



**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

**PROJECT:** Pre-Proposal Conference for Architectural and Engineering Design Requirements Contract for 24 Small Projects  
PIN: 8502007VP0082P – 105P

**DATE:** Monday, November 13, 2006

**TIME:** 10:00 AM – 11:30 AM

**TO:** All Attendees

**FROM:** Alan Baily  
Architectural and Engineering Division,  
Professional Contracts Unit

**Pre-Proposal Conference November 13, 2006  
Minutes**

***Attendees:***

David Resnick – DDC/Deputy Commissioner, Structures Division  
Margot Woolley – DDC/Assistant Commissioner, Architectural and Engineering Division  
Don Hooker – DDC/ACCO  
James A. Cerasoli – DDC/ACCO  
Carlo DiFava – DDC/ACCO  
Alan Baily – DDC/Architectural and Engineering, Professional Contracts Unit  
Fran Wnuk – DDC/Architectural and Engineering, Professional Contracts Unit

Ernesto Eslis – Eslis Engineer Arch.  
Medhat Salam – Medhat Salam Assoc.  
Gary Molnar – FPM Group  
Tobie Cornejo – Michielli & Wyetzner  
Mba Nwankwo – Concost Associates  
Bharat Gami – Gami & Associates  
Andrew Maler – AKRF, Inc.  
Nancy Kelppel – Della Valle & Birmheimer  
Louise Braverman – Louise Braverman Arch.  
Deborah Houman – David Smotrich & Partn.  
Dianna Keable – KJ Engineers

Michael Hershey – Hardesty & Hanover  
Shannon Quast – MBB Architects  
David Weinberg – Andre Kikoski Architects  
Nelson Montecillo – Urbitran  
R. Holmes – Ikon 5 Architects  
Laura Heim – Laura Heim, Arch.  
Sara Caples – Caples Jefferson  
Fran Huang – LS Engineering  
Michael Formica – MJF Architecture  
Jonah Pregerson – Steven Harik Arch.  
Shehzad Khan – Afridi Assoc.

**Attendees:**

Sol Cohen – Wesler-Cohen Associates  
Howard Graf – Graf & Lewewt  
Edward Gormley – SAA  
Aileen McKenna – Magnusson Architecture  
Ted Galante – Galante Studio  
Silvia Fuster – Work Architecture Co.  
Jim Kettig – Ed Mills  
Tara Kelly – Gavin Macrae-Gibson  
Kevin Baxter - Murdock Young Architects  
Axel Miranda – Medina  
J. Della Valle – Della Valle Bernheimer  
Emily Sullivan – Nandinee Phookan Arch.  
Kim Toscano – VJ Associates  
Jennifer Sage – Sage & Coombe  
Robert Langford – LiRo Architects  
Katherine James – JCJ Architects  
Janet Weiss – ALSA Architecture  
Esty Hulbert – Spatial Discipline  
Tom Piekutowski - G3 Architects  
Willy Zambrando – ZAD LLC  
Tezra White – EME Group  
Esty Parlanti – Mega Eng.  
Leslie Gill – Leslie Gill Arch.  
S. Lynch – Caliper Arch.  
Andrew Berman – Andrew Berman Arch.  
Hugh Isleib – APA Arch.  
Kevin Boulin – SGH  
Carolyn Calder – W Architecture  
Bob Rathbun – TMT Restoration Conslt.  
A. Wright – Jonetta Associates  
C. Picard – A. Goodberger  
Emmanuel Addy – Tehn Design Group, Arch.  
Chad Smith – Chad Smith Arch.  
D. Vusjosevic – Omni Architects  
Dan Lane – JHPA Inc.  
D. Prendergast – David Prendergast Arch.  
Matthew Saleno – Hall Partnership  
Crystal Isaac – ACB Architects  
P. Montero – Lakhani Jordan

