



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DR. FENIOSKY PEÑA-MORA
Commissioner

RAMON RODRIGUEZ
Acting Agency Chief
Contracting Officer

Project: Requirements Contract for Architectural, Engineering and Construction Related Services for Rehabilitation/Replacement of Facades/Roofs/Roof-related and Window Assemblies, Citywide

Pin: 8502014RQ0005P-7P

Date: May 5, 2014

Time: 10:00 AM

To: All Attendees

From: Hemwattie Roopnarine

MINUTES OF MAY 5, 2014, PRE- PROPOSAL CONFERENCE

Department of Design and Construction Attendees:

Alan Baily, RA, Director in the Division of Public Buildings
Donna Pope, Director of the Office of Contract Opportunity
Hemwattie Roopnarine, Contract Manager, ACCO

General

Hemwattie Roopnarine, Contract Manager, opened the meeting by introducing the project:

- Requirements Contract for Architectural, Engineering and Construction Related Services for Rehabilitation/Replacement of Facades/Roofs/Roof-related and Window Assemblies, Citywide
- The technical proposal due date is on May 20, 2014 by 4:00 pm.
- There is an Addendum No. 1 to the Request of Proposals, pertaining to page RFP-5.

Donna Pope, Director of the Office of Contract Opportunity, spoke about M/WBE requirements:

- The MWBE Participation Goals were not included in the RFP but would be posted as an Addendum in the next day or two.
- The project is subject to Local Law 1, the city's new M/WBE Program which became effective on July 1, 2013. Some of the highlights includes:





1. Eliminates the \$ 1 million dollar cap on contracts to M/WBE firms
 2. Establishes goals for Women in Construction
 3. Eliminates the subcontracting goal so that there is now only **one** M/WBE Participation goal.
- Contractors may fulfill their M/WBE Participation Goals in three ways: M/WBE Prime Consultant; Qualified Joint Venture with a M/WBE Partner and M/WBE Subconsultants
 - Firms are encouraged to include sub consultants as part of their team in order to ensure compliance on individual Task Orders
 - Distributed handouts summarizing Local Law 1 along with a list of M/WBE Structural Engineering and Cost Estimating firms. Additional M/WBE Consultants may be found on the SBS website at www.nyc.gov/buycertified.

Alan Baily spoke, in general, about the scope of the contract and then took questions.

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

Questions for Donna Pope relating to M/WBE goals

- Question:** Will the participation goals be separated by categories or all lumped together?
Answer: The MWBE participation goals will be “**Unspecified**” in Schedule B. This means that the Total Participation Goal may be met by using either Black-American, Hispanic-American or Women certified firms or any combination of such firms. Please note that there are no goals for Asian Americans in Professional Services.
- Question:** How does it work if you are a minority prime?
Answer: Pursuant to Local Law 1, participation by M/WBE prime consultants counts toward the fulfillment of the M/WBE participation goal.

Questions for Alan Baily relating to technical issues

- Question:** Will there be any work under Local Law 11?
Answer: Yes, possibly. By experience, there has not been much Local Law 11 work. How Local Law 11 work is handled is detailed in the contract.
- Question:** Because the contract amount is up to \$5 million for each contract holder, is there a preference for a large or small firm?
Answer: There is no preference on the size of a firm.
- Question:** What is the building height of a typical project?
Answer: For reference, think of a 2-3 story library building.





Question: Has this contract existed in the past?

Answer: Yes. The previous contract was titled as a building envelope contract.

Question: Will this façade/roof contract will be used for buildings 50 years and younger? If the proposer is selected for this contract, could they then propose on an historic preservation contract?

Answer: DDC has an internal process that decides what project is performed under which contract. Under this contract, you will not be asked to get an historic preservation subconsultant. The proposer would be able to bid on any other contract DDC publicizes.

Question: Who, currently, holds similar contracts?

Answer: Nelligan and White Architects PLLC and Thornton Tomasetti, Inc.

Question: How do the contract fees enter into the evaluation process?

Answer: They don't. The evaluation process is performed without any regards to fee proposals. It is a quality-based selection. After the evaluation is completed and the top three firms have been established, then, and only then, are the proposers asked to provide any fee proposals.

Question: What are the duties and responsibilities of the contract holder at each phase of the design/construction process?

Answer: These are all delineated in the Design Consultant's Guide which is referenced in the contract under Exhibit G.

Question: What is the average size project?

Answer: In a range from \$500,000 to \$3,000,000; Typically, a library.

