

**Project:** Twenty-six Architectural and Engineering Design Requirements Contracts for Micro, Small, Medium and Large Projects, Citywide

**PIN:** 8502016VP0005P-30P

**Date:** September 3, 2015

**Time:** 10:00 AM

**To:** All Attendees

**From:** Hemwattie Roopnarine, Contract Manager, DDC- ACCO

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**MINUTES OF SEPTEMBER 3, 2015 PRE-PROPOSAL CONFERENCE**

**Agency Speakers:**

Feniosky Peña-Mora, Commissioner  
Margaret O'Donoghue Castillo, Chief Architect  
Christine Flaherty, Associate Commissioner  
Eric Boorstyn, Associate Commissioner  
John Goddard, Agency Chief Contracting Officer

Feniosky Peña-Mora, Commissioner:

Introduction to DDC, the origins of the Design and Construction Excellence Program, and the agency's top priorities

- Since 1996 DDC has completed over \$15 billion worth of work. We currently have close to 900 projects in our combined portfolio of public buildings and infrastructure projects, with a commitment for \$17 billion to be completed by 2018.
- Most important to our accomplishments are the people. We have a professional workforce of 1,280 employees, and rely on the work of over 1,300 consultants, all working together to deliver the best quality of projects for New York City, recognized with over 200 awards.
- Design and Construction Excellence, inspired by GSA and brought to DDC by my predecessor David Burney, has allowed us to bring excellent projects to New York City, based on extensive collaboration with agencies such as DOT, City Planning, and the PDC.
- Now, with Design and Construction Excellence 2.0, we are looking to bring Mayor De Blasio's vision outlined in OneNYC to the forefront. We want to make sure that our projects support Growth, Equity, Sustainability, Resiliency, and Healthy Living.
- Finally, it is important to emphasize that our projects are designed for all five boroughs, for one city. We are looking to focus the conversation on the people who will be using our buildings, how they react and experience these buildings, and how our buildings can make them feel respected, recognized, and welcomed.

Margaret O'Donoghue Castillo, Chief Architect

- Design is a very high priority for DDC and for the Chief Architect's Office. Design Liaisons are here to support the consultants in the process. In addition, the Chief Architect's Office is creating a think tank intended to help you design the next generation of public buildings and infrastructure.
- We have had over 700 downloads of the new RFP for Design and Construction Excellence contracts. Every firm size is invited to participate: micro, small, medium, and large.
- OneNYC, the Mayor's vision for the future, reflects the values of our best architects:
  - Growth: the City will continue to be the most dynamic urban environment and economy where families and businesses thrive, and where our buildings work as catalysts to transform neighborhoods.
  - Equity: it is exceedingly important that we design for people, build connections, social cohesion, and make neighborhoods thrive.
  - Sustainability: thinking holistically about energy use, water, air, and the impact on our natural resources as we design our buildings. 80x50, introduced last September, is truly a game changer, and is important to consider when you are building your teams.
  - Resiliency: in the aftermath of superstorm Sandy New Yorkers feel climate change. We have to plan ahead, thinking of what will happen here in 50 years.
  - Healthy Living: building on Active Design, is expanding this into a more holistic approach, designing better environments that consider different users – taking us back to Equity. What we build becomes the inspiration, and inspires our communities.

Christine Flaherty, Associate Commissioner

- DDC's portfolio is composed of the work we do for our city agency clients, as shown in the chart representing the City's ten-year commitment plan as of April (see presentation slides). We are the largest municipal capital project delivery agency in the country.
- We serve over 20 client agencies, all of whom have unique needs and core missions that are not focused on design and construction delivery. They have different perspectives and levels of expertise with regards to design and construction. As a result, we have a very diverse and exciting portfolio of work.
- DDC performs approximately 30% of the needs identified in the 10-year plan, which in this case amounts to over \$5 billion, and we expect that number to increase.
- Our current portfolio is shown (see presentation slides) across client agencies, both by number of projects and by dollar amounts. Note that some of our clients have a large number of small projects (e.g. libraries) and others have a small number of large projects (sanitation, transportation, corrections).
- Core values DDC has embraced and expects our consultant teams to embrace in order to improve on the project delivery process include Collaboration, Sense of Service, Urgency, Responsiveness, and Mentorship.

