

Project: ENGINSP5, Requirements Contract for Professional Services for Inspection and Material Testing of Water Main, Sewer Pipes and Appurtenances at Various Locations throughout the United States and Foreign Countries

PIN: 8502015RQ0005P

Date: Monday April 27, 2015

To: All Attendees

From: Carlo Di Fava

MINUTES OF MONDAY APRIL 27, 2015 PRE-PROPOSAL CONFERENCE

Department of Design and Construction Attendees:

- Alla Ayzenshtat, Deputy Director, Quality Assurance & Construction Safety
- Richard Jones, PE CWI, Engineer-In-Charge, Quality Assurance & Construction Safety
- David Heitner, Project Manager, Quality Assurance & Construction Safety
- Jue Zhang, Contract Manager, ACCO Professional Contracts
- Carlo Di Fava, Director, ACCO Professional Contracts
- Belkis Palacios, Contract Manager, ACCO Professional Contracts

General

Alla Ayzenshtat started the Pre-Proposal Conference by stating that the ENGINSP5 Requirements Contract is a three year contract with a one year renewal plus a one year extension. The contract will be managed by the Materials Testing & Fabrication Unit (MTFU) Unit of the Program Management Division of DDC. Alla Ayzenshtat is the Deputy Director, Richard Jones the EIC and David Heitner is the project manager. Inspections will take place in the US, Canada and occasionally China, and India. The contract is for Infrastructure projects (Sewers, Water Mains, etc.). Inspected items include Pipe, Valves, Manholes, etc. DDC procedures and specifications will be provided. Payment forms, Work Order Letters and acceptance letters are already established and will be provided.

All proposals accepted will be reviewed by the MTFU unit.

Richard Jones stated that most of the companies and items that will be inspected are listed on page 8 of the Contract. There can also be inspections in Canada, India and China. The inspector must be qualified for the items inspected.

Pages 26 and 27 of the Contract list the personnel titles and requirements. The Contract Executive must be a New York PE and will review inspection reports and be involved with inspection contracts. He will be paid one hour per each day of inspection. The Project Manager will be involved with inspection schedules, flight schedules, etc. and will be paid one hour per each assignment. Some inspection assignments may require a CWI and all Inspectors must have experience with the inspected item. Occasionally a QA Auditor will be required to conduct a Quality Audit of a plant.

As per Exhibit D (Page 28) an acceptable testing lab, which is within 75 miles from Columbus Circle, must be selected to provide testing services. The minimum criteria for the lab's approval is A2LA accreditation.

Travel will be based on New York City Directive 6. Currently, mileage is 28 cents per mile. Long Distance travel is either 75 miles from home or office or travel by airplane. Per Diem for meals and hotels will be provided. A stipend for airplane travel of \$200 and a stipend for long distance car travel of \$100 will be paid by DDC and must be paid directly to the inspector. All receipts from travel including airplane boarding passes should be kept.

A monthly payment of all expenses will be reviewed. All payments will be processed by the Engineering Audit Unit at DDC.

The inspection process is as follows:

Manufacturer will request an inspection with at least five Days' notice. An email will be sent with the details including the company, location, contact number, type of inspection to be performed, the hours involved and the time of the inspection. An estimate prepared by the Consultant will be emailed back to QA&CS and a Work Order Letter will be issued and sent. An inspection report is required for each day and must be emailed to QA&CS by the next day. A weekly report signed by the Contract Executive with a PE stamp must be mailed to QA&CS. After the report is reviewed an Acceptance Letter will be issued and sent. If there are changes to any expenses a revised Work Order Letter will be reissued.

The inspection report will include a technical report and photos. The Inspector should call DDC directly by phone if there are any problems. Inspection hours may be adjusted during the inspection based on any manufacturer issues or if additional work is required. If an inspection is ended early the inspector will be paid the hours worked and the Work Order Letter will be adjusted accordingly.

A large number of inspectors may be needed. The number of assignments per week may vary greatly. Any staffing problems must be solved on the company end not by the DDC.

The RFP requires a staffing plan. If there are personnel changes QA&CS must be notified. QA&CS must approve all changes to the staffing plan. If the Contract Executive and Project Manager are not available QA&CS must be told in advance. There can be many inspectors (A list should be provided to QA&CS). The Project Manager can be a backup for other positions if qualified, but shouldn't be the main person for another position.

Subcontractors can be used per the contract but must be QA&CS approved.

The contract is for \$1,000,000.00 for three years, with a one year renewal for \$500,000.00 and a one year extension on the renewal. There is no carryover of contract balance from the contract to renewal and extension. The contract will not exceed \$1,000,000.00.

Jue Zhang, DDC ACCO Contract Manager and Carlo Di Fava, DDC ACCO Director reviewed the submission requirements:

- Refer to page RFP-1, Section 1. Timetable:
 - The submission deadline is Monday, May 11, 2015 at 4:00 PM.
 - Proposals shall be hand delivered and note that the entrance to the DDC is on 30th Place, not Thomson Avenue.
 - All inquiries must be submitted in writing no later than one week prior to due date of May 11, 2015.

- Refer to page RFP-9, Section IV. Format and Content of the Proposal:
 - Paragraph D, Acknowledgement of Addenda: If any addendum is issued, it will be posted on DDC's website (<http://ddcftp.nyc.gov/rfpweb>), proposers will need to print and sign each addendum and include it in the technical proposal, along with completed Acknowledgement of Addenda (Attachment 4).
 - Paragraph F, Proposal Package Contents ("Checklist"), lists all required materials for proposal package submission. Please note that SF254/255 must be completed by the Proposer and all its subconsultants. SF330 is acceptable as a substitute to SF254/255.
 - Proposal packages must be clearly marked with project name, PIN, proposer's name and address.

- Refer to page RFP-12, Section V. Proposal Evaluation and Contract Award Procedures:
 - Paragraph B, Proposal Evaluation Criteria. Proposals will be evaluated on three criteria: Experience of Firm and Subconsultants (40%), Personnel (40%), and Firm's Capability (20%).

- Refer to page RFP-14, Section VI. General Information to Proposers:
 - Prospective proposers are encouraged to read the entire section.

- Refer to page RFP-30, Attachment 9, Subcontractor Reporting:
 - Vendors and Subcontractors are encouraged to register and create an account in the Payee Information Portal (PIP), www.nyc.gov/pip.

- Minutes and Attendance sheet for the Pre-proposal Conference will be posted at DDC website. (<http://ddcftp.nyc.gov/rfpweb>)

The following is a summation of questions and answers from the conference. Any errors in the responses have been corrected; the following should be considered the official responses to the questions.

- 1) Question:** Will this contract be paid using the PIMS System?

Answer: Not at this time, but maybe in the future.

- 2) Question:** What happens if the contract value is exceeded?

Answer: The contract value cannot and will not be exceeded. A new RFP will be advertised in advance, if required.

- 3) Question:** Are subcontractors acceptable?

Answer: Yes, if approved by DDC QA&CS.

- 4) Question:** Can a person be listed for multiple titles – for example Contract Executive and NDT Inspector Level III?

Answer: Yes, so long as all of the requirements are met and it is approved by QA&CS. If the Contract Executive or Project Manager is going to perform the functions of another title, it shall not be at the detriment of his duties as Contract Executive or Project Manager.