



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

DAVID J. BURNEY, AIA
Commissioner

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Deputy Commissioner
Infrastructure

YUN POY (DINO) NG, P.E.
Assistant Commissioner
Infrastructure
Design II

Project: Eight Engineering Design and Related Services Requirements Contract, Citywide
Date: Tuesday, April 8, 2008
Time: 2:00pm
To: All Attendees
From: Ali Mallick

Pre-Proposal Conference April 08, 2008 Minutes

Attendees:

Assistant Commissioner Dino, Ng – DDC
 Deputy Assistant Commissioner Ali Mallick – DDC
 Director, Bob Pour-Azar – DDC
 Donna Pope-DDC
 Jim Cerasoli – DDC
 Carlo Di Fava - DDC

Cessou Bernard - DDC
 Marian Chen- DDC
 Ming Wong - DDC
 Cadely Marie - DDC
 Yui Tsan Tong - DDC
 Mohsen Zargarelah – DDC

NAME	FIRM	PHONE
Sue Bayut	EnTech Engineering	646-722-0000
Rhonda Cardone	Dewberry	212-685-0900
Raffi Asatoorian	Urban Engineers of NY	212-736-9100
Mike Wetherall	Urban Engineers of NY	212-736-9100
Martin Hartmann	STV Inc	212-614-3316
Fred Hassel	Gannett Fleming Engineers & Architects, P.C.	212-967-9833
Mahendra Patel	SJM Engineering	212-840-9044
Kim P. Law	LS Engineering	973-588-3122
Kim Toscano	Toscano Clements Taylor	631-392-1400
Pasquale Tulino	HDR	212-542-6103
Jae Ahn	Ehrenkrantz, Eckstut & Kuhn Architects	212-353-0400
Dan Colangione	AKRF Engineering P.C.	646-388-9734
Ignacio Garcia, Jr.	HM White Site Architects	212-868-9411

NAME	FIRM	PHONE
Darya Cowan	Philip Habib & Associates	212-929-5656
Daniel Warren	Baker Engineering	914-333-5361
Leonard Finn	Langan Engineering & Environmental Services	212-479-5429
Steven Eget, P.E.	Weston Salvations of New York, Inc.	732-417-5829
Jean Albert	URS	212-868-6739
David Moyer	Parsons	212-266-8513
Ten Fenrani	URS	212-330-1974
Peg Neville-Shauley	Brinkerhoff Environmental	732-223-2225
John Emilius	GEOD Corporation	973-697-2122
Parkesh Sarwal	Gandhi Engineering	212-349-2900
Kirti Gandhi	Gandhi Engineering	212-349-2900
Ray Schaeffer	FST Engineers	212-233-0011
Paul Ersboll	Bohler Engineering	631-738-1200
Shailesh Naik	Charles Manganaro Consulting Engineers	914-769-0000
Diego Morales	CMX Engineering	914-686-1000
Michael Kwaschyn	LiRo Engineers, Inc	516-214-8177
Orlando Miguel	Dewberry	212-685-0900
Richard Hallahan	HAKS	212-747-1997
Walter Zimmerman	HAKS	212-747-1997
Delroy Bent	Tectonic Engineering	718-391-9200
Al Majlesi	STV Inc.	212-614-3404
James Quinn	Weidlinger Associates	212-367-2853
Michael Hershey	Hardesty & Hanover	212-944-1150
Diego Alaimo	KS Engineers	212-616-0000
Christine Gayron	Debruin Geomatics	516-579-3111
Antonio Mirabal	CSA Group	212-677-0776
Paul Brlieck	Urbitran Associates	212-763-4568
Linda Reardon	The RBA Group	212-741-8090

