



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

Project: RQ_A & E, Requirements Contracts for Special Inspections and Laboratory Services for Various Projects, Citywide

PIN: 8502012VP0005P-7P

Date: Tuesday, August 21, 2012

Time: 10:00AM

To: All attendees

From: Kareem Alibocas

MINUTES OF AUGUST 21, 2012 PRE- PROPOSAL CONFERENCE

Attendees:

Director, Alan Baily, RA-DDC
Director, Isaac Vanunu, P.E.-DDC
Deputy Director, James Cerasoli-DDC
Contract Manager, Kareem Alibocas-DDC
(See list for attendees)

GENERAL

Kareem Alibocas introduced himself as DDC's ACCO Contract Manager for the subject contract. References were made in regards to the submission requirements. Kareem Alibocas instructed all consultants to refer to Page RFP-12 to ensure that Technical Proposals are submitted correctly. Attachment 2 of the RFP (Iran Divestment Act Compliance Rider for NYC Contractors) must be signed and notarized by prospective consultants. Proposals that lack this attachment will be found non-responsive. Technical proposals are to be submitted on or before 4:00 PM on September 10, 2012.

James Cerasoli introduced himself as the Deputy Director of the Office of Contract Opportunity and explained how the Subcontractor Utilization Plan is to be submitted. Subcontracting goals are 5% of the contract. Laboratory services comprise of 100% of the subcontracting participation goals. Proposers are advised to make sure that the "affirm" box of the Subcontractor Utilization Plan is checked.

Alan Baily introduced himself as the Director of Building Assessment for the Public Buildings Division and proceeded to discuss in general, about the scope and term of the contract and then took questions. The contract is in full force as long as the Task Order is in operation.



The following is a summation of questions and answers from the conference. Any errors in the responses have been corrected; the following should be considered the official responses to the questions.

1) Question: How will the consultants be selected for each project?

Answer: It will be on a rotational basis. The top ranked firm will be considered number one and will be awarded the first project and the process will go on for the remaining two contracts. This is a Quality Based Selection (QBS) contract. DDC will rank proposals by technical merit, and will negotiate fair and reasonable prices with the three highest ranked firms. If both parties cannot come to terms, DDC will then start negotiations with the next highest ranked firm.

2) Question: Will personnel be paid on a half-day or full-day basis?

Answer: No, as structured in the contract, all personnel are paid on an hourly basis. Testing is paid on a per test basis. Payment for special equipment will be paid on a half-day/full-day basis.

3) Question: Does DDC allow laminated covers on a submitted proposal?

Answer: Yes. Any types of covers are allowed to be submitted.

4) Question: In reference to page 7 Paragraph 5.2.1 of the Contract, is accreditation by American Association of State Highway and Transportation Official (AASHTO) required?

Answer: Accreditation by the International Accreditation Service (IAS) or New York City an equivalent agency accrediting to the standards set forth by the New York City Department of Buildings rules will suffice.

5) Question: Is accreditation by the National Voluntary Laboratory Accreditation Program (NVLAP) required?

Answer: Accreditation by NVLAP is not required.

6) Question: For a Soil Percolation test, is the consultant or the contractor responsible for digging the hole?

Answer: Yes, the contractor would be responsible for digging the hole.

7) Question: Can you confirm the following contract article: 7.5 Requisition for payment. "Requisitions for payment shall only be submitted when all required services set forth in the Task Order have been completed and accepted"?

Answer: This is incorrect. An Addendum was issued on August 24, 2012 with revised language.



PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

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(Tuesday, August 21, 2012 @ 10AM)

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Atkinson Rosenfeld			

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