



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

Project: PW311STLS, Five Requirements Contracts for Topographical Surveying Services for Various Structures Projects, Boroughs of Staten Island, Queens, Brooklyn, Manhattan, and the Bronx

PIN: 8502011RQ0008P-12P

Date: August 2, 2011

Time: 10:00 AM

To: All Attendees

From: John Katsorhis

MINUTES OF JULY 29, 2011 PRE-PROPOSAL CONFERENCE

Agency Attendees:

Grazyna Jankowska: Project Manager, DDC
William Oatman: Chief of Project Management, DDC
Adolph Hoegler: Director of Site Engineering, DDC
John Katsorhis: Director of Professional Contracts, DDC
Elizabeth Collins: Contract Manager, DDC
Olton Oliver: Deputy Director, DDC
James Cerasoli: Deputy Director, Office of Contracting Opportunity, DDC
Colleen Zwiebel: Acting Secretary, DDC

Additional Attendees:

Attendance sheet attached.

General:

- DDC intends to award five requirements contracts, each valued at \$1.5 million with a duration of two years and an optional one-year renewal period for up to \$750,000.
- James Cerasoli discussed the following with regard to subcontracting opportunities, as well as the Subcontractor Utilization Form:
 - Introduction of M/WBE in attendance at the conference
 - Handouts were made available to all attendees, enabling them to navigate the Department of Small Business Services' website to locate registered M/WBEs for potential subconsultants.





- The MWBE Participation goal of 60% represents a minimum that must be subcontracted to M/WBE's. The actual dollar amount will be based on the total dollar value of all task orders issued from the contract.
 - All non-surveying activities(e.g. aerial photography, hydrographic survey, reproduction services) should be directed to certified M/WBE's.
 - Proposers that do not intend to subcontract any work are required to submit a waiver. Waiver requests must be made no later than seven (7) days prior to the proposal submission deadline.
 - Non-M/WBE firms may be utilized only after a firm reaches the minimum subcontracting required for M/WBE participation.
 - The Subcontractor Utilization Plan, at minimum, must include the appropriate checked affirmation boxes on page 2 or the firm may be found to be non-responsive to the RFP.
- John Katsorhis discussed the following items relating to the RFP:
 - The deadline for proposal submissions is 4:00 PM on August 11th. Proposals should be hand-delivered
 - Five (5) separate contracts will be awarded from this RFP. The order in which DDC will review proposals and award the contracts is defined on Page 11 of the RFP. Once a proposer is selected for an award, it will not be considered for any of the other contracts offered from this RFP.
 - Proposals will be reviewed and ranked by technical merit as defined in Section V of the RFP. DDC will negotiate a fair and reasonable price with the top-ranked firm. Should negotiations fail, DDC will proceed with negotiations with the next highest-ranked firm.
 - William Oatman discussed the following items relating to the 5 requirements contracts for surveying services for various structures projects:
 - Due to the need for a significant amount of Damage and Acquisition maps, partial payment will be made for this work. Half will be paid upon delivery of preliminary plans to DDC for NYC Law Department review. The remainder will be paid upon delivery of final stamped and signed mylars to DDC for Law Department review.
 - Mapping of DEP and DOT surveys must be submitted as Carlson files (see page 27 in RFP under Specific Requirements)
 - Experience is now weighted more heavily than education
 - DDC's goal is to hire the most qualified consultants to provide surveying. DDC will review and score proposals and negotiate with the highest technically-ranked firm. Survey firms will be rated based on the following criteria:

1. Experience of the Firm & Subconsultants:	(Weight 40%)
2. Personnel: Qualification and Experience	(Weight 30%)
3. Organizational Capability:	(Weight 30%)
 - After a firm is awarded contract, they will be given a CAD standard binder with proper format of files, etc. A staffing plan must be submitted 14 business days after negotiation of fee schedule.





- The awarded firm must keep a Land Surveyor on staff for the duration of project. If a different Land Surveyor is put on the project, a new staffing plan must be submitted. He/she must have equivalent or greater amount of experience than the Land Surveyor he/she is replacing.
- The awarded firm must provide weekly field and office progress schedules. DDC will make unannounced visits to the field and office to make sure the project is properly staffed.
- Task orders that require entrance to private property for surveying work shall not begin before 8:00 A.M. and must conclude by 5:00 P.M. unless prior arrangements are made with the tenant/owner.
- In the near future, DDC will be advertising 5 additional surveying contracts that will be focused on infrastructure-based projects.

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: Can a firm identify multiple people to each job in proposal?

Answer: Yes, but if three are nominated, those 3 should be available.

Question: What is the value of the other 5 requirements contracts?

Answer: This RFP will result in 5 awards for surveying services for various structures projects. Another RFP will be issued by DDC which will result in 5 awards for surveying services for various infrastructure projects. Each contract award is valued at \$1.5 million.

Question: Are forms 254 and 255 required for the proposal submission?

Answer: Yes. Up to five (5) examples of projects for each borough of interest should be included when filling out SF-254 and SF-255.

Question: Will the fee proposal be submitted with the technical proposal?

Answer: No. The fee proposal will only be submitted upon written request from DDC. It is not to be included with the technical proposal.

Question: Can firm be awarded a contract as a prime while as serving as a subconsultant to another prime for this work?

Answer: Yes, A firm that is awarded the contract as a prime may also serve as a subconsultant for another firm. However, please note that 30% of the technical score for the proposal is based on organizational capability.

Question: Can more than one person be identified for each of the titles in the proposal?

Answer: Yes, proposers may identify more than one person per title in order to ensure proper staffing throughout the duration of the contract.





