. Subcontracting. The Consortium Contract, under which this T+G RFP has been issued, permits Consultants to join with one or more other Consultants to prepare a Proposal in Response (see Section 3.3 (b)) as well as to utilize Subcontractors (as defined in the Consortium Contract) as part of a Proposal in Response (see Sections 3.3(b) and

3.3(e)(8)). Consultants should refer to the Consortium Contract if they wish to consider joint proposals with researchers at other Academic Consortium institutions or include Subcontractors as part of their Proposal in Response. Individual researchers developing Proposals in Response should contact the Gown Advisory Council representative for the respective Academic Consortium institution to obtain a copy of the Consortium Contract, the form of which is also downloadable from the Town+Gown website (<http://www1.nyc.gov/site/ddc/about/town-gown-advisory-council.page>). Please note that Consultants wishing to subcontract with a Subcontractor as part of its Proposal in Response must disclose its intention to use the services of a Subcontractor in its Proposal in Response as provided in Section 3.3 (e) (8) of the Consortium Contract and Appendix C to the Consortium Contract.

Section IV, B, 1 of the FDNY T+G RFP provides:

1. *Insurance.* If awarded the Task Order resulting from this T+G RFP, the Consultant and all of its subconsultants must not commence performing any services under the resulting Task Order until all insurance required by this T+G RFP, and the resulting Task Order, is in effect and provided satisfactorily to the Requestor. The Consultant must ensure uninterrupted and continuous insurance coverage in the manner, form, and limits required by this T+G RFP, and the resulting Task Order, throughout the entire duration of the Task Order.

In the form of the Task Order, the following sections contain relevant provisions with respect to Subcontractors that the Consultant should be aware of

- Article 3, Academic Partner's Billing and Invoicing, Section 3.1, *Compensation for Services*
- Article 4, Insurance
- Article 5, Representations and Warranties, Section 5.3. Academic Team Members

6. We seek clarification about whether there is a limit on the number of applications an institution can submit?

Academic Consortium members can submit more than one Proposal in Response to the RFP.

7. How strictly defined are the three required fields (industrial engineering, civil engineering, and operations research). We have faculty whose expertise could apply directly to the seven

initiatives defined in the solicitation, but we don't have urban engineering as a defined faculty department or curricular program. Do responses need to precisely satisfy each of the required fields?

and

The RFP specifies a focus on Industrial Engineering, Civil Engineering, and Operations Research. Although we do not have dedicated departments in these specific disciplines, our faculty members possess substantial expertise closely aligned with the objectives outlined in the RFP. We are highly interested in submitting a proposal and have already begun developing its technical components.

The RFP specifies industrial engineering, civil engineering, and operations research as the "Required Fields", but the agency understands that not all institutions have departments that align directly with the Required Fields. If a proposer submits a Proposal with Dedicated Faculty in other fields that the proposer deems to be equivalent, in the Proposal, the proposer should clearly identify the parallels between the field(s) of submission and the Required Field(s) and how the proposer deems these faculty in equivalent field(s) can conduct the work required by the Engineering Initiatives, including the 7 Engineering Initiatives in this RFP (or fewer—see answer to Question #3) and future Engineering Initiatives contained in future Sub-Task Orders that FDNY may issue under the awarded Task Order. Such Proposals will be scored accordingly by the evaluation committee. See answer to Question 8.

8. Do you have a more detailed template to share that distinguishes between the two versions of the proposed project budget? Should the breakdowns essentially be 1) for items/tasks relating to the bullet points on top page 4 and 2) breakdown relating to the seven initiatives?

and

As part of Section 2.5. Proposed Project Budget and Not to Exceed Amount in the Consultant's Proposal in Response, the Consultant shall prepare two versions: (1) one version that will serve as a Base Price Chart for all Sub-Task Orders under the Task Order to apply to all Engineering initiatives under this Research Project and the resulting Task Order and (2) one version that relates specifically to the Engineering Initiatives in B. Research Project Objectives above. We are confused about the two versions of budget. Would you please clarify a little more about it? By two versions does the RFP mean one version predicts the costs of the whole task and the

other (with the same total amount) provides the break down of the costs of each project objective?

