



**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**

**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

**PROJECT:** Pre-Proposal Conference for Landscape Architecture,  
Site Engineering and Construction Related Services RFP  
PIN: 8502007VP0117-118P

**DATE:** Monday, October 1, 2007

**TIME:** 10:00 AM – 11:30 AM

**TO:** All Attendees

**FROM:** Carlo DiFava

## Pre-Proposal Conference October 1, 2007 Minutes

**Attendees:**

Alan Baily – DDC/Structures  
Carlo DiFava – DDC/ACCO  
Joe Sopiak – DDC/Infrastructures  
Timothy Lynch – DDC/Infrastructures

Paul Ergbell – Bahler Engineering	Jackson Wandres – The RBA Group
Maria Wilpon - Arquitectonkageo	Osei Gyebi – OKG Engineers
Timothy Levin - Langan	Andrew Malek – AKRF
Jessica Jamroz – Frederic Schwartz Architects	Anne Berman – Nancy Owens Studio
N. Quenell – Quennell Rothchild	Karen Robison – STV Inc.
Delia Kulukundis – dLand Studio	Abbie Darnish – HDR/DF
Len Hopper – Mark K Morrison	Imran Mazumdar – WRT Design
Frank Mendoza – di Domenico + Partners	Jeffrey Poar – Saratoga Associates
Susan Perotto – A. James Debroin	R. Bentley-Fulejan – Starr Whitehouse
Rich Garcia – Stantec	Kim Toscano – Toscano Clemerk Taylor
Steve Smith – UJ Associates	Terri-Lee Burger – ABB
Renee Kaufman – Edan	Bill Callahan – Matthews Nielsen

## **GENERAL**

Carlo Di Fava from ACCO, opened the meeting with a short introduction of the Project and the project milestones. Alan Bailey from Structures, followed with a brief explanation of the project objectives.

The meeting was opened for questions and answers.

Q: Do the titles in Attachment 5 have to have names?

A: No. This attachment is strictly for hourly rates. Only the winners of the contract will be asked for this form. Proposers will only be asked for the documents on page RFP-10. This contract is based on a Quality Based Selection.

Q: What kind of projects comprise this contract?

A: It is a Requirements Contract so the projects are not known ahead of time. Typically, they are smaller projects with a landscape architectural focus for the Structures Division. Others might be like East Houston Pedestrian Improvements and Chatham Square for the Infrastructure Division which are larger projects that require certain design work.

Q: What divisions within DDC can use this contract?

A: As per the contract, all divisions within DDC can use this contract. Mostly the Structures division will use this contract. We expect some work from Infrastructure and possibly some work from the Architecture & Engineering division related to in-house design.

Q: Do the consultants have to submit 254s for the subconsultants?

A: Yes. It is also possible to use the newer Federal 330 forms, if that is more convenient.

Q: On page RFP-9, Firm's Capability, what does the library mean? Also, does the proposer have to demonstrate what their office workload is?

A: DDC reserves the right to make short-list of proposers and schedule office visits where we might look at your library. The proposer is not required to provide information on their current workload. DDC will attempt to make an informal determination of the proposer's workload by what DDC projects they are working on and any specific information we know of.

Q: Can the proposer add additional subs to the proposal?

A: If you give DDC more information than it asks for, it will not be evaluated. We want to have apples to apples comparison of proposals. If DDC is confused by your proposal, it may effect your evaluation negatively.

Q: Why do we need to have an architectural subconsultant? What kind of work would this entail?

A: It is possible that this expertise is with in your firm. If so, please indicate "in-house". If you state "in-house", please specifically indicate what projects and personnel make you qualified for this professional expertise.

Q: How do the Hourly Rates get indexed in future years?

A: The first indexing of the Hourly Rates occurs in the calendar year after the expiration date of the contract.