

**Project:** SANDRESQ1, PRELIMINARY AND FINAL DESIGN SERVICES FOR THE BREEZY POINT COASTAL RESILIENCY (BPCR) PROJECT, Borough of Queens

**PIN:** 8502016HW0045P

**Date:** April 4, 2016

**Time:** 10:00 AM

**To:** All Attendees

**From:** Corenzo Wilkerson

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## MINUTES OF APRIL, 2016 PRE-PROPOSAL CONFERENCE

### Attendees:

Representatives of the New York City (NYC) Department of Design and Construction (DDC), the NYC Office of Management and Budget (OMB), the NYC Office of Recovery and Resiliency (ORR), the NYC Office of Emergency Management (OEM), the NYC Mayor's Office of Sustainability (MOS), as well as other attendees.

A complete list of meeting attendees is attached.

### General:

On April 4, 2016 at 10:00AM, a Pre-Proposal Conference was held at DDC (Central Headquarters located at 30-30 Thomson Ave, Long Island City, New York 11101), for the Breezy Point Coastal Resiliency Project (Project ID: SANDRESQ1).

Ms. Charlette Hamamgian, Agency Chief Contracting Officer (DDC), introduced the project to the attendees. She emphasized the requirements that the winning consultant would have to comply with.

Mr. Tom Foley, Associate Commissioner of DDC, communicated that this is a very critical project for DDC and presented an overview of DDC's role in this project.

Mr. Joe Musso, Senior Program Manager of ORR mentioned that ORR is excited to kick off the procurement process for this phase of design for the BPCR project. He emphasized that the BPCR project is a priority for the current administration and the City of New York, and that ORR is interested in moving this entire project forward as quickly as possible.

Mr. Eric Ilijevich narrated a PowerPoint presentation giving an overview of the BPCR project, including background, project limit, schedule, scope and tasks contained in the Request for Proposals (RFP).

He advised all in attendance to carefully review the Request for Proposals and provide all pertinent information as required to address all attachments. He made known DDC's expectations that the chosen consultant is directed to address the City Agency's requirements including: responsiveness to all comments and concerns; high quality design; close collaboration with City Team on maintenance and operation; and accelerated schedule. The consultant shall be required to comply with all requirements and certify that the design of the integrated flood protection system meets FEMA levee accreditation requirements.

- (1) Ms. Charlette Hamamgian specified the M/WBE participation goal is 5%. In the event that the consultant cannot meet the stated M/WBE percentage, a waiver submission must be submitted to DDC's Office of Contract Opportunity Unit seven (7) days prior to the RFP deadline. All further questions should be received on or before 04/11/2016. ACCO's contact information is on page 1 of the RFP. Submittal procedures were clarified as described in the RFP. Clarification on M/WBE Requirements - The New York City MWBE requirements forms provided in this solicitation are applicable for this RFP. Substitute forms will not be accepted.

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**The following is a summation of questions and answer for the conference. The following should be considered the official response to the questions:**

**Question 1:** The project is State-funded? Because the form that you have, Schedule B, is a Local 1 City form, which doesn't necessarily apply to the State-funded goal.

**Answer:** This project received funding from FEMA and HUD. The consultant team will be required to fill out Attachment 12 as shown in the proposal .

**Question 2:** Will you be developing a short list of proposals?

**Answer:** Yes, DDC will shortlist the proposers. Exact detail will be provided via an addendum.

**Question 3:** You mentioned the Topographic surveys are being conducted now. Is there a Bathymetry survey that is being done at the shorelines? And then regarding Geotechnical investigations, the program has been defined already? And if so, is that going to be shared with the firms?

**Answer:** Yes, Bathymetry survey will be conducted at the shorelines. Yes, the program for the geotechnical investigations is defined at this point. The geotechnical investigation will include geotechnical land and marine borings, permeability testing, standard penetration test, the installation of groundwater observation wells, and all necessary laboratories testing with a record of borings. All information gathered by the survey and geotechnical teams will be shared with the winning consultant team.

**Question 4:** Can the scope of those investigations be shared now? I understand not the products, but the scope?

**Answer:** The scope of work for topographic survey includes mapping referenced to the New York State Plane Coordinate System (NAD 83, Long Island Zone) horizontally and to the North American Vertical Datum of 1988 (NAVD 88) vertically. The final product will not be provided in a NYC Department of Transportation (DOT) or NYC Department of Environmental Protection (DEP) style survey format. Clean base, utility, profiles or cross-sections-sections will not be provided. However, the survey team will provide profiles from the hydrographic survey delivered in CAD layering format to match those of DDC standards. Overall mapping will be shown at 1"=30'. There are approximately 2,840 homes within the Roxbury and Breezy Point sites and the existing building footprints (or roof lines) will be shown using aerial photography. Actual building corner locations will not be provided nor will any locations of plotting of decks, stairs, fences or walls. House numbers will be provided for each of the homes along with street names. Fence lines will be shown between the ownership rights of the Breezy Point Coop and the National Park Service. Spot grades will be provided at all major changes in grade at 100' +/- intervals. A one-foot contour interval with associated Digital Terrain Model (DTM) will be provided, including as many spot elevations at as many buildings as possible. Individual trees or shrubs will not be included but limits of heavy vegetation will. Tree symbols from aerial photography will exclude associated size and species. First floor elevations for all 2,840 homes will be provided including all 370 rebuilt homes. All current FEMA mapping based on the 2015 Preliminary Base Flood Maps will be included.

