



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

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Commissioner

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Associate Commissioner
Safety & Site Support

Project: PW335ES15 -16, Requirements Contract for Environment and Laboratory Testing Services for Various Capital Projects, Citywide

PIN: 8502014PW0003P-4P

Date: January 17th, 2014

Time: 10:00AM

To: All Attendees

From: Belkis Palacios

Minutes of January 17th, 2014 Pre-Proposal Conference

Attendees:

Jean M. Jean-Louis- DDC/ Safety & Site Support
Sandra Roberto –DDC/ Safety & Site Support
Rebecca Tummon- DDC/ Safety & Site Support
Belkis Palacios- DDC/ACCO
James Carasoli- DDC/ACCO
Sara Fields – DDC/ACCO
Tanesha Mashburn- DDC/ Safety & Site Support
Dina Ponce- DDC/ Safety & Site Support

On January 17th 2014 at 10:00am, a Pre-Proposal Conference was held at the New York City Department of Design and Construction (DDC) for Requirements Contract for Environment and Laboratory Testing Services for Various Capital Projects, Citywide.

Jean M. Jean-Louis, Director of Environmental and Geotechnical Services, opened the meeting.

- This non-mandatory pre-proposal conference meeting is for contract PW335ES15 - 16 with respective PIN number 8502014PW0003P-4P. The contracts are awarded based on Boroughs: Contract 1 will be awarded for Brooklyn and Queens and Contract 2 for Manhattan, Bronx, and Staten Island.
- Each contract has a Not to exceed value of \$3,000,000.00 for a period of three years with a two-year renewal term of \$2,500,000.00 and one-year extension.





- The purpose of the contract is to provide environmental professional and laboratory testing services to DDC's clients. The environmental services include asbestos surveys, design specs, indoor air quality, Phase I & Phase II, corridor assessment and environmental subsurface investigation along infrastructure corridors prior to sewers and water main work. The consultant may be requested to respond to spill assessments leading to spill closure.
- The three main divisions within this agency are: Public Buildings formerly known as Structures division, the Infrastructure division and the Safety and Site Support division formerly known as Technical Support division.
- Public Buildings serve various clients such as Library, Police Precincts, Human Services, Fire Department, Courts, Correctional Facilities, Cultural Facilities, New City Department of Sanitation (DSNY), New York City Department of Parks and Recreation (DPR) and New York City Department of Transportation (DOT) as well as other City Agencies.
- The Infrastructure Division serves the New York City Department of Environmental Protection (DEP) and DOT. They manage a greater percentage of the modified Phase I & Phase II work. We receive most of our work from these two divisions except in some cases where we get requests from the Department of Citywide Administrative Services (DCAS), Office of Emergency and Management (OEM), New York City Department of Health and Mental Hygiene (DOHMH), and the Office of the Chief Medical Examiner (OCME) just to cite these few in which case the work will be done on a change order added to the total amount of the contract.
- The Safety & Site Support Division services the Public Buildings and Infrastructure Divisions as well as the other city agencies and the Mayor's Office upon request.
- DDC holds drilling contracts citywide which may be utilized at their discretion. However, three quotes from the environmental drilling firms are to be provided as part of the fee proposal for a Phase II task assignment.

Belkis Palacios, Contract Manager, Stated the following:

- The due date for the submission of the Technical Proposals is February 4, 2014 at 4:00pm.

Sarah Fields, MWBE Liaison & Compliance Analyst, reviewed the M/WBE requirement and process, including:

- This contract has a small percentage (2%) of MWBE requirements.
- Local Law 1: M/WBE Program Requirements are effective July 1, 2013
- Effective July 1st (FY 2014)-these changes greatly expand the M/WBE program.
- Highlights of Local Law 1- no longer a \$1 million dollar cap.
- M/WBE firms can now self-fulfill the participation goal.
- Joint-ventures are encouraged.
- Reviewed Schedule B: Agency Target Page Handout/Affirmation-Note that the goals for this project are for the total aggregate of the task orders.





- Firms will have the opportunity to request for a Pre-Proposal Waiver of the set M/WBE Participation Goal. It must be 7 days prior to the due date.
- The proposal must contain the completed Subcontractor Utilization Plan (also called a Schedule B), or approved waiver, otherwise the proposal may be deemed non-responsive.
- All task orders will be city funded and reviewed under this law.
- For a listing of certified W/MBE firms. Please refer to the Department of Small Business website at: www.nyc.gov/buycertified
- Note that under professional contracts Asian-Owned firms do not count toward meeting the M/WBE goal.
- There are currently over 3,000 Certified M/WBE Firms on the SBS website.
- Several certified M/WBE firms/Joint Ventures are certainly possible and encouraged.

Jean M. Jean- Louis, Director of Environmental and Geotechnical Services, gave an overview of the project:

Contract Details

- The City upon finding that you are the best technical firm to perform work under this contract has no obligation to give you any work except for a minimum guarantee of \$1,500.00 as outlined in the contract on page 16 of the specific requirements section (7.1.2).
- All drawings must be provided in the latest version of AutoCAD being used by DDC. We are currently using AutoCAD 2012. All photos documentation should be in JPEG format.
- A New Staffing plan is to be provided upon staff changes along with resumes. Resumes should outline the number of years of experience in each of the previous and current firms worked for and the nature of the work done. The nature of the work should be similar to the work outlined in this RFP.

