

MINUTES OF MEETING OF FEBRUARY 18TH, 2016 PRE-PROPOSAL CONFERENCE

Project: P-415PAS2, Preliminary and Final Design and Construction Support Services for: Passerelle Pedestrian Bridge, Borough of Queens

PIN: 8502016HW0034P

Date: Thursday, February 18th, 2016

Time: 10:00 AM

To: Attendees

From: New York City Department of Design and Construction, Gabriela Lara

Agency Attendees:

Eric Macfarlane, PE: Deputy Commissioner, Infrastructure, DDC
Shakeel Ahmed, PE: Assistant Commissioner, DDC
Bharat Parekh, PE: Director, Infrastructure, DDC
Alimur Rahman, PE: Engineer-in-Charge, Infrastructure, DDC
Gabriela Lara: Design Engineer, Infrastructure, DDC
Belkis Palacios: Contract Manager, Professional Contracts, DDC
Lea Case: MWBE Analyst, Office of Diversity and Industry Relations, DDC
Emmanuel Charles: MWBE Analyst, Office of Diversity and Industry Relations, DDC

Additional Attendees:

Attendance Sheet Attached

General

The purpose of this meeting is to inform prospective proposers about the general scope of work, provide an opportunity to prospective proposers to visit the project site, receive and answer questions prior to the submission deadline for the Stage 1 of the RFP process.

The Department of Design and Construction (DDC) gave a brief overview of the Proposal process, explaining the two stages of the submittal procedure:

- Stage 1 submission shall focus on previous projects completed by prospective proposers and should showcase creative ideas.
- Subsequent to the receipt and review of Stage 1 submittals, DDC will prepare a short list of up to five proposers. These proposers will be directed to submit the Technical Proposal for Stage 2. The submittal for this stage will be similar to that of a conventional RFP submittal.

The questions and/or comments were as follows:

Question: Are firms that previously completed Pre-scoping Design, precluded from Stage 1 submission?

Answer: No.

Question: Are Preliminary Design (Pre-scoping Documents) Drawings available for review?

Answer: Yes. The proposers who are short-listed by DDC for Stage 2 - Technical Proposal submission must review the pre-scoping documents to assess the work completed. However, if Stage 1 proposers wish to review Pre-scoping Documents, they may contact Belkis Palacios of ACCO (DDC) to schedule an appointment for review.

Question: Which consultant firm prepared the Preliminary Design?

Answer: HAKS/Weidlinger Joint Venture.

Question: Who should we direct email questions to?

Answer: Belkis Palacios of ACCO (DDC): PalacioB@ddc.nyc.gov, Phone: (718)391-1866.

Question: Does the design consider full replacement of the bridge? Is wood or steel being considered? Will the foundation remain the same?

Answer: Pre-scoping Documents show existing foundation (piles) and pile caps to remain. The bridge superstructure is proposed to be rebuilt, using structural steel members and concrete decking. However, Stage 1 proposers should showcase their creativity.

Question: Will architectural design be a dominant factor in Stage 1 submittal?

Answer: The bridge is viewed as a gateway to the Flushing Meadows Park. Stage 1 proposals shall focus on comparable projects that can bring out the creative vision of the proposer.

Question: Clarification of Portfolio sheet size requirements.

Answer: Projects can be presented on 8.5"x11" sheets or 11"x17". One 11"x17" sheet, printed on both sides, would be considered equivalent to 2 - 8.5"x11" sheets printed on both sides.

Comments - DDC ACCO:

- All further questions should be received on or before 02/26/2016.
- Submittal procedures were clarified.
- New regulation is included in Attachment 14 of the RFP.
- ACCO's contact information is on page SR-2 of the RFP.

Comments - DDC ACCO: M/WBE Section:

- The 9% goal towards MWBE participation was reiterated.
- On Attachment 9, page 3 of 6, the proposer shall clearly indicate how the proposer intends to comply with requirements by checking appropriate box. Sub-consultants shall be clearly identified.