



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DR. FENIOSKY PEÑA-MORA
Commissioner

JOHN GODDARD
Agency Chief
Contracting Officer

Project: RQ_A&E, Requirements Contracts for Historic Preservation,
Architectural, Engineering and Construction Related Services, Citywide

Pin: 8502015VP0001P-3P

Date: August 21, 2014

Time: 10:00 AM

To: All Attendees

From: Hemwattie Roopnarine

MINUTES OF August 21, 2014, PRE-PROPOSAL CONFERENCE

Department of Design and Construction Attendees:

John Goddard, Agency Chief Contracting Officer (ACCO)
Eric Boorstyn, Associate Commissioner, Architecture and Engineering/Technical Services
Veronica Nnabugwu, Deputy Agency Chief Contracting Officer, Professional Contracts, ACCO
Hemwattie Roopnarine, Contract Manager, Professional Contracts, ACCO
Diana Benjamin, MWBE Analyst, Office of Contract Opportunity

General

John Goddard, ACCO, opened the meeting by introducing himself and the project:

- RQ_A&E, Requirements Contracts for Historic Preservation, Architectural, Engineering and Construction Related Services, Citywide

Hemwattie Roopnarine, Contract Manager, ACCO, reviewed the submission requirements:

- The technical proposal due date is on September 8, 2014 by 4:00pm.
- Refer to RFP-7, Section IV- Format and Content of Proposals:
 - Paragraph D-Acknowledgement of Addenda. If any addendum is issued, please be sure to check off the appropriate Part in Attachment 5.
 - Paragraph F-Proposal Package Contents (Checklist) lists all required materials for the proposal package submission.
- Refer to page RFP- 9, Section V-Proposal Evaluation and Contract Award Procedures.
 - Paragraph B-Proposal Evaluation Criteria, firms will be evaluated in three criteria, Experience of Firms and Subconsultant(s), Key Personnel and Firm's Capability.





- Refer to page RFP-11, Section IV-General Information to Proposers.
 - Firms are encouraged to review the General Information to Proposers.
- Refer to page RFP-30, Subcontractor Reporting.
 - Vendors and Subcontractors are encouraged to register and create an account in the Payee Information Portal (PIP), www.nyc.gov/pip.

Diana Benjamin, MWBE Analyst of the Office of Contract Opportunity, spoke about the M/WBE requirements:

- This project is subject to Local Law 1, the city's new M/WBE Program which became effective on July 1, 2013. It eliminates the \$1Million cap.
- Percentage Goal is of the value of the contract amount
- M/WBE participation goal is 5% for this project.
- The M/WBE goal is unspecified, the total participation goal for Professional service contract may be met using either a Black-American, Hispanic American or women certified firms or any other combination of such firms.
- There are no goals for Asian-American in professional services.
- If the firm(s) can self-perform the entire project, then they can request a waiver in writing from DDC 7 days prior to the date and time of the proposals submission due date.
- On Page 3 of Attachment 7 of the RFP, M/WBE firms can be identified on NYC Department of Small Business Services website at www.nyc.gov/buycertified.
- M/WBE goals can be met under the new Local Law 1 in one of three ways:
 1. Using M/WBE Subconsultants
 2. Joint Venture with an M/WBE firm
 3. Participation by a firm who is already a certified M/WBE.

Eric Boorstyn, Associate Commissioner, A&E/Technical Services, welcomed the participants and spoke about the following:

- Presented an overview of DDC and its projects.
- Description of the contract is for Historic Preservation, Architectural, Engineering and Construction Related Services.
- The Task Orders will be on a rotational basis for non-complex jobs consultant assignments will be based on their proposal rank order.
- Any project(s) that are designated by DDC as complex, the three selected consultant firms will be required to respond to a mini-RFP prior to award of the job.

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

Question: Why did DDC go back to the SF254/255 format from the SF330?





Answer: Either SF330 or SF 254/255 can be used.

Question: How many firms will be selected?

Answer: Three firms will be selected.

Question: On RFP-5 the Project Architect is required to have a professional license and not the Project Manager?

Answer: The Project Manager is not required to have professional license. The years of experience for the Senior Historic Preservation Designer title should read five years, not seven years.

Question: How will Hazardous Materials be handled?

Answer: DDC has a separate contract for Hazardous Materials, which is handled by an in-house unit.

Question: Attachment 6-Confirmation of Vendex Compliance does it need to be submitted with proposal?

Answer: Attachment 6 will be submitted upon written notification from DDC.

Question: When do we submit Attachment 4, Fee Proposal?

Answer: Upon written notification from DDC, the proposer shall submit the Fee Proposal, Attachment 4.

