



**DAVID J. BURNEY, AIA**  
Commissioner

**DAVID RESNICK, AIA**  
Deputy Commissioner  
Structures

**PROJECT:** Pre-Proposal Conference for Architectural and Engineering Design  
Requirements Contract for 8 Large Projects  
PIN: 8502007VP0106 –113P

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

**TIME:** 1:00 PM – 2:00 PM

**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  
Donald Hooker – DDC/ACCO  
Belkis Palacios – DDC/ACCO  
Carol Phoenix – DDC/ACCO  
Alan Baily – DDC/Architectural and Engineering, Professional Contracts Unit  
Fran Wnuk – DDC/Architectural and Engineering, Professional Contracts Unit  
David Mann – Frederick Schwartz Arch.      Paul Anderson – Spector Group  
Cliff Jones – Karlsberger Architecture      Guy Maxwell – Polshek Partnership  
Jeannette Segal – HOK      John Galetta - Superstructures  
Alison Layton – HOK      Debra Dalrymple – Prisco Group  
Charles Johnson – Loring Engineers      Craig Tooman – Cuts, George,  
Tom Eisele – Ammann & Whitney      Tooman & Allen  
Peter Dixon – Robert A. M. Stern Arch.      Alex Ionescu – Urbitran  
Sylvia Smith – Fox & Fowle      Christey Robinson – Davis Brody Bond  
Lia Weinthal – Intertech Assoc.      Frank Mendoza – di Domenico & Partn.  
Jonathan Kingsley – ArgritECTIONICA      Peggy Chong – Holzman Moss Arch.  
Melissa Martins – BSKK      Benita Welch – EKV Architects



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**Attendees:**

Harry Kendall – BSKK  
Valerie Paulucci – Donald Blair & Partn.  
Chris Cowan – Beyer Blinder Belle  
K. Sibia – Fox & Fowle  
Raymond Gomez – RGA Architects  
Jeremy Withers – FST  
Lucas Cascardo – LTL Arch.  
Eddie Kung – Holzman Moss Architecture  
Steve Thomson – Thomson Architects  
Charlie Kaplan – Peter L. Gluck & Partn.  
Chris Cowan – Beyer Blinder Belle  
Manny Belgelmecher – Munoz Engineering  
Gary Snyder – Studio 5 Partnership  
Marc Chiffert – AFC Design Engineering  
Michael Sanotra – Craft Infrastructure  
Doyin Teriba – Body Lawson Assoc.  
Joan Ratner – Dasilva Architects  
Michael Fonte – Earth Tech  
Esty Parlanti – Mega  
Anna Kim – Perkins Eastman  
Richard Metzner – Gandhi Eng.  
Steve Stainbrook – Pfeiffer  
Joseph Aliotta – Swanke, Hayden, Connell  
Yeug Wu – ZGF  
Alec Jacobs – SBU Group  
Dan M. Sovern – RBA Group

Carl Canovizzano – Ensign  
Larry Litchfield – SBLM Architects  
Carla Kramer – Acheson Doyle  
Ronald J. Szatkowski – El Team, Inc.  
Mariano Molina – Mariano D. Molina  
Coleman Bynum – Diaz Architects  
Rhoda Kennedy – Deborah Berke & Partn.  
David Must – Studio Arch.  
Pat Spring – URS  
Ernesto Eslis – Eslis Engineer Arch.  
Matthew Saleno – Hall Partnership  
Rick Holmes – Ikon 5 Architects

Sharon Javier - Langan  
Sai Barade – IAQ Engineers  
Lorenzo Pagnamenta – Pagnamenta  
Torriani Arch.

