



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

Project: Requirements Contract for Landscape Architectural Services
For Various Infrastructure Projects
Project No: HWARCCW01 (ARCCW01)

PIN: 8502014VP0021P-25P

Date: November 20, 2013

Time: 10 AM

To: ALL Attendees

From: Jia Mei

DAVID J. BURNEY, FAIA
Commissioner

ERIC C. MACFARLANE, P.E.
Deputy Commissioner
Infrastructure

YUN POY (DINO) NG, P.E.
Associate Commissioner
Design

Minutes of November 20, 2013 Pre-Proposal Conference

Attendees:

Mohsen Zargarelahi – DDC/Infrastructure
Nitin Patel – DDC/Program Management
Izya Goldenberg – DDC/Program Management
Corenzo Wilkerson – DDC/Infrastructure
Lindsey Berkahn – DDC/Infrastructure

Donna Pope – DDC/ACCO
Carlo Difava – DDC/ACCO
James Cerasoli – DDC/ACCO
Jia Mei – DDC/ACCO
Sarah Fields – DDC/ACCO

On November 20, 2013 at 10:00 AM, a Pre-Proposal Conference was held at the New York City Department of Design and Construction (DDC) for the Requirements Contracts for Landscape Architectural Services for Various Infrastructure Projects, Citywide.

Carlo Difava opened the meeting with reminding the audience about the following:

- Due date for proposal is December 5, 2013.
- Questions are allowed up to one week before the due date.
- The Fee Proposal (Attachment 6) should be submitted in a separate sealed package. Upon request, the selected consultants will provide backup information.
- DBE goal has been revised to 20%, and on RFP-4, a contract extension option of 365 ccds has been added. An addendum was posted.

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Infrastructure Design Assistant Commissioner, Mohsen Zargarelahi, gave an overview:

- This Procurement (HWARCCW01) complements the Engineering Design Requirements Contracts. Landscape Architect serves as the lead discipline for this procurement, but expertise in different engineering disciplines are required.
- Please see RFP Section II E for contract provisions, Section V A for the selection process, and Section V B for evaluation criteria.
- The desired DBE goal is 20% for the entire contract. If a proposal meets or exceeds the 20%, the proposal would receive the maximum 10 points for the criteria. A proposal with a DBE goal less than 20% would receive a score based on a sliding scale. The five highest ranked consultants will be considered for the contracts.
- The five selected consultants will then compete in a mini RFP process for each task order. Each selected consultant will compete equally for every task order.
- The Infrastructure projects assigned to this Requirements Contracts are either Federally funded or City Funded. Each Federally funded project must meet DBE requirements. Each City funded project must meet M/WBE requirements.
- The M/WBE requirements will be evaluated on task order basis.
- Changes to the General Requirements include:
 - a) Arborist – It is no longer a reimbursable service. It is a professional service and therefore must be included as staff and listed in the All Inclusive Hourly Rates. The Arborist must be certified. The requirements are specified in Exhibit D of the contract.
 - b) Traffic Study Program – This section now includes NYCDOT's new Traffic study requirements and standards. When performing this task, the Consultant will have to share the traffic data recorded with NYCDOT via the TIMS program. The Consultant will be provided with instructions on how to use the NYCDOT TIMS program.
 - c) Construction Support Services – This task is no longer limited to Landscape Architectural work. It is now also available for the engineering work. This change is intended to resolve construction phase issues.
- The Technical Proposal (“Proposal”) must include resumes for all senior technical titles in all disciplines. Each resume is limited to two pages. Resumes of the senior technical titles should be in a separate section.

