

Project: HWHARPER, CM/DESIGN/BUILD for the Reconstruction of Harper Street Asphalt Plant
Borough of Queens

PIN: 8502016TR0003P

Date: September 21, 2016

Time: 2:00 PM

To: All Attendees

From: Nadira Kayharry

MINUTES OF SEPTEMBER 21, 2016 PRE-PROPOSAL CONFERENCE

Attendees:

Department of Transportation (DOT)

Mr. Galileo Orlando – Deputy Commissioner

Department of Design and Construction (DDC)

Afsar Samani - Program Director

Amber Ahmad - Junior Project Manager

Nadira Kayharry - Contract Manager

Jinguo Zhang - Deputy Director - Office of Diversity and Industry Relations (M/WBE)

Donna Pope – Director – PLA and Labor Hiring

A complete list of the meeting attendees has been posted on DDC's Website.

General:

On September 21, 2016 at 2:00 PM a Pre-Proposal Conference was held at the Harper Street Asphalt Plant located at 30-01 Harper Street, Flushing, NY 11372 for CM/Design/Build for Reconstruction of Harper Street Asphalt Plant (Project ID: HWHARPER).

Ms. Afsar Samani, Program Director (DDC), introduced the project to the attendees. She emphasized the importance of a highly aggressive schedule due to time constraints for DOT's resurfacing operations. The CM/Design consultant team must be able to provide design services as well as procuring the asphalt plant equipment and construction subcontractors in order to deliver the project schedule with no delay.

She also mentioned that project filing is essential to the successful completion of the project. All governing agencies that have jurisdiction over permitting must be engaged early on in order to facilitate the permitting process. These governing agencies include NYC Department of Small Business Services (SBS), NYC Fire Department (FDNY), NYC Department of Buildings (DOB), NYC Department of Environmental Protection (DEP), NYS Department of Environmental Conservation (DEC) and U.S. Army Corps of Engineers (USACE). The project must be filed with NYCSBS as a single project with a manufacturing occupancy and therefore, does not require LL86. However, the office and lab will be subject to NYCECC version 2016.

Mr. Galileo Orlando, Deputy Commissioner (DOT), communicated that almost all resurfacing of the City's streets are performed by DOT in house forces and that the Harper Street Asphalt Plant is crucial in supporting this operation. He stressed the importance of completing the project in a timely manner which is the reason for selecting a CM/Design/Build contract. There are a number of site improvements that need to be done as well as the addition of modular units to support onsite personnel. DOT also expressed the need for a state-of-the-art plant that will allow them to utilize innovative production methods such as increasing the production of recycled content.

Ms. Nadira Kayharry gave an overview for submitting the proposals, referencing the key requirements addressed in the Request for Proposals (RFP).

- Submission Deadline is on Friday, October 7, 2016 by 4:00pm.
- DDC Entrance is on 30th Place, not Thomson Avenue
- Inquires must be requested in writing or by e-mail, no later than three days after this pre-proposal meeting. Last day to Submit Questions was September 26, 2016
- All Addenda shall become a part of the requirements of this RFP. Please sign and return Attachment 5 with your proposal.
- Proposal Package Contents :
Three separate packages will be required for submission:
 1. Technical Proposal (1 original and 4 copies)
 2. Schedule B: MWBE Utilization Plan (Attachment 8)-1 original
 3. Doing Business Data Form (Attachment 9)-1 originalClearly label the package as "Technical Proposal", "Schedule B: MWBE Utilization Plan" and "Doing Business Data Form".
- Proposal Evaluation Criteria (RFP-21) -The project submitted will be evaluated based on the following criteria:

a. Experience of CM Design/Build Firm and Subcontractors	(Weight 30%)
b. Project Team	(Weight 30%)
c. Technical Approach (Methodology)	(Weight 20%)
d. CM Design/Build Firm's Capability	(Weight 20%)
- General Information to Proposers: Proposers are advised to read the entire section in the proposal.

- Subcontractor Reporting (RFP- 51, Attachment 11)

As of March 2013 the City has implemented a new web based subcontractor reporting system through the City's Payee Information Portal (PIP), available at www.nyc.gov/pip.

Ms. Jinguo Zhang stated the M/WBE participation goal for this contract is 15%, and the percentage applies to the total final contract value. Please read through the instructions on the Schedule B form and fill it out.

Ms. Donna Pope provided an overview of the city's new Program, HireNYC: Goods and Services which is part of the Mayor's larger HireNYC program. The program provides free, high quality recruitment services to employers and high-quality employment services to jobseekers. Vendors work with Workforce 1, a free employment services within the NYC Department of Small Business Services, to find qualified candidates to fill openings across their companies. Some of the requirements of the program discussed were:

- Enrollment with the HireNYC Portal website within thirty (30) days after registration of the contract
- Providing information at the HireNYC Portal website on all entry to mid-level job opportunities arising from a contract that will be performed in the City;
- Interviewing qualified candidates sourced from the Department of Small Business Services Workforce 1 for those opportunities;
- Providing feedback to Workforce 1 related to referred candidates that were interviewed and employment information related to referred candidates that were hired; and
- Certifying if no applicable employment opportunity related to a contract arose.

Questions that were asked during the Pre-Proposal Conference and in writing by September 26, 2016 will be answered via addendum.

Pre-proposal meeting adjourned at 2:37 PM.