Steven Jackson – Agrest and Gandelsonas  
Peter Bostwick – Bostwick Purcell  
Jay T. Pisco – BSG Engineering  
David Gibson – DF Gibson Arch.  
Michael Coward – Design & Urbanism  
B. Sirarb – ABS Architects  
Gavin Macrae-Gibson – Gavin Macrae-Gibson  
Raj Ahuja – Raj Ahuja  
Tim Collins – Hughes Associates  
Anthony Harrington – Ryall Porter  
B. Schellenberg - Della Valle Bernheimer  
Darby Curtis – Curtis & Ginsberg  
Rich Goodman – Dagher Engineering  
J. Pregersol – Steven Harris Arch.  
Akber Afridi – Afridi Associates  
Theresa O'Lean – BRS & A  
Andrew Fredman – Fredman Architects  
K. Misra – Misra & Associates  
Scott Phillips – Phillips Gelfand  
J. Murphy – W. Arch.  
Stas Zakrzewski – ZH Architects  
B. Erenberg – IDG  
Melissa Neel – Leslie Gill Arch.  
Jean-Cedric de Foy – Caliper Arch.  
Andrew Knox – Edelman Sultan Knox Wood  
S. Jay – SJH Engineering  
Sharon Javier – Langan  
Tina Tapineris – TMT Restoration Conslt.  
Mike Vynosin – Omar Architects  
A. Revera – Maitra Associates  
Vince Benil – Vince Benil Arch.  
Victor Lawson – Body Lawson Assoc.  
Debra Dalrymple – Prisco Group  
B. Freeman – Belmont Freeman  
Peter Locascio – Peter Locascio Arch.  
C. Selby – Croxton Collaborative  
David Briggs – Loci Architecture  
L. Blackman – Leo Blackman Arch.  
J. Grosfeld – John Grosfeld

**Attendees:**

M. Chiffert – AEC Design	Tom McHugh – MMA Architects
Bille Ryall – Ryall Porter Arch.	Caterina Roiatti - TRA Studio
C. Nafie – CJNA Architects	Shir Gale – TRA Studio
Ralph Johnson – BSG Engineering	Kyana Gordon – Ronnelle Riley Arch.
Peter Budirai – Peter Budeiri & Assoc.	Katherine Chia – Desai/Chia Architecture
Sinan Schwaeting – Beyhan Karahan & Assoc.	Harshad Lakhani – Lakhani & Jordan
Mallory Shure – Marble Fairbanks	Terence O'Neal – Terence O'Neal Arch.
Yen Ha – Front Studio	Arthur Seckler – Seckler Associates
Carlene Cherebin – Gedeon GRC Constl.	Paul Panzarino – BSG Engineering
Bob Palermo – Corporate Design of America	Ronnette Riley – Ronnette Riley Arch.
Gary Shoemaker – Gary Shoemaker Arch.	David Mann – Frederic Schwartz Arch.
Boris Leining – MMA Architects	J. Sachs – Hot Sachs
J. Hong – Christoff Finio	Steven Gamelsky – GEA Engineering
Oral Selkridge – Ensign Engineering	O. Selkridge – OAS Architecture
Martin Kapell – Studio A / WANK	Paul Gates – Gates Merkulova Arch.

**GENERAL**

The purpose of this meeting is to explain and clarify the RFP and contract for the Architectural and Engineering Design Requirements Contract for 24 Small Projects. James A. Cerasoli, Contract Manager, DDC/ACCO and Don Hooker, ACCO gave opening remarks. David Resnick, DDC/Deputy Commissioner, and Margot Woolley, DDC/Assistant Commissioner, gave a general overview of the type of projects that will encompass this RFP and spoke about DDC recent projects.

The meeting was open to a question and answer period.

1. **Question:** How are you going to treat firms that have successfully been awarded the last round, as far as preference, especially new firms who have not done work for the city?

**Answer:** This is a fresh RFP. The selection process is straight up. The criteria is spelled out in the RFP. There is no difference whether you have done or not done work for the city this time or previous times.

