



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, AIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

**PROJECT:** RQ\_A&E, Requirements Contract for Commissioning Services – PIN: 8502009VP0001P - 2P

**DATE:** Monday, September 22, 2008

**TIME:** 10:00AM – 11:00AM

**TO:** All Attendees

**FROM:** Belkis Palacios

**Minutes of September 22, 2008 Pre-Proposal Conference**

**Attendees:**

Mathew Park – DDC A & E Sustainable Design & Construction  
 Alan Baily – DDC A & E Executive  
 Frances Wnuk – DDC A & E Contracts  
 Belkis Palacios - DDC ACCO

CONSULTANT NAME	COMPANY	E-MAIL
Vanessa Villanueva	Zaskorski & Notaro, AIA, LLP	znarchs@aol.com
Tim Sullivan	Aramark	Sullivan-timothy@aramark.com
Sue Bayat	EnTech	sbayat@entech-pc.com
Edward Moore	WB Engineering	emoore@wbengineering.com
Saverio Brosso	Dome-Tech	s_grosso@dome-tech.com
Mariano Molina	MDM	mmolina@csagroup.com
Nick Massand	M. Int'l Engineering	nick@massand.com
Jill Hansen	Ronnette Riley Architect	jh@ronnetteriley.com
Steven Eget	Weston Solutions	steven.enger@westonsolutions.com
Elizabeth MacWillie	Scalar Architecture	info@scalararchitecture.com
Jeremy Hendricks	Designers Quad Group	jeremy@designersquad.com
Melissa Gelley	Genesys	mgelley@genesysengineering.net





## General

### Pre-Proposal Meeting – Commissioning.

The meeting was opened by Belkis Palacios, ACCO. The purpose of this meeting is to explain and clarify the RFP and contract for Commissioning.

Director Alan Baily gave a brief overview of the Request for Proposal and description of the specific requirements set forth in the contract.

The meeting was opened for questions and answers:

1. Q: What is the scope of Commissioning services? Is there a work plan?  
A: The contract details what the scope of services is.
2. Q: At what phase does the commissioning consultant get involved in a project?  
A: Typically, at the design development phase.
3. Q: To what standard is the commissioning designed to?  
A: As per Local Law 86, it is higher than the LEED standard.
4. Q: What type of projects will there be?  
A: This is a requirements contract. DDC does not get much advance notice of what the projects will be from its client agencies.
5. Q: How many contracts will be awarded?  
A: Two contracts. Contracts will be divided by program units as per Exhibit A of the contract.
6. Q: Will work consist of new construction or existing buildings?  
A: Both. There will be retro-commissioning.
7. Q: Is there a pre-qualified list?  
A: No. It is a Quality Based Selection (QBS). Any firm may submit a proposal.
8. Q: When are the proposals due?  
A: October 6, 2008.
9. Q: Is this contract for all City buildings in all five boroughs?  
A: Yes, this is a citywide contract.





10. Q: How many short listed firms will there be?  
A: None. The RFP would state directly whether there would be a second round evaluation.
11. Q: What happens if the awarded firm can not come to terms with DDC on the fee?  
A: If no fee negotiation is reached, DDC begins negotiations with the next ranked firm.
12. Q: Is this pre-proposal meeting mandatory?  
A: No, it is not.
13. Q: Will there be any interviews?  
A: No. Interviews would imply a short-list or second round.

Closing Statement: Attendees were informed that the proposal submission due date is October 6, 2008, by 4:00PM. Belkis Palacios reminded attendees that the Doing Business Data Form should be submitted in a separate sealed envelope.

Meeting was adjourned at 10:45AM.

