



**DAVID J. BURNEY, AIA**  
Commissioner

**DAVID RESNICK, AIA**  
Deputy Commissioner  
Structures

Date: September 26, 2006  
From: Carlo Di Fava  
Contract Manager, ACCO  
To: All Attendees

### **Pre-Proposal Meeting September 26, 2006 Minutes**

**Attendees:**

Charles Cellura - DDC A/C Structures	Dan Cook – The Gordian Group
Kumar Jaisinghani - DDC Structures	Salvatore Randazzo -Kreisler Borg Florman
Carlo Di Fava – DDC ACCO	Jerry Ratner – Emwood Construction
Hemwattie Roopnarine – DDC ACCO	Services
Dennis Greco - Dewol Construction	Diego Alaimo – SCI Engineering
Rajiv Bhakat - Chelsea West Architects	Ken Franken – Stellar Services
Jim Grosso – Facility Planners Group	Nazruli Siddique – NS Engineers, P.C.
Charles Burkins – Davis Langdon	

**Re: Pre-Proposal Conference – Requirements Contract for Job Order Contracting System (JOCS) in Connection with Various Capital Projects at Various sites in all Boroughs**  
**PIN: 8502007VP0001P**

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**Meeting started at 10:05 AM on September 26, 2006 at DDC Conference Room 501**

Charles Cellura and Kumar Jaisinghani gave a brief description of the Project Scope. The floor was then opened up for Questions and Answers.

**Question and Answer**

Question: What is the relationship of the fee structure with regards to the Amount of Construction?

Answer: The fee will be based on Task Orders.

Question: Are the Unit Price Books up to date?



Answer: Yes, they are current.

Question: Referring to RFP page 8, are consultant fees calculated as a percentage of construction work?

Answer: Consultant fees will be based on Task Orders only.

Question: Are consultants visiting the job site?

Answer: No, consultants are not required to visit job sites.

Question: Would a successful consultant be precluded from bidding on other jobs within DDC?

Answer: No, they would only be precluded from bidding on other JOCS work.

Question: Are you asking for specific names of Architects or Engineers?

Answer: No, you should only provide personnel for the JOCS system. You must be able to update and maintain the software for the JOCS system.

Question: How is the software used?

Answer: Each sub-contractor may have the software, may be 2 users per contract.

Question: How often does the database change?

Answer: The database would change only if there is a problem, which would require software change.

Question: Are the unit prices fixed?

Answer: The unit prices are fixed for the term of the contract.

Question: Are each contract stand alone?

Answer: Yes, each contract is a stand-alone contract.

Question: If there are changes to the software, how does it happen?

Answer: It is the consultant's responsibility to change the software.

Question: Is the unit price book the only deliverables?



Answer: Yes, they are deliverable on CDs.

Question: Are all payments built in the fee?

Answer: Yes, however there are no reimbursables.