



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

DONALD HOOKER
Agency Chief
Contracting Officer

PROJECT: Pre-Proposal Conference – Requirements Contract for Environmental Services for Various Capital Projects, Citywide
PIN: 8502008RQ0032P, 8502008PW0006P

DATE: Thursday, April 17, 2008

TIME: 10:00 AM

TO: All Attendees

FROM: Roberto, Sandra

Pre-Proposal Conference April 17, 2008 Minutes

Attendees:

Jean M. Jean-Louis, Director, DDC
Sandra Roberto, Deputy Director, DDC,
Lisa Thorpe, contract Administrator, DDC
Belkis Palacios, Contract Manager
Donna Pope, Director, DDC

NAME	COMPANY	PHONE #
John Chiaviella	McCabe Environmental Services, LLC	201-438-4839
Christopher Zanoni	LiRo Engineers	516-214-8182
Pablo Santiago	Warren & Panzer	212-922-0077
James Scullin	Hygienics Env. Sciences ESIS Global Risk Svcs.	656-458-5918
Glenn Small	Dewberry	973-739-9400
Matt Gozdor	GZA	781-710-3588
Paul Simms	Test America	201-306-3701 732-549-3900
Ashley Okvist	Transmine Inc. Waste Recycling Solutions	631-831-8803
Bob Friedl	Ems of NY	914-762-6333
Scott Swanson	LiRo Engineers, Inc.	718-321-3136
John Faeth	PB Americas	212-465-5411





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NAME	COMPANY	PHONE #
Deborah Shapiro	CA Rich	516-576-8844
Adel G. Guerrero	Omega Environmental	201-489-8700
Peter J. Gerbasi	LiRo Group	516-214-8126
Mira Abdelaziz	Hampton – Clarke	973-244-9770
Henrietta Waters	Comprehensive Environmental Utility Services	212-344-4444
Anna Willett	Comprehensive Environmental Utility Services	212-344-4444
Bill Waters	Comprehensive Environmental Utility Services	917-846-3533
Jason Kass	ATC	646-318-4000
Juan Obando	Safety Environmental	718-392-5146 718-390-0914
J. Kaplan	A E H & S	610-449-3430 610-662-7061
John Hinge	Weston Solutions, Inc.	732-417-5858 201-725-6927
Steven Eget	Weston Solutions, Inc.	732-417-5829 732-610-0333
Vince Passaro	CDM	732-590-4601
C. J. Cortalano	Airtek Env.	718-937-3720
Aphrodite Sacteo	EPM	516-328-1194
D. Molohides	Alpha UBS	718-482-7525
A. Sikorski	Athenica Env. Srv.	718-784-7490
E. Medina Palacios	Athenica Env. Srv.	718-784-7490
C. Chuks-Okoh	Executive Safety	212-564-9062
Rich Levato	Advanced Site Restoration	212-809-1110
Randolph Tramosch	Core Environmental	718-762-0544
Mary Manto	Fleming-Lee Shue	212-675-3225
Michael Abramowitz	ATC Associates	212-353-8280
John Eget	ATC Associates	212-353-8280
Drew Pardus	Pardus Env.	343-577-8280
Rich Izzo	CA Rich Consultants, Inc.	516-576-8844
Sue Haikin	Taylor Environmental	516-358-2955
David Pry	Environmental Technologies Group	201-909-5830
Rich Moore	Greyhawk	516-291-1900
Mark Drozdov	CES	212-290-6323





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NAME	COMPANY	PHONE #
Theresa Vazquez	Len Corp.	908-239-6516
Gordon Layfield	Envirotech	973-571-2202
Joe Dockery	Chemtech	732-688-2642
Sean Wallace	Ambient Group	212-944-4615
Prakash Saha	LBA	212-612-7909
Chundra Sudar Shan	URS Corp.	973-812-6895
Kathy Brazil	Terra Nova Environmental Services, LLC	609-330-6609
Sue Bayat	EnTech Engineering, PC	646-722-0000
Michael Wegman	Shaw E & I	631-472-4800
John Gavras	Langan Engineering & Environmental Services	212-479-5406
Brian Lavezzoli	Amerisci	212-679-5600
Debra Mattina	H2M Group	631-756-8000
Seth Schultz	Louis Berger & Associates	212-612-7934 917-715-5731
Tom Larison	Shaw Group	914-633-9324
I. Nassar	Tectonic Engr.	718-391-9200
Caryn Silverstein	Tectonic Engr.	718-391-9200
Jamaal Peters	Safety Environmental	718-390-0914
Pes Neville-Shanley	Brinkerhoff Environmental Services	732-223-2225
Heather Martin	EAI	201-395-0010
Michael Dempsey	Matrix New World Engineering	973-240-1800
Jack Patheeb	Pure Solutions	212-643-8548
Jen Mullady	ETL Inc.	631-249-1456
Harvey Sands	LiRo Engineers, Inc.	516-214-8186
Valmore Holt	EAI	201-395-0010

The purpose of this meeting is to explain and clarify the RFP and contract for Environmental Services for Various Capital Projects, Citywide.

