



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

MINUTES OF DECEMBER 4, 2012 PRE- PROPOSAL CONFERENCE

Project: HWDRMX02S, HWDRKR02S, HWDRQ02S, Requirements Contract for Engineering Design and Related Services for Small Infrastructure Projects

PIN: 8502013VP0011P-13P

Date: December 4, 2012

Time: 10:00 AM

To: All Attendees

From: Belkis Palacios

Attendees:

Eric MacFarlane – DDC/Infrastructure

Ali Mallick – DDC/Infrastructure

Dino Ng – DDC/Infrastructure

Bob Pour-Azar – DDC/Infrastructure

Mohsen Zargarelahi – DDC/Infrastructure

James Cerasoli – DDC/ACCO

Corenzo Wilkerson – DDC/Infrastructure

Lindsey Berkhahn – DDC/Infrastructure

Donna Pope – DDC/ACCO

John Katsorhis – DDC/ACCO

Patricia Funches – DDC/ACCO

(See list for attendees)

GENERAL

On December 4, 2012 a Pre-Proposal Conference was held at the New York City Department of Design and Construction (NYCDDC) at 10:00am for Requirements Contract for Engineering Design and Related Services for Small Infrastructure Projects. Dino Ng, Associate Commissioner of Infrastructure/Design, chaired the meeting. Infrastructure/Design Assistant Commissioner, Mohsen Zargarelahi, gave an overview of the changes to the General Requirements for Design Services. These changes include, but are not limited to the following: Green Infrastructure has been added as a task, Active Design has been added to the PDI Task, and Scheduling and Progress Reporting is now a design standard and will not





be paid for as a separate task. This RFP is borough specific, and there will be three (3) awards. The breakdown for the three contracts will be as follows:

- Contract 1 – Borough of Queens;
- Contract 2 – Boroughs of Staten Island and Brooklyn; and
- Contract 3 – Boroughs of Manhattan and the Bronx

There will be no mini-RFP Process for this Requirements Contract. Instead, the selected consultants will be issued Task Orders directly, according to the borough for which their contract was awarded.

Eric MacFarlane, Deputy Commissioner of Infrastructure, gave insight to DDC's idea behind having the two different types of Requirements Contracts, one for small firms and the other for large firms. The idea is to give the small firms the opportunity be the prime consultant as well as do the complete design for DDC. That implies that the firms that DDC selects can actually do the design by themselves. If a firm believes that they need to form a joint venture with a big firm to get the expertise that they need, then it does not meet the purpose and the expectations of this RFP. The idea is to identify the small firms that can actually do the work. There is nothing preventing the small firms from joining up with a large firm but again, the bottom line is that, the small firm must be capable of doing most of the work on its own. Upon receipt of proposals, if DDC realizes that the purpose of this RFP has not been met, DDC will be compelled to change the RFP's set up for future contracts. DDC will also take notice which firms are not complying with the City's objective, which is basically to promote small firms and increase their ability to successfully deliver projects to DDC.

Bob Pour-Azar, Infrastructure/Design Director, notified the attendees of two (2) revisions to the RFP. On page RFP-11, under Firm's Capability, Attachment 4 should be Attachment 5. On Page RFP-3, under Size of Firm the reference to Section III J should read as Section III K.

Also on Standard Forms 255/254 workload, these forms will be evaluated and checked and they should not be altered. Use column A for firm-wide and column B for individuals working in the office where the work is being performed.

Donna Pope, Director of Contract Administration, ACCO unit, introduced Patricia Funches for the review of M/WBE goals and processes. The M/WBE goal for this project is 5%. Hand out information about how to navigate the Certified Schedule B was provided. The website address for the list of certified M/WBE subconsultants was given: www.nyc.gov/sbs.





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

Question 1: How was the M/WBE list chosen?

Answer: The New York City Department of Small Business Services (SBS) website (www.nyc.gov/sbs) lists all certified M/WBE firms. The list provided has firms with the codes for Environmental Engineering and Design Engineering. All M/WBE Firms registered with SBS are shown on the website. If a consultant is not shown on the list provided, please contact the Director of Certification.

Question 2: Can a Prime firm have a M/WBE subconsultant with more than 50 employees?

Answer: Yes. There is no limitation set for the headcount of subconsultants. but a joint venture cannot have more than 50 employees per Joint Venture partner.

Question 3: If a firm is a DBE firm, must that firm provide a DBE subconsultant for the requirements contract?

Answer: Yes, all prime consultants need DBE subconsultants if the project is Federally Funded.

Question 4: Do all personnel of a firm have to have DDC engineering experience?