Proposers are required to submit two versions of a budget for this Research Project as per the template on pages #16 and #17 in the RFP.

The first version of this budget should provide estimated costs of all components of the Research Project (as clarified in answer in Question #3), including salaries of Dedicated Faculty who become Senior Personnel as defined in the Master Contract and the rates of master- and PhD-level students, all as provided in Section 3.3(e) of this Consortium Contract.

*The second version of this budget should contain the same salaries/rates, which will become a **Base Price chart**, as discussed in the RFP, for FDNY to utilize for ongoing collaboration as discussed in the last bullet of p. 4 of the RFP and for subsequent Sub-task Orders, issued under the awarded Task Order, with new Engineering Initiatives.*

9. We understand responses need to be provided to all seven engineering initiatives mentioned in B. Research Project Objectives, however, for the second version of the proposed budget (“one version that relates specifically to the Engineering Initiatives in B. Research Project Objectives”), must the \$250,000 not to exceed budget be applied across ALL seven initiatives?

and

Can you please confirm if \$250K is the maximum amount listed is for each of the potential initiatives or for all initiatives combined?

and

Is the budget for the 7 example projects COMBINED supposed to fit within the 250,000 dollar budget? If so, how should academic partners think about budgeting, since any one of the 7 example projects would seem to require dedicated PhD student and faculty effort across multiple academic semesters?

The \$250,000 award amount is the total amount to be allocated across all 7 Engineering Initiatives.

10. Will proposals that go beyond the scope of the seven Engineering Initiatives be considered more favorably?

Proposers may submit a response that goes beyond the scope of the seven Engineering Initiatives. However, Proposals in Response will be evaluated on the basis of the criteria set forth in Section IV (A) "Evaluation Criteria and Evaluation Procedures" only.

11. With respect to the term "Academic Team" throughout the RFP – do you know if the expectation is that multiple faculty from each institution will collaborate on a response?

Proposals in Response to this RFP should identify faculty from the Required Fields (or equivalent as clarified in Question #7). Such faculty under awarded Task Order(s) (see answers to Questions ## 2, 3 and 9) become "Dedicated Faculty" as defined in the RFP, who shall (1) perform the Research Project (or elements of the Research Project—see answers to Questions ## 2 and 3), which will be the subject of Sub-task Order #1 included in the Task Order(s), and (2) receive and propose on subsequent Sub-task Orders issued by FDNY under the Task Order(s), consistent with the salaries/rates in the Base Price chart, as discussed in the RFP (also see answer to Question #8).

The agency reserves the right to make multiple awards under this FDNY T+G RFP. Therefore, there is the possibility of building working partnerships between multiple institutions.

12. Given the stated desire for the academic partnership to see projects/subtasks through to the implementation stage, and the potential high complexity of implementations across multiple stakeholders (with major implications for health and safety, as well as the day-to-day operations of government agencies and workers), will there be an opportunity to more clearly delineate exactly what aspects the academic partner would and would not be responsible for on any given subtask? What would the associated decision-making process be here?

The awarded Task Order(s), including Sub-task Order #1 related to the 7 Engineering Initiatives in the RFP (see answer to Question #3), and subsequent Sub-task Orders issued under the Task Order(s) will be subject of discussions and negotiations between the agency and the selected awardee(s), as permitted by the PBB Rules, and will result in more detailed information specific to the design, implementation and validation of algorithms to be incorporated into agency IT applications and business processes, and the collaboration with FDNY on specific Engineering Initiatives. Clarification can be requested from FDNY as needed at that time, and the agency anticipates ongoing

collaboration with the awardee(s). Please also ensure that your Research Project budget and the Base Price budget in the Proposals are well thought out and comprehensive with respect to the Research Project in the RFP and future Sub-task Orders the agency may issue under the Task Order(s). See answers to Questions ## 8 and 11.

