

Project: PW348-71,72,73,74- CM DESIGN/BUILD FOR REPLACEMENT AND UPGRADE OF PETROLEUM STORAGE TANKS, CITYWIDE

PIN: 8502016VP0037-40P

Date: May 24, 2016

Time: 2:00PM

To: All Attendees

From: Keesha Smartt

MINUTES OF May 24, 2016 PRE-PROPOSAL CONFERENCE

Department of Design and Construction Attendees:

Afsar Samani, Deputy Director, Public Buildings
Jerry Aliberti, Deputy Program Director, Public Buildings
Stephen Malusa, Deputy Agency Chief Contracting Officer, Professional Contracts
Jue Zhang, Supervision, Professional Contracts ACCO
Keesha Smartt, Contract Manager, Professional Contracts ACCO
Donna Pope, Director, PLA and Labor Hiring
Jinguo Zhang, Deputy Director of Diversity and Industry Relations

General

The purpose of this meeting was to highlight contract requirements for PW348-71 thru 74, including M/WBE and HIRENYC requirements, and to address any questions or concerns from potential bidders associated with the above-referenced contracts.

1. Jerry Aliberti, Deputy Program Director, DDC Transportation Unit, opened the meeting by introducing all of the DDC units and corresponding representatives present, then, a brief overview of the contracts was given.
 - There are 4 multi-agency (NYPD, FDNY, DOT, Sanitation and Parks), multi-scope, and multi-site contracts that are borough-based.
 - i. Contract PW348-71 will have sites in Manhattan
 - ii. Contract PW348-72 will have sites in Bronx
 - iii. Contract PW348-73 will have sites in Queens
 - iv. Contract PW348-74 will have sites in Brooklyn & Staten Island
 - The contracts are for CM Design/Build services for the upgrading, replacement or

decommissioning of Petroleum Product Storage Tanks (these include motor vehicle fuel tanks, heating oil tanks, waste oil tanks, emergency generator tanks and possible incidental remediation of petroleum products).

- i. DDC does not anticipate any major petroleum remediation work under these contracts, however, some investigation (soil analysis and drilling) will be required in preparation for the closure reports.
- There will be approximately 25-50 sites per contract, but the list has not been finalized yet (sites may be added during the contract period).
 - As expressed in the recent addendum, the contracts will be awarded based on the ranking of the proposals. The highest ranking proposal will receive the contract with the highest monetary value and the lowest ranked proposal will receive the contract with the lowest monetary value.
 - The contract values have been preset and are detailed in the RFP, but, these values may fluctuate as the scope of work for each contract is finalized.
 - Each contract contains allowances for various services and expenses, these allowances include CM and Design Staffing, Construction, Additional Services and Miscellaneous Expenses:
 - i. Staffing Expense will be reimbursed thru two multipliers, one for CM and one for Design Consultants.
 - ii. The Professional work covered by the Staffing Allowance and Additional Services involves Pre-design investigations, site surveys, design, construction procurement, construction management, some support services and construction closeout.
 1. CM will be responsible for issuing and managing subcontracts.
 - iii. Additional Services Allowance includes Drilling, Laboratory Services, Ground Penetrating Radar, Surveying, Expediting, Tank Tightness Testing, and Drum or Product Disposal, on an as needed basis.
 - iv. Miscellaneous Expenses which include printing of contract documents and reports and mailing expenses (express mail only).
 - Performance Bonds for construction subcontractors on these contracts will not be required.
 - Please pay special attention to Exhibits B, D and E in the contract portion of the RFP. These cover the requirements for design and CM personnel, requirements for project offices and safety requirements, all of which are strictly monitored and enforced by the DDC.
 - Selected Proposers should be fully proficient and knowledgeable of all City, State and Federal Petroleum Bulk Storage codes and regulations.
 - Construction Manager and Design Consultant are expected to establish positive working relationships with the city agencies involved.
 - The M/WBE goal for these contracts is 5% of the entire contract value, unless a waiver is submitted as per the RFP requirements.
 - Evaluations of the proposals are expected to be completed within 4 to 6 weeks of the submission deadline.
 - Please adhere to the requirements as set forth in the RFP. This is a quality based section process, not quantity.