- Question: **What documents will DDC provide for the contract?**
Answer: DDC will provide back up documents such as tax lots, Sanborn maps and existing surveys. DDC will not provide survey controls. If the firm cannot supply survey controls, DDC may provide some in the area, but 3 new points MUST be set.
- Question: **What coordinate system should the drawings be in?**
Answer: Drawings must be in borough coordinate system. They will be reviewed by DDC in this system. DDC's GPS is set up through DOT throughout the five Boroughs of New York City.
- Question: **When are the contracts expected to be awarded?**
Answer: Contracts are expected to be awarded by January 2012.
- Question: **When will the RFP for the infrastructure projects be available?**
Answer: The RFP for surveying services for various infrastructure projects will be available shortly after the proposals for structures projects are submitted.
- Question: **Can a firm be awarded the infrastructure contract if it has already been awarded a structures contract?**
Answer: Firms that have been awarded the surveying requirements contract for structures projects may propose for the requirements contract for infrastructure projects. However, please note that 30% of the technical score for the proposal is based on organizational capability.
- Question: **What is the difference between a SE project and a PW project?**
Answer: Structures based (PW) projects are all encompassing survey work (highway, topography, damage and acquisition etc). Infrastructure (SE) projects do not include Damage and Acquisition.
- Question: **When should the firm ask for assistance in getting record information?**
Answer: DDC will supply all needed correspondence to facilitate the collection of survey field data and the collection of record information (for utilities, DEP, MTA etc). If there is a problem with obtaining utility records after 3rd letter of request, the DDC project manager should be notified. It can take 4-6 weeks to get records. Make sure to get cover sheet (with index) of any as-builts. Chamber details should also be included for the complete project area.
- Question: **What type of drawings should be submitted? How should drawings be submitted?**
Answer: DDC will give code list, template etc to prepare CAD drawings. Firms MUST submit Carlson drawings. (Carlson 2010/AutoCAD 2009 minimum; if using AutoCAD 2012 must use Carlson 2012).





Question: **How will CAD drawings be reviewed?**

Answer: Have CAD manager review drawings. A mistake found by DDC will result in the return of the drawings to the consultant and may delay payment. DDC will perform a detailed field and office audit on all submitted assignments for review. DDC will compare drawing to what you submit as records. Submit all records used.

Question: **Should the firm notify the MTA or LIRR about work to be performed?**

Answer: The firm should notify the MTA and/or LIRR if work is being done adjacent to the rail.

Question: **What firms previously held the contract(s)?**

Answer: Previous surveying services contracts were awarded as follows:

Infrastructure Projects

- GEOD Corporation
- Rogers Surveying, PLLC
- Montrose Surveying Company
- Stantec Consulting Services
- Nelson & Pope, LLP

Structures Projects

- MJ Engineering & Land Surveying
- Tectonic Engineering & Surveying
- Leonard J. Strandberg & Associates
- Stantec Consulting Services
- Sidney B. Bowne & Sons, LLP



TIPS FOR SEARCHING THE ONLINE DIRECTORY

There are a number of ways to query the Online Directory of Certified Businesses
To get started: go to www.nyc.gov/buycertified then click on the **"Search"** tab.

Search by company name:

Click on the "Search" tab then scroll down to the bottom of the screen and type part of the business name. For example, if you want Chapman Plumbers type in "chapman" or "chapman plumb".

Search by business description:

Click on the "Search" tab then scroll to view the second drop-down menu. The **"Business Description keyword"** option enables you to search the content of a company's description for the goods or services. For example, search "carpentry" or "plumbing" and you will get vendors that include those words in the description of their services. You can also search "plumb" to get plumbers and plumbing supply. Note: the search results vary greatly depending on the exact letters you include. For example, the above searches yielded:

Search Term	Results
"Carpentry"	118 companies
"Carpenter"	1 company
"Plumbers"	1 company
"Plumber"	2 companies
"Plumbing"	54 companies

Search by NIGP code or keyword:

NIGP codes are 5-digit numbers used to identify goods and services. City-certified companies select codes to describe the scope of their business. In the first drop-down menu, select "goods" or "services", in the second select "NIGP code" or "NIGP keyword".

To select multiple codes, hold down the "Ctrl" button on your keyboard.

If you've selected multiple primary codes on the left then all of the related sub-codes for each of them will display in the box on the right.

Refining your search:

Scroll down to choose additional search parameters, such as size of previous jobs; certification type or ethnicity; business location or zip code. For example, you may want results to yield only those mechanical contractors that have worked on projects "Greater than or equal to \$1,000,000".

Conducting outreach: You can also **export** all search results into Excel by clicking on the green excel icon at the top right of the Search results page. Use this to create mailing lists and call logs. Once you've pulled a list and exported it into Excel you can further refine this list by reviewing the work experience which is listed in "column V" for each firm.

For more information: Access resource links, news about upcoming events, request a training or assistance. Click on "Buyers" tab. Scroll down and select "I'm a City Prime Contractor" .

How to Find Qualified M/WBEs



ACCESS the Online Directory of Certified Businesses
www.nyc.gov/buycertified

A screenshot of the NYC Business Solutions website. The page has a navigation bar with buttons for "Home", "Search", "Buyers", and "Vendors". Below the navigation bar, the text "Online Directory Of Certified Businesses" is displayed, along with links for "About Us", "Disclaimer", and "Email Us". A section titled "Search the Online Directory" contains the heading "Find a Certified Vendor" and a paragraph stating that the directory has over 2200 vendors. It lists three bullet points: "Conduct Search by NIGP code keyword", "Refine search further by selecting additional search criteria, such as certification type or business location.", and "To search for companies certified in the last month click on 'New Vendor List'". Below the text are two dropdown menus: "Select an NIGP Type" and "Search by NIGP Code or Keywords option", both currently set to "-- Select --". At the bottom of the section, there is a link for "Search by Largest contract experience".