Eric Boorstyn, Associate Commissioner

- DDC intends to select 26 firms in 4 categories, defined by the number of professional staff in the firm. Each category of firms is associated with a range of projects based on the cost of construction. Those ranges overlap, so in some cases firms may be competing with other firms that are larger or smaller than they are.

- Your agreement with DDC will be composed of three parts: (1) the Contract itself, which is included in the RFP, (2) the Design Consultant Guide, which can be downloaded from our website, and (3) the Task Orders. A task order is issued for a project once it has been awarded to a consultant; this is the document that defines a specific project and included details of the work and budget.
- Projects are awarded using a process of mini-RFP, issued to all of the firms eligible to submit proposals based on the project budget. Consultants will submit proposals presenting a design approach and relevant experience. A selection committee which includes DDC's Client Agency will then rank the proposals and award the project to the top ranked consultant.
- Project proposals will not include fees. The fee structure is based on the fee curve included in the Contract's Exhibit C, which is derived as a percentage of construction costs. In addition to the base fee, certain project fees will include complexity factors such as Historic Preservation, Landscape Architecture, or other variables.
- In order to deliver high quality work, DDC emphasizes the importance of the following items:
  - Designing to budget: it is not uncommon for project scopes to change during the design process, and such changes must be carefully tracked and documented. The DDC team will work closely with the consultant to assure that scope and budget are aligned, but it is the consultant's responsibility to keep DDC and our clients informed in case the budget may be insufficient.
  - Bid Documents: Construction services are procured through a competitive sealed bid process – essentially a lump sum bid. Therefore, it is imperative that the Construction Documents are clear, complete, coherent, and accurate. Your documents will be reviewed by DDC's technical teams; specification will also be reviewed by our legal department, as they become legal documents. Please review the requirements detailed in the Design Consultant Guide carefully, develop your specifications accordingly, and respond to any request for modifications with urgency.

John Goddard, Agency Chief Contracting Officer

- The contract term is three years (with an option to renew for one year).
- Submit all questions to our Contract Manager, Hemwattie Roopnarine ([ramnarah@ddc.nyc.gov](mailto:ramnarah@ddc.nyc.gov)).
- Five addenda were issued. Prior to downloading the RFP you are required to register. By registering, your firm will receive notification via e-mail of an addendum issued on DDC's website.
- Submission deadline has been extended to Thursday, September 17, 2015 by 4:00pm.
- DDC Entrance is on 30<sup>th</sup> Place, not Thomson Avenue. Packages must be delivered to the 4<sup>th</sup> floor of DDC.
- All inquiries must be requested in writing or by e-mail no later than one week prior to the submission date of September 10, 2015.
- All Addenda shall become a part of the requirements of this RFP. Please sign and return Attachment 5 with your proposal. In addition, please sign each addendum issued and append to your proposal.
- Three separate packages will be required for submission:
  - Technical Proposal (1 original and 1 copy), and one copy saved as a PDF on a compact disc (CD) or USB Flash Drive that is clearly identified and labeled with the proposer's name
  - Schedule B: MWBE Participation Requirements (Attachment 7)
  - Doing Business Data Form (Attachment 8)
- The PDF version of your technical proposal must be identical as the paper version of your technical proposal.
- Goal percentage will be established on individual task orders. Jinguo Zhang will be responsible for the M/WBE program.

- Clearly label the package as “Technical Proposal” and state if the submission is for the Micro, Small, Medium or Large firms.
  - Proposal will be evaluated in three criteria:
    - Quantity and Quality of Successful Relevant Experience – 50%
    - Proposed Approach – 30%
    - Organizational Capability – 20%
  - Proposers are advised to read the entire section of the General Information to Proposer, Section IV of the RFP.
  - To do business with the City your firm must register with the Payee Information Portal (PIP), available at [www.nyc.gov/pip](http://www.nyc.gov/pip) . PIP allows you to see information on your payments and invoices. In addition, M/WBE participation goals are measured in PIP.
  - Firms can meet the M/WBE goals in three ways:
    - NYC Department of Small Business certified M/WBE firm
    - Qualified Joint Venture with an M/WBE firm
    - M/WBE sub-consultants and/or sub-contractors
  - M/WBE firms are listed at [www.nyc.gov/buycertified](http://www.nyc.gov/buycertified)
  - Minutes of the Pre-proposal Conference and Attendance Sheet will be posted on our website.
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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 1: Firms, including ours, are growing. Will our firm size be recalculated and categorized if selected for an award?**

**Does the firm size include our consultants?**

Answer: The award will be based on the firm’s size at the time of the proposal and will not be changed once awarded.

