



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, AIA
Commissioner

MARK A. CANU
Associate Commissioner
Technical Support

Project: Forensic Pre-Proposal Meeting
Date: Monday, March 10, 2008
Time: 10:00 AM – 12:00 Noon
To: All Attendees
From: Simon Sauberman

Pre-Proposal Meeting March 10, 2008 Minutes

Attendees:

Carlo Difava – DDC/ACCO – difavac@ddc.nyc.gov
Simon Sauberman – DDC/TSD – sauberms@ddc.nyc.gov
Kash Putnam – DDC/TSD – putnamk@ddc.nyc.gov

<u>Consultant Name & Company</u> <u>Name</u>	<u>Email</u>
David Golab - Superstructures	DGOLAB@superstructures.com
Barry Drogin - Superstructures	bdrogin@superstructures.com
Sean O'Brien - SGH, Inc.	smobien@sgh.com
Dennis Croxall – GBG, Inc.	dcroxall@gbg-us.com
Patrick Noel – Field Assoc.	waplaw123@aol.com
Michael Tolliver - McKissack	mtolliver@mckissack.com
Nicole Johnson - Mckissack	njohnson@mckissack.com
Stephen Rymal - MDC Systems	rymal@mocsystems.com
Betsy Pike - MDC Systems	pike@mscsystems.com
Paul Morretti - Testwell Inc.	pmoretti@testell.net
Alicia Cuomo - Gilsaz Murray Stelice K.	Alicia.cuomogmsllp.com

Carlo Di Fava from ACCO, opened the meeting with a short introduction of the Project and the project milestones. Simon Sauberman discussed the scope of the project and stated that the contract is for a standby Forensic investigations to determine the root cause of during and/or after completion and/or post-construction, materials and/or systems failures, and review and evaluate the adequacy and constructability of proposed new innovative materials and systems.

The required services will be specified once the project is identified on a work order basis and shall include but shall not be limited to:

1. Review and evaluation of design documents;
2. Forensic investigations of material and/or system failures, and the investigation and evaluations of proposed new innovative materials and systems;
3. Perform during construction and/or post construction inspections, which are beyond normal routine inspections;
4. Witnessing assemblies, material and mockup test for on site testing, laboratories or manufacturers plants and assessing proposed and constructed building envelopes, systems and/or components.
 - The contract is a 2 year (730 ccds) \$1,000,000 with a 1 year (365 ccds) \$500,000 possible renewal.
 - All reports are to be sealed by either a PE or RA.

Statement: All reports need to be signed and sealed by R.A. /P.E.

The Meeting was opened for questions and answers.

Question: How were the hours estimated? What if other test that is not listed will come up? What is the Mechanism to be utilized to cost out a particular test?

Answer: Once we identify what we need, then we can decide what test will be used and what the cost will be. The hours are not fixed quantities; they are not guaranteed and may vary. The estimated hours were used to come up with a \$1,000,000 contract.

Question: How do we handle out-of-town expenses?

Answer: The Consultant must follow Comptrollers Directive #6. Please refer to Exhibit B item 1.3 of the contract.

Question: What are the WBE & MBE requirements?

Answer: This project does not require it but it is still encouraged. DDC is looking for experts. This is a new project and we do not know how many are available and how many will reply. DDC did not want to limit the field.

Question: How many Consultants are being selected? Is there only one selected?

Answer: Yes. Only one Consultant will be selected.

Question: How are firms selected?

Answer: Firms are selected according to their background, capabilities, experience and expertise.

Question: How many Sub-consultants are there?

Answer: There is no fixed number, and no limits.

Questions: What is the difference between Forensic Engineer and Construction Engineer?

Answer: Exhibit D outlined on page 18 explains the minimum requirements per title.

Question: Does the price include consumables? Example: Curtain Wall Testing.

Answer: If the testing involves special rigging, the additional expenses for setup are negotiable.

Question: Do the listed prices include all setups?

Answer: On ordinary tests, set up is included. On special tests where the setup can not be pre-estimated, the firm must present an estimated price and then the final price will be negotiated between DDC and the firm.

Question: Is the Addendum that was issued a special test?

Answer: The addendum is not a test, it was issued to clarify tests listed in Attachment 5.

Question: As AAMA's tests need to be performed as specified, how strict will the test results apply, when field and lab tests are switched?

Answer: DDC will deal with it when it comes up.

Question: When are daily and weekly reports due in regards to a single job in a month compared to a single job in a week?

Answer: As soon as testing and/or any other activity is finished the results must be sent to DDC. DDC needs to know if the test passed or failed. A daily report is required to keep track of the ongoing activities testing. All reports are to be signed and sealed by R.A. or P.E as applicable.

Question: How are the consultants personnel evaluated?

Answer: DDC has to know their specialties and expertise. The more specialties the consultant has, the more points the firm receives.

Statement: The minutes of the meeting will be posted before the end of the week.

Last remarks: If you have any questions email DDC personnel. You have until March 17, 2008. Any questions forwarded after the 17th will not be answered.