2. Question: The RFP requires submitting SF-254/255 forms. The SF-330 form has replaced the old SF 254/255 forms. Which Standard Forms are acceptable?  
Answer: DDC/ACCO Division is in the process of discussing which forms will be acceptable. An Addendum will be issued concerning this issue.
3. Question: Under the General Section, where it limits the size of no more than 10 professionals, if you are an engineer working for an architect as a sub, are you included in the staff of 10 professionals?  
Answer: The threshold of 10 professionals will be clarified through an Addendum. The intent was to cover all staff that are in the production and design line. This does not include your clerical or marketing staff, such as, bookkeeper and business development personnel.
4. Question: Who was the smallest firm that was given the RFP the last go-around, in terms of size of professional staff?  
Answer: There was a firm with 3 professional staff.
5. Question: Do you have a pre-disposition for in-city and in-state firms?  
Answer: No. The bulk of submissions last time were mostly in city, however, out of the 24 selected last time, there were at least two (2) out of state firms.
6. Question: Once you've made it to the list of 24, how do you go about giving out a specific task?  
Answer: RFPs for specific projects will be sent to all 24.
7. Question: Will evaluation be based on fee?  
Answer: No. Evaluations are quality based, and not based on fee.
8. Question: Does the Vendex questionnaire have to be part of the original submission or only after you have been awarded the contract?  
Answer: No. It is not a requirement, however, you can submit in advance. When you receive a notification of selection, you will have five (5) business days to submit your "Certification of Vendex Compliance" stating that your Vendex has been submitted.

9. Question: What is the basic approach in awarding a specific contract?  
Answer: If you have been awarded a base 24 contract, DDC has already looked at your qualifications to handle a wide variety of work for DDC. When issuing a subsequent second-stage RFP, you will be assessed on your technical approach to a specific project. Every project has a slightly different parameter, therefore, you may need to bring in different sub-consultants. You will provide a technical approach statement, as well as, samples of relevant projects.
10. Question: Do you need to submit SF-254s for your sub-consultants?  
Answer: You will need to have a team of sub-consultants. You are allowed to substitute sub-consultants for a specific proposal, however, with SF-254s included with your submission.
11. Question: Will sub-consultants need to be vendexed?  
Answer: No.
12. Question: Will you be releasing of list of today's attendees?  
Answer: Yes.
13. Question: Can a joint-venture relationship apply, in which the prime is less than 10?  
Answer: It really goes against the spirit of the RFP. DDC is looking for small architectural firms and not a joint-venture with a large engineering firm.
14. Question: Will there be an extension of time for the existing 24?  
Answer: Yes. In order to maintain continuity between the existing contract and the start of the new contract, it is expected that the existing contract will be extended three (3) months.
15. Question: If the size of the firms' staff is more that 10, can they bid on the 8 Large Contract?  
Answer: Yes. Everyone is eligible.
16. Question: Are there any minority or small business enterprise targets?  
Answer: No.

17. Question: Was there a joint-venture partnership in the last procurement?  
Answer: No.
18. Question: How many projects on average are awarded?  
Answer: There were 42 projects over a 21-month period.
19. Question: Are you looking for all new 24 firms?  
Answer: DDC is starting a clean slate, however, firms that were awarded last time, may be awarded a contract again.
20. Question: Can you apply for both the 8 and the 24 Contract?  
Answer: Yes.
21. Question: What consideration is given toward the experience of the sub-consultant and the prime working together previously?  
Answer: DDC is not looking for a proven record of a firm working previously together with their sub-consultant.
22. Question: In the RFP, is there a multiplier?  
Answer: No.
23. Question: Are the chosen firms made part of the public record?  
Answer: Yes. Winners will be posted on the DDC website. Also, the winners of each second-stage RFP will be posted on the DDC website.
24. Question: Are all of the 24 expected to propose on each second-stage RFP?  
Answer: No.
25. Question: What will be the schedule of selection?  
Answer: Selection will be within a month of submission deadline. There will be several DDC personnel and one (1) outside peer on the Selection Committee.
26. Question: Were there firms from the prior procurement that have not yet received a project?  
Answer: Yes. There are five (5) firms. This was partly due to the fact that some of them did not propose on many projects.