NYC BUSINESS SOLUTIONS

Home Search Buyers Vendors

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Search the Online Directory

Find a Certified Vendor

The Online Directory of Certified Businesses has over 2200 vendors.

- Conduct Search by **NIGP code keyword**
- Refine search further by selecting additional search criteria, such as **certification type** or **business location**.
- To search for companies **certified in the last month** click on "**New Vendor List**".
- To search for a **full list of certified vendors** click on "**Search**" below.

Select an NIGP Type

Search by NIGP Code or Keywords option

[Search by Largest contract experience](#)

Define Your Search Criteria: Company Name

Search by company name:

If you know the name or part of the name of the company you're looking for, type part or all of the name in the 'Company Name' field

Scroll down to the bottom of the screen and type part of the business name. For example, if you want Chapman Plumbers type in "chapman" or "chapman plumb".

Select additional categories to define your search

Certified as MBE WBE LBE EBE

Owner Ethnicity BLACK
 HISPANIC
 ASIAN
 NATIVE AMERICAN
 NON-MINORITY

Location *(Use Ctrl+Click to Select Multiple locations)*

- Select All
- NY-Bronx
- NY-Kings
- NY-Nassau
- NY-Queens
- NY-Richmond
- NY-Rockland
- NY-Suffolk
- NY-Westchester
- NY-New York

Zip Code

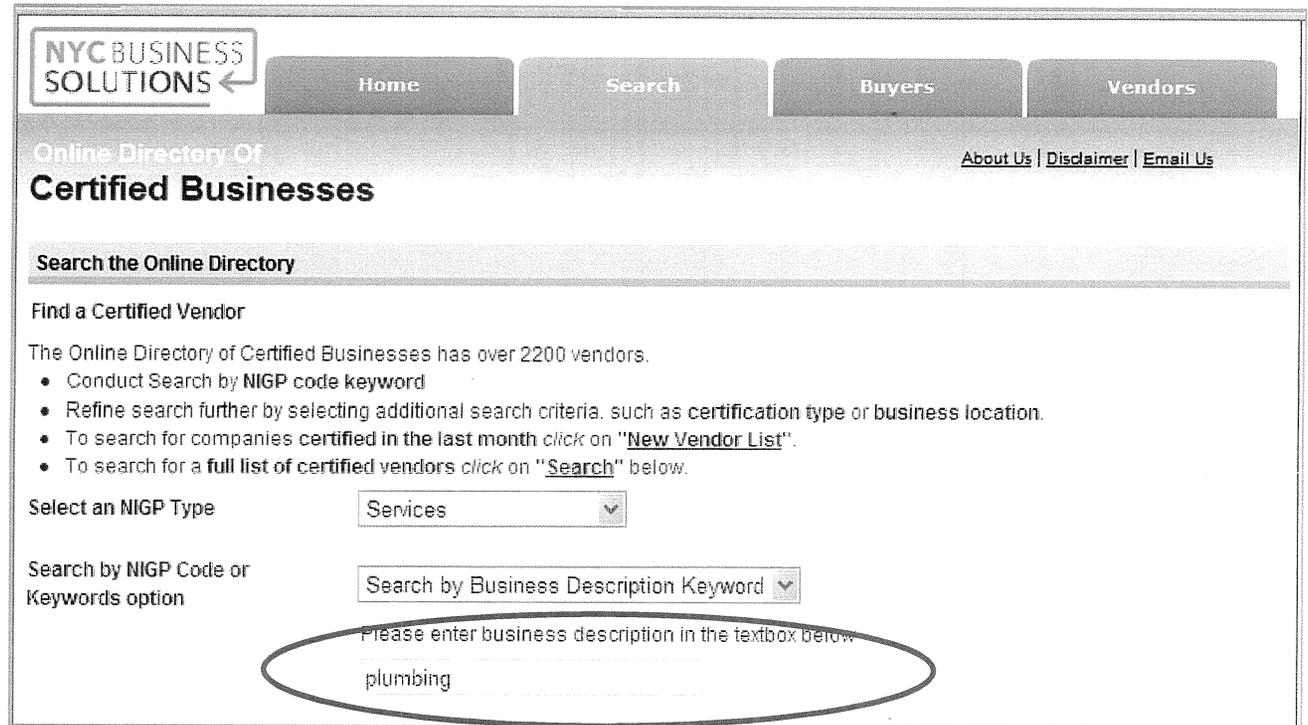
Company Name

Define Your Search Criteria: Business Description

Click on the “Search” tab then scroll to view the second drop-down menu.

The “**Business Description keyword**” option enables you to search the content of a company’s description for the goods or services.

For example, search “carpentry” or “plumbing” and you will get vendors that include those words in the description of their services. Or search “plumb” to get plumbers and plumbing supply. Note: the search results vary greatly depending on the exact letters you include. Check out these examples:



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Home Search Buyers Vendors

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- To search for a full list of certified vendors click on "[Search](#)" below.