13. Given the need for PhD student funding/academic progress and faculty time allocations to be reasonably predictable, how can academic partners conceptualize the fact that the FDNY may choose to move forward with (and fund) some of the subtasks, none of the subtasks, or different subtasks at their discretion? Is this ultimately a decision reached mutually between the academic partner and the FDNY, and if so what is the decision-making process?

and

What are the time frames associated with the decisions about which subtasks to move forward with, as well as for the research itself (as e.g. any one of the 7 example projects would seem to require at least a year of dedicated student and faculty effort)?

and

Would you please let us know whether an 8/15/25 starting date for 12 months at \$250K is as expected. It was not clear when the project would start from the RFP.

FDNY reserves the right to make multiple awards as a result of this solicitation, at its sole discretion, based on the evaluation of proposals and the best interests of the FDNY and its requirements.

The agency intends to fund all 7 Engineering Initiatives in the RFP, which are needed by the agency, in Sub-task Order #1 that will be part of awarded Task Order(s), subject to the \$250,000 total budget allocation. See answers to Questions ## 4 and 9.

Although FDNY intends to fund all 7 Engineering Initiatives in Sub-task Order #1 of the awarded Task Order(s), during the agency's evaluation-to-award process under the PPB Rules, it is possible that things could change. As discussed in the answer to Question 12, changes of this nature would be discussed between the agency and the selected awardee(s), as permitted by the PPB Rules, and be reflected in the Sub-task Order #1 contained in the awarded Task Order(s).

While FDNY intends to proceed as expeditiously as possible through the procurement process under the PPB Rules, it cannot commit to any particular start date at this time.

14. What type of software is used at the FDNY?

Python is the preferred primary language for tool development, though R is also used. Code written in other languages, such as Java or C++, would be harder to maintain internally. GitHub is the preferred platform for storing and managing versions of the code.

Most of the FDNY's data is stored in Oracle SQL.

For end-user interfaces, we develop dashboards using Tableau, Esri, and Power BI.

15. Will the trips to NYC be counted in the \$250k budget?

Yes, the \$250,000 budget is meant to be all-inclusive. Please reference the following:

As amended by Section 16 of the First Amendment to the Master Contract, Section 3.3 (e) (7) reads as follows:

(7) Long-Distance Travel. It is expected that the Consultant and/or members of the Academic Team, as appropriate, will provide for transportation, including without limitation: (a) expenses for ordinary transportation (i.e., other than long-distance travel, as set forth below), (b) expenses for time spent by personnel commuting or traveling, and (c) related parking and toll expenses. The Consultant may propose activities requiring long-distance travel, so long as the Consultant explains how it is necessary to accomplish the Research Project and estimates the cost. Such activities may include field work and attendance at meetings and conferences. Allowance for air travel normally will not exceed the cost of round-trip, economy airfares. Proposed activities requiring travel and related costs are subject to the Requestor's approval as part of the award of the Task Order pursuant to Section 4.3 (c) of this Consortium Contract. When a City Agency is one of the Requestors, the following provisions apply:

For authorized long-distance travel, the Academic Practitioner will need separate written authorization from the City Agency before incurring expenses in excess of \$150 for long distance travel and the City Agency will reimburse such expenses incurred in connection with such long-distance travel as provided below and in Section 4.2(e) of this Consortium Contract. Reimbursement for long distance travel shall be in accordance with the normal travel allowances of the City of New York for its own employees as provided in Comptroller's Directive #6, Travel, Meals, Lodging and Miscellaneous Agency

Expenses. Long-distance travel shall mean travel which is in excess of 75 miles from whichever of the following locations is closer to the destination: (1) Columbus Circle, or (2) the home(s) of the Academic Practitioner's individual traveler(s). No Academic Practitioner shall be entitled to any mark-up for overhead and/or profit on payments for long-distance travel.

All other terms and conditions in the FDNY T+G RFP remain unchanged.

Institution Name: _____

Acknowledged by: _____

Title: _____

Date: _____

[NOTE: to be attached to Proposal in Response]