

Eric C. Macfarlane, P.E.  
Deputy Commissioner  
Infrastructure

**Project:** HWCRQ04MI, HWCRQ04S, HWCRQ04M, HWCRQ04L, Requirements Contracts for Resident Engineering Inspection Services for Micro, Small, Medium and Large Infrastructure Projects, Citywide

**PIN:** 8502016RQ0014P-43P

**Date:** October 14, 2015

**Time:** 10:00 AM

**From:** Jue Zhang, Contract Manager, DDC-ACCO

**To:** All Attendees

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## MINUTES OF OCTOBER 14, 2015 PRE-PROPOSAL CONFERENCE

### Agency Speakers:

Feniosky Peña-Mora, Commissioner

Eric MacFarlane, Deputy Commissioner

John Goddard, Agency Chief Contracting Officer

DDC Commissioner, **Dr. Feniosky Peña-Mora**, opened the meeting and announced that in order to enhance opportunities for different groups, increase their participation, and develop a level playing field, DDC developed four different categories in the awards.

Deputy Commissioner, **Eric MacFarlane**, introduced the DDC Infrastructure programs. He went through the DDC 10 year plan as well as FY'16 programs regarding the constructions contract in infrastructure and the need for the REI services. Mr. Macfarlane also explained about the MINI RFP process and how important it is for Firms to respond to these MINI RFPs consistently. Please refer to the PowerPoint presentation attached.

DDC Agency Chief Contracting Officer, **John Goddard**, reviewed the RFP submission requirements detailed in the attached PowerPoint presentation.

The questions and answers are to be posted on DDC website as an Addendum.



**Pre-Proposal conference for Requirements Contracts for  
Resident Engineering Inspection Services  
For Micro, Small, Medium and Large Infrastructure Projects Citywide**

