



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

DAVID J. BURNEY, AIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

March 11, 2008

ADDENDUM NO. 1

**PROJECT: RQ_PO, Requirements Contract for Cost Management and Cost Estimating Services for Various Projects, Citywide
PIN: 8502008RQ0031P**

THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.

REQUEST FOR PROPOSAL

Please note the submission deadline has been extended from **Thursday, March 13, 2008** to **Wednesday, March 26, 2008**.

**Contact: Carol Phoenix, phoenixca@ddc.nyc.gov
Phone No.: 718-391-1530**

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By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.

THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER FOR THE CONTRACT AND ATTACHED TO THE TECHNICAL PROPOSAL.

Donald Hooker
Agency Chief Contracting Officer

Name of Proposer

By _____

Title _____



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PROJECT: Pre-Proposal Conference – Requirements Contract for
Cost Management and Cost Estimating Services for
Various Projects, Citywide
PIN: 8502008RQ0031P

DATE: Monday, March 3, 2008

TIME: 10:00 AM – 11:00 AM

TO: All Attendees

FROM: Carol Phoenix

Pre-Proposal Conference March 3, 2008

Minutes

Attendees:

Carol Phoenix – DDC/ACCO
John Doran – DDC/Structures
Robin Burns – DDC/Structures
Julie Dreizen – DDC/Structures
Michael Plottel – DDC/Structures
Todd Morrison – DDC/Structures

Accu-Cost Construction – Patricia Neumann (212) 687-2121
CDM - Vince Passano (732) 590-4601
Davis Langdon – Frank Mendoza (212) 697-1340
Faithful + Gould – Aaron Kane, Guy Hassall (212) 252-7070
Gardiner & Theobald – Alex Andal, Paul Nash (212) 661-6624
Greyhawk - Janet Snyder (516) 802-5788
Hill International – Jose Diaz (212) 946-2932
Hirise Engineering – Anthony Pisano (516) 222-2257
The McKissack Group – Michael Tolliver (212) 349-6500
LiRo Group – Robert Barsky (516) 938-5476
Mettko – Simon Taylor (212) 673-7800



Nasco Construction – Lisa Clark (914) 765-0984
STV Construction – Nicholas Calabria, David Hecht (212) 614-3447
Toscano Clements Taylor – Kimberlee Toscano (631) 392-1400
URS – Davis Beckett (212) 736-4444
VJ Associates – Steve Smith (516) 932-1010, Ext. 15

GENERAL

The purpose of this meeting is to explain and clarify the RFP and contract for the Cost Management and Cost Estimating Services for Various Projects.

Robin Burns, DDC/Structures, opened the meeting with a brief review of the contract scope, task order process and the process for selecting the consultant. John Doran, DDC/Structures, noted that the contract might be used for projects other than the two mentioned in the RFP – The PSAC II project and the Police Academy project.

The meeting was opened for questions and answers:

1. Q: Can a firm be on one of the Construction Management (CM) teams for the PSAC II or Police Academy project and get this contract?

A: No, DDC believes this would be a conflict, since the cost management consultant will be reviewing estimates provided by the CM. The same restriction applies to being part of either of the design teams for the PSAC II and Police Academy projects. The restriction only applies to being part of the DDC project teams. The cost management consultant can affiliate with one of the architects or a CM on other projects.

2. Q: Who are the architects for the two large projects mentioned?

A: Skidmore Owings & Merrill for PSAC II; Perkins + Will with Michael Fieldman Architects for the Police Academy.

3. Q: Since the cost management consultant's staff is required to be in the project offices for this work, does this mean both Bronx and Queens project offices?

A: During the design phase, both project offices (integrated offices) will be located in Manhattan. Construction offices will be on site.

4. Q: Regarding question #1 above, are subconsultants also not eligible?

A: Subconsultants are not eligible for this contract if they are working on either the PSAC or Police Academy project.

5. Q: Will all services be performed at the integrated offices?



A: We expect cost management and tracking to be done at the integrated offices; full estimates can be done at the firm's home office.

6. Q: Is there specific software that DDC wants the cost management consultant to use for tracking cost changes?

A: DDC is using Constructware for both projects (during design and construction phases) and there is a cost management module in the program, but beyond that we have no specific requirements.

7. Q: Do basic services include scheduling? Is the consultant supposed to produce master schedules, or to assist the architect and CM?

A: The consultant will assist the architect and CM in reviewing schedules and assessing schedule's impact on costs. DDC will clarify this item.

Post meeting: Neither the RFP nor the contract refers to scheduling services. DDC has decided to expand the scope of the contract to include certain services related to scheduling. A description of those services will be issued as part of an addendum.

8. Q: Will Schedule C be modified?

A: It might be, in which case, the modification will be included in an addendum.

9. Q: Are there M/WBE goals for this contract?

A: No, there are no M/WBE goals for this project.

10. Q: When will the CM be on board?

A: The CM will be on board during the Design Development phase for the PSAC II and Police Academy projects.

11. Q: Who will the cost management consultant be reporting to?

A: The consultant will be reporting to the Project Executive for each project. They are Julie Dreizen for PSAC II and Michael Plottel for the Police Academy.

12. Q: Federal form 255, which the RFP asks for, requires ten relevant project be submitted, and the RFP asks for five projects. Which requirement governs?

A: The RFP governs and five projects should be submitted.

13. Q: Will DDC award this contract to only one consultant?

A: Yes, but we have the option of awarding to more than one consultant.



14. Q: Will the cost management consultant be expected to provide bills of quantity?

A: DDC is considering using Defined Quantity bidding (construction contracts bid with bills of quantity) for both the PSAC II and Police Academy projects, and the consultant will assist in preparing the bills of quantity during the design phase.