27. Question: Will DDC accept the SF-254/255 forms in PDF form?  
Answer: For this submission everything must be submitted in hard copy; one (1) original and six (6) copies. DDC has an FTP site that will be available for the second-stage RFP. We will accept proposals in PDF format with no limit on size.
28. Question: Between the 8 and the 24, the large projects have no limit and the 24 small projects are limited to below \$10,000,000.00?  
Answer: That is the construction cost estimate for a single project.
29. Question: You had mentioned that under the last RFP, there were 42 projects; 10 new buildings, 15 major renovations. Could you describe the other 17 projects?  
Answer: There were gut rehabilitation at fire stations, renovations to libraries, such as, space planning, mechanical upgrades. There were renovations to health clinics, a community center in Forest Hills, including a municipal parking garage rehabilitation to name a few.
30. Question: What was the average project size from the last RFP?  
Answer: For the 24, \$1.72M was the average construction cost from the previous group. A large number of Fire Department renovations skewed the average down. This may not be the case going forward.
31. Question: Will DDC monitor the firm's size, if they become greater than 10?  
Answer: Once you have been chosen and if during the course of the contract, your staff increases, DDC will not terminate your contract.
32. Question: Can you share with us what DDC hopes to achieve differently this time versus the previous time, or what you hope to improve upon or perhaps what situations, if any, should be avoided this time around?  
Answer: DDC was very pleased with the results. In large part, the clients have been receptive to bringing in new firms. The old way was to have all work done by dedicated architects for a particular client. Once the client saw how effectively the new process was managed, they became open and receptive to a project being handled by the right firm. There were some minor tweaks, in which the fee curve was increased for smaller projects and the hourly-rate fees were increased to reflect inflation, and so forth. Once again, DDC was pleased with the process.



**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

November 20, 2006

**ADDENDUM NO. 1**

**PROJECT: RQ\_A&E, Architectural and Engineering Design Requirements Contract for Twenty-Four Small Projects**

**PIN: 8502007VP0082-105P**

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**THIS ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.**

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**REQUEST FOR PROPOSAL**

**Clarifications:**

On RFP-8, A. 1, it states, "The Technical Proposal should contain all the information requested in Subsection B below, plus completed forms 254 and 255."

For the purposes of this RFP, you have the option of submitting either the Standard Form 330 or the standard 254 and 255 as noted above.

On RFP-4, A., the RFP states, "DDC is limiting the size of the firm that is eligible for these contracts to those with no more than 10 professional staff."

**Note:** The term, "Professional Staff" includes all design, production and construction staff from principal to junior draftsman. This also includes any other professional disciplines such as interior design, engineers or landscape architects.

There is no limit on the number of personnel for the subconsultant firms.

Delete RFP-19 in its entirety and replace with the revised RFP-19 attached to this Addendum. Please note that this form is only to be submitted upon written notice of selection.

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**By signing in the space provided below, the Proposer acknowledges receipt of this Addendum. This Addendum must be signed by the proposer for the contract and attached to the Request for Proposal.**

\_\_\_\_\_  
**Donald Hooker**  
**Agency Chief Contract Officer**

\_\_\_\_\_  
**Name of Proposer**

**By** \_\_\_\_\_

**Title** \_\_\_\_\_

**ATTACHMENT 5**

**CONFIRMATION OF VENDEX COMPLIANCE**

The Proposer shall submit this Confirmation of Vendex Compliance

Name of Proposer: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Proposer's Telephone Number: \_\_\_\_\_

Proposer's Fax Number: \_\_\_\_\_

Date of Proposal Submission: \_\_\_\_\_

Project ID: \_\_\_\_\_

**VENDEX Compliance:** To demonstrate compliance with VENDEX requirements, the Proposer shall complete either Section (1) or Section (2) below, whichever applies.

(1) **Submission of Questionnaires to MOCS:** By signing in the space provided below, the Proposer certifies that as of the date specified below, the Proposer has submitted VENDEX Questionnaires to the Mayor's Office of Contract Services, Attn: VENDEX, 253 Broadway, 9th Floor, New York, New York 10007.

Date of Submission: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Partner or corporate officer)

Print Name: \_\_\_\_\_

(2) **Submission of Certification of No Change to DDC:** By signing in the space provided below, the Proposer certifies that it has read the instructions in a "Vendor's Guide to VENDEX" and that such instructions do not require the Proposer to submit VENDEX Questionnaires. The Proposer has completed **TWO ORIGINALS** of the Certification of No Change.

By: \_\_\_\_\_  
(Signature of Partner or corporate officer)

Print Name: \_\_\_\_\_