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- The cover letter of the Proposal should be one page.
- The proposed hourly rates in the Fee Proposal remain constant during the three year base term. The hourly rates may be adjusted according to the Employment Cost Index during renewal and/or the extension term .
- Please follow instructions as stated in RFP-9 Section IV B2 (a) and (d) in completing information on experience and expertise.
- The Proposal must include an Organization Chart showing the Prime Consultant and all sub-consultants assigned to HWARCCW01. Along with each entity, the chart needs to show the type of services provided. The chart must identify all senior technical titles assigned to each discipline.
- The Fee Proposal needs to include All Inclusive Hourly Rates for the three year base term. There should be only one rate, not multiple rates, for each specific title. Upon request, the proposer will submit a spread sheet listing the All Inclusive Hourly Rates, and multipliers for the Prime and each sub-consultants.
- Sarah Fields and James Cerasoli from the DDC's Office of Contract Opportunity reviewed the M/WBE and DBE requirements and procedures. Several handouts were given which included M/WBE program requirements and lists of Certified M/WBE Firms for Cost Estimating, Landscape Architecture, and Geotechnical Engineering.
- Sarah Fields indicated that there had been changes, which took effect 7/1/13, when Local Law # 129 evolved into Local Law # 1. The referenced changes in the law were detailed on page 4 of The Department of Small Business Services (SBS) M/WBE program requirements handout and some highlights include:
 - The \$1 million cap on MWBE subcontractors has been eliminated.
 - The distinction between the prime and the sub-consultant has been eliminated. Under the Local Law 1, if a prime is a M/WBE firm, the firm can get credit for M/WBE participation based upon the percent of work they self-perform.
 - In the past, under Local Law # 129, for this type of project, the M/WBE participation goals were provided upfront and this is no longer the case. M/WBE participation goals will be set on a Task Order basis.
 - Schedule B: M/WBE Participation Requirements - Attachment 9 must be submitted in a separate sealed envelope, clearly marked as "Schedule B: M/WBE Participation Requirements" or the proposal may be deemed non-responsive.
 - Once MWBE participation goals have been established per Task Order, and prior to issuance and registration of the Task Order, the contractor will be required to submit a completed Schedule B: M/WBE Utilization Plan, or a justifiable waiver of

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- the participation goal within 7 days of its due date or once again, the submission may be deemed non-responsive.
- Should consultants have questions, they may contact Sarah Fields at 718-391-1811.
- The SBS website address for the lists of certified M/WBE firms is www.nyc.gov/buycertified.

The following is a summation of questions and answers from the conference. The following should be considered the official responses to the questions.

Question: Can the proposer leave Item 7 of Form 255 blank?

Answer: The proposer should leave Item 7 blank, and submit the resumes in a separate section.

Question: Can the proposer submit separate multipliers for sub-consultants?

Answer: On Attachment 6, there should only be one multiplier. The consultant may be asked later to submit multipliers for itself and all sub-consultants.

Question: Can a person serve in two titles?

Answer: Yes, although it is rarely done. A person can fill two titles as long as the person meets the specific requirements for each of the two titles. The person will be paid the applicable rate for the work.

Question: Since workload is critical, should a smaller firm with a small staff join other firms?

Answer: This is a business decision for the firm. A firm can form a joint-venture with another firm or have other firms as sub-consultants. The score will reflect whether a firm has adequate staffing to perform the work.

Question: Is it permissible to add staff later when the work is assigned?

Answer: Evaluation is based on current staff and not future hires. The proposed staff must be employees of the prime, its subs, or the joint venture. It is expected that when a task order is issued, the selected consultant has the required staff to perform the work.

Question: Can titles be added to the list on Attachment 6?

Answer: No, titles may not be added. Attachment 6 may not be altered.

Question: Are subconsultants needed for all Engineering tasks?

Answer: Usually, the scope of work of a task order includes engineering components. Some titles listed in Attachment 6 may come from sub-consultants. To use M/WBE sub-consultants, the proposers may go to www.nyc.gov/buycertified and search for the needed titles and then select M/WBE firms.





Question: How soon will the sign-in sheet be posted?

Answer: The sign-in sheet will be posted by the end of the today (11/20/13).

Question: What will DDC do with the last round of Landscaping Requirements Contracts (HWARMX01, HWARCKR01, HWARCQ01)?

Answer: DDC will decide at a later date what to do with those contracts. Since it takes months to procurement and register HWARCCW01, DDC will use the existing Landscape Architectural Requirements Contracts to handle current work.

Question: What type of work should we expect?

Answer: The work would be plazas or projects with special landscaping architectural components.

Question: How different is this RFP from that issued in April 2013 (HWARMX01, etc)?

Answer: The type of work will be the same. The differences are: a) HWARCCW01 awards five contracts while the last round awarded three contracts; b) HWARCCW01 is Citywide, and has a mini RFP process. The last round awarded by Boroughs and had no mini RFP process.

Question: How much work is needed to prepare mini RFPs? What should be included in the mini RFP?

Answer: The mini RFP is a simple and streamlined process. At issuance of a task order, instructions will be given on what to include in the proposal.

Question: In Attachment 10, is DBE goal the only thing to be filled out?

Answer: Yes, the proposer must state its DBE goal in Attachment 10.