**FMS ID: HWCRQ04MI, HWCRQ04S, HWCRQ04M, HWCRQ04L**

**EPIN: 85016P0008**

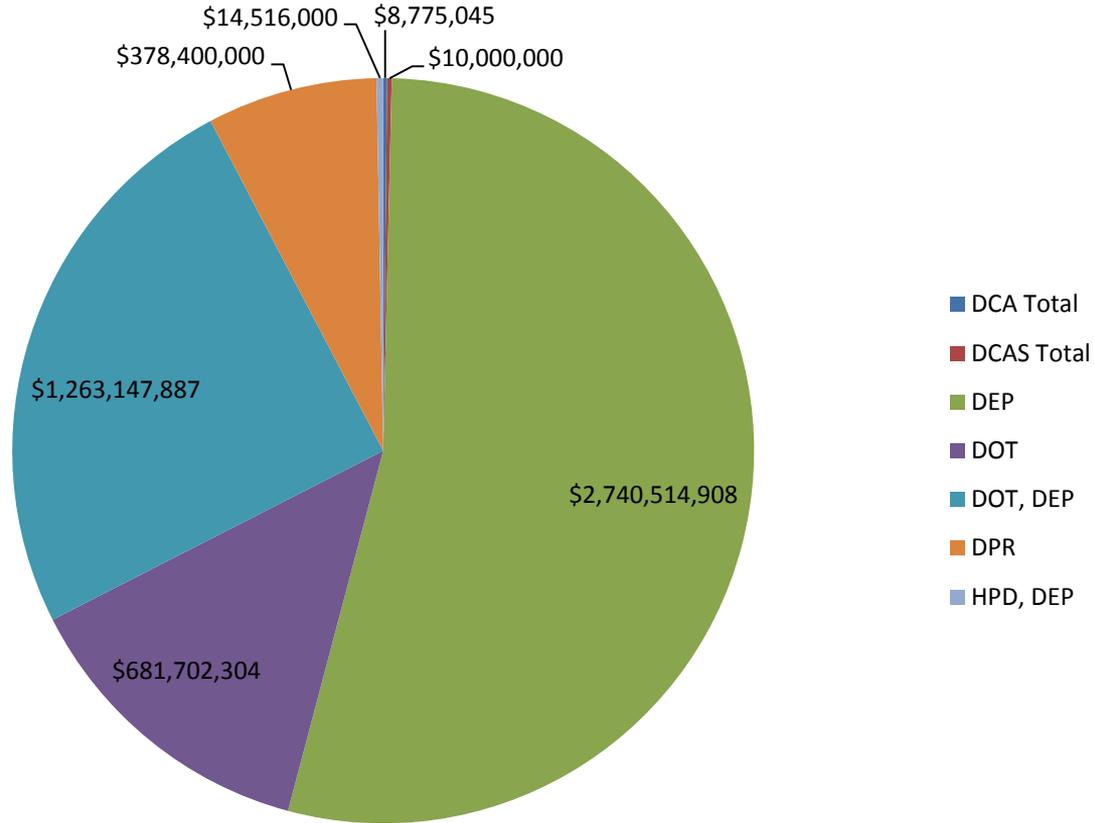
**PIN: 8502016RQ0014P-43P**

**Eric C. Macfarlane, P.E.