Contract Requirements

- The Inspector assigned to a particular task has to meet the title and labor requirements as outlined in exhibit C of the Specific requirements of the contract.
- Hazardous Materials staff must be familiar with DEP, FDNY, NYSDOL and USEPA regulations. Environmental staff must be familiar with NYSDEC, EPA, ASTM, EPA and DEP regulations.
- DEP Investigators must have an active DEP ARTS account.
- All field staff must have an OSHA 10 hour construction safety certification.
- All field staff must have capability to transmit photos and information from the site via a smartphone and/or tablet, etc.
- Laboratories must have a valid ELAP/NVLAP/NLLAP & AIHA accreditations as outlined in the contract, Article 5.1.2 - page 4 of the specific requirements.





Role & responsibility of the Phase II Inspector

- The Inspector must ensure proper MPT is in place prior drilling to start and MUTCD signage is being used.
- The Inspector has to ensure that all the holes are properly vactronned and/or all utilities are cleared.
- The Inspector has to report all incidents/accidents directly to the Environmental Section Chief, the Deputy Director or the Director as soon as possible.
- The Inspector has to ensure that all field paper work for the job is in place prior to drilling. Paper work includes: One Call receipt, DOT work permit, Job Hazard Analysis (JHA), OSHA cards for the driller and helper, DEP field cards, Topographical utility maps.
- The Inspector has to ensure that a Fire extinguisher is available at the work site prior to the start of work.
- The Inspector has to fill out the daily log and sign such log, take a photo of the log and e-mail it to the Section chief as soon as possible and early in the work shift.

Walkthrough

- A walkthrough of the site is to be conducted within 3-5 days from the issuance of a task order.
- Consultant (and driller when applicable) along with DDC Project Managers to attend.

Fee proposal

- A fee proposal is to be submitted within 24 hours of the walkthrough.

Work Order letter (WOL)

- Upon successful negotiation of the fee proposal, a WOL letter will be issued.

Reporting: Surveys, Design Specs, CAR, Phase II subsurface Investigation. etc

- AutoCAD 2012.
- DDC templates.
- Compact Disks (CD).
- Timeline/deadline for draft and final deliverables outlined in the contract in Article 6.9, page 11 of the specific requirements.

Acceptance Letter

- Upon satisfactory completion of the work, an acceptance letter will be issued.





Invoicing

- One Invoice every 30 days in order to be up to date with contract balances.

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

- Question:** Is the registration with the Department of Buildings as a Special Inspection Agency for all special inspection categories and classes acceptable for any team member, or is it required specifically for the prime consultant?
- Answer:** The Special Agency registration is for the firm, not for team members. The team members within the registered Special Inspection Agency have to meet the specific required qualifications to perform the special inspections within the applicable category.
- Question:** At this time in the process, do we need to include detailed information on potential drillers to be utilized for this contract, as is required for laboratories?
- Answer:** No, it is not required. However when submitting a fee proposal for a Phase II task assignment, three quotes need to be submitted. Upon selection of the drilling company, the drilling company is subject to VENDEX and therefore has to be submitted for Subcontractor approval (RFAS). A suggestion in order to save time is to submit the RFAS for these firms upon contract award.
- Question:** We would greatly appreciate any information on the estimated percent workload allocation of the different types of services anticipated to be provided under this contract, as described in Article 6 of the contract agreement, based on past experience of similar NYCDDC contracts?
- Answer:** Historically, the workload is:
- Approximately 70% hazmat
 - 60% Asbestos: Surveys, Design Specifications.
 - 7% Lead: Inspection.
 - 3% IAQ: Complaints.
 - Approximately 30 % environmental
 - 15% Phase I and CAR.
 - 10-12% Subsurface Investigation Phase II.
 - 3-5% Spill Assessment and Closure.
- Question:** Can you clarify if the proposer needs to be registered for all categories and classes, or are there specific categories and classes that are applicable for this contract, if so, which ones will be required as a minimum requirement for this contract?





- Answer:** With respect to ATR-1, the emphasis is on safety. Therefore, the special agency firm has to be registered with the category dealing with such. It seems that Fire Protection Systems & Fire Resistant Construction is the best applicable category.
- Question:** Secondly, can a special inspection sub-consultant be utilized to fulfill some of these requirements?
- Answer:** Yes, Three (3) quotes will have to be submitted. This firm will have to be VENDEX approved and therefore subject to the subcontractor approval process upon contract award.
- Question:** The RFP states that the lab needs to be AIHA certified. We are however a NELAP certified lab. Would this prevent us from being allowed to bid on this proposal?
- Answer:** Anyone may submit a proposal for evaluation. The RFP states that the laboratory must be accredited by AIHA. IF it is not accredited by AIHA that laboratory would not meet the requirements set forth in the RFP.
- Question:** How many contracts are there to be awarded?
- Answer:** Two contracts will be awarded.
- Question:** Are you going to award the contracts to the same firm?
- Answer:** We will award the contracts to the firm (s) that is the best qualified based on the requirements set forth in the RFP.
- Question:** Do we need to identify which contract we going after in the proposal?
- Answer:** No, the order of award is explained in the RFP, Section V.
- Question:** Can the contract be to prime & sub-consultant or does it have to be a joint-venture?
- Answer:** It has to be a joint-venture.
- Question:** The fee proposal is not due at this point, with the technical proposal?
- Answer:** That is correct.
- Question:** Page 10 of the RFP indicates upon written notification we must submit a fee proposal?
- Answer:** Yes, you must submit with your fee proposal only upon request.
- Question:** Will DDC review the technical proposals and will they notify the firms who are selected?
- Answer:** Yes, please refer to the RFP, Section V, for an explanation of the selection process.