Select an NIGP Type

Search by NIGP Code or Keywords option

Please enter business description in the textbox below

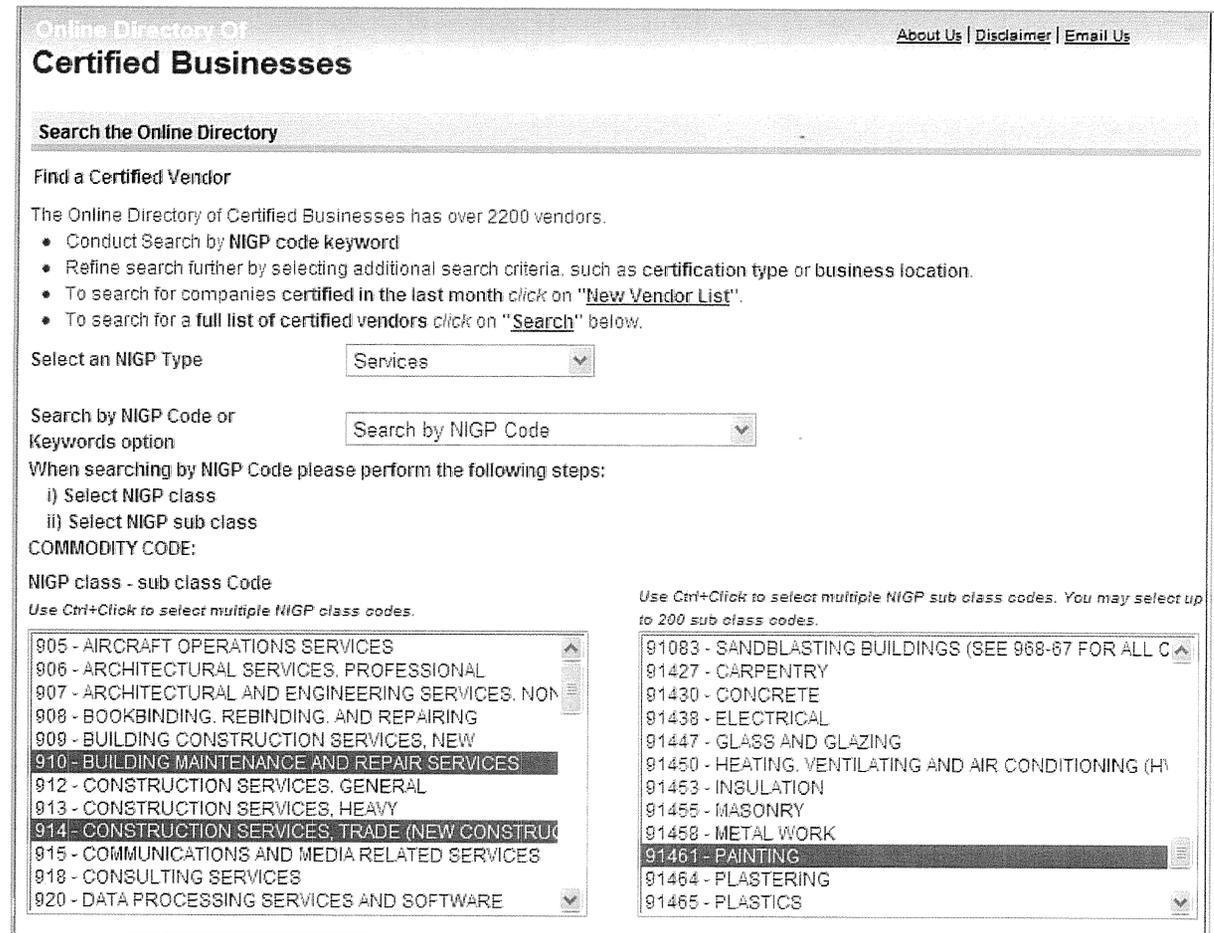
Search Term	Results
"Carpentry"	118 companies
"Carpenter"	1 company
"Plumbers"	1 company
"Plumber"	2 companies
"Plumbing"	54 companies

Define Your Search Criteria: NIGP Code / NIGP Keyword

NIGP codes are 5-digit numbers used to identify goods and services. City-certified companies select codes to describe the scope of their business. In the first drop-down menu, select “goods” or “services”, in the second select “NIGP code” or “NIGP keyword”.

To select multiple codes, hold down the “Ctrl” button on your keyboard.

If you’ve selected multiple primary codes on the left then all of the related sub-codes for each of them will display in the box on the right.



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Search the Online Directory

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- To search for companies certified in the last month *click* on "**New Vendor List**".
- To search for a **full list of certified vendors** *click* on "**Search**" below.

Select an NIGP Type

Search by NIGP Code or Keywords option

When searching by NIGP Code please perform the following steps:

- Select NIGP class
- Select NIGP sub class

COMMODITY CODE:

NIGP class - sub class Code
Use Ctrl+Click to select multiple NIGP class codes.

<ul style="list-style-type: none"> 905 - AIRCRAFT OPERATIONS SERVICES 906 - ARCHITECTURAL SERVICES, PROFESSIONAL 907 - ARCHITECTURAL AND ENGINEERING SERVICES, NON 908 - BOOKBINDING, REBINDING, AND REPAIRING 909 - BUILDING CONSTRUCTION SERVICES, NEW 910 - BUILDING MAINTENANCE AND REPAIR SERVICES 912 - CONSTRUCTION SERVICES, GENERAL 913 - CONSTRUCTION SERVICES, HEAVY 914 - CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCT 915 - COMMUNICATIONS AND MEDIA RELATED SERVICES 918 - CONSULTING SERVICES 920 - DATA PROCESSING SERVICES AND SOFTWARE 	<ul style="list-style-type: none"> 91083 - SANDBLASTING BUILDINGS (SEE 968-87 FOR ALL C 91427 - CARPENTRY 91430 - CONCRETE 91438 - ELECTRICAL 91447 - GLASS AND GLAZING 91450 - HEATING, VENTILATING AND AIR CONDITIONING (H 91453 - INSULATION 91455 - MASONRY 91458 - METAL WORK 91461 - PAINTING 91464 - PLASTERING 91465 - PLASTICS
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Use Ctrl+Click to select multiple NIGP sub class codes. You may select up to 200 sub class codes.

Define Your Search Criteria: Previous Contract Value, Certification Type, Location

Scroll down to choose additional search parameters, such as size of previous jobs; certification type or ethnicity; business location or zip code.

For example, you may want results to yield only those mechanical contractors that have worked on projects “Greater than or equal to \$1,000,000”.

