



**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**

**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

**Date:** July 5, 2006

**From:** Fran Wnuk  
A & E Division, Professional Contracts Unit

**To:** All Attendees

**Pre-Proposal Conference  
June 27, 2006**

**Minutes**

**Attendees:**

Carlo Di Fava – DDC/ACCO	Connie Mugno – EI Team
Alan Baily – DDC/A&E Contracts Unit	James Standish – Flack & Kurtz
Fran Wnuk – DDC/A&E Contracts Unit	Brenda Fuchs – Integrated Desk Group
Sam Gupta – Louis Berger	Mariano Molina - MDM
Ravi Shenoy – Shenoy Engineers	S. Jayokumaran – SJH Engineering
Michael Levine – Lilker Associates	Murray L. Levi - Liro
Maddie Chandran – Parsons Brinckerhoff	Jim Ghaemi – Schuur DePalma
Joree Avka – Thomson Architects	Gary S. Guleria – AG Consulting Engineers
David Oskins – Edwards and Kelery	Joel Fisch – URS Corp.
Julio C. Morales – Edwards and Kelery	Tony Staniscia – URS Corp.
Val Patel – Metro Tech	Richard Ryan – Gioliani Associates
Hazel Ephron – WASA	Joan Rapnek – Dasila Architects
Jack Esterson – WASA	Tezra White – EME Group
Doug Schuerman – Earth Tech	Fred Hassel - Garnett Fleming
Francoise Bollack - Francoise Bollack Arch.	Steve DiFlora – Kallen Lemelson
George Azarko – Maltra Associates	Carolyn Schultz – GC Engineers & Assoc.
Kevin McBreen – Associated Engineering	Deborah Rosenberg – Grechoran Pedersac, Inc.
Yichao Chanf – Chu & Gassman	Paj Arora – Arora Engineers
Tim Hall – Hall Partnership	Julie Pampuch – WB Engineers



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**Re: Pre-proposal Conference – Requirements Contracts for Architectural, Engineering and Construction Related Services for HVAC, Fire Protection, Electrical, and Plumbing Design Services, Citywide**  
**PIN: 8502006VP0012P**  
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**Meeting started at 10:10 AM on June 27, 2006 at 30-30 Thomson Avenue, Long Island City, New York – 5<sup>th</sup> Floor, Conference Room 502.**

- DDC's ACCO unit started the Pre-Proposal Conference by introducing the Requirements Contract for MEP and Fire Protection services.
- All Attendees understood the definition of a Requirements contract.
- The bidders were encouraged to carefully read both the new RFP and contract.
- DDC instructed bidders to email additional questions to Carlo DiFava, **no later than Monday, July 3, 2006**, at [difavac@ddc.nyc.gov](mailto:difavac@ddc.nyc.gov).
- Procurement of services would be for minor renovations and/or repair work. In general, projects would not be large in size or targeted for any major buildings.
- Architectural services are secondary for this contract; MEP is the primary.

## **GENERAL**

**Question:** Can an Architectural firm be the primary and sub as the MEP?

**Answer:** Yes, but this is not preferred.

**Question:** Can A&E firms apply?

**Answer:** Yes.

**Question:** Is the MEP contractor required to do 51% of the work?

**Answer:** No.

**Question:** Are there MBWE goals?

**Answer:** No.



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**Question:** Can one consultant be awarded both Option 1 and Option 2 in the contract?

**Answer:** Yes.

**Question:** Who is the incumbent of the MEP contract ?

**Answer:** STV, Inc.

**Question:** Must all line items be filled in on RFP-page 25?

**Answer:** Yes. Do not leave any blanks.

**Question:** Is the complexity factor included in the Fee Curve? See RFP-21.

**Answer:** No.

**Question:** Is the complexity factor included in Exhibit C on page 45?

**Answer:** No.

**Question:** Are there specific requirements needed to bid on this contract?

**Answer:** No. This is an open RFP.

**Question:** Will contract be awarded to the lowest bidder?

**Answer:** Award process is *not* based on the lowest bidder *only*; it is based on a combination of quality of work and lowest bid.

**Question:** How do we submit proposal for both Options?

**Answer:** You can submit one proposal for both, however, you must submit separate fee proposals, for each of the contract options.

**Question:** As the primary, what are the guidelines or criteria in hiring a LEED specialist? Do they need to be certified?

**Answer:** Refer to page 53. It will list minimum requirements by number of years experience needed as well as any required professional license or certification.



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**Question:** In pages RFP 24 & 25, and list hourly rates for geotechnical and landscape architect. Will there be a need for these services?

**Answer:** They are included since there is a potential for their services.

**Question:** What is the timeline for the award process?

**Answer:** Proposals are due by July 10, 2006. After the due date, the Evaluation Team will Take approximately 3 to 4 weeks for rating. A winner should be announced around mid August. Look in the City Record to see who was awarded the contract.

**Question:** Is Attachment 5 which lists hourly rates on the website? Is this form on an Excel Spreadsheet that will add up the numbers?

**Answer:** Attachment 5 can be found on the website, however, it is not an Excel program.

**Question:** Does the Fee Curve include subconsultants?

**Answer:** Yes.

**Question:** Are expediting fees included in the fee curve?

**Answer:** Yes.

**Question:** Can we get copies of the sign-in sheet for today?

**Answer:** Yes.

**Question:** Will there be a shortlist, a presentation?

**Answer:** No.

**Question:** Do the subconsultants submit SF254/255 forms?

**Answer:** Yes.

**Question:** What are considered additional professional services?

**Answer:** Disciplines.



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**Question:** When is Vendex compliance required?

**Answer:** Vendex compliance is required 5 days after the winner has been selected for the contract, however, Vendex compliance should be included in the proposals.

**Question:** Is it required to submit a hazmat subconsultant in our proposal?

**Answer:** Yes.

**Question:** On RFP-15, who is ACCO signature?

**Answer:** That is a DDC personnel signature.

**Question:** Where can we obtain a copy of the Design Consultant Guide?

**Answer:** You can find it on the DDC's website.

**Question:** On page RFP- 22 Design Fee Curve. Can you explain the rates?

**Answer:** Each project has an individual task order. And the Task Order will specify how payments are going to be made for the tasks.

**Question:** How often are construction meetings held?

**Answer:** Typically, bi-weekly.

**Question:** Is there a maximum rate for principals?

**Answer:** No.

**Question:** What is the Health/Human Services Unit? Are they hospitals?

**Answer:** No. This Program Unit handles senior centers, day-care centers, clinics, etc.

**Question:** Do subconsultants on a team need to fill out Attachment 1 separately. Is this attachment just for the prime to be responsible for completing and submitting?

**Answer:** No. Only the prime is responsible for completing and submitting.



**Question:** Do subconsultants on a team need to fill out Attachment 4 separately. Is this attachment just for the prime to be responsible for completing and submitting?

**Answer:** The Fee Curve is to be filled out by the prime and to include all the fee-inclusive items of the subconsultants.

**Question:** Do subconsultants on a team need to fill out Attachment 7 separately. Is this attachment just for the prime to be responsible for completing and submitting?

**Answer:** No. Only the prime is responsible for completing and submitting.