Sub-consultants are not included in the firm’s size.

**Question 2: What are examples of past projects with construction values greater than \$5 million?**

Answer: Projects over \$5M vary greatly. They can include new construction of small projects such as additions to existing library building, interior renovation projects, façade rehabilitation, etc. One of the areas of growth in DDC’s portfolio is projects addressing sustainability goals identified in OneNYC which may include large scale rehabilitation projects including envelopes, roofs, solar panels, etc.

**Question 3: Are micro projects expected to be done in BIM?**

Answer: The contract stipulates that BIM is a required base service. Decisions regarding BIM utilization will be made on a project basis depending on the scope on complexity of the work.

**Question 4: How will DDC use Passive House Standard in NYC and will it require certified Passive House International projects?**

Answer: Passive House Standard is currently not required, but City policies are changing. Working groups involving the Mayor's Office of Sustainability and the Department of Buildings among others are working on changes to the energy code and experimenting with pilot projects.

**Question 5: How do you confirm the number of staff members?**

Answer: Firms are required to complete SF 254 and SF 255 or SF 330. Each form requires the firm to indicate the number of personnel by Discipline.

**Question 6: Can a foreign firm be a joint venture member?**

Answer: Yes, as long as the other firm in the joint venture is licensed to practice architecture in the State of New York as defined by the NYS Education Department.

**Question 7: Is M/WBE certification required at the time of the application or prior to the start of the work? Is New York State certification accepted?**

Answer: There is no requirement for firms to be Minority or Women Business Entities for the purposes of this RFP. New York State certification is not acceptable only City Certification. To be certified as an M/WBE please go to: <http://www.nyc.gov/html/sbs/nycbiz/html/summary/certification.shtml>. M/WBE goals will be determined on a task order basis.

**Question 8: How can designers explore costs or schedule impact of products on design prior to incorporation into the project?**

Answer: DDC considers design to be a collaborative process involving the client, consultant, and DDC staff; during which multiple options, including material choices, are considered and then vetted by the team. Cost and schedule are important considerations during this process.

**Question 9: Can you give an indication of what type of buildings will be released in the medium category?**

Answer: The Medium category goes up to \$35M, and can include new construction, substantial additions, and possibly major renovation work. We do not have information regarding incoming projects but are excited to share them with you as they come in.

**Question 10: If one does not apply for the contract, will they have to wait to reapply until 2019?**

Answer: The current contract is for a 3 year term and can be extended. We expect the next cycle of procurement to take place in 2019.

**Question 11: Do we need to include sub-consultants for civil, geo-tech, survey, environmental, landscape and MEP?**

Answer: Please refer to RFP attachment 3 for the list of sub-consultants. Those are the only sub-consultants required for the purposes of this RFP.

**Question 12: Are we required to simply list sub-consultants? Is additional information required from them at this time; i.e., full qualifications? Some consultant types are not listed. Will they be engaged at a later time?**

Answer: Please list the relevant sub-consultants in attachment 3 and provide the qualifications of only those sub-consultants using forms 254 and 255 or 330. Please also include long form resumes for key personnel listed in attachment 3.

If any additional sub-consultants are required for a particular project, will be identified on a task order basis.

**Question 13: We are part of a multi-office firm. When filling out the Doing Business Data form, should we respond on behalf of the full firm or just the New York entity?**

Answer: You have to respond on behalf of the business entity that is submitting the proposal. The entity will have to be satisfied by the New York State Education Department. Please refer to Addendum No.6.

**Question 14: Regarding Contract Exhibit C, Fee Curve, does the design fee as a percentage of construction cost include architecture and sub-consultants, or is it design only?**

Answer: The fee curve covers the professional services for the architect and sub-consultants identified in attachment 3 of the RFP (Structural, MEP, Estimating). Fees for any additional sub-consultants will be added to the base fee through a complexity factor or on a time card basis.

**Question 15: Are any of your projects still subject to Wickes Law, bidding and contracting requirements?**

Answer: Some of our projects, primarily cultural institutions, are privately owned buildings. Those projects are not subject to the City's Project Labor Agreements, and therefore follow Wickes Law and have to be developed and issued for each trade separately. This is not a large portion of our portfolio.