Answer: The work performed pursuant to DDC contracts does not really differ from what other jurisdictions may require. Obviously, proposers must understand the process of how a project in NYC goes through all the various agencies that must approve the proposed work. So, not everyone in the company has to have the DDC engineering experience, but certain key people should have that kind of experience, because they are the leadership of the company and will lead the project. If they lack the experience, the rating will not be favorable in that sense. It is important to understand that the engineering part is probably less than 50% of the work and the bulk of the work is really running through the gamut of approvals and getting through those approval processes that make or break your project and determine how successful you are in completing the project. The engineering is pretty basic, and the rules are written down in the design manuals given to all the firms. The information is relatively straight forward but getting the work through the City bureaucracy is where, in the past, firms have passed or failed.





Question 5: Is there a minimum amount of percent of work the prime needs to keep for itself?

Answer: There is no minimum percentage of work written in the contract for the prime. The intent is to give small firms the opportunity to work on City projects and to move up to the next level in the future. We would not have this format in the future if most of the work is given to the large firms.

Question 6: Is it acceptable for a large firm to receive 10%-15% of the work for special services?

Answer: Yes, this is acceptable.

Question 7: Can the prime or joint venture get credit for M/WBE work percentage?

Answer: No. The percentages apply to subconsulting only.

Question 8: On RFP-8, Requirements for Key Personnel, two (2) of the Key Personnel positions are the Project Environmental Engineer/Manager and Senior Environmental Engineer/Planner. The requirements are in Professional Licensure and Number of Years of Experience. Can you please clarify what is the environmental license stated for key personnel?

Answer: The intent is to have Professional Engineering (P.E.) License or a certification for these Key Personnel. Most recent projects require an Environmental Engineer because of the installation of Bioswales and Green Infrastructure. Some individual will have to sign off on the proposed design. We will look at what we have accepted in the past and issue a clarification for this.

Question 9: Is a Mechanical Engineer required for infrastructure design work?

Answer: Since this is a Requirements Contract, the proposer shall provide personnel for any type of project. In the past, DDC has dealt with many roadway reconstruction projects and DDC has recently been assigning work for DEP projects. So, if there is a pump station or a force main is needed, the Consultant will need a mechanical engineer. Also, recent plaza projects have required a mechanical engineer to design aspects of water related elements (i.e. water fountains, piping, and running the pumps).

Question 10: Is DDC looking for Mechanical Engineer for plumbing or for HVAC design?

Answer: DDC is looking more for plumbing design but it will not be limited to that work.





Question 11: If a prime subs out to a large firm a small percentage of work does that affect the prime overall score?

Answer: The prime should sub out only what the firm cannot do in-house. Each proposal will be evaluated by what type of work being subbed out by the prime consultant. Primarily, DDC does infrastructure/street work, so if you are the prime and you do not have the capability to do the bulk of the work, then that would not help you in the evaluations.

Question 12: Do key personnel need to be separate individuals or can they be the same person?

Answer: Ideally, they should be different people. A consultant should put all qualified persons for each title, for joint venture proposals, there should be only one Project Manager; one Consultant will have to be the lead.

Question 13: Can a proposer put multiple names for each title?

Answer: Yes, a proposer can put all resumes of individuals on its staff that it will use for the duration of the contract. Since this is a Requirements Contract, the contract duration will be three years. If a firm has three Project Managers that are qualified to be Project Managers, then the firm can put all three Project Manager's resumes in the proposal. Once the contract is awarded, the firm will then select one of the three Project Managers that have already been proposed in the contract. For every discipline, you can have multiple resumes because this is a mother contract. For every task order issued, the Consultant will have to submit an organization chart.

Question 14: Can the Consultant have one person for two titles?

Answer: DDC does not recommend a person be used with two titles. The salary/pay-scale will vary for each title and there will be issues/delays when processing payments.

Question 15: Is DDC experience the only experience required, or can Port Authority or other agency experience be used?

Answer: DDC is looking for work experience comparable to DDC experience like street work. Relevant experience does help and should be provided.

Question 16: How does DDC decide what is a small infrastructure project?

Answer: Projects with less than \$10 million dollar construction cost are small projects.





Question 17: Will the three consultants selected be competing for projects?

Answer: There will not be a mini-RFP process for this contract. This requirement contract is awarded by boroughs and each Consultant selected will design projects in the specific borough for which it was selected.

Question 18: Once selected will the consultant have to provide cost proposals for each project?

Answer: Yes, the selected consultant will submit hours and breakdown of its fee, rates will be established once a consultant is selected and will remain the same throughout the term of the contract.

Question 19: Are the rates locked in for 3 years or will there be escalation during the contract?

Answer: It is up to the proposer to establish its rates, there will be no escalation factor once the contract is established, and the rates negotiated will be locked in throughout the term of contract.

Question 20: Will the resumes be placed in standard form 255 sufficient?

