



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

PROJECT: JATC, Consultant for Architectural, Engineering Design and Services During Construction for James A. Thomas Center, Reconstruction Phase II, Rikers Island
PIN: 8502008CR0017P

DATE: July 11, 2008

TIME: 9:30 AM

TO: All Attendees

FROM: Belkis Palacios

Minutes of July 11, 2008 Pre-Proposal Conference

Attendees:

Belkis Palacios	DDC 718-391-1866	Donna Pope	DDC 718-391-1556
James Cerasoli	DDC 718-391-1549	Robert Maruca	DOC 212-266-1317
J. Ruggiero	DOC 212-266-1884	Jung Shin	DOC 212-266-1765
Alexander Brafman	DDC 718-391-1122	Bela Grossman	DDC 718-391-1112
S. George	DOC 212-546-1175	A. Velez	CMU 718-546-2804
Uwe Taubert	DOC 212-266-1762	Jim Lawler	DDC 718-391-1233
R. Botherton	DDC 718-391-1243	F. Kugler	DDC 718-391-1584
Victor Vazquez	DOC 212-546-1110		

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James Lawler, Program Director of Correction Program Unit provided introduction and welcoming remarks. DOC's Assistant Commissioner Joseph Ruggiero briefly described the rationale for this project. James Cerasoli and Donna Pope explained MWBE requirements. DDC's Professional Contract representative Belkis Palacios identified herself as the point –of–contact for this RFP, explained one stage proposal format. DDC's Senior Design Liaison Richard Brotherton explained quality based selection, main points of Projects Objectives, outlined history of the facility. During the proceedings, it was announced that an addendum to the contract will be issued, including minutes of the conference and the sign-in sheet.

The following are questions and answers from the conference:

1. Q. From the RFP, we know that it is required that Architectural Consultants submit three different schemes with associates costs. However, do DOC and DDC think there will be architectural modifications other than addition of new lighting, window, roofing replacement and those required to make the facility code compliant, since the RFP states, "The consultant shall incorporate portions or whole components of the existing facility's uses and spaces without significant change as determined by DOC and DDC"?

A. The scope of any necessary significant change to the building's functioning and architectural form shall be determined by the DOC and DDC as a result of the investigation, findings and recommendations of the consultant in the pre-preliminary design phase.

2. Q. Do DOC and DDC anticipate the reconfiguring of the cell blocks (3rd tier notwithstanding)?

A. While DOC and DDC do not presently anticipate reconfiguration of the cell blocks, this is a matter for examination in the pre-preliminary design phase.



3. Q. Will there be as-built drawings provided?
- A. All information from Phase 1 will be made available to the selected consultant.
4. Q. Is it intended to bring the building up to current standards of security controls, locks, surveillance, etc.?
- A. That will be discussed as the design progresses.
5. Q. JATC is a 3-tier facility. Is it the intent to use the third tier in the design?
- A. The intent is to use the first 2 tiers for inmate housing. The best utilization of the third tier will be determined upon conclusion of the pre-preliminary phase based on 3 schemes and the consultant's professional recommendations.