**  
**Deputy Commissioner**

**John Goddard**  
**Agency Chief Contracting Officer**

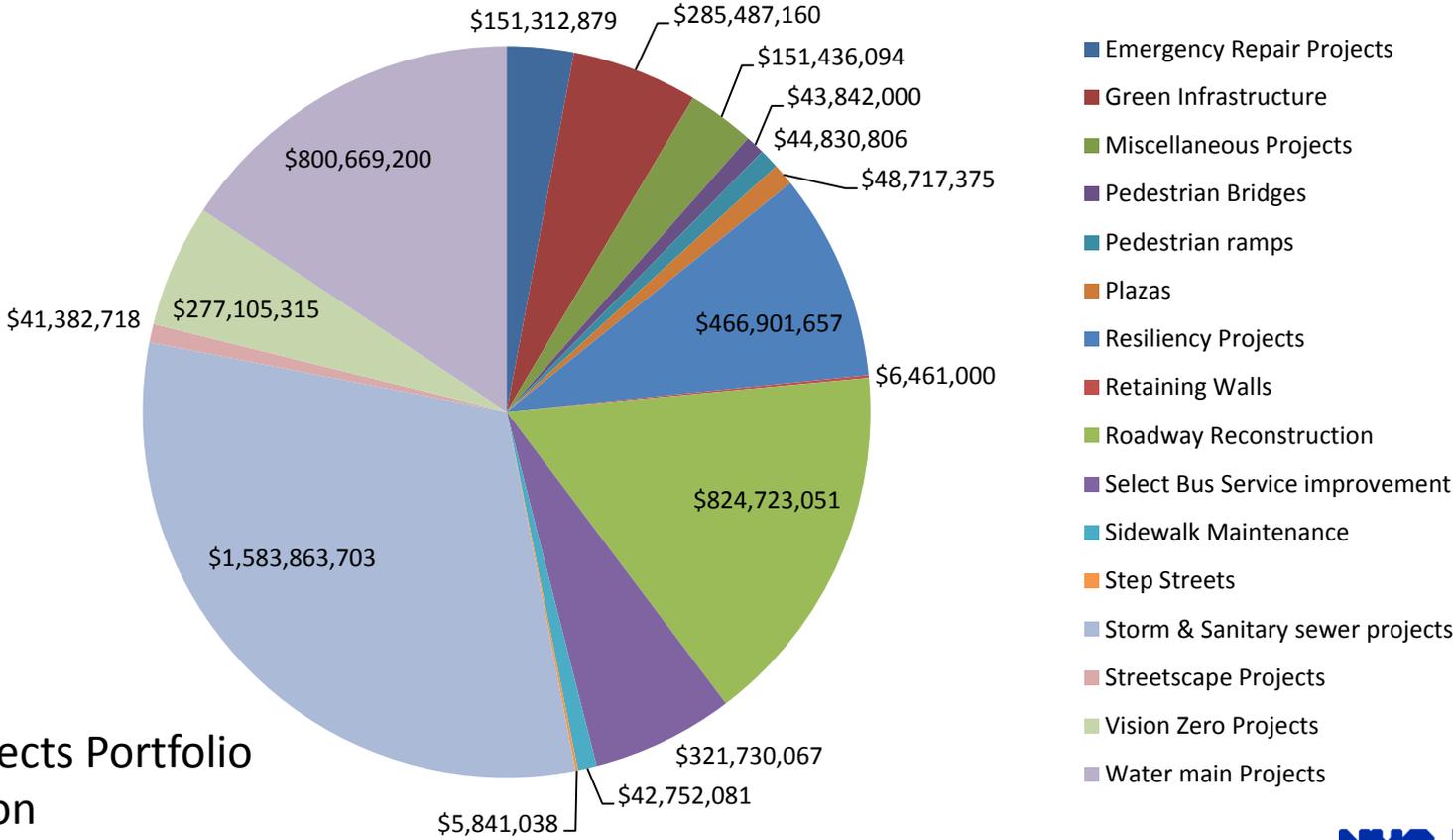
**Department of  
Design and Construction**

