NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

PROJECT: C114NEWRI, A&E Design Services for the New Rikers Island 1,520-Bed Admissions Facility

PIN: 8502011CR0002P

DATE: February 28, 2011

TIME: 10:00AM

TO: All Attendees

FROM: Belkis Palacios

Minutes of February 28, 2011 Pre-Proposal Conference

Attendees:

Anthony Romeo Jr.	Program Director, Corrections/Court Unit, DDC
Frank Eilam, RA	Assistant Commissioner, DOC
Belkis Palacios	Contract Manager, DDC Agency Chief Contracting Office
Rebecca Clough	Assistant Commissioner, DDC
James Cerasoli	DDC
Tatiana Rezeanu, RA	DDC

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Anthony Romeo, Department of Design and Construction (DDC) Program Director of the Corrections Program Unit, provided welcoming remarks and a brief project introduction. Department of Correction (DOC) Deputy Commissioner, Robert Maruca, described the programmatic requirements and goals for this project. DDC's Professional Contract representative, Belkis Palacios, identified herself as the point-of-contact for this RFP and explained the two-stage proposal format. James Cerasoli (DDC) explained MWBE requirements.

The RFP and addenda are available at DDC's website: http://ddcftp.nyc.gov/rfpweb/. Specific questions are to be directed to contract manager at the addresses listed on page RFP-2.

The following is a summation of questions and answers from the conference. The individual who provided each answer is indicated in *italics*. Any errors in the responses have been corrected; the following should be considered the official responses to the questions.

Question: In addition to the five projects, what additional information should be included in the RFP response?
Answer: The requirements for submission are listed in Section IV (refer page RFP-8). Our intent is to limit the extraneous information to fairly evaluate everyone on the same information submitted in the same format.

Question: Can we choose to include other information not specifically requested, such as a firm description or firm history?
Answer: The firm history is not requested until Stage II.

Question: What are the size requirements for the printed submission?
Answer: The proposer may use an 11"x17" format, however it must be folded to comply with the maximum size requirement (refer page RFP-8). Double-sided copies are permissible, as long it complies with the requirements listed on page RFP-8.

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Question: Can you talk about potential design opportunities from a DOC operations and program perspective? Are you open to exploring new paradigms?

Answer: Yes, DOC is interested in creativity within some constraints (i.e. the law). DOC is always looking at alternative ways to deal with correction and detention. We are very interested in looking at opportunities within the design of the facility to improve programmatic services, especially in regard to rehabilitation opportunities and discharge planning.

Question: Do the five projects have to be built, or can projects that are currently under construction be included?

Answer: It is the intent that the 5 projects are built. The consultant must demonstrate an experienced track record of sizeable completed projects for us to consider. They must be able to demonstrate capability with the complexities of this scale of project. If the firm feels it is worth the risk to include incomplete work that is the choice of the proposer.

Question: Are you looking for five corrections projects?

Answer: No, we are not looking for five corrections projects.

Question: How many firms will be short-listed?

Answer: There is no pre-determined number that will be short-listed.

Question: Please clarify the five project requirement.

Answer: The projects that are chosen to be included in the portfolio should demonstrate the firm's ability to handle a major project of intense complexity, however it is not necessary that they be correctional facilities (refer to pages RFP-8 and RFP-9).

Question: Given the large size of project, and expected fee to the selected prime, most key subconsultants to be named in Stage Two (Civil, Structural, Plumbing, HVAC, Electrical) will have fees well over the $1 million limit to qualify for M/WBE participation goals. On previous projects of this magnitude, we understood that proposing firms were informed that they would be granted a waiver to exceed the $1 million limit and count these key, and large, subcontracts with M/WBE subconsultants toward the participation goal as long as they exceeded the expected goals in absolute terms (in this case 4% of the total fee: 40% of 10%) – resulting in very large, and meaningful, participation rates by M/WBE firms. This is a significant project for the City and it is very likely that M/WBE firms could have very large, meaningful roles on the design of the project – will DDC allow such a waiver on the subject project to encourage firms to provide M/WBE firms with large portions of the subject city contract?

Answer: What you are describing is a Modification Request, which is conducted post-award. Once all the criteria that constitutes a good faith effort have been exhausted (listed in the contract documents), and a firm still is having a difficult time achieving a particular Participation Goal or ethnic breakdown a modification request of the original Participation Goals may be requested. At the 50% point in procurement, DDC will conduct a meeting to determine the amount of progress in fulfilling the participation goals. It is at this point in time when DDC will discuss the possibility of whether a modification request is plausible. Please remember, the Mayor's Office of Contract Services ultimately has the final word on the approval of a modification request however, the agency will support all efforts to increase MBE Participation, including contracts that fall outside of Local Law 129.

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Question: Will this project tie into the existing central plant on Rikers Island?
Answer: Yes. Prior to the initiation of the project, DOC will have completed a survey of existing utilities.

Question: Should the sub-consultants be listed in the Stage I submission?
Answer: Stage I only requires the prime consultants to be listed (refer to Section IV, page RFP10)

Question: Will more information about programmatic requirements be provided?
Answer: Proposers who move on to Stage II will receive a detailed program document prior to their interview.

Question: Will service locations be determined prior to commencement of design?
Answer: All incoming services will be defined by the time the Architect is on-board. Tentative access points will also be determined by this time.

Question: Should the project team be clarified?
Answer: Sub-consultants should be clarified in the Stage II submission. For Stage I, the roles within a joint-venture should be clarified, if applicable (refer RFP-4).

Question: Is there an anticipated schedule for the selection of Stage II participants and the subsequent interviews?
Answer: Deadline for submission is March 17. Selection will take about 30 days. After the short-list has been determined, a schedule for the Stage II submission and interviews will be established.

Question: Will the short list be made public?
Answer: To maintain the integrity of the selection process the short list is not published.

Additional Questions: Post Pre-Proposal Conference

Question: Should Sub Consultants be named in the first Stage of the proposal process?

Answer: Subconsultants should be identified in Stage II only. Only Prime Consultants or JV need to be identified in Stage I.

Question: Will the list of attendees at Monday February 28, 2011 Pre-Proposal Conference be published to enable potential sub consultant firms the opportunity to reach out to potential partners?

Answer: The attendance sheet will be published and may be used by any potential subconsultants to reach out to prime consultants, should they choose to do so.

Question: If the submission is by an existing joint venture, do we need to submit Doing Business Data Form for the JV and each individual firm?

Answer: Only a Doing Business Data Form for the JV should be submitted.

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Question: Will the Pre-Proposal conference attendance sign in sheet be issued in an addendum?

Answer: The attendance sheet will be included in the minutes of the Pre-proposal Conference.

Question: Should consultant and sub-consultant's information be included in Stage I or Stage II?

Answer: Attachment 2 and 3 in the RFP should be submitted by the short listed proposers at Stage II. They are attached for information purpose.

Question: Does each member firm of a team present their design ability?

Answer: No. The submitting entity may submit up to 5 projects build within the last ten years that demonstrate the firm's creativity and insight in solving architectural problems. It makes no difference if the proposer is a Joint Venture.

Question: May a JV submit additional pages to explain a JV relationship?

Answer: Yes, number of pages is not restricted. Note: Proposers must identify that they are a JV in the Stage I submission.

Question: May a portfolio of 5 projects for Stage I include a relevant, compelling project older than 10 years?

Answer: A project older than 10 years that is related and relevant to the program acceptable.

Question: Please provide a breakdown of the construction budget. Is demolition, site utilities, etc. included?

Answer: Construction budget breakdown includes all environmental, demolition and construction work for site and building except FF&E.

Question: What are the aspirations for the project?

Answer: The aspirations this project is limitless.

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