Just leave blank or skip whichever fields you do NOT want to limit your search by.

Then click “Search”



Select an NIGP Type: Services

Search by NIGP Code or Keywords option: Search by Business Description Keyword

Please enter business description in the textbox below: plumbing

Search by Largest contract experience: Search for companies with largest contract experience. Greater than or equal to 250,000

Select additional categories to define your search:

- Certified as: MBE WBE LBE EBE
- Owner Ethnicity: BLACK HISPANIC ASIAN NATIVE AMERICAN NON-MINORITY
- Location: (Use Ctrl+Click to Select Multiple locations)
Select All
NY-Bronx
NY-Kings
NY-Nassau
NY-Queens
NY-New York
- Zip Code: [text input]
- Company Name: [text input]

Buttons: Search, Reset Search, New Vendor List

Refine Your Search

To find out more information about a firm, click on their name to view their Vendor Profile

A & J Consulting Engineering Services, P.C.	MBE	Asian	Jay Agarwal Tel: (973) 777-9696 Fax: (973) 777-5528 jaagarwal@aniengineer.com	Clifton NJ 07012	\$2,000,000
A. G. Consulting Engineering, PC	MBE	Asian	Ariganjan S. Guleria PE Tel: (212) 268-0950	New York NY 10001	\$750,000,000
Arora Engineers, Inc.	MBE				

Previous work experience

Vendor Profile

Company Information		Experience	
Name(Formal):	A. G. Consulting Engineering, PC	Name of Client:	ARUP/NYCT
Name(DBA):		Value of Job:	\$750,000,000
Business Description:	Mechanical, electrical, plumbing, fire protection, civil and structural engineering design and construction management services. <<	Date of Work:	Oct 2008
Address:	260 West 35th Street 13th floor New York, New York 10001	Description of Work:	Professional Engineering Design and Construction Management Services <<
Contact:	Ariganjan S. Guleria PE	Name of Client:	Kiss & Cathcart Arch./ NYC DEP/ DDC
Tel:	(212) 268-0950	Value of Job:	\$25,000,000
Fax:	(212) 268-7497	Date of Work:	Jan 2008
E-Mail:	aqceng@aqceng.com	Description of Work:	Professional Engineering Design and Construction Management Services <<
Website:	http://www.aqceng.com	Name of Client:	Ismael Leyva Arch/NYC ACS
Date of Establishment:	Aug 1999	Value of Job:	\$15,000,000
Certification Information		Date of Work:	Jan 2008
Certified as:	MBE	Description of Work:	Professional Engineering Design and Construction Management Services <<
Certification valid thru:	Jan 2014		
Owner Ethnicity:	Asian		
Region Served			
Region:	National		

To learn how to update the above information, click [here](#)

NYC Vendor Search

Conduct Outreach

You can **export** all search results into Excel by clicking on the green excel icon at the top right of the Search results page. Use this to create mailing lists and call logs. Once you've pulled a list and exported it into Excel you can further refine this list by reviewing the work experience which is listed in "column V" for each firm.

Review your 'Search Criteria' and 'Modify Search' if the results are not what you wanted

Search Results

Below are search results that match your criteria. To learn more about each company, please click on the company name. To export or print the search results, click on the MS Excel icon or printer icon respectively and then simply follow the instructions that follow.

Export Vendor List to Excel  Print Vendor List 

Vendor List: Full List A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Criteria:
 NIGP Type: Services
 Business Description Keyword: plumbing
 Certification Type: MBE

Matching Record(s):39
 Showing vendors from A to Yv

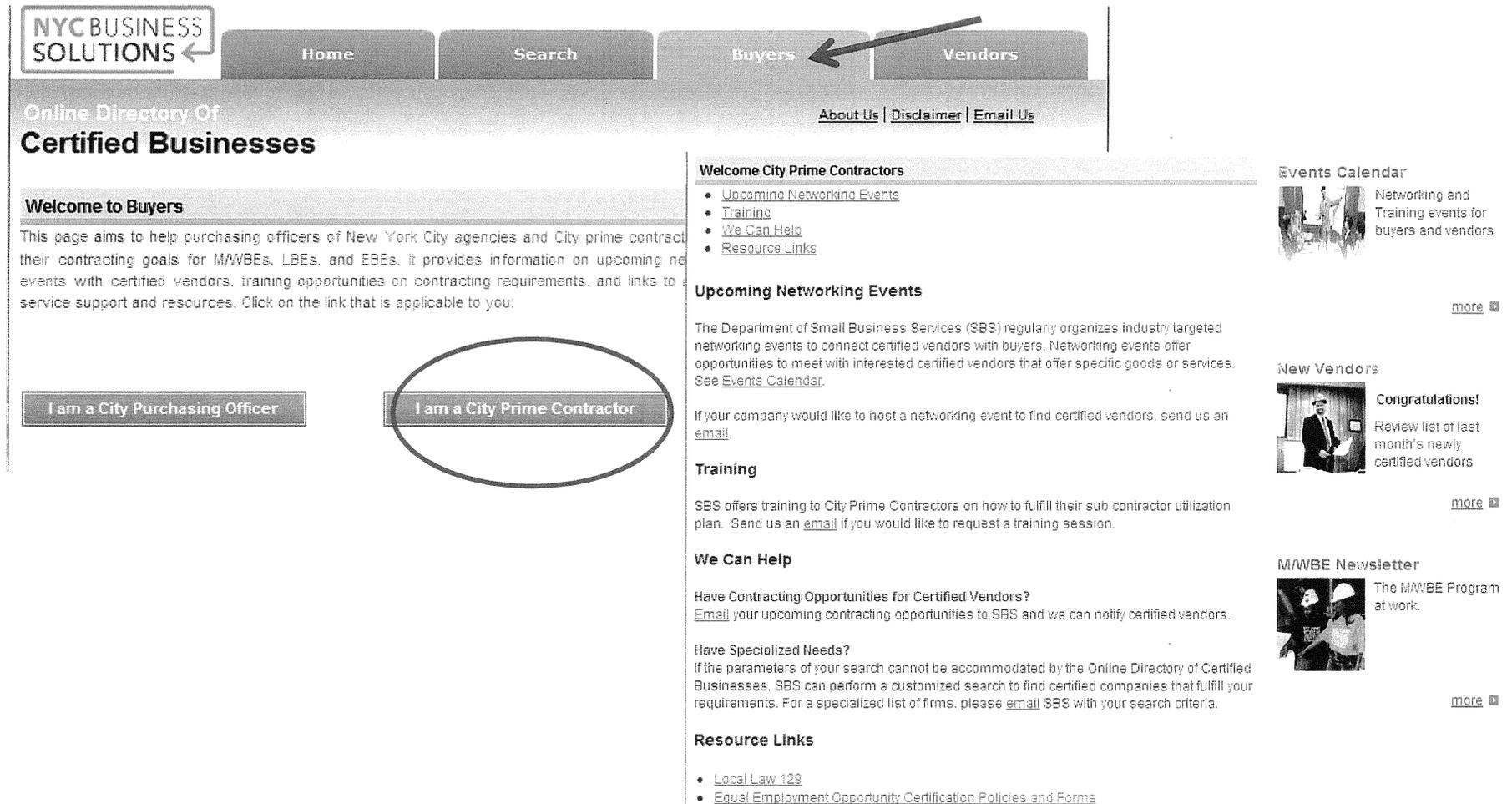
[Modify Search](#) | [New Search](#) **Short List**