DDC's Director, Jean Jean-Louis, opened the meeting and gave a brief overview of the scope of the project and a description of the requirements set forth in the contract.

The meeting was opened for questions and answers:



Questions and Answers

- Question: Are subcontracts in the amount of one million subject to LL129?
- Answer: If the contract is in excess of one million dollars, they would not be included in this; if it is under one million dollars, it is subject to Local Law 129.
- Question: How do you calculate it if you are working by Work Order Letters? How is a Prime supposed to work out the percent?
- Answer: DDC can track and monitor the MWBE by each Request for Subcontractor Approval (RFAS) which is requested.
- Question: Can a MWBE meet its own goal as a Prime?
- Answer: No, the Prime's participation does not count. However, the Prime can apply for a waiver seven days before the due date of the proposal.
- Question: Are the Work Order Letters completion time required?
- Answer: Yes, the goal is to complete the task by the due date on the Work Order Letter, but things may occur to change that, and not allow it to happen on time. DDC monitors performance and carefully evaluates this process.
- Question: Can the same firm be selected for both contracts and how many firms will be selected for each?
- Answer: Yes, the same firm could be selected if they have the capacity to do the work and provide the services.
- Question: The 70% is for the Prime, what if the work is for a laboratory, how do we deal with that?
- Answer: The Prime is provided the labor services which will constitute most of the work.

Question: Are you expecting to see the 254 and 255 forms for the laboratory?

Answer: Yes, we are expecting to receive both forms.

Question: The cost estimate has so many hours for a project manager. Why is the project manager hours so high, and what are you expecting?

Answer: Classically, in these contracts the project manager will be performing a significant amount of work by coordinating the inspections, reviewing the data and preparing the reports.

Question: What is the funding source, City, Federal or State?

Answer: The contract is City funded.

Question: Do resumes have to be included in 254/255 forms or can we use the new SF330?

Answer: Yes, you can use the SF330 form.

Question: If the contract can be extended as far as seven years, what about the accelerators, and increase in rate?

Answer: Yes, rates would be increased.

Question: Does DDC have an on-call contract , for drilling?

Answer: Yes. DDC has an on-call drilling contractor. However, DDC may ask you to provide a driller.

Question: Do you want us to include those types of subcontractors?

Answer: Yes, you may include these types of subcontractors.

Question: The pricing structure on RFP-19 and on RFP-24, is that considered the labor price?

Answer: RFP-24 and RFP-28 are duplicates. Complete pages RFP-19 and RFP-23.

Question: What line items are for microbial analyses air, can you specify identification?

Answer: An addendum will include the specific tests which are normally requested.

Question: Drillers and laboratories are considered as subcontractor, do they count towards MWBE, if 30% is going towards them? Do they fall under reimbursable services?

Answer: Drillers are considered reimbursable services. The laboratories are not considered reimbursable services. A laboratory may be considered a reimbursable service if the services (specific analyses) are outside what is required within the contract.

Question: Attachment 3, RFP-30, does this have to be submitted?

Answer: No, this just serves as a guideline. However, the minimum requirements must be met. A matrix similar to this should be submitted in the proposal.

Question: RFP-25, is that an error, microbial – total dust?

Answer: Yes. The addendum will specify the type of analysis.

Question: The 70% requirement does not include laboratory; the 70% must be by the Prime, is this labor?

Answer: The Prime does not have to have a laboratory. As the Prime you will subcontract the laboratory. The Prime will interpret the data and prepare the report. The 70% is based on the dollar value of the contract, not based on the Work Order.

Question: What is the due date?

Answer: The due date is May 14, 2008



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Question: Can we have a copy of the sign in sheet?

Answer: No, it will be posted on our website along with the minutes.

Question: When you ask for a written sample, what are you looking for, project samples?

Answer: No, we are looking for a project summary. To explain the magnitude of the project.

Question: Do you have a list of Primes who were invited?

Answer: No, we do not have it at this time.

Question: Is it possible for more than one person to have more than one job title?

Answer: Yes, it is possible to have multiple job titles.

Question: Do you have to propose two different teams if you submit proposals for both?

Answer: Yes, you will have to propose two different teams for the contracts.

