

Project: HWEARC04, REQUIREMENTS CONTRACTS FOR PROFESSIONAL SERVICES FOR ENVIRONMENTAL ASSESSMENT STATEMENT FOR VARIOUS PROJECTS, CITYWIDE

PIN: 8502016PW0001P-3P

Date: April 11, 2016

Time: 10:00AM

To: All Attendees

From: Jean M. Jean-Louis, LEED AP BD+C, CIAQM

MINUTES OF APRIL 11TH, 2016 PRE-PROPOSAL CONFERENCE

Attendees:

Office of Environmental & Geotechnical Services (OEGS):

Jean M. Jean-Louis - Director, DDC, Safety & Site Support, OEGS
Cavy Chu - Deputy Director OEGS/ Environmental Services
Sandra Roberto - Deputy Director, OEGS /Hazardous Materials and Geotechnical Services
Vanessa Duah- Contract Administrator

DDC ACCO Staff:

Charlette Hamamgian - Agency Chief Contracting Officer
Stephen Malusa – Deputy Agency Chief Contracting Officer
Andrew Cammock – Director – Professional Contracts
Nadira Kayharry – Contract Manager – Professional Contracts

Minority/Women-Owned Business Enterprise (M/WBE) Staff:

Jinguo Zhang – Deputy Director

Hire NYC RIDER Staff:

Donna Pope – Director

On April 11, 2016, a Pre-Proposal Conference was held at DDC (Central Headquarters located at 30-30 Thomson Avenue, Long Island City, New York 11101), for Requirements Contracts for Professional Services for Environmental Assessment Statement for Various Projects, Citywide.

The meeting commenced at 10:20 am with a PowerPoint Presentation given by Director Jean M. Jean-Louis, OEGS; Nadira Kayharry, ACCO; Jinguo Zhang, M/WBE; and Donna Pope, Hire NYC RIDER, respectively. Please refer to the PowerPoint Presentation which is posted online.

DDC Office of Environmental and Geotechnical Services (OEGS) Overview:

The following were discussed by Director Jean M. Jean-Louis.

For the benefit of these firms that are not too familiar with our work, I will proceed to give a brief overview of this work.

The three main divisions within this agency are: Public Buildings formerly known as Structures Division, the Infrastructure Division and the Program Management Division, formerly known as the Safety and Site Support Division. OEGS was formerly known as Technical Support division.

Public Buildings serve various clients such as Library, Police precincts, Human Services, Fire Department, Courts, correctional facilities, Cultural facilities, DSNY, DPR and DOT (Depart. of Transportation) facilities etc...

The Infrastructure division serves DEP and DOT and manages a great percentage of the environmental Services we perform which are a modified Environmental Phase I Corridor Assessment Reports & Phase II Subsurface Investigations; HazMat Specifications, Environmental Permitting and work specific to this contract, the Environmental Assessment Statement and Environmental Impact Statement. We receive most of our work from these two divisions except in some cases where we get requests from DCAS, OEM, DOHMH, and OCME just to cite these few in which case the work will be done on a change order added to the total amount of the contract.

The Safety & Site Support Division services the Public Buildings and Infrastructure Divisions as well as the other city agencies and the Mayor's Office upon request.

Contract Overview

The following points were discussed by Director Jean M. Jean-Louis.

This non-mandatory pre-proposal conference meeting is for contract HWEARC04 with respective PIN number **8502016PW0001P-3P**. This contract is divided into three geographical areas within the City of New York:

Contract 1 will be awarded Queens

Contract 2 will be to Manhattan & Staten Island

Contract 3 will be awarded to Brooklyn and The Bronx

Note: There is a provision within the Terms of the contract in which the City can assign work to you in any borough when required.