Page No: 1 < Previous | Next > Page: 1 of 1

Vendor/DBA	Certification	Owner Ethnicity	Contact	City	State	Zip	Largest Contract	Short List
A & J Consulting Engineering Services, P.C.	MBE	Asian	Jay Agarwal Tel: (973) 777-9696 Fax: (973) 777-5528 jaagarwal@anjenengineer.com	Clifton	NJ	07012	\$2,000,000	<input type="checkbox"/>

Expand Your Efforts

For more information: Access resource links, news about upcoming events, request a training or assistance. Click on “**Buyers**” tab. Scroll down and select “**I’m a City Prime Contractor**”.



The screenshot shows the NYC Business Solutions website. At the top, there is a navigation bar with tabs for Home, Search, Buyers, and Vendors. An arrow points to the Buyers tab. Below the navigation bar, the page title is "Online Directory Of Certified Businesses". The main content area is titled "Welcome to Buyers" and contains a paragraph of text. Below this text, there are two buttons: "I am a City Purchasing Officer" and "I am a City Prime Contractor". The "I am a City Prime Contractor" button is circled in red. To the right of the main content area, there are several sections: "Welcome City Prime Contractors" with a list of links (Upcoming Networking Events, Training, We Can Help, Resource Links); "Upcoming Networking Events" with a paragraph of text and a "more" link; "Training" with a paragraph of text; "We Can Help" with two paragraphs of text; and "Resource Links" with two links (Local Law 129, Equal Employment Opportunity Certification Policies and Forms). On the far right, there are three smaller sections: "Events Calendar" with a photo and text, "New Vendors" with a photo and text, and "MWBE Newsletter" with a photo and text.

NYC BUSINESS SOLUTIONS

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Online Directory Of Certified Businesses

Welcome to Buyers

This page aims to help purchasing officers of New York City agencies and City prime contractors achieve their contracting goals for MWBEs, LBEs, and EBEs. It provides information on upcoming networking events with certified vendors, training opportunities on contracting requirements, and links to service support and resources. Click on the link that is applicable to you:

[I am a City Purchasing Officer](#) [I am a City Prime Contractor](#)

Welcome City Prime Contractors

- [Upcoming Networking Events](#)
- [Training](#)
- [We Can Help](#)
- [Resource Links](#)

Upcoming Networking Events

The Department of Small Business Services (SBS) regularly organizes industry targeted networking events to connect certified vendors with buyers. Networking events offer opportunities to meet with interested certified vendors that offer specific goods or services. See [Events Calendar](#).

If your company would like to host a networking event to find certified vendors, send us an [email](#).

Training

SBS offers training to City Prime Contractors on how to fulfill their sub-contractor utilization plan. Send us an [email](#) if you would like to request a training session.

We Can Help

Have Contracting Opportunities for Certified Vendors?
[Email](#) your upcoming contracting opportunities to SBS and we can notify certified vendors.

Have Specialized Needs?
If the parameters of your search cannot be accommodated by the Online Directory of Certified Businesses, SBS can perform a customized search to find certified companies that fulfill your requirements. For a specialized list of firms, please [email](#) SBS with your search criteria.

Resource Links

- [Local Law 129](#)
- [Equal Employment Opportunity Certification Policies and Forms](#)

Events Calendar

Networking and Training events for buyers and vendors

[more](#)

New Vendors

Congratulations!
Review list of last month's newly certified vendors

[more](#)

MWBE Newsletter

The MWBE Program at work.

