



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

PROJECT: PW311S08A, Requirements Contracts for Geotechnical Inspection Services for Various Capital Projects, Citywide
PIN: 8502008PW0013P, 8502008PW0014P

DATE: Monday, August 18, 2008

TIME: 10:00 AM – 11:00 AM

TO: All Attendees

FROM: Carol Phoenix

Pre-Proposal Conference August 18, 2008

Minutes

Attendees:

Jean M. Jean-Louis – DDC/ Technical Support
Rebecca Tummon – DDC/Technical Support
Sandra Roberto – DDC/ Technical Support
Lisa Thorpe – DDC/ Technical Support
Carol Phoenix – DDC/ACCO

Paulus Sokolowski & Sartor Engineering – Eric Simone – 718-464-3300
URS – Thomas Thomann – 973-785-0700
LBA – Dincer Egin – 201-247-4921
Matrix – Don Heck – 973-240-1800
The Louis Berger Group – Craig Napolitano – 212-363-4341
Approved Testing Labs – Francisco Perez – 516-354-5828
Weidlinger Associates – 212-367-2853
Langan Engineering – Robert Garino – 212-479-5412
Camp Dresser & McKee – Thomas Schoettle – 212-221-9462
Converse – M. Golam Kabir – 973-428-0934, Ext. 137





GENERAL

The purpose of this meeting is to explain and clarify the RFP and contract for the Geotechnical Inspection Services Requirements Contract.

The meeting was opened by Jean M. Jean-Louis, Director of Technical Support, Bureau of Environmental and Geotechnical Services. Director Jean M. Jean-Louis gave a brief overview of the Request for Proposal and a description of the specific requirements set forth in the contract.

The meeting was opened for questions and answers.

1. Q: Invoices are submitted every 30 days, can multiple jobs be invoiced?
A: Yes, multi-projects can be invoiced each 30 day period.
2. Q: Is there a format for the invoice?
A: Yes, it will be provided to the selected consultant.
3. Q: The requirement for Boring Inspector title – does it have to be a BS in Geology? Can it be a BS in Engineering with 2 years experience? For a Boring Inspector license, people in that category have degrees.
A: An Addendum will be prepared to address this issue.
4. Q: On page 32, it seems that you get into environmental sampling, so on and so on, and health and safety plans, is environmental samples, borings included in the contract?
A: This contract is mostly for Geotechnical Inspections. On occasions, a limited number of environmental borings and analyses may be requested.
5. Q: For survey accuracy, is use of GPS required?
A: No, GPS is not required. Topo maps are provided.
6. Q: Are we responsible for storing boring test samples after six months?
A: No, the driller is responsible to retain and deliver to DDC the soil sample in jars and rock box samples.
7. Q: Which building code are you following, the old or the new?
A: We are following the new NYC Department of Buildings code.
8. Q: Is the micro station required electronically or paper?
A: Both, electronic and paper submissions are required.





9. Q: For test boring projects, is there a plan for bench mark?

A: DDC will provide you with the topographical survey.

Closing statement: Attendees were informed that the proposal submission due date is September 2, 2008, by 4:00PM. Carol Phoenix reminded attendees that the Doing Business Data Form should be submitted in a **separate sealed envelope.**

Meeting was adjourned at 10:45AM.