TERMS OF CONTRACT:

3 Year - \$10 Million for each contract

2 Year Renewal - \$3 Million for each contract

The purpose of the contract is to provide environmental professional services related to the preparation and submission of the Environmental Assessment Statements, Environmental Impact Statements, and Environmental Permitting, predominantly for our Infrastructure Division clients. The Specific Requirement's outlined in Article 5 & 6 of the contract were discussed during the power point presentation. Please refer to the PowerPoint Presentation which is posted online.

Other speakers, who utilized the PowerPoint presentation for their specific discipline, were:
Nadira Kayharry - ACCO Contract Manager – Professional Contracts
Jinguo Zhang – Deputy Director- Minority/Women-Owned Business Enterprise (M/WBE)
Donna Pope – Director- Hire NYC RIDER

The following is a summation of questions and answer for the conference. The following should be considered the official response to the questions:

Question 1: If you have a Joint Venture can one of the firms fulfill MWBE goal that is required?

Answer: Yes, depending on the partnership percentage.

Question 2: When meeting the goals of HIRENYC Rider, does this only apply to the Prime or is the sub-consultant required to hire from this pool?

Answer: Only the Prime is required to interview and possibly hire from the identified candidate pool.

Question3: They have up to 30 days after registration to apply online in the system, correct?

Answer: Yes, that is correct.

Question 4: Now this contract also has a Renewal provision, does the prime have to re-register online for the renewal contract?

Answer: Yes, the law is based upon the contract registration number and a Renewal contract has new registration #. Therefore the Prime would need to register the renewal contract, as well.

Question 5: You mentioned the word “qualified candidates” does this mean the City will screen the candidates from the HIRE NYC Rider pool?

Answer: Yes, the WORKFORCE ONE from the Department of Small Business Services, they are going to work with the consultants and contractors to ensure that there is a match. IT is very important that when you enter the information into the portal that you are very specific on the requirements that you are looking for to perform the work.

Question 6: Will this presentation be available online?

Answer: Yes it will be available online, possible this afternoon.

Question 7: And the attendance sheet as well?

Answer: Yes, everything.

Question 8: Do you have any idea when you will post the response to the questions?

Answer: They will be posted by April 21st. All questions and clarifications will be posted by the 21st. The Proposal submission is 4pm on April 28th, 2016.

Question 9: Do we need to identify which contract we are going after in the proposal? (Queens etc...), or do you decide?

Answer: No, if you are selected as “the best qualified”, you will be awarded Contract 1 which is Queens. If you are the second best qualified you will be awarded Contract 2 which is Manhattan and Staten Island, and if you are the third best qualified you will be awarded Contract 3 which is Brooklyn and The Bronx. However, there is a provision in the contract that allows work to be issued to different boroughs. If we receive, let’s say thirteen proposals, each one of them is reviewed and rated. The best qualified will be selected and we call them in for the fee negotiation meeting. If we can settle on the fee schedule which is acceptable, we award Contract 1 to that consultant and then go on from there.

Question 10: Do you require that we provide a staff member for every title in Exhibit C? Are you expecting people to cover every staff member in every title?

Answer: Yes. That is required. We need to know who will be performing the work.

Question 11: For example, senior structural engineer, I am not sure how much work related to those particular tasks.

Answer: We put those titles in to the contract because we do not know what we may need for a specific project. It is not something we use a lot.

Question 12: Can you explain a little bit more about what the breakdown between the different disciplines would be in terms of percentage? Page 10, indicates upon written notification we must submit a fee proposal?

Answer: I don’t think I can go to that extent, refer to Exhibit C, a Project Manager would be needed on every task we assign you, but the other titles would vary.

Question 13: For example, there is a wetland delineation, and there is Phase 1’s and there is Environmental Assessment Statements, and I was wondering if DDC has a sense of is it going to be mostly wetland delineation or Phase 1’s?