[more](#)

Resources for LL129 Minority and Women-owned Business Enterprise (M/WBE) Program Implementation

Program Assistance for Prime Contractors:

- **Online Directory of Certified Businesses** - log on to www.nyc.gov/buycertified to search for certified businesses by business description, commodity code(s), or previous contract size
- **Buyer Services** – contact us for assistance completing Schedule B / Subcontractor Utilization Plans with your bid package, identifying M/WBE vendors, and/or verifying a firm's certification status.
buyer@sbs.nyc.gov / 212-513-6356

Refer eligible firms to get certified:

- Visit www.nyc.gov/getcertified to submit a certification application
- Call 212-513-6311 to speak to a certification analyst and learn how to access FREE application assistance
- Attend a **Certification Prep Course** held every 3rd Thursday of the month and 4th Wednesday of the month – register online at www.nyc.gov/businesssolutions click on Selling to Government

M/WBEs certified with the following entities may be eligible for expedited certification

- The School Construction Authority (SCA)
- New York State Department of Economic Development
- New York and New Jersey Minority Supplier Development Council
- The Port Authority of New York and New Jersey
- Women Presidents' Educational Organization

Important Information

The contractor's performance in meeting M/WBE Subcontractor utilization goals is a component of the overall contract performance evaluation.

Search Criteria:
 NIGP Type: Services
 Keywords: Aerial Photography
 Certification Type: MBE,WBE

Matching Record(s):60

Vendor Formal Name	Vendor DBA	Contact Name	Telephone	Fax	Email	Certification
ADDA Production Limited Liability Company		Thesesa Murphy	Tel: (914) 325-1529	Fax: (914) 961-3828	tnona21@yahoo.com	MBE,WBE
Adolescent, Inc.		Manwai Cheung	Tel: (212) 226-0007	Fax: (212) 676-0198	manwai@adolescent.tv	MBE
Alyson Aliano		Alyson Aliano	Tel: (917) 771-4858	Fax: (718) 599-1984	alysonaliano74@gmail.com	WBE
Andre Walker Photography, Inc.		Andre F. Walker	Tel: (646) 244-8615	Fax: (718) 479-0720	andrewalker1@mac.com	MBE
Andreanna LynnSeymore		Andreanna LynnSeymore	Tel: (917) 838-8827	Fax: (718) 963-9034	andreanna@andreanna.com	WBE
Artist Unlimited		Edwin Cadiz	Tel: (718) 786-1986	Fax: (718) 786-1986	ecadiz@nyc.rr.com	MBE
B. Holder Photo, Inc.		Beverly Holder	Tel: (917) 757-6142	Fax: (718) 217-1172	bholderphoto@gmail.com	MBE,WBE
Bercany		Candida Portugues	Tel: (212) 795-1420	Fax: (212) 795-1420	candida@bercany.com	WBE
Beth Schiffer Fine Photographic Art, Inc.	(Beth Schiffer Pro Photo Labs)	Beth Schiffer	Tel: (212) 966-3800	Fax: (212) 625-3281	beth@bethschiffer.com	WBE
BR Photo Creations, Inc.		Bennett Raglin	Tel: (917) 428-6592		bennett@brphotocreations.com	MBE,WBE
Bracchi Design Inc.		Theresa Bracchi	Tel: (212) 366-1437	Fax: (212) 366-1438	terry@bracchi.com	WBE
Brooklyn Photo Group LLC		Anne Conover	Tel: (718) 599-1984	Fax: (718) 693-9034	anne@brooklynphotogroup.com	WBE
Casbah Pictures, Inc.		Richard Caraballo	Tel: (646) 688-4977	Fax: (646) 688-4977	casbah@nyc.rr.com	MBE
Charlie T. Photography		Charzette Torrence	Tel: (646) 285-1207		Charlietphotography@msn.com	MBE,WBE
CRSR Designs Inc.		Joi Becker	Tel: (845) 331-7338	Fax: (845) 338-1901	admin@csrdesigns.com	WBE
CXA Services, LLC		Andis Woodlief	Tel: (914) 299-5488	Fax: (914) 243-0464	andis@cxaservices.com	WBE
Dalzell Productions, Ltd.		Karen Dalzell	Tel: (212) 647-1877	Fax: (212) 647-1866	karen@dalzell.com	WBE
Direct Digital Photography Inc.		Cathy Salamone	Tel: (631) 670-7105		cathy@directdigitalphoto.com	WBE
Ducat Media LLC		Vivian Ducat	Tel: (917) 301-1120	Fax: (212) 281-5005	vducat@ducatmedia.com	WBE
Duggal Visual Solutions, Inc.		Cesar Sarmiento	Tel: (646) 638-7238	Fax: (646) 336-7815	csarmiento@duggal.com	MBE
Elena Olivo Photography		Elena Olivo	Tel: (212) 938-0448	Fax: (212) 321-1215	eolivofoto@aol.com	MBE,WBE
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Fly Up Media, LLC		Maria J. Watkins	Tel: (212) 268-8002		mj@flyupmedia.com	WBE
Fusia Communications, Inc.	(Fusia Advertising)	Elizabeth Kay	Tel: (718) 643-0311	Fax: (866) 897-4574		MBE,WBE
G2M Productions, Inc.		Barbara J. Gonzalez	Tel: (212) 928-6422	Fax: (212) 928-6436	barbara@g2mproductions.com	MBE,WBE
Get Started Inc	(ImagesMFarrell)	Monica Farrell	Tel: (718) 857-2052	Fax: (718) 857-2052	monicafarrell@imagesmf Farrell.com	MBE,WBE
GIOCEO International, Inc.	(AboutTranz)	Rachel Park	Tel: (212) 779-9919	Fax: (212) 779-9911	Rachel@abouttranz.com	MBE,WBE
Global Media Corporation		Tatyana Nagovskaya	Tel: (202) 250-4369	Fax: (202) 250-4369	tn@globalmediacorporation.com	WBE
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Jennifer Macfarlane		Jennifer Macfarlane	Tel: (646) 249-3855		jennifer@jennifermacfarlane.com	WBE
Jillphotography.com,LLC		Jill Lotenberg	Tel: (917) 921-2303		jill@jillphotography.com	WBE
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MASE FX		Clifford Mason	Tel: (516) 850-2035	Fax: (516) 608-0575	cliffordmason@masefx.net	MBE
Masterpiece Studios Digital Media Group Inc		Marilyn Ellis	Tel: (718) 498-0216	Fax: (718) 498-2814	mypstudios@mindspring.com	MBE
Mel Wright Photographer		Mel Wright	Tel: (718) 455-9644	Fax: (718) 455-9644	mel.wright21@verizon.net	MBE
Mira Zivkovich, Inc.	(MZI Global Marketing)	Mira Zivkovich	Tel: (212) 366-5409	Fax: (212) 366-5409	mira.zivkovich@mzglobal.com	WBE
Moped Productions, LLC		Maureen Isem	Tel: (718) 395-1406	Fax: (718) 395-1406	Maureen@mopedproductions.tv	MBE,WBE
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Niles Advertising & Display Solutions, Inc.		Wendell Niles	Tel: (718) 665-0995	Fax: (718) 665-6380	wniles@nilesadvertising.com	MBE
Oscar Frasser		Oscar Frasser	Tel: (917) 974-2745	Fax: (212) 568-2795	o@oscarfrasserphoto.com	MBE

