NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

RAMON RODRIGUEZ
Acting Agency Chief
Contracting Officer

Project: PW348-63, PW348-64, CM/Design/Build Services for Remediation of Petroleum Contaminated Sites, Boroughs of Manhattan, the Bronx, Brooklyn, Queens, Staten Island and Upstate New York

Pin: 8502014VP00027P-28P

Date: March 11, 2014

Time: 2:00PM

To: All Attendees

From: Maritza Ortega

MINUTES OF MARCH 11, 2014, PRE-PROPOSAL CONFERENCE

Department of Design and Construction Attendees:

Afsar Samani, Deputy Program Director of the Transportation/Sanitation Program Unit
Mehrzad Asbagh, Sr. Project Manager, Transportation/Sanitation Program Unit
Fatemeh Ashkan, Sr. Project Manager, Transportation/Sanitation Program Unit
James Cerasoli, Deputy Director, Office of Contract Opportunity
Maritza Ortega, Contract Manager, ACCO

General

The purpose of this meeting was to highlight contract requirements, including M/WBE requirements, and to address any questions or concerns from potential bidders associated with the above-referenced contracts.

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Maritza Ortega, Contract Manager, opened the meeting by introducing the two new contracts:

- PW348-63, & PW348-64, Construction Management/Design/Build Services for Remediation of Petroleum Contaminated Sites, Boroughs of Manhattan, the Bronx, Brooklyn, Queens, Staten Island and Upstate New York.
- Stating that the due date of the proposal is on March 24, 2014 by 4PM.
- There is an Addendum No. 1 to the Request for Proposals, pertaining to the revised RFP Attachment 4 on Page 23. The Requirements Per Title and Exhibit B of the Contract on Page 70.
- Reminding everyone to make sure they sign-in and indicating that the contact for questions on the RFP can be found on page 1 of the RFP.

Jim Cerasoli, Deputy Director of the Office of Contract Opportunity, spoke about the general M/WBE requirements and referred the attendee to:

- Read over from page 6 of the RFP (Participation by Minority Owned and Women Owned Business Enterprises in City Procurement).
- Schedule B: M/WBE Utilization Plan must be included in bid packages for subcontracts.
- The CM will have the right to submit a waiver.

Afsar Samani, Deputy Program Director of the Transportation/Sanitation Program Unit, welcomed the participants and spoke about the following:

- The proposals will be for the award of two individual contracts for CM/Design/Build services for the remediation of petroleum contaminated sites.

- The new contracts will replace two existing contracts that are about to expire.

- Contract PW348-63 will have sites in Manhattan, Bronx, and upstate NY. The contract will contain 49 spills within 44 sites.

- Contract PW348-64 will have sites in Queens, Brooklyn, and Staten Island. The contract will contain 81 spills within 62 sites.

- Contract values are correct as stated in the RFP (6.6 million dollars for PW348-63 and 11 million dollars for PW348-64)

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- Both contracts will be financed using the City's Expense funds. Expense funds must be spent within the fiscal year.

- A staffing plan for the CM and design consultant must be submitted at the beginning of the contract to be reviewed and approved by DDC.

- The DDC Project Managers for these two contracts were introduced: Fatemeh Ashkan and Marcy Asbagh.

- Monthly reports are required and must include:
    1. Progress schedule
    2. One month look ahead
    3. Site by site construction, design and CM expenses
    4. Progress photos

- Addendum # 1 pertains to Exhibit B in the RFP which clarifies the Sr. Project Engineer's academic requirements.

- Exhibit D of the contract contains the requirements for the project office. The CM will also be responsible to furnish a File Transfer Protocol site for the exchange of electronic project data.

- Exhibit E of the contract contains safety requirements. The CM will be required to submit a Site Safety Program to be approved by DDC. Subcontractors will be required to submit Site Safety Plans that include Job Hazardous Assessment Forms, also to be approved by DDC.

- All questions regarding this RFP must be submitted at least one week prior to the due date of the proposals.

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

Question: Are there specific sites picked for these contracts?
Answer: Yes, sites are already in the existing contracts and will be transferred to the new contracts. A site list is not part of the procurement. After the contracts are awarded, a list of sites will be provided.

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Question: Are there sites upstate? Where?
Answer: Yes, but none of them are active. Upstate sites will be addressed in contract PW348-63.

Question: What firms have existing contracts?
Answer: LiRo has contract PW348-52. URS has contract PW348-53.

Question: What about rate requirements pertaining to support services like drilling or laboratory?
Answer: Support services contracts will be bid out by the CM. Rates in the RFP pertain to CM and Design Consultant personnel.

Question: Will there be a preference for M/WBE subcontracts or will subcontracts be selected by price?
Answer: Subcontracts are selected by price (lowest bidder from a pre-qualified subcontractor list).

Question: Is DDC or the CM responsible for the pre-qualification of subcontractors?
Answer: The CM is responsible for pre-qualifying subcontractors. The list is shared with DDC.

Question: When will the new contracts be awarded?
Answer: It usually takes about 8 months. The current schedule estimate hoves around October, 2014.

Question: Will a presentation be required?
Answer: No, a presentation will not be required.

Question: When do the current contracts expire?
Answer: The current contracts expire at the end of June, 2015. However, the new contracts will be phased in before the current contracts expire.

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