



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

PROJECT: Pre-Proposal Conference – RQ_A&E, V.C.P.,
Requirements Contracts for Building Envelope Design,
Engineering and Construction Related Services
PIN: 8502008VP0009P, 8502008VP0010P

DATE: Monday, April 21, 2008

TIME: 10:00 AM – 11:00 AM

TO: All Attendees

FROM: Carol Phoenix

Pre-Proposal Conference April 21, 2008

Minutes

Attendees:

Carol Phoenix – DDC/ACCO
Alan Baily – DDC/A&E
Fran Wnuk – DDC/A&E

M. Intl Engineering – Nico Massand – 718-464-3300
Thornton Tomasetti – Elizabeth Lyon – 917-661-7800
Dattner Architects – John Woelfling – 212-247-2660
RBA Group – Trevor Phillips – 973-946-5600 Ext 5680
Dagher Engineering – Richard Pearson – 212-480-2591
Redtop Architects – Laura Knight-Keating – 212-274-0770
Maitra Associates, PC – Dave Ridgeway – 732-868-1313
DF Gibson Architects – Michael McCann – 212-400-6210
Nelson – Gustavo Forita – 212-643-1100
HAKS Engineers & Architects – Haris Kahn, Howard Kronland – 212-747-1997
Gandhi Consulting Engineers & Architects – Richard Metzner – 212-349-2900 Ext 113
Afridi Associates – Shehzad Khan – 631-465-0786
Ivan Brice Architecture - Ivan Brice – 212-274-0056
Omni Architects – Leila Vujosevic – 212-594-6230



Leeser Architecture – Jacqueline Pezzillo – 718-643-6656 Ext 10
Superstructures Engineers and Architects – David Golab – 212-505-1133
Chu and Gassman – Jim Coyle – 734-474-1449
Barbara Thayer Associates – Patrick Weaver – 516-364-0660
Field Associates PC – Patrick Noel – 516-378-2794
Roof Maintenance Systems – Bill Tipton, Bob Martin – 732-938-7373
Simpson Gumpertz & Heger – Marjorie Lynch – 212-271-6949
CSA Group – Francisco Ruela, Antonio Mirabal – 212-677-0776
WASA Architects – Carl Rothbart – 212-420-1160
Sen Architects LLP – Jorge Yafar – 212-604-9522
Fletcher Thompson – Robert Wildermoth – 212-695-4767
BL Companies Architecture and Engineering – Maria I. Wilpon – 646-341-1702
HOK – Liz Royzman, Sharon Paculor – 212-981-3757
Hoffman Architects – Craig Hargrove – 212-789-9915
H2M – Tony Fisher – 631-756-8000 Ext 1500
Nelligan White Architects – Jordan Rogoff, Bruce Nelligan, Jake Lachapelle – 212-675-0500
Hirani Engineering – Shahnaz Ray – 516-248-1010
Lakhani & Jordan Engineers PC – Paul Montero – 212-338-9020
Ammann & Whitney – Andy Sander – 212-492-5141
Earth Tech – Stephen Rosenthal – 212-798-8659

GENERAL

The purpose of this meeting is to explain and clarify the RFP and contract for the Building Envelope Design Requirements Contract.

Carol Phoenix opened the meeting. All questions are to be e-mailed directly to Carol. The deadline for submitting questions is no later than one week prior to proposal submission date of 5/5/08. Questions and answers resulting from the conference and attendees list will be posted on DDC’s website.

Alan Baily, Contract Administrator, gave a brief overview of the scope of the project. He stated that the project is for building envelope; facade and roof work.

The meeting was opened for questions and answers:

- 1. Q: Is there a reason why there are two contracts set up?
A: By experience, DDC likes to have 2 contracts to split the work up so one consultant does not become overloaded.



2. Q: Contract 1 is for Library, Cultural, and Transportation program units. Contract 2 is for Police, Fire, Courts program units. Is this how they are going to break this down?
A: Yes, how the contracts are described by program unit is the way the work will be distributed.
3. Q: Can you submit a proposal for both?
A: Yes, you can submit a proposal for both.
4. Q: Is there a preference for 1 or 2 contract. Can we submit for both?
A: Yes, you can submit for each contract but it must be done with separate submissions. Each contract has a separate PIN #.
5. Q: Are there any M/WBE requirements?
A: No, there are no M/WBE requirements.
6. Q: In the contract there was reference made to holding tanks, bathrooms, water closets. Isn't this for façade work?
A: The holding tank reference concerns structures on the roof, and we expect that this can be handled through the required structural subconsultant. The only reference to bathrooms that I could find concerned EPP laws that would generally apply to any work.
7. Q: Under Exhibit E – plumbing design services. Will this relate to roofing or interior?
A: This would typically be related to roof and façade drainage issues. This may have a relation to interior such as internal drains and the connections to wider systems.
8. Q: Do we deal with HazMat issues?
A: No, you do not deal with HazMat issues
9. Q: Will there be any LL11 reports?
A: Potentially, but not very often.
10. Q: Article 22 states that consultant is responsible for all losses. Could you explain this?
A: The article stands as it is written as part of the contract.
11. Q: Is this contract for all city buildings in all five boroughs?
A: Yes, it will cover all 5 boroughs.
12. Q: How many short listed firms will there be?
A: None. One winner shall be chosen in one evaluation.
13. Q: What types of Transportation projects will there be?
A: Parking garages and typical buildings related to DOT facilities.
14. Q: The RFP mentions a material conservation specialist? What are you looking for?



A: This would typically involve historic preservation work. An example would involve repairing masonry on a Landmarked building.

15. Q: Will there be anything regarding the Landmarks Commission?

A: Yes, there will be.

16. Q: Do you expect us to do the estimates?

A: Yes, as part of the deliverables as defined by the Design Guide.

17. Q: Are these estimates based on unit prices?

A: These estimates are prepared by the consultant. DDC does not provide prices.

18. Q: How many site visits for a project?

A: Typically, there is a formal initial site visit with representatives from DDC. There are times when the initial scope of work is provided by DDC and other times when the scope is developed by the consultant.

19. Q: During inspection, if there is rigging, who would provide the rigging?

A: It depends upon the situation. The consultant would be expected to put the rigging in the documents as part of the design of repair as it is bid out. If it is relative to probes, it would be included in the probe package and the whole package would have to receive at least three bids.

20. Q: Do we submit the fee proposal?

A: Only the top ranked firm will be required to submit the fee proposal.

21. Q: Exhibit F requires unit prices for scaffolding. How will this numbers affect the award?

A: This procurement is accomplished through a Quality Based Selection. The winner is chosen through a technical evaluation and after the selection the fees are discussed.

22. Q: Will any work be for new construction?

A: No, the work will be for renovation or mostly repair work.

23. Q: Where do we send additional questions to?

A: Email or call Carol Phoenix and those questions will be posted on the website. Deadline for questions will be no later that one week before proposal due date of 5/5/08. Be sure to submit your Doing Business Data Form in a separate envelope.

24. Q: Are there any addendums to this RFP?

A: No, not at this time.

25. Q: When will work begin for this contract?

A: About 4 to 5 months after the due date of the proposal that is 5/5/08.