DDC's Assistant Commissioner Dino Ng provided introductions and welcoming remarks and provided an overview of the RFP process. Eight firms would be short listed based on technical qualifications. Each short listed firm will be asked to provide an all inclusive hourly rate for all titles listed in the RFP and a percent of an annual increase for a three year escalation. The hourly rates will be negotiated based on actual hourly rate and overhead costs. There will be no escalation for the first three years of the contract. The escalation factor will be negotiated and included in the all inclusive hourly rate. After successful negotiation, eight firms will be recommended for award and registration. For a specific Project, the Department will issue a mini RFP to all eight firms. All eight firms must respond to the RFP. If a firm chooses not to respond to a particular mini RFP, they must send a letter stating so with a reason. The mini RFP will be evaluated by a selection committee panel and a cost negotiation will be done with the highest technical rank firm only. The negotiation will be based on the already agreed and negotiated all inclusive hourly rates. In most cases, the total hours for a particular project will be converted to a lump sum fee and task order written and processed. If the scope of the work cannot be quantified, the task order or portion of the task order will be based on time card basis. These will be citywide contracts. The term of each contract is

\$5M and 3 years. There is also a provision of an additional \$2 million for a renewal of the contract for one year. Assistant Commissioner Dino Ng also advised of the new requirements, some of which include: The use of Sustainable Design where possible, electronic archiving, scheduling and progress reporting (it is a pay item and deductions will be made for not complying) and 3-D format topographic survey.

Jim Cerasoli and Donna Pope discussed the M/WBE requirements. All prospective consultants must complete and submit the attachment for the M/WBE requirement with the proposal. If the form is not filled out correctly the particular firm will be considered non responsive and will be disqualified. All firms were encouraged to call the OCO (Office of Contract Opportunity) office to get further direction in filling out this form. In general it is a \$5M contract. 5% of that or a total of \$250,000 has been estimated to be subcontracted. DDC has assigned a participation goal of 70% of the 5% comprising of the various ethnicity as an M/WBE goal.

The following is a summation of questions and answers from the conference.

Question: On the attachment for titles, Mechanical Engineer has been specified, what tasks are anticipated for this title?

Answer: We are not sure. We have tried to include all possible titles that might be used and the tasks will be determined as needed.

Question: Will the All inclusive hourly rate be subject to audit after the completion of the contract?

Answer: The all inclusive hourly rates include the actual rate and the overhead/profit and is based on backup materials provided by the consultant during the negotiation process. The agency reserves the right to audit these materials.

Question: Do you need 255 for the prime and the sub consultants?

Answer: Yes, 255's are needed for the project team.

Question: Do you need resumes for all the project team members?

Answer: We need resumes of key project staff only.

Question: Do you need three specific projects from the prime as well as for each sub consultants?

Answer: We need three specific projects of the project team. It could be from the prime consultant, sub consultant or a combination of both.

Question: Do you have enough work for 8 consultants and \$5M each?

Answer: We have work in the pipeline but the total amount cannot be determined at this time.

Question: Geotechnical work and subsurface exploration will be two separate tasks. Should we include both?

Answer: Yes for Geotechnical work. For actual boring work you can identify a sub contractor now or follow the DDC's procedure for selection of a qualified vendor during the task order process. (get three quotes)

Question: In the work load sheet for design and Support Services under preliminary design, final design and total design, should we include all street/highway work or all work with each and every agency in the country.

Answer: There are two work load sheets: One has to do with NYCDDC and NYCDOT work load and the other with other City and State agencies. List the work load accordingly.

Question: Is the 70% ethnicity and gender participation part of the 5% subcontract goal?

Answer: The MWBE Participation Goal of 70% is a portion the 5% Target Subcontracting Percentage, essentially a percent of a percent.

Question: Does the * apply to this RFP? It appears to indicate that individual ethnicity and gender goals are not specified (it appears that they are specified with specific percentages for Black American 30%, Hispanic American 20%, and Caucasian Female 20%)? Please clarify.

Answer: The inclusion of the asterisk was an error that is being addressed in a forthcoming addendum; There are specific MWBE Participation Goals, as you noted.

Question: If the breakdown of percentages do not apply, can we chose 1 firm of any ethnicity or gender to fulfill the 70% or do we need to include in our team Black American, Hispanic American, and Causation Female certified firms.

Answer: In this case percentages do apply to the ethnicities as per the Agency Target Page.