- After this meeting, please direct all inquiries to DDC'S ACCO and not to anyone in the Transportation Program Unit.
2. Donna Pope, Director, ACCO, briefly discussed the HIRENYC program and contractual requirements related to this program.
 - The HIRENYC program is a new program that started October 2015. It is a partnership between the City, employers and jobseekers to leverage the City's purchasing power to connect low-income and underserved New Yorkers to employment opportunities.
 - The consultant has to enroll with the HireNYC portal within 30 days after contract registration.
 - As entry to mid-level positions open throughout the course of the project, it is the consultants's responsibility to update the HireNYC portal with any hiring needs.
 3. Jin Zhang, Deputy Director, Office of Diversity and Industry Relations, briefly discussed the M/WBE contractual procedures and requirements.
 - M/WBE encourages the participation of minorities and women in construction services.
 - The M/WBE participation goal for each of these projects is 5%.
 - 5% of the total contracted amount of each project is dedicated to M/WBEs
 4. Keesha Smartt, Contract Manager, ACCO, briefly discussed the proposal submission requirements.
 - The deadline for submitting proposals is Wednesday June 8th.
 - The proposals must be submitted by mail. Please note that the Building entrance is on 30th Place, not Thomson Ave. If the package is delivered to the wrong entrance, we may not get to us in time to be considered.
 - The last day for submitting inquiries in writing is Wednesday June 1st. Send them to SmarttKe@ddc.nyc.gov.
 - There has been one addendum of the RFP so far. A signed copy of the Addendum and the Addendum Acknowledgement (Attachment 5) must be submitted with the proposal in order for it to be accepted. Please note that these papers must be submitted for each addendum that is posted.
 - The Proposal Package should contain:
 - i. Technical Proposal: 1 original and 4 copies
 - ii. Schedule B (Attachment 7): one original in a separate sealed envelope, clearly labeled
 - iii. Doing Business Date Form: one original in a separate sealed envelope, clearly labeled
 - iv. Fee Proposal: one original in a separate sealed envelope, clearly labeled (read Section 5 on page 13 of the RFP for the general fee rundown and subcontractor recruiting information in Section 6).

The following is a summation of questions and answer from the conference

Q1: You mentioned there will be no performance bonds, but, will there be payment bonds?

A1: There will be no performance bond required however the contracts will require payment bonds.

Q2: Are joint ventures permitted?

A2: Yes. The joint venture must be formed as a separate legal entity at the time of award.

Q3: Is the construction portion of the contact still a part of the Prime's responsibility and if so, is the Prime required to have a construction license?

A3: The tank installer contractor must have a certificate of fitness license from FDNY.

Q4: Is construction and permits included in the CM's responsibilities?

A4: Yes

Q5: Is remediation included and is the CM responsible?

A5: Remediation work may be added if it is small scale, but it is not covered in the general scope of these contracts. There are separate contracts specifically for remediation work.

Q6: Who are the incumbents?

A6: URS and LIRO

Q7: Do the contracts overlap or are they limited to each borough?

A7: The contracts are each limited to a specific borough.

Q8: Is the CM responsible for acquiring permits or are permits limited in each bid?

A8: Yes, acquiring permits is the CM's responsibility.

Q9: How do we determine what qualifies as additional services?

A9: Work outside of the scope of construction qualifies as additional services.

Q10: How many tanks will there be per site?

A10: We are anticipating 1 to 5 tanks per site.

Q11. Will the majority of the sites require repair, replacements or does it vary?

A11: The majority of the sites are Replacements. We are working with public funds so we want the changes that we make to last and newer tanks will have a longer shelf life.

Q12: Is sump replacement expected?

A12: Sumps will be replaced as part of the tank system replacement.

Q13: How does the M/WBE participation plans work in the proposal process, is it one plan submitted for all contracts?

A13: The M/WBE participation should be 5% of the contract, but the contracts each have different scopes of work and values, so, each has to have a different level of M/WBE involvement. Submit all plans together and label each one clearly.

Q14: Will SF330 be accepted?

A14: The Program Unit is requesting forms 254 and 255 forms.

Q15: When does the awarded contract start?

A15: At kickoff.

Q16: When is the expected kickoff time?

A16: Project Kick-off is anticipated by the end of the year. ACCO is recommending all perspective bidders to update their Vendex forms in order to avoid delays during the contract procurement time.

Q17: Will the projects be funded by kickoff?

A17: At least partially funded.

Q18: Can one proposer be awarded multiple contracts?

A18: No, one CM contract per award. There is no limit on the amount of design subcontracts that can be granted and it is possible for a proposer to receive one or more design subcontracts in addition to a CM contract.