# 10 Year Plan for DDC Client Agencies Infrastructure



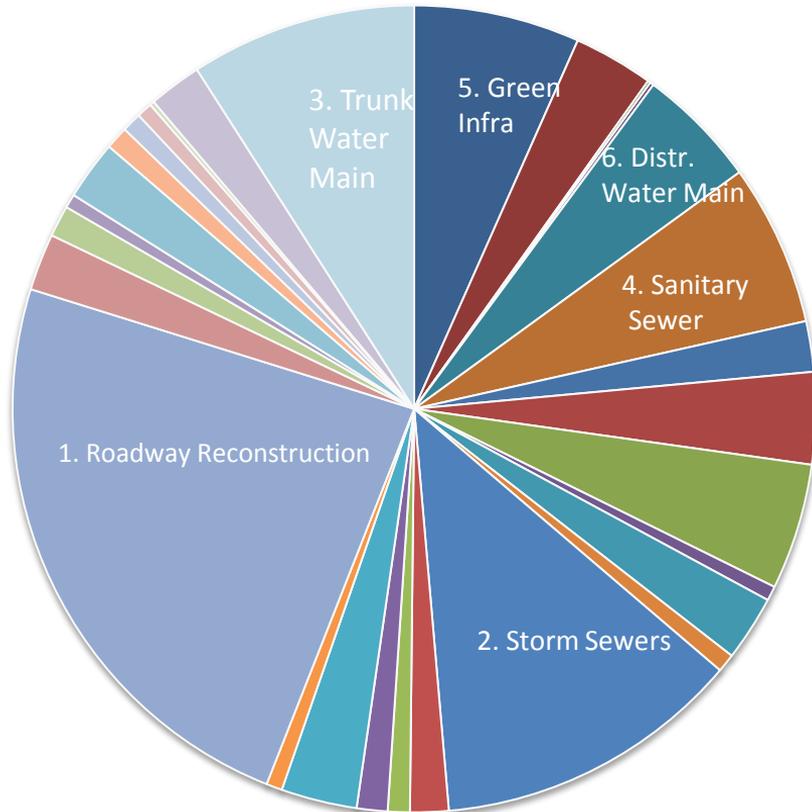
Total value of \$5,097,056,144

# Infrastructure Contracts Pre-Design and Design



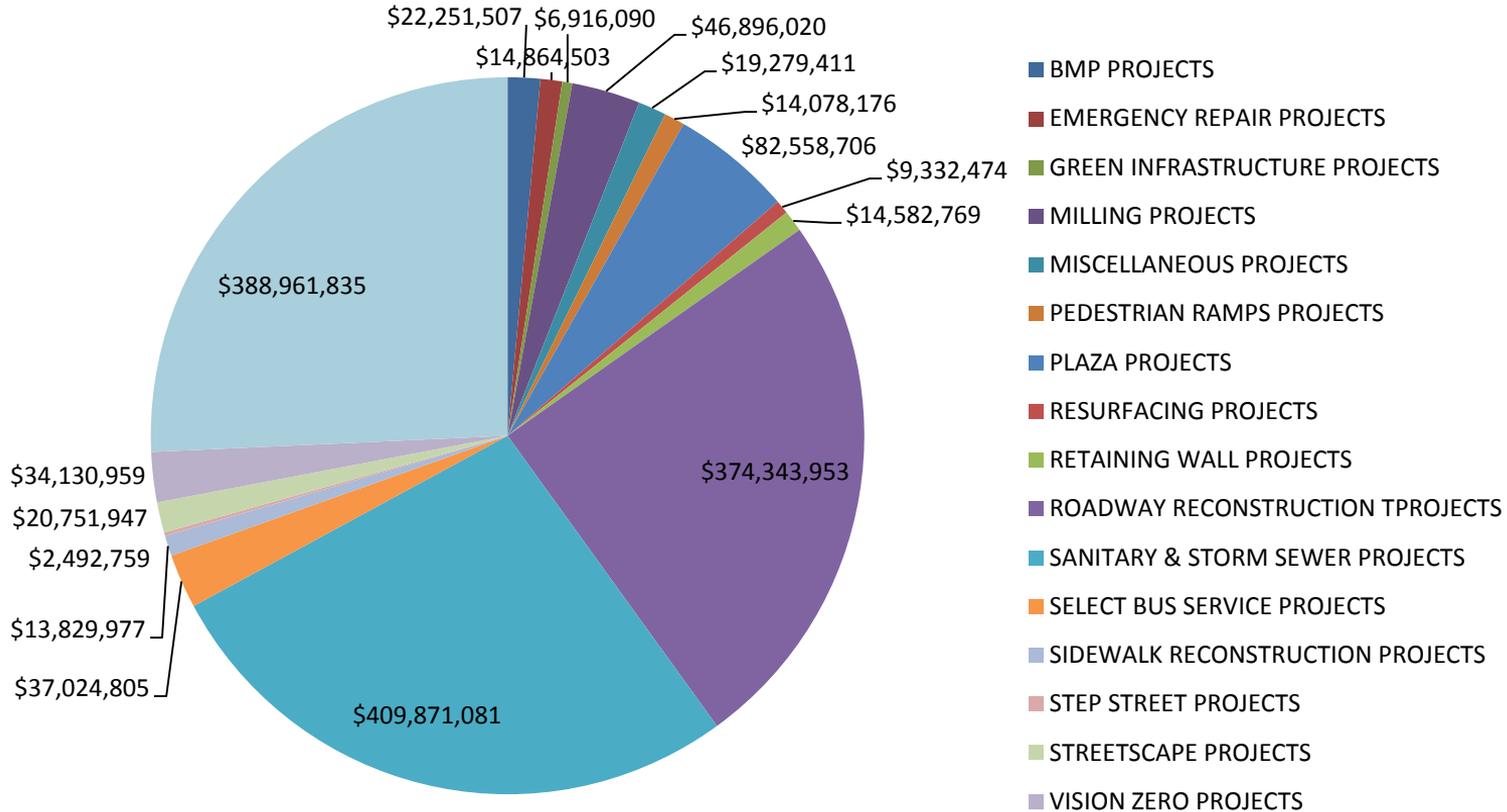
365 projects Portfolio  
> \$5 billion

# Infrastructure Top Six Project Types



- 3rd Water Tunnel Project
- Catch Basins
- Distribution water mains
- Green Infra
- Infra Development
- Milling
- New Storm sewers
- Pedestrian ramps
- Plaza
- Roadway Reconstruction
- School Safety Program
- Sewer rehabilitation
- South Queens Flood Mitigation
- Step Street
- Trunk Water Main
- Bluebelt project
- Combined Sewers
- Emerg repair
- HIGH LEVEL STORM SEWRS
- Intersection Improvement
- New Sanitary sewers
- Pedestrian Bridge
- Pedestrian Safety Impr
- Retaining Wall
- Sanitary sewer reconstruction
- Select Bus Service impr
- Sidewalk Maintenance
- Special Project
- Streetscape