**Question 16: The RFP requires a principal of a firm to have 10 years of professional experience. Does this mean a principal needs to be licensed in NYS for 10 years? Could the experience be out of the country?**

Answer: The principal must be licensed in NYS, and must have at least 10 years of professional experience, inclusive of experience gained at other firms and experience gained prior to obtaining the NYS license.

**Question 17: Can firms apply in more than one category?**

A firm can only apply in one category.

**Question 18: Does the team have to be led by an architect or can an engineer prime with an architectural sub-consultant?**

Answer: The team has to be led by an architect. Please refer to Addendum No. 4 and to the requirements of the NYS Education Department for practicing architecture.

**Question 19: Can we include projects done with previous firms?**

Answer: Yes

**Question 20: How should we present technical documentation such as details as part of the 8.5x11 presentation or separately with full and half size site sets?**

Answer: Please include everything as part of the bound 8.5x11 submission. Unfortunately we do not have the capacity to review full drawing sets from each firm.

**Question 21: Are the sub-consultants locked in? Can we determine best fit for each project?**

Answer: The sub-consultants listed in attachment 3 are intended to be identified for the duration of the contract. Any other sub-consultants will be identified on a task order basis.

**Question 22: We intend to submit a proposal under the Medium firm category. Can we bring a larger firm on board as a sub-consultant?**

Answer: The required subconsultants can be of any size.

If you wish to form a joint venture with a larger architecture firm you are welcome to do so. That is the only way you may work with another architecture firm.

**Question 23: Will today's presentation be made available?**

Answer: Yes, along with minutes of the conference and the sign-in sheet.

**Question 24: What distinguishes original from copy?**

Answer: One of the copies you submit must be signed in ink – that is the original. The copy is a reproduction of that original.

**Question 25: Do we have to sign each addendum in addition to signing the acknowledgement of the addenda?**

Answer: Yes, each addendum issued needs to be signed in addition to signing the Acknowledgement of Addenda (Attachment 5).

**Question 26: Is it necessary to complete supply and service employment report prior to submitting the proposal?**

Answer: Correction: No, upon written notification from DDC, the proposer shall submit the Supply and Services Employment Report.

**Question 27: Is it necessary to file Vendex questionnaire prior to submitting the RFP?**

No.

**Question 28: Our firm is a very large geotechnical firm with over 800 employees. Our New York City office is primarily our architectural/structural office which has approximately 20 people and only two registered architectures. How does that impact which size projects we can submit for?**

Answer: If your firm is licensed to practice architecture in accordance with the requirements of the New York State Education Department Office of the Professions then you may submit under the large firm category. For information regarding practice guidelines for architects licensed in New York State, and to the experience requirements listed in the RFP. Please see Addendum No. 6.

**Question 29: Please elaborate on the architecture/landscape architecture relationship as it applies to this RFP**

Answer: A landscape architect is not required to be included in the proposal for this RFP. If needed, services of a landscape architect will be retained on a task order basis.

**Question 30: Can the sample projects submitted under the proposer's experience be in the construction document stage or under construction?**

Answer: Yes, projects in design or construction may be submitted. It is recommended that you put your best proposal forward. You are evaluated based on the materials you submit; determining the type or status of projects included is at the firm's discretion.

**Question 31: For firms in the micro category, will the principal's personal experience count?**

Answer: Your professional experience as an architect does not have to be accrued under your own firm, and can include experience gained under a different firm.

**Question 32: Will a firm in the micro category need to show personnel in every position of the staffing table?**

Answer: No.

**Question 33: If a project requires the preparation of design documents as multiple contracts under Wicks Law, will the fee as defined in Article 7 of the contract remain the same?**

Answer: Yes.

**Question 34: If the requirements change during the design process, is the base fee amended to capture that change?**

Answer: Yes. The design fee is based on the initial estimated construction cost. During the course of the design process that estimate may change, as does the scope of work. The consultant's fee may be adjusted retroactively based on the construction cost estimate at the end of DD.

**Question 35: Are there specific M/WBE goals that will factor into our score?**

Answer: There are no specific M/WBE goals for this RFP. Goals will be determined on a task order basis.

**Question 36: If we're submitting SF330 Part I, how many projects should we show to demonstrate the team members' prior working relationship?**

Answer: Please refer to the answer to Question 30 above.