Mary Dietz - PTW  
R. Misra – Misra & Associates  
Francisco Ruela - ETC  
Ryan Watson – Gordon Arch.  
Rich Goodman – Dagher Engineering  
Shaun Rossetti – H3 Hurdy Collab.  
Howard Chyasly – HAKS Engineers  
Aileen McKenna – Magnusson Arch.  
Carlene K. Cherebin – Gedeon GRC  
MBA Mwankwo – Concost Associates  
Anne fletcher – Zyscovich  
Akber Afridi – Afridi Assciates  
Lori Baker – Kliment & Halsband  
Margorie Sobyatt – Mancini  
Louise Aliceu – CV Assoc.  
Joseph Coppola – Dattner Architects  
Sung Soo Kim – Gary Shoemaker Arch.  
Axel Miranda – Medina Consultants  
Anne Hartley – TSC Design  
Bill Mandara – TSC Design  
Shana Kutz – Helpern Arch.  
Lindsay Smith – Smith-Millen &  
Hawkinson  
Rafael Stein – Urbahn Arch.  
Carol Picard – H2L2  
Susan Acheson – Acheson Doyle  
Kevin Krudwig – Gran Arch.  
Peter Bostwick – Bostwick Purcell  
Michael Gorman – NK Architects  
Gloria Valenzuela – Gannett Fleming  
Gretchen Schneider – Rogers Marvel  
Harshad Lakmani – Lakman & Jordan  
Obi Agundosi – DMR Architects  
C. Zelisko – Jack L. Gordon  
Fran Huang – LS Engineering



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### Attendees:

Shannon Quast – MBB Architects  
Stanley Stark – HLW  
Katherine James – JCJ Architecture  
Steven Gamelsky – GEA Engineering  
Shehzad Khan – Afridi Assoc.  
Mike Hershey – Hardesty & Hanover  
Ronnelle Riley – Ronnette Riley Arch.  
Scott Watson – Gluckman Mayner Arch.  
Chris McVoy – Steven Holl Arch.

Cal Coco – BH & A Architect  
Willy Zambrano – ZAD LLC  
Sol Cohen – Wesler-Cohen Associates  
Jim Wright – LHPA  
Erik Wood – Cooper Robertson  
Bob Hoffman – Baker  
Donald Henry - Urbahn Arch.  
Paul Pellidncin – Eslis Engineer 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 8 Large Projects.

Ms. Belkis Palacios, DDC/ACCO and Donald 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: When submitting a team of sub-consultants how do we go about a selection that will match a particular building type?  
Answer: You are required to submit a base team of MEP, structural, etc. For a particular assignment, you may be required to add another sub-consultant.
2. Question: Can you tell us about some of the type of work that was proposed?  
Answer: DDC can not predict future projects, however, in the past 21 months there were three (3) new buildings and six (6) complex renovations. A total of fifteen (15) second-stage RFPs were issued.



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3. Question: Did the existing 8 consultants all get a project?  
Answer: Seven (7) received a project. One (1) firm never proposed.
4. Question: Did any buildings require LEED certification?  
Answer: Yes. For these new contracts, Local Law 86 may be applicable to some projects.
5. Question: What is the maximum construction cost of a project?  
Answer: As per the second-stage RFP, most projects will be under \$25M. The fee curve goes up to \$50M because sometimes the scope of the project increases due to unforeseen circumstances.
6. 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 process used 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.
7. Question: Are there any MBE requirements?  
Answer: No.
8. Question: Do you expect to do any work from DDC's Infrastructures Division?  
Answer: This contract reserves the right, in rare occasions, to use this contract for Infrastructures' projects that have an appropriate design component.
9. Question: What do you do about rates for titles that are not in the contract?  
Answer: For titles that DDC requests that are not in the contract, the consultant shall propose a rate for that title and DDC will review that rate.
10. Question: If awarded a contract, must you respond to every second-stage RFP?  
Answer: No. You may select which second-stage RFPs are appropriate for your firm.
11. Question: Does DDC have a list of pre-qualified consultants?  
Answer: No.



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12. Question: How is the complexity factor determined?  
Answer: DDC determines the complexity factor for the project which is included as part of the Award Letter. The consultant may discuss this fee with the project manager. Almost all the time, the consultant agrees to the original complexity factor.
13. Question: Will there be a shortlist and interview process for this RFP?  
Answer: No.
14. Question: Can you tell us the names of the existing 8 consultants?  
Answer: Yes. Polshek Partnership, Ammann & Whitney, Arquitectonica, 1100: Architect, FX Fowle Architects, Rafael Vinoly, Skidmore Owings & Merrill and Gluckman Mayner Architects.
15. 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.



**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 Eight Large Projects**  
**PIN: 8502007VP0106P – 113P**

**THE 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.**

**REQUEST FOR PROPOSAL**

**Clarification:**

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 Forms as noted above.

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.

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 TECHNICAL PROPOSAL.**

\_\_\_\_\_  
**Donald Hooker**  
Agency Chief Contracting 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: \_\_\_\_\_