Answer: Yes, it is acceptable for a proposer to put resumes in the SF255 (although it is not required) but it is also acceptable to have the resumes in a separate place and refer the reviewer to the resumes. Please be aware that Form SF255 cannot be altered in any way.

Question 21: What is the general back log for work for this requirements contract?

Answer: Currently the design program portfolio for this year is estimated at \$1.4 billion construction projects, so we have a lot of work.

Question 22: The titles mentioned in RFP-8 Key Personnel and titles in Attachment 6 do not match. Please clarify.

Answer: The titles specified in RFP-8 are for Key Personnel only. Attachment 6 has an expanded list for all personnel, including the key personnel. Attachment 6 is for the proposer to establish their all-inclusive rates for all personnel that is required to be supplied during the term of the contract.

Question 23: Is the Project Manager the same as the Project Manager Civil Highway?

Answer: Yes, it is the same person.





Question 24: Does only the prime needs to sign Attachment 2 – Iran Divestment Act?

Answer: Attachment 2 (Iran Divestment Act) is only to be filled out by the Prime.

John Katsorhis, Director of Professional Contracts at DDC reiterated to all proposers the information concerning the submission deadline, and stressed the importance of including all of the items listed on Page 12 of the RFP. Failure to provide these items may result in a non-responsive determination for that proposal and will not be reviewed and scored. All questions should be directed in writing to Belkis Palacios, the identified Agency representative. Her contact information is listed on Page 1 of the Request for Proposals.



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	COMPANY/ AGENCY NAME	REPRESENTATIVE NAME	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
1.	Asian Am SIMCO Engineering, P.C.	Robert Hoffmann	80 Maiden Lane, suite 501 NY NY 10038-4892	212.385.8100 x1621	robert.hoffmann@simco.com msiddiqui@ simco.com
2.	Asian Am. AG Consulting Engineering	SIBIR BISWAS	131 West 33rd Street New York, NY. 10001	212-268-0950	sbiswas@ageng.com
3.	AI Engineers Inc	Parmjit Sahani	99 wall street 5th Floor New York NY 10005	212 760 2423	psahani@ aiengineers com
4.	DDC	Corenzo Wilkerson	30-30 Thomson Ave LI NY	718 391 1786	wilkerson@ DDC-NYC.GOV
5.	DDC	John Katsorhis	30-30 Thomson Avenue Long Island City, NY 11101	718-391-2263	Katsorhis@ddc.nyc.gov
6.					

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	COMPANY/ AGENCY NAME	REPRESENTATIVE NAME	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
WBE 1.	B. Thayer Assoc	Barbara Thayer	100 Crossways Pk Dr W. Suite 104 Woodbury NY 11797	516 364 0600	bthayer@ bthayerassociates. com
Asian Am. 2.	THE GANDHI ENG.	KIRTI GANDHI	111 JOHN STREET, 3rd FL. NEW YORK, NY 10038	212-349-2900	gandhi@gandhieng.com
Asian Am. 3.	Michele Buchholz KC Engineering	michele Buchholz	370 7th Ave, Ste 1705 New York, NY 10007	212-947-4945	mbuchholz@ kcepc.com
4.	K-C- Engineering	Andy Lalchondane	370, 7th Ave Ste 1705 New York, NY 10007 (C) (517) 301-1280	212 947-4945.	A. Lalchondane@ KCEPC.com
5.	Siddiqui Engineering, PC	Rashid Siddiqui	183 Broadway, Ste 309 Hicksville, NY 11801	212 (516) 622-3333	Rashid@Siddiqui-Eng.com
6.	DONNA POPE DDC	DONNA POPE			

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1.	Gibbs Esposito & Boya	Fred Elsayed Hasselt Lutz	50 Charles Lindbergh Blvd Winnetka, NY 11053	576-222-4522	FE@GEBHR.COM HL@GEBHR.COM
2.	Asian Am. CHU & GASSMAN CONSULT'G ENGINEERS	Jon Chu	559 Union Ave. Middlesex, N.J. 08846	732-563-4840	JCHU@chugassman.com
3.	Asian Am. A. G. Consulting Engineering, PC (DBE)	GARY S. GULERIA	131 W. 33rd Street Suite 12B, New York, N.Y. - 10001	212-268-0950	gguleria@agceng.com
4.	AG Consulting (MEP Firm) Engineering, PC (DBE/MBE)	Tricia Chotilal-Quankep Proposal Manager	131 W 33rd St, 12B NY, NY 10001	212 268 0950	tchotilal@agceng.com
5.	Asian Am. MEGA ENGR & LAND SURVEYING P.C.	BINO PARLANTI	38-78 12th ST. L.I.C.	718-799-4985	gparlanti@ megacny.net
6.	Asian Am. MEGA Engr. Land Surveying PC	Esty Parlanti	38-78 12th St. L.I.C.	718-799-4985	megacny@ earthlink.net

