

Project: Twenty-Four Construction Management Requirements Contracts for Micro, Small, Medium and Large Projects, Citywide

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Date: June 2, 2016

Time: 10:00 AM

To: All Attendees

From: Jue Zhang

MINUTES OF JUNE 2, 2016 PRE-PROPOSAL CONFERENCE

Agency Speakers:

Charlette Hamamgian, Agency Chief Contracting Officer
Christine Flaherty, Associate Commissioner, Public Buildings
Margaret O'Donoghue Castillo, Chief Architect

Additional Attendees:

Attendance sheets posted on June 2, 2016

Charlette Hamamgian, Agency Chief Contracting Officer, DDC

Introduction to DDC, the origins of the Design and Construction Excellence Program, and the agency's top priorities:

- Since 1996, DDC has completed over 4000 projects worth \$15 billion. We currently have close to 800 projects in our combined portfolio of public buildings and infrastructure projects worth \$10 billion with an anticipation that it will increase to \$17 billion by 2020.
- We are premier design and construction agency for the City Of New York serving currently 24 agencies as our clients. Some of our client agencies include police department, fire department, cultural institutions, libraries, the parks department and whole host of them.
- Fiscal year 2014-2015 was the largest commitment plan of \$2.4 billion of which \$1.4 billion was for public buildings.
- Our success and the achievements are not just in completing projects and committing dollars but also focusing on the dollars spent on city's Local Law 1 - the M/WBE Program.

- As you can see, just from 2014 to 2015 both on the prime and on the subcontracting sides we have significantly increased dollars that have been awarded to the MWBE firms. Something that we are proud of and again we hope to continue its execution through new construction contracts.

Christine Flaherty, Associate Commissioner, Public Buildings, DDC

- DDC Public Buildings is responsible for the design & construction for all those city agencies that were on the slide before. Our division is, I would say the most complex, in that we are serving so many clients throughout the city. We do not have any funding of our own. The funding comes from each of those clients and we need to protect their interests and execute them within their budget.
- As some of you guys are familiar with these pie charts, some of these projects are in pre-design & design. As you will notice in the RFP & although public Buildings has approximately 300-400 employees, we are looking for the construction managers as an extension of DDC staff.
- Let me explain to you what is expected of the construction managers to implement the core values of the DDC public Buildings. Client comes to us, gives us a budget and asks us to design and build a project. They need to be completed on time and budget. The funding for the projects from our clients is limited. When there is an issue we need to inform our clients in a timely manner as it is a collaborative effort. Our job is to educate our client, keep them abreast with the information that is current & accurate as one of our most important core values is sense of urgency. We are expected to respond to the things that are critical within 24 hours as employees of the DDC and we expect the same from the construction managers.
- Mentorship is also critical for us at DDC. We have tremendous amount of professional development initiatives that we have embraced at DDC that gives staff to grow and learn through training and mentorship.
- And finally, I said collaboration is so important. This business is very much a team work. That is why I love construction and I love executing projects. We expect, as an extension of DDC, that our construction managers are going to be collaborative, that they are going to tell us where the challenges are. They are going to advise us to help us take the project to the level we want it to be. We are looking for that excellence from all of you. We are looking for all of you to participate, in that service means truly understanding the goals of the job, understanding what make the client tick and what they are looking for out of that building, and going above and beyond to help deliver that. And if going above and beyond means you have to tell them that it is going to cost more money or it is going to impact the schedule because of making a decision, we are looking for that expertise from our CM's as well to help us there.
- We do see our project execution as a thing that we are continuously looking to improve. We made some changes within this CM contract, specifically around making sure that the sets of services are ones that we would expect. The most specific one, we want to make sure that the CM for comprehensive services is helping us to develop the project from the beginning all the way throughout the project. We have found that, that wasn't always happening and we want to make sure that that is happening so that the team has a tool which they can work from.
- We also recognize the importance of schedule impact analysis, making sure that we are looking at the project on a monthly basis. We want to make sure that that is integrated into our new contracts. In our new contracts we are looking for a whole series of resources from our various CMs and for projects of various sizes. You will notice that we have tiered approach to the awards. There are four different sets of awards, and that is really to insure maximum participation from the industry in the construction management. So I think we really worked hard to come up with a model that will allow us to bring more firms in, bring smaller firms to participate in our program and grow their business.

- Another very critical aspect of Public Buildings and the DDC as a whole is One NYC; to employ Design and construction Excellence 2.0, and within that we have guiding principles that very much match up to the One NYC goals.
- And now I am going to hand it over to Margaret Castillo, our Chief Architect, who is going to discuss that aspect of our projects as it really demonstrate what level of complexities exist in our projects.

Margaret Castillo, Chief Architect, DDC

Margaret showed few slides of the DDC projects emphasizing as to what is thriving at DDC using The Guiding Principles 2.0 & Mayor's vision from OneNYC for Design and construction excellence. She mentioned how DDC projects are built for a multicultural, multigenerational and for very diverse population.

- She mentioned about the sustainable aspects of design and city's goal to reduce greenhouse gases' emissions by 80 percent by 2050 and efforts to reduce carbon emissions.
- Margaret also mentioned DDC's team efforts with the Department of Health and Mental Hygiene and the AIA to design projects that are considerate about occupants' physical & mental well-being.
- Lastly, Margaret stressed on the designs that are welcoming the community, enabling them to be active part of well performing buildings.

Charlette Hamamgian, Agency Chief Contracting officer, DDC

- Charlette went over few slides especially explaining in detail the technical part of the RFP. She went over various CM categories based on the Firm's Technical staff count. She explained what the comprehensive & partial CM services mean and what is expected in consulting services.
- Charlette explained how the task orders are assigned based on the complex and non-complex project categories, how the Mini RFPs work and the task orders are issued on rotational basis etc.
- Charlette mentioned about the MWBE participations set forth in schedule B and stressed that the participation goals will be decided at the task order level.
- In closing, Charlette highlighted key components of the proposal and how the proposals will be evaluated as part of the selection process. She reminded everyone that the submission dead line of 6.20.16 at 4 pm is hard and fast.
- Minutes of the Pre-proposal Conference and Attendance Sheet will be posted on our website. Questions that are asked during the pre-proposal conference and in writing by 6.6.16 will be answered via addendum.