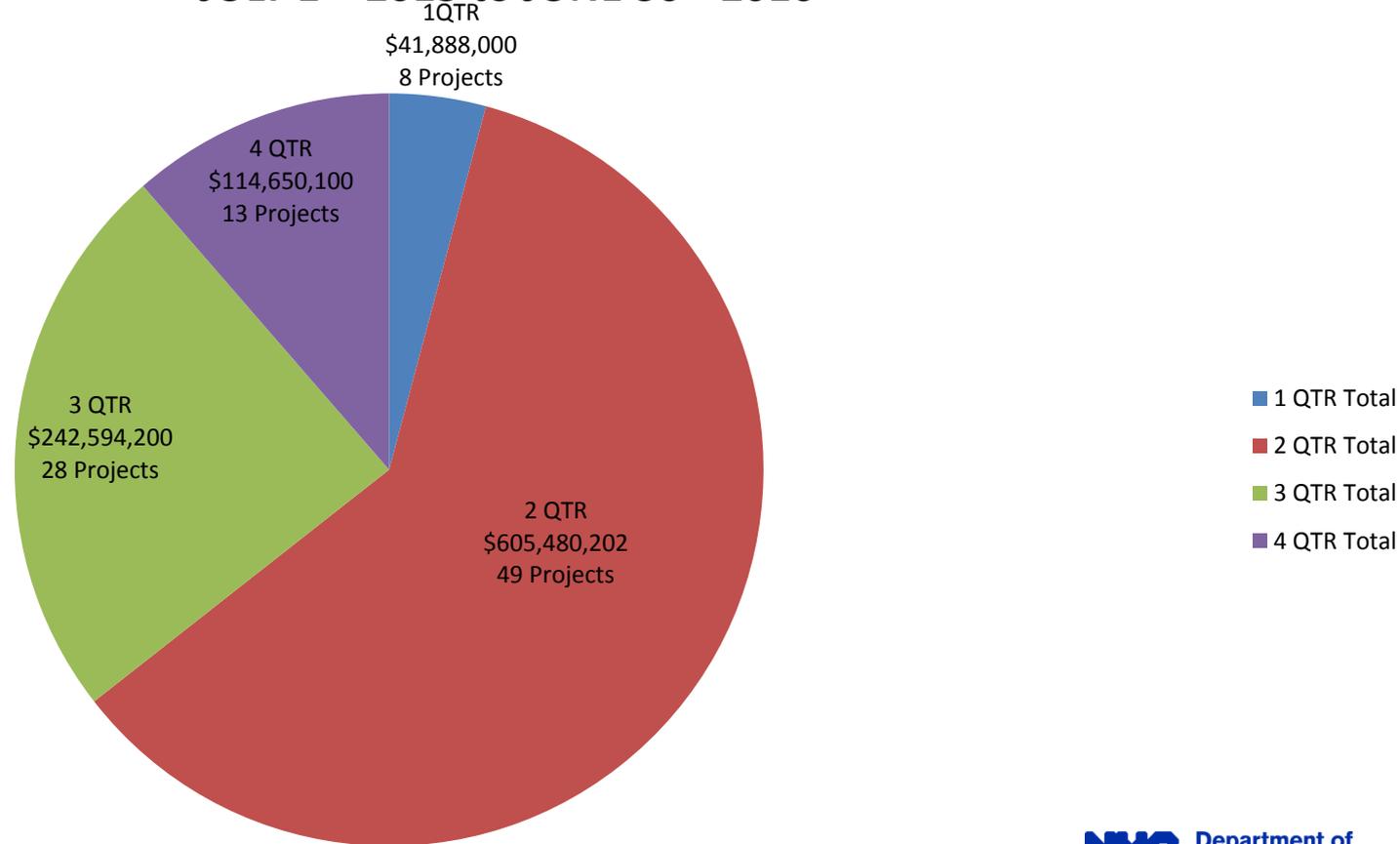
# ACTIVE CONSTRUCTION PROJECTS BY TYPE



Total \$1.5 billion – 105 Construction projects in 5 Boroughs

# CONTRACTS TO BE BID FOR FISCAL YEAR 2016

## JULY 1<sup>st</sup> 2015 to JUNE 30<sup>th</sup> 2016



Total Estimated FY 2016 construction contracts value = \$1,004,612,502

## TERM OF THE CONTRACTS

- Three Years

## FOUR CATEGORIES, UP TO 30 AWARDS

FMS ID Number	Contract/Firm Type	No. of Staff	Category of Contract to be Awarded	Total Not to Exceed Amount	No. of Selected Firms
HWCRQ04MI	Micro	1 to 5	Projects requiring partial REI staffing with estimated REI staffing Fee less than \$500K per project	\$5 Million	5
HWCRQ04S	Small	6 to 50	Estimated Construction Cost \$10 Million or less per project	\$12 Million	8
HWCRQ04M	Medium	51 to 100	Estimated Construction Cost \$5 Million to \$10 Million per project	\$15 Million	7
HWCRQ04L	Large	101 or more	Estimated Construction Cost more than \$10 Million per project	\$20 Million	10

- “Staff” shall mean all the personnel of the proposer, including non-professional/non-technical personnel.

## **SUBMISSION DEADLINE (RFP-1)**

- Wednesday, 11/04/2015 by 4:00 PM
- DDC entrance is on 30th Place, not Thomson Avenue

## **INQUIRES (RFP-2)**

- All inquiries must be requested in writing or email to the Contract Manager, **Joe Zhang**
- Last day to submit question is one week prior to the submission deadline

## **ACKNOWLEDGEMENT OF ADDENDA (RFP-26, Attachment 5)**

- 2 Addenda have been issued and posted on DDC website
- All addenda shall become part of the requirements of the RFP
- The Addenda and Acknowledgement of Addenda must be signed and appended to your Proposal

## PROPOSAL PACKAGE CONTENTS (RFP-12) (Three Packages)

- Technical Proposal
  - 1 Original, 3 Copies and 1 electronic version saved as a PDF on a clearly labeled CD or USB Flash Drive
  - Cover letter must indicate the project **CATEGORY**, either **MICRO**, **SMALL**, **MEDIUM** or **LARGE**
  - Certificate of Authorization\* (\* edited)
- Schedule B: M/WBE Participation Requirements (Attachment 7)
- Doing Business Data Form (Attachment 9)

