



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

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DJJ/Health

PROJECT: New Bronx Detention Complex at Hunts Point
PIN: 8502009CR0002P
DATE: February 4, 2009
TIME: 10:00AM
TO: All Attendees
FROM: James Lawler

Minutes of February 4, 2009 Pre-Proposal Conference

Attendees:

James Lawler, Program Director – Corrections/Court Unit
Deputy Commissioner Robert Maruca – DOC
Chief of Staff – Judith LaPook – DOC
Assistant Commissioner Rebecca Clough – DDC
Bela Grossman – DDC
Donna Pope – DDC
Jim Cerasoli – DDC
Tatiana Rezeanu, RA – DDC
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James Lawler, Program Director of Correction Program Unit provided introduction and welcoming remarks. DOC's Assistant Commissioner, Robert Maruca 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 Rebecca Clough explained quality based selection, main points of Projects Objectives, outlined history of the facility, and neighborhood challenges. During the proceedings, it was announced that an addendum to the contract will be issued, including minutes to the conference and the sign-in sheet.

The RFP and addenda are available at DDC's website: <http://ddcftp.nyc.gov/rfpweb/>. Specific questions are to be directed to contract manager at the addresses listed on page RFP-2.

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

- Question: Can both of the 11x17 inch project portfolio sheets be used?
Answer: Present each project on one side of a single 11x17 sheet; including all text. Only one project per each 11x17 sheet of paper, both sides can be used, totaling up to five sheets of paper.
- Question: Should there be one project per page?
Answer: There should be no more than one project per page.
- Question: Should the project portfolio be five pages?
Answer: Provide a portfolio of up to five projects, one project per page.
- Question: Is it more important to show excellence in design, be it solutions or innovative responses to problems, or should the proposal be more specific to Department of Correction requirements?
Answer: Presented projects should be of similar size and type. Proposals should represent the firm's capability to respond to all of the challenges of the project.
- Question: Will the slide presentation be posted on the website?
Answer: It will be available in a format yet to be determined.



Question: Given that you are not recognizing associations and joint ventures for the Stage 1 submittal, should there still be a total of five projects presented?
Answer: The submittal should be up to five projects.

Question: Is there any M/WBE goal for Asian/American participation?
Answer: There is no Asian/American goal for professional contracts. Disparity studies conducted by the Mayor's Office indicate no shortage of Asian/American participation in this area.

Question: Will only those subcontracts of less than one million dollars be counted toward the Subcontractor Utilization Plan?
Answer: Yes they will.

Question: Can there be separate contracts for an MEP sub-consultant for purposes of fulfilling M/WBE goals?
Answer: Yes, as long as there are clear divisions of responsibilities.

Question: Is the MWBE participation goal 60% of the 25% subcontracting percentage?
Answer: Yes, that is correct.

Question: Is the 60% of the 25% to be allotted to 20% Black American, 20% Hispanic American, and 20% Caucasian Female?
Answer: Yes it is.

Question: In Stage 1, to what extent will DDC evaluate the experience of the team?
Answer: Evaluation criteria are listed in the RFP for Stages 1 and 2. The selection committee will evaluate the proposal per the criteria.

Question: Is correction experience a criterion for selection?
Answer: The criteria are listed in the RFP, Section V.

Question: How many firms will be shortlisted?
Answer: There is no established number. It is anticipated the evaluation process will yield a sufficient number of shortlisted firms.

Question: Is there an established time frame between Stage 1 and Stage 2?
Answer: No. The period between stages is purposely undefined to accommodate the indeterminate quantity of Stage 1 proposals.

Question: In Stage 1, can the prime firm demonstrate the experience of an intended sub-consultant?
Answer: Flexibility is allowed in demonstrating the proposed consultant team in Stage 1. Stage 2 proposals will be required to list each intended sub-consultant.



Question: Please elaborate on the separate ULURP process.
Answer: ULURP and CEQR are proceeding simultaneously with the design consultant selection process. It is anticipated ULURP will be at or near conclusion at the commencement of design services.

Question: Does a joint venture proposal need to be established prior to Stage 1 proposal submission?
Answer: No. If a joint venture proposal is selected for contract, required documentation would have to reflect the joint venture entity.

Question: Can a two-firm joint venture present ten representative projects in their Stage 1 proposal?
Answer: No. Stage 1 proposals are limited to five representative projects.

Question: Is a cover letter required with the Stage 1 submission?
Answer: Submission requirements are listed in the RFP, Section IV.

Question: What should a firm propose if it does not have relevant projects and/or LEED experience to include in its Stage 1 proposal?
Answer: Every firm should submit its best possible proposal.

Question: Is it anticipated the existing barge will remain in place after the new jail is constructed?
Answer: No. The barge will remain in operation during construction and will be removed when the new jail is completed.

Question: Will site soil remediation be part of this project?
Answer: Tests are currently being conducted to determine if and to what extent remediation will be required.

Question: What will be the access to the site?
Answer: The existing entrance to the site is adequate to provide separate jail and construction entrances.

Question: Is the road leading to the site a public road?
Answer: No it is not.

Question: Will waterfront structures be part of the design?
Answer: No, with regard to structures. The project will allow space and access for separate waterfront development. The on-going ULURP process will likely clarify the extent of and responsibility for waterfront improvements. For the purpose of submitting Stage 1 proposals, firms should focus on the building and its related site work.



Question: Is a program developed for the project?
Answer: Yes, a detailed program has been developed by the Department of Correction. This program will be given to the chosen consultant at the time of contract.

Question: Will there be further opportunities to ask questions?
Answer: Yes. It is requested that all questions be submitted prior to February 11, 2009, so as to allow sufficient time to respond. DDC will attempt to answer questions received after that date as time allows. Questions will be allowed during the Stage 2 proposal period.

Question: What firm is working on the ULURP process?
Answer: Urbahn Associates.

Question: Will copies of today's sign-in sheet be available?
Answer: Copies will be provided via addendum along with today's questions and answers.

Question: Is the project subject to LOMAR process?
Answer: The on-going ULURP process will determine all applicable requirements.