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1.	Siddiqui Eng'g	Ben Golshahr	183 Broadway 309 Hicksville N.Y 11801	516-672-3333	Ben@Siddiqui-Eng.com
2.	Lindsey Berkham DDC	Lindsey Berkham..	30-30 Thomson.	X1043	BerkhamLi@ddc.nyc.gov
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1. ^{Asian Am.} MP Engineers, P.C.	JAMES WILSON	252 W. 37 St., N.Y., N.Y. 10018	212-736-1100	MARKETING@MPENGS.COM
2. MP ENGINEERS, P.C. (M/B/E/DBE)	MAHENDRA PATEL	"	"	mPatel@mpengs.com
3. ^{Asian Am.} GIULIANO GIUDICI ASSOCIATES ENGINEERS PC	GIULIANO GIUDICI	200 RIVERFRONT BOULEVARD ELMWOOD PARK NJ 07407	201-791-0075	GGIUDICI@ YU-ASSOCIATES.COM
4. SARATOGA ASSOCIATES LANDSCAPE ARCHITECTURE	DAVE CONDRON - LA / ARBORIST	299 BROADWAY SUITE 900 NEW YORK, NY 10007	212-260-0250	dcondron@ saratogaassociates.com
5. ^{Asian Am.} MUHAMMAD IZHAR SI Engineering, PC	Muhammad Izhari	39 Broadway #650 New York, NY 10006	212-354-5939	MIZHAR@ SIEngineering.com
6. ^{Asian Am.} B-A ENGINEERING, P.C.	UMESH AVADHANI	139 FULTON ST. SUITE 310 NEW YORK NY 10038	212-285-0701	umesh.avadhani @baepc.com

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1.	Sam Schwartz Engineering	Muhammad A. Siddiqui	611 Broadway suite 415, NY, NY.	212-598-9010	qsiddiqui@ SamSchwartz.com.
2.	ST Engineering	Bob Nash	39 Broadway Suite 650 New York, NY 10006	212 354 5939	Nash@ StEngin@steng.com
3.	Asian Am. HAIDER ENGINEERING P.C	Syed Haider	91 Toledo Street Farmingdale NY 11735	631-777-2280	haiderpc@ haiderengineering.com
4.	Abul AI Engineers, Inc	Abul Islam	99 Wall Street NY, NY 10005	(212) 760 2423	aislam@ aiengineers.com
5.	Asian Am. TECHNO CONSULT, INC	JERROLD DINKEL	2 Penn Plaza Ste 1500 NY NY 10121	212/292-4955	jdinkels@ techno-eng.com
6.	WBE GRACE K. GAJEWSKI	ENTECH ENG. PC	11 Broadway NY, NY 10004	646-722-0000	ggajewski@ entech-pc.com
	Tom Tehrani	URS		212-896-0340	Tom.Tehrani@URS.com

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1.	GDB WBE/OBE GAYRON DE BRUIN	CHRISTINE GAYRON	11 UNION AVE BETHPAGE, NY 11714	516.579.3111 X117	CGAYRON@ GAYRONDEBRUIN. COM
2.	deBRUIN ENGINEERING	RAYMOND CALAMARI	11 UNION AVE BETHPAGE, NY	516 513 1313 X124	R.CALAMARI@ DEBRUINENGINEERING.COM
3.	SSS/LBW consulting/ WBE/ DBB WBE	Jim Armstrong	Le Darc Court MONROE, N.Y.	845-625-8344	jarms@ sitesafety solutions llc COM
4.	OKG Engineers Blk. Am.	Kwaku Gyebi	39 W 32 ST New York, NY	212-213-8711	okepe@hotmail.com
5.	GEDDON LLC CONSULTING	RUDY GEDDON	6901 JERICHO TURNPIKE 216 SYOSSET NY 11791		
6.	Emtec Consulting Engineers	Andrew J. Solano	3555 Veterans Memorial Highway Ronkonkoma, NY 11779 Suite A	631-981-3990 242	ajsolano@emtec- engineers.com

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1.	SIH Engineering P.C	S. Jayakumar	252 W 37 th St. Suite # 507 New York, NY	(732) 329 -0500	sjay@sheng. com
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4.	WBE Starr Whitehouse Landscape Architects Urban Planners	Kaitlin Surdovai	80 Maiden Lane Suite 1901 NY, NY 10038	212-487-3272	KSurdovai@ starrwhitehouse.com
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6.	EnTech	Shahab Raza	11 Broadway, 21st Floor, NY, NY 10004	646-722-0000 X 118	SRAZA@Entech-pc com