Geotechnical Investigation will include geotechnical land and marine borings, permeability testing, standard penetration test, the installation of groundwater observation wells, and all necessary laboratory testing with a record of borings.

**Question 5:** What are the roles and responsibilities in Task 2?

**Answer:** Clarifications regarding roles and responsibilities for Task 2 will be provided in an upcoming addendum.

**Question 6:** The environmental review (EA) is the responsibility of the consultant?

**Answer:** Yes, it is. The Design Consultant or (a) sub-consultant(s) of the Design Consultant shall conduct:

- a) the required environmental analyses pursuant to NEPA and SEQRA/CEQR regulations (for FEMA/HUD and New York City Mayor's Office Determinations of Significance), as discussed in RFP, Exhibit G, Task 2, and in Exhibit H, General Requirements for Engineering Design and Related Services, Section 4.35, and
- b) submit the necessary permit applications to the U.S. Army Corps of Engineers, the U.S. Fish & Wildlife Service & National Marine Fisheries Service, the New York State Department of State, the New York State Department of Environmental Conservation, and the New York City Planning, Waterfront and Open Space Division. In addition, the Design Consultant or (a) sub-consultant(s) of the Design Consultant shall coordinate with the U.S. Coast Guard, as applicable.

Clarifications for Task 2 will be provided in an upcoming addendum.

**Question 7:** Will the HMGP Feasibility Report as well as the list on Exhibit G be provided to us?

**Answer:** Yes, the report and other data noted in Exhibit G will be provided to the winning consultant team.

**Question 8:** You talked about the raising of street grades in the RFP. Does that scope include raising of the street grades?

**Answer:** The conceptual design could potentially include raising of street grades.

**Question 9:** What are the partner agencies alongside DDC?

**Answer:** Partner agencies include ORR, OEM, MOS, and DDC in with consultation from DOT and HRA.

**Question 10:** Will interior drainage be part of the scope of the preliminary design and final design?

**Answer:** The RFP includes modeling/analysis for interior drainage; design (preliminary and final) would then use the allowance once the scope is defined. Interior drainage design is required as part of the flood protection design to address flooding concerns. Consistent with FEMA requirements, an analysis must be submitted that identifies the source(s) of such flooding, the extent of the flooded area, and, if the average depth is greater than 1 foot, the water-surface elevation(s) of the base flood. This analysis must be based on the joint probability of interior and exterior flooding and the capacity of facilities (such as drainage lines and pumps) for evacuating interior floodwaters. On the design side (in an allowance once the scope is defined), elements such storage areas, gravity outlets, pumping stations, or a combination thereof should be identified to meet identified requirements and addressed in the maintenance and operations plan.

**Question 11:** Can you give us a sense of consultant's responsibility or expectations in terms of the community outreach?

**Answer:** There would be a series of meetings that would be necessary for the consultant team or their sub-consultants to attend. There will be night meetings, as well as weekend meetings. The consultant is to work closely with and take direction from the City Team regarding the messaging to the community and this will be done through a series of stakeholder meetings, community engagement sessions and task force meetings. The consultants are expected to prepare necessary materials, set up these meetings, and handle the logistics of the meetings, which will include scheduling the venue and producing all materials to be used at these meetings. The consultants are expected to facilitate all scheduled community engagement meetings/session. ADA compliance is mandatory and translations are to be provided, if needed. Please refer to the RFP for a full description of the consultant team's responsibilities

**Question 12:** You've asked to submit the 254 and 255 forms. Are we okay to submit the 330 forms?

**Answer:** The New York City MWBE requirements forms provided in this solicitation are applicable for this RFP. Substitute forms will not be accepted.

**Question 13:** Do you anticipate the consultant having to go through the process of having the area removed from the FEMA map?

**Answer:** Yes. In order for the community to be compliant with FEMA regulations related to actions in the floodplain, the consultant will complete the FEMA MT-2 application forms package entitled "Application Forms and Instructions for Conditional Letters of Map Revision and Letters of Map Revision." The NYC Project team will submit the application to FEMA and will coordinate any additional data or information requirements to complete the CLOMR process.

**Question 14:** What is the total funding available for construction?

**Answer:** The total award for the project is \$58 million, which includes topographic survey, sounding, geotechnical investigation, preliminary and final design, environmental assessment, permitting, City project management, and construction.