



**Project:** RQ\_A&E, Requirements Contract for Architectural, Engineering and Construction Related Services for Roofing and/or Roof-Related Assemblies, Citywide

**Pin:** 8502014RQ0008P-10P

**Date:** August 14, 2014

**Time:** 10:00 AM

**To:** All Attendees

**From:** Hemwattie Roopnarine

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## **MINUTES OF August 14, 2014, PRE-PROPOSAL CONFERENCE**

### **Department of Design and Construction Attendees:**

John Goddard, Agency Chief Contracting Officer (ACCO)  
Eric Boorstyn, Associate Commissioner, Architecture and Engineering/Technical Services  
Hemwattie Roopnarine, Contract Manager, ACCO  
Donna Pope, Director of the Office of Contract Opportunity

### **General**

**John Goddard, ACCO, opened the meeting by introducing himself and the project:**

- Requirements Contracts for Architectural, Engineering and Construction Related Services for Roofing and/or Roof Related Assemblies, Citywide.

**Hemwattie Roopnarine, Contract Manager, reviewed the submission requirements:**

- The technical proposal due date is on August 28, 2014 by 4:00pm.
- Refer to page RFP-8, Section IV- Format and Content of Proposals:
  - Paragraph D-Acknowledgement of Addenda, Addendum #1 was issued on August 6, 2014 whereas Attachment #4 and Exhibit C of the Contract were revised.
  - Paragraph F-Proposal Package Contents (Checklist) lists all required materials for the proposal package submission.
- Refer to page RFP-11, Section V-Proposal Evaluation and Contract Award Procedures:
  - Paragraph B-Proposal Evaluation Criteria, firms will be evaluated in three criteria, Experience of Firms and Subconsultant(s), Key Personnel, and Firm's Capability.





- Refer to page RFP-13, Section IV-General Information to Propers:
  - Firms are encouraged to review the General Information to Proposers

**Donna Pope, Director of the Office of Contract Opportunity, spoke about M/WBE requirements:**

- The project is subject to Local Law 1, the city's new M/WBE Program which became effective on July 1, 2013. It eliminates the \$1 Million cap.
- Percentage Goal is of the value of the contract amount.
- M/WBE participation goal is 30% for this project.
- If the firm(s) can self-perform the entire project, then they can request a waiver in writing to DDC seven days prior to the date and time of the proposals submission due date.
- On Page 3 of Attachment 7 of the RFP, M/WBE firms can be identified on NYC Department of Small Business Services website at [www.nyc.gov/buycertified](http://www.nyc.gov/buycertified).
- M/WBE goals can be met under the new Local Law 1 in one of three ways:
  1. Using M/WBE Subconsultants
  2. Joint Venture with an M/WBE firm
  3. Participation by a firm who is already a certified M/WBE.

**Eric Boorstyn, Associate Commissioner, A&E/Technical Services, welcomed the participants and spoke about the following:**

- Presented an overview of DDC and its projects.
- The description of the contract is for roofing work, specifically for roof replacement work.
- The Task Orders will be on a rotational basis, for non-complex jobs consultants assignments will be based on their proposal rank order.
- Any project(s) that are designated by DDC as complex, the three selected consultant firms will be required to respond to a mini-RFP.
- DDC is limiting the size of the firms that are eligible to propose to firms with eight (8) or fewer professional staff.

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**The following is a summation of questions and answers from the conference. The following should be considered the official responses to the questions.**

**Question:** Is it possible to submit the SF330 instead of SF254/255?

**Answer:** Yes, you can use SF330 instead of SF254/255.

**Question:** On the use of subconsultants, are you looking specifically for consultants in the five categories listed?

**Answer:** The firm will assemble whatever team necessary for each job. The five categories listed are the ones covered by the Fee Curve.

**Question:** On Attachment 4, page RFP-25-Multiplier for Overhead and Profit, when will this be submitted?

**Answer:** Upon written notification from DDC, the proposer shall submit the Fee Proposal, Attachment 4.





**Question:** Regarding Attachment 7-M/WBE Utilization Plan, can the requirement be met in any of the three groups?

**Answer:** 30% can be met by either of the ethnicity categories listed. You can identify your minority participation in any of the 3 areas. You can have all 30% in Women, Black American or Hispanic American. If you identify an M/WBE who is an Asian American their participation won't count under the local law.

**Question:** When does the VENDEX need to be submitted?

**Answer:** Upon written notification from DDC, the proposer shall submit Attachment 6, Confirmation of VENDEX Compliance.

**Question:** Can a subconsultant have eight or more professional staff?

**Answer:** Yes, a subconsultant can have more than eight professional staff; however, the prime firm cannot exceed the limit of eight professional staff.

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Lastly, John Goddard, ACCO discussed the payment procedures for the firms to get paid. Vendors and Subcontractors are responsible to register and create an account in the Payment Information Portal (PIP), [www.nyc.gov/pip](http://www.nyc.gov/pip). For additional information, please refer to page RFP-31.