### Labeling of the Package:

- Proposer's **Name** and **Address**, the **Project Name** and **PIN** of this RFP Project **CATEGORY**, either **MICRO**, **SMALL**, **MEDIUM** or **LARGE**

## CONSULTANT RELATIONSHIPS (RFP-4, RFP-11)

- Any firm that submits a proposal for this contract may **NOT** be included as a subconsultant to any other firm that is submitting its own separate proposal under the **SAME** category.
- Proposals submitted by a Joint Venture in any project size category, where separate proposals are also submitted in the same or different project size category by any firm that is a party to that Joint Venture, are discouraged, and may negatively affect the “Organizational Capability” score of the firms and the Joint Venture.

## IDENTIFICATION OF PERSONNEL (RFP-21, Attachment 3)

- 16 Required Titles listed in Attachment 3
- Proposers in the **MICRO** Projects category are required to identify individuals only for those titles of personnel who are currently employed by the firm submitting the proposal in the Micro Projects category
- As stated in Exhibit A of the attached Contract, all personnel provided by the firms in the **MICRO** Projects category must be employees of the firm

## SUBCONTRACTING OF PERSONNEL (Exhibit A)

### Key Personnel include:

- Project Executive
- Resident Engineer
- Assistant Resident Engineer
- Office Engineer
- Any such other titles as the Commissioner may deem necessary

	<b>Micro</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>
<b>Key Personnel</b>	NOT permitted	NOT permitted	NOT permitted	NOT permitted
<b>Non-Key Personnel</b>	NOT permitted	Permitted	Permitted	Permitted
<b>Reimbursable Services *</b>	Permitted	Permitted	Permitted	Permitted

\* Refer to Contract Article 6.5 for Reimbursable Services

## **PROPOSAL EVALUATION CRITERIA (RFP-13)**

- Experience of Firm and Key Personnel [Weight 40%]
- Technical Approach [Weight 30%]
- Organizational Capability [Weight 30%]

## **GENERAL INFORMATION (RFP-15, Section VI)**

- Proposers are advised to read the entire section

## **SUBCONTRACT REPORTING (RFP-33, Attachment 11)**

- Payee Information Portal (PIP), [www.nyc.gov/pip](http://www.nyc.gov/pip)

## **M/WBE PARTICIPATION REQUIREMENTS (RFP-28, Attachment 7)**

- Master Service Agreement Schedule B is required for submission
- City-funded projects are subject to Local Law 1 of 2013
- Participation goal will be established for each individual task order; Prime must submit a completed Schedule B – M/WBE Utilization Plan or Waiver

## **MEETING M/WBE Goals**

- NYC Department of Small Business certified M/WBE firm
- Qualified Joint Venture with an M/WBE firm
- M/WBE sub-consultants and/or sub-contractors

**FIND M/WBE FIRMS AT [www.nyc.gov/buycertified](http://www.nyc.gov/buycertified)**

**DDC M/WBE Program Contact Person: Jin Zhang**

## DBE PARTICIPATION (RFP-29, Attachment 8)

- FHWA and/or FTA-funded projects are subject to the Disadvantaged Business Enterprises Program
- Overall DBE utilization goal is 20%
- DBE Participation Plan must be submitted prior to selection for a federal-funded Task Order
- DBE subconsultants certified by NYS Unified Certification Program (NYSUCP)  
<http://208.109.189.146/productions/nysdot/biznet>
- Any project that is subject to the DBE program will not be subject to the M/WBE requirements

## ERC - Mini-RFP Task Order assignments

. Proposals will be evaluated by various selection committees:

Selection Key Points:

- Provide project experience examples that Focus on types of projects under consideration
- Depth of qualified staff
  - Available resources to staff multiples projects and maintain schedules
  - Relevant experience and competence to perform DDC projects types
  - Ability to provide technical support services during construction
  - Demonstrated experience in closing out projects expeditiously
- Strategic approach
  - Project Management Objectives
  - Identification of critical Milestones
  - REI organization capabilities
  - Examples of successful use of innovative construction management techniques
- Financial resources
  - Ability to meet expenses pending City reimbursement
- Firms will be ranked within each category: 5 Micro; 8\* Small; 7\* Medium; 10 Large. (\* edited)
- Negotiation will be conducted with highest ranked firms.
- ERC Contracts will be awarded to successful firms and 4 defined categories will be established.

**Thank you for your time!**

**QUESTIONS?**

**Minutes and Attendance sheet for the Pre-Proposal Conference will be posted on DDC website.**