



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

PROJECT: RQ_A&E, Requirements Contract for Historical Preservation Design, Architecture, Engineering and Construction Related Services, Citywide

PIN: 8502008RQ0000033P – 34P

DATE: June 24, 2008

TIME: 2:00 PM

TO: All Attendees

FROM: Belkis Palacios

Minutes of June 24, 2008 Pre-Proposal Conference

Attendees:

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| | | |

The following are question and answers from the conference:

- Q.** What are the sizes of some of the projects?
A. Projects range from minor renovations of less than \$100,000 construction cost to major renovations of over \$6,000,000. The median project is less than \$500,000.
- Q.** How many projects will there be?
A. From past experience, 4 to 10 projects. They will be located in any of the 5 boroughs.
- Q.** Might a project require more subconsultants than listed in the contract?
A. Yes, additional subconsultants can be identified for a specific project.
- Q.** Does the proposer have to send in a proposal for each contract?
A. No, one proposal with both PIN numbers on it.
- Q.** Can a subconsultant be proposed for this contract if they are already apart of another contract?
A. Yes they can if they choose to.
- Q.** Does Attachment "C" need to be filled out as part of the proposal?
A. No, only the firms that are awarded the contract will fill this out.
- Q.** 254/255s. Can the subconsultants be combined?
A. They can not be combined. Also, you can use the SF330 instead of the 254/255 forms.
- Q.** How are they awarded?
A. The top technically ranked firm will be awarded contract #1 and DDC will proceed to negotiate with that firm. If all goes well, they will get the contract and the same with the second technically ranked firm. If DDC can not come to terms with either firm, we then go to the next highest technically ranked firm until we end up with two firms with whom we have successfully finalized a negotiation.





9. **Q.** Will the awarded firms be given several jobs at once?
A. It is not likely. DDC knows that you are most likely a small firm and we will endeavor not to drown you.
11. **Q.** Will the work be mostly interiors or exteriors?
A. The work will be mostly exterior.
12. **Q.** Can firms form a joint venture?
A. Yes. Please be clear which firm does what. If the evaluators are confused, it may hurt your chances. Each entity must have its own separate insurance with the required minimum.
13. **Q.** Do the required forms for submission need EIN numbers for all subconsultants?
A. Yes they do.
14. **Q.** Will there be any new buildings?
A. No. New buildings will most likely be procured under a different type contract with an architect prime and an historic subconsultant.
15. **Q.** When are the hourly rates used?
A. Typically, the hourly rates are used for pre-preliminary services. This is usually a survey of the building and all its problems with a report that prioritizes the issues with estimates for each item. Then the client agency can more clearly decide what to do with the finite amount of money at hand.
16. **Q.** If a company is not able to meet the MWBE Participation goals, can they submit a Pre- Award Waiver?
A. A company may request a full or partial pre-award waiver by submitting a "Request For Waiver of Target Subcontracting Percentage" form. This form, however, can only be used to request a waiver of the Target Subcontracting Percentage, **not the MWBE Participation goals**. After award, a company may request a modification, if after a good faith effort, they are not able to fulfill their MWBE Participation Goals.