Patricia J. Arnow		Pat Arnow	Tel: (212) 529-6183	Fax: (661) 554-6183	arnowp@gmail.com	WBE
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PKD Commercial Photographers, Ltd.	(Bernstein Associates)	Laurie E. Donald	Tel: (914) 835-2121	Fax: (914) 835-6161		WBE
Pisarkiewicz Mazur & Co., Inc.		Mary Pisarkiewicz	Tel: (212) 714-1700	Fax: (212) 714-1498	mfp@designpm.com	WBE
Rafael Fernandez		Rafael Fernandez	Tel: (917) 721-6811		sginsberg@ucanny.org	MBE
Rashel Construction Corporation		Mohammed Hashem	Tel: (718) 972-0660	Fax: (718) 972-2581	info@rccgeneral.com	MBE,WBE
Robert E. Penn	(Robert Penn Productions)	Robert Penn	Tel: (917) 733-6642	Fax: (888) 618-3704	robert@robertpenn.net	MBE
S & M Wood Working Associates, Inc.	(dba SM/CIG Services)	Rui Da Costa	Tel: (914) 633-9736	Fax: (914) 633-3545	rui@smwoodworking.com	MBE
Seline Media Group, Inc.		Youseline Obas	Tel: (347) 234-6297	Fax: (212) 368-1987	youseline@selinemediagroup.com	MBE,WBE
Solospaceman Photo Studios Inc.		Wayne Crawford Jefferson	Tel: (718) 738-7383	Fax: (718) 738-7383	solospaceman@msn.com	MBE
Somos Arte, LLC		Shirley Miranda-Rodriguez	Tel: (718) 389-5889		shirley@somosarte.com	MBE,WBE
Souvez Inc.		Daniel Velez	Tel: (212) 666-6768	Fax: (646) 448-4827	velezd@souvez.com	MBE
Teri Bloom Photography Inc.		Teri Bloom	Tel: (212) 475-2274		teribloom@mac.com	WBE
Today's Child Communications, Inc.		Michelle Drayton	Tel: (212) 462-4716	Fax: (212) 462-4902	mdraytonmartin@todays-child.com	MBE,WBE
Trix Rosen Photography Ltd.		Trix Rosen	Tel: (212) 228-8100	Fax: (212) 614-2549	trix@trixrosen.com	WBE
Y.N.N.Y. Entertainment Inc.		Dwain Mitchell	Tel: (917) 492-9669	Fax: (917) 492-9669	dwaink1@yahoo.com	MBE
YNTS: You Need To Succeed		Valon Beasley	Tel: (347) 497-8770	Fax: (347) 533-7744	yntsinc@aol.com	MBE,WBE



PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET

DATE: July 29, 2011
PROJECT ID: PW311STLS
PIN # 8502011RQ0008P-12P

PROJECT TITLE/DESCRIPTION: Five Requirements Contracts for Topographical Surveying Services for Various Structures Projects, Boroughs of Staten Island, Queens, Brooklyn, Manhattan, and the Bronx

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
	MBE	WBE					
S LAND SURVEY KC ENGINEERING	✓		370 7th AVE NYC, NY 10001	DAVID BAKER	914-805-5510 914-986-4440	945-928-3780	dbaker@kcepc.com
MECA Eng'g, Civil Surveying			85-10 Queens, N.Y.	Esty Paul	914-925-2245 888-343-5059	800 - 5893-588	megae@ eastlnb.net
B. Holder Photo, Inc	✓		86-20 208th St Queens Village, NY 11427	Bereky Hobbes	917-57-6142 718-217-1172	718-217-1172	bholderphoto@ gmail.com
Ewell W. Finley, P.C			231 W 29 St, New York NY, 10001	Kishanth Balachandran	212-695-7047	212-695-7049	kishanth@ewfpc.com
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DDC			1	Hemwathi Ropprana	(718) 391-1375	(718) 391-1885	ramnarah@ddc.nyc.gov
KC Engineering			370 7th Ave, NY, NY 10001	michele Buchholz	(212) 947-4945		mbuchholz@kcepc.com
DDC				John Katsorhis	(718) 391-2263	(718) 391-1885	Katsorhjo@ddc.nyc.gov



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Montrose Surveying			116-20 Metropolitan Ave Queens 11418	Saeed Jalilvand	718 849-0600	718 849-0401	saeed@montrosesurveying.com
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THE HIRANI GROUP			30 JERICHO EXEC PLZ SUITE 200C JERICHO NY 11753	ED BULLOCK PLS, PE	516 248 1610	516 248 9018	EBULLOCK@HIRANIGROUP.COM
Sidney B Bowne & Son			235 E. Jericho Trk Mincola NY 11501	Peter Lazