MINUTES OF JANUARY 4, 2017 PRE-PROPOSAL CONFERENCE

Agency Attendees:
Hemwattie Roopnarine, Supervisor, Professional Contracts, ACCO, DDC
Jinguo Zhang, Deputy Director, Office of Diversity and Industry Relations, DDC
John Ziedonis, AIA: Deputy Program Director, Public Buildings, Sanitation Program Unit, DDC
Nicole Hoppenworth, Senior Project Manager, Public Buildings, Sanitation Program Unit, DDC
Bo Kim, Administrative Project Manager, DSNY

General

The purpose of this meeting was to present an overview of the New Staten Island 1 & 3 Garage and Rehabilitation of the Borough Repair Shop Facility project to prospective design team members and provide an opportunity to address any questions related to the Request for Proposal (RFP).

Nicole Hoppenworth provided an introduction and discussed the following with regard to the project:

- Site Context:
  - The site is located at the intersection of Muldoon Avenue and West Service Road within the boundaries of Freshkills Park, currently under development.
  - Freshkills Park will contain five main areas including West Park west of our site, on the other side of Muldoon Ave. West Park includes the park’s largest mound and is the proposed location for a September 11 monument and this location has clear sightlines both to Lower Manhattan and our site.

- Existing Site:
  - The site includes the existing District 3 Garage, the Borough Repair Shop, surface parking for sanitation trucks and DSNY personnel, plow storage, household special waste drop-off site and salt storage.

- Scope of Work:
  - Construction of a new garage to serve both Staten Island Districts 1 & 3 (District 1 will be
relocated to the site after construction of the new garage is completed).

- The Borough Repair Shop will expand into the former Staten Island 3 Garage space. Systems and equipment will be replaced throughout both spaces. Limited roof and HVAC replacement will take place under a separate contract, and the remainder of roof replacement and HVAC work will take place under this project.

- Six (6) additional acres of land were reclaimed from the landfill increasing the site area to over thirteen (13) acres.

- New grading and drainage
- New surface parking for DSNY vehicles and employee vehicles
- New outdoor fueling station
- New household waste drop-off
- New salt storage covered structure
- New sanitary line to connect to the DEP sewer system
- Phasing:
  - Personnel and equipment will continue to operate from the existing Staten Island District 3 Garage and Borough Repair Shop until completion of the new garage.
  - Vehicle maintenance and repair will continue to function from the Borough Repair Shop throughout construction.

- The Project will need to address DDC's four (4) Overarching Concepts: Equity, Sustainability, Resiliency, and Healthy Living.

Pre-Proposal Walk Through
- Walk through scheduled for the following day: 1/5/2017

Hemwattie Roopnarine, Supervisor of Professional Contracts, gave an overview of the Request for Proposals (RFP).

- Submission Deadline was on January 30, 2017 by 4:00pm.
- DDC Entrance is on 30th Place, not Thomson Avenue.
- All inquiries must be requested in writing or by e-mail to the Contract Manager, Hemwattie Roopnarine, no later than one week prior to the submission date.
- 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.
- Six separate packages will be required for submission:
  - Portfolio (1 original and five copies)
  - Technical Proposal (1 original and 5 copies),
  - One electronic version of the Portfolio and Technical Proposal 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 Utilization Plan (Attachment 7)
  - Doing Business Data Form (Attachment 8)
  - Fee Proposal (Attachment 4)
- Proposal will be evaluated in four criteria:
  - Design Quality, Creativity, and Site Relationship (Weight 15%)
  - Constructability, Innovative Use of Materials, Systems, and Construction (Weight 15%)
  - Key Personnel (Weight 30%)
  - Technical Approval (Weight 40%)
- Proposers are advised to read the entire section of the General Information to Proposer, Section IV of the RFP.
- 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.
- Minutes of the Pre-Proposal Conference and Attendance Sheet will be posted on our website.
Jinguo Zhang discussed the following with regard to the project:

- The contract has a 12% M/WBE participation requirement, and this is to apply on the entire contract value.
- The M/WBE requirement can be reached by M/WBE prime, M/WBE JV, and M/WBE subcontractor(s)
- Schedule B form must be filled out to indicate how a bidder is going to meet the M/WBE requirement: the areas of M/WBE subcontracting. Company names don’t have to be specified at this time.

Questions that were asked during the Pre-Proposal Conference will be answered via Addendum.
HireNYC: Goods and Services

What is HireNYC: Goods and Services?
- HireNYC: Goods and Services is part of the Mayor’s larger HireNYC program, announced in One New York: The Plan for a Strong and Just City and Career Pathways: One City Working Together. 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.
- HireNYC: Goods and Services is a hiring process that requires businesses that contract with the City to share entry and mid-level positions with the City, and interview the qualified candidates that the City refers.
- It provides free, high quality recruitment services to employers and high-quality employment services to jobseekers.
- Contractors work with Workforce1, a free employment service within the Department of Small Business Services, to find qualified candidates to fill openings across their organization.

What Contracts Qualify Under HireNYC: Goods and Services?
- HireNYC: Goods and Services requirements will apply to contracts for all goods and services as well as construction valued at $1 million or above.
- For construction contracts, the requirements will only apply to non-trade positions such as office personnel associated with construction projects that the City procures.
- The requirements apply to Human Services contracts that do not contain the Public Assistance Hiring Commitment Rider.
- Contracts not subject to HireNYC: Goods and Services include, but are not limited, to the following:
  - Human services contracts that contain the Public Assistance Hiring Commitment Rider. Those contractors will participate in HireNYC: Human Services.
  - Emergency procurements.

How does HireNYC: Goods and Services Work?
- HireNYC: Goods and Services will require qualifying contractors to:
  - Enroll with the HireNYC Portal within 30 days of the contract’s registration in order to attest to upcoming hiring needs;
  - Share information about the entry and mid-level open positions associated with the contract that will be performed in the City;
  - Interview the qualified candidates referred by the City; and
  - Report on the individuals interviewed and hired.
- The Contractor is required to share openings for entry and mid-level positions, which require no
more than an Associate’s Degree, as defined by the New York State Department of Labor.
• The Department of Small Business Services’ Workforce1 system will work with the employer to
  develop a recruitment plan that aligns with specific hiring needs and processes.

What are the Penalties for non-compliance with HireNYC: Goods and Services?
• While HireNYC: Goods and Services does not require an employer to hire the specific candidates
  that the City has referred, it does require that employers comply with the City’s process of
  engagement, and make a good faith effort to hire the qualified candidates referred by the City.
• Compliance will be based on:
  • Registering with the HireNYC portal within 30 days of contract commencement, and attesting to
  hiring needs.
  • Sharing all entry to mid-level job positions with the City.
  • Interviewing qualified candidates.

Liquidated damages of up to $2,500 will be assessed for not registering with the system in a timely
manner, withholding job openings from the City, or failing to interview qualified candidates. All
other breaches could lead to assessment of $500 in liquidated damages and continued failure may
lead to the City holding the Contractor in default of the contract.

Where can I go for more information?
• To determine whether your contract is subject to the HireNYC requirements, make sure to review
  your contract carefully. If you have additional questions about your contract, ask the contract
  agency officer you regularly consult with.

• For additional information about the HireNYC portal, email HireNYCSupport@sbs.nyc.gov.

For information about the HireNYC program, please contact Ms. Donna Pope, Director, PLA & Labor
Hiring at Poped@ddc.nyc.gov or at 718-391-1556.