- Answer:** I don't want to put a percentage on it because we have so much work, it is hard to make that assumption. We do a lot of Wetlands delineation and permitting but we also will have a LURP occasionally. To give you a synopsis, I would say permitting and wetland are the big things.
- Question 14:** So in that same thing with the Job Titles, there seems to be a lot of job titles for people who would do the critical work on these types of projects that are not listed. Are we allowed to include additional people who generally would perform this work? Additional Titles?
- Answer:** No all the titles are listed in Exhibit B and the minimum qualifications are listed in Exhibit C. That is why we put allowable expenses, in the event you need a specialist.
- Question 15:** Most of the titles are Supervisory titles; I mean you need experienced wetlands people, experienced field environmental scientists to oversee borings, not professional engineers?
- Answer:** That would be the role of the Project Scientist/Engineer/Project /Geologist/Specialist which is listed in Exhibit B.
- Question 16:** So why would an experienced environmental professional require a PE to be a Project Manager?
Answer: Then you would use the other titles to have them perform that work. Could we have a show of hands as to who agrees with this question? Based on the show of hands we will look into this further, make an assessment and get back to you.
- Question 17:** Is there a forum for questions after this meeting that maybe in a more fully formed way we can submit it to you in writing to consider?
- Answer:** Yes, you send your questions to Nadira and we will answer the questions and send it back to you. And that will benefit everyone.
- Question 18:** With the Titles, are we providing an average rate or range, is it just one rate per title?
- Answer:** It is one rate for the labor title.
- Question 19:** Alright so we can list two traffic engineers, for example or just one with an average rate of those two people?
- Answer:** You may have two to three Traffic Engineers for example working on three different jobs, but each would be paid the same all inclusive hourly rate.
- Question 20:** Let's say you have the Queens contract and you meet the capacity of the contract (\$10 million), you assign one consultant and it goes beyond the 10 million, in less than the three years, do you have a mechanism to extend that amount or reassign to another contract?

Answer: We can increase the contract capacity with additional funds or assign the work to another contractor. We also have provisions for a change order for a client who requires the work and add funds to the contract.

Question 21: Would you ever compete a large project amongst the 3 consultants , even though they are assigned different boroughs?

Answer: No we don't work that way. We would assess the capacity of the contract, the staffing plans and the workload of each contract to see who would be the best capable of completing the work on time if for some reasons, we deemed there is an issue with the consultant assigned to a particular borough.

Question 22: I have a question going back to the Titles issue, each title seems to require a minimum of 5 -10 years' experience?

Answer: Yes that is correct, we want seasoned personnel.

Question 23: Some of the titles require NYC experience as a minimum?

Answer: That is correct; we want staff that has NYC regulatory experience.

Question 24: Does the number one proposer get to choose which borough they want?

Answer: No, they do not. If you are selected as "the best qualified", you will be awarded Contract 1 which is Queens. If you are the second best qualified you will be awarded Contract 2 which is Manhattan and Staten Island, and if you are the third best qualified you will be awarded Contract 3 which is Brooklyn and The Bronx. However, there is a provision in the contract that allows work to be issued to different boroughs. If we receive, let's say thirteen proposals, each one of them is reviewed and rated. The best qualified will be selected and we call them in for the fee negotiation meeting. If we can settle on the fee schedule which is acceptable, we award Contract 1 to that consultant and then go on from there. The highest rank would get Queens.

Question 25: Will the presentation be available online?

Answer: Yes it will be posted to the website, by tomorrow.

Clarification 1: The requirement for a Professional Engineer as a Project Manager is as follows:

With respect to the question regarding Professional Engineering Accreditation for the Project Manager title, as listed in RFP-23, this accreditation is required along with the 10 years of experience. There are several other titles that do not require this accreditation such as Project Engineer, Project Scientist, Project Geologist and Environmental Specialist with a minimum requirement of 5 years of experience.

Professional Engineering accreditation requirements for the listed titles will not be substituted with additional years of experience.

With respect to the question regarding the use of a Structural Engineer, it may be requested at times to design outfall headwalls. Most of our design is done either in-house or by a Design Consultant.

Pre-proposal meeting adjourned at 10:56am.