



PROJECT: PW348-61 / PW348-62, Construction Management/Design/Build
for Removal/Upgrade/Replacement of City-Owned Heating Oil
Tanks at Various Sites

PIN: 8502011VP0039P-40P

DATE: May 5, 2011

TIME: 10:00AM

TO: All Attendees

FROM: Hemwattie Roopnarine

Minutes of May 5, 2011 Pre-Proposal Conference

Attendees:

Frederick Douglass	Program Director, DDC
Jerry Aliberti	Senior Project Manager, DDC
Fatemeh Ashkan	Senior Project Manager, DDC
Donna Pope	Director, Office of Contracting Opportunity, DDC
James Cerasoli	Deputy Director, Office of Contracting Opportunity, DDC
Patricia Funches	M/WBE Liaison & Compliance Analyst, Office of Contracting Opportunity, DDC
Sundari Chockalingam	Contract Administrator, DDC
Hemwattie Roopnarine	Contract Manager, DDC

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Jerry Aliberti, Senior Project Manager at the Department of Design and Construction (DDC) provided welcoming remarks and a project introduction. DDC's Professional Contract representative, Roopnarine, identified herself as the point-of-contact for this RFP and Director Donna Pope and Deputy Director James Cerasoli (DDC) explained MWBE requirements. The following is a list of points raised by DDC representatives for this project:

- The proposals will be for the award of two individual contracts for CM/Design/Build services regarding the upgrading, replacement or decommissioning of petroleum product storage tanks.
- Most of the work is a result of the recent Heating Oil Tank Consent Order between the City and the State Department of Environmental Conservation.
- Contract PW348-61 will have sites in Manhattan and the Bronx.; Contract PW348-62 will have sites in Queens, Brooklyn and Staten Island.





- The required services will include pre-design (investigation work), design, construction, construction management, incidental removal of contaminated soil, and close-out services.
- The contract term will be for three years, with the possibility of a one-year extension.
- Each contract will contain allowances for various services and expenses totaling \$15,000,000. Broken down – that is \$10,000,000 for Construction, \$4,200,000 for staffing, \$600,000 for Additional Services, \$200,000 for Miscellaneous expenses.
- Staffing Expenses will be reimbursed through two multipliers – one for the Construction Manager and one for Design Consultant.
- The required Field Office expenses, travel-related expenses, and mail services (except express mail) will be included in the multiplier.
- The Additional Services Allowance includes drilling, laboratory services, ground penetrating radar, surveying, expediting, tank tightness testing, drum disposal.
- The Miscellaneous Expenses Allowance includes express mail and printing of contract documents.
- DDC is anticipating that there will be between 25 to 50 sites per contract, and possibly more. The site lists are not yet finalized, and more sites may be added during the contract period.
- Performance bonds for subcontractors will not be required.
- DDC does not anticipate including petroleum remediation work under these contracts. However, some minor investigative work, such as drilling and soil analysis, may be required for the preparation of tank closure reports.
- When preparing your proposals, please adhere to the requirements as set forth in the RFP. This is a quality based selection process, not quantity based.
- The proposals for these contracts are due on Wednesday, May 18, 2011, by 4pm.
- As listed on page RFP-23 (Attachment 6), requirements for the participation of M/WBEs apply to construction services for the Project performed by subcontractors under the supervision and control of the Contractor. Such requirements are set forth below. Prior to the commencement of each type of construction services, the City shall provide applicable M/WBE requirements to the Contractor in a form entitled “Subcontractor Utilization Plan.” The Subcontractor Utilization Plan shall be included by the Contractor in Bid Documents for subcontracts for construction services for the Project, as directed by the City. Construction services include required services at various sites for the Project, including pre-design services and any related construction work. Such services are paid for from the Allowance for Construction Services.
- The overall goal for subcontractor participation is 10%, while the M/WBE participation goal is 40% of the 10%. The selected firms will receive more specific information regarding the MWBE requirements.





The RFP and any 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. Any errors in the responses have been corrected; the following should be considered the official responses to the questions.

Question: Do these contracts require PLA?

Answer: No, PLA will not apply to these contracts.

Question: Is the 10 or 8-hour OSHA refresher class sufficient as opposed to the 40-hour OSHA class for the CM Project Manager?

Answer: Yes.

Question: Regarding specific educational requirements: is there any difference between BS vs. BA for geology?

Answer: No. BA and BS for geology are considered equal.

Question: Which one is preferable, resume of the individual or the company resume?

Answer: Regular resume for individuals.

Question: Can one individual be proposed for two positions within the contract?

Answer: Individuals proposed for the contract should stay within the proposed position.

Question: Where will the field office be located?

Answer: There is no location requirement under these contracts.

Question: Should the proposal include the list of subcontractors to be used?

Answer: No, only the design subcontractor.

Question: Referring to page 9, section 4 of RFP (Technical Approach) – Can the required 3 page statement be longer?

Answer: Yes, but not too much longer than 3 pages.

Question: What does capacity mean?

Answer: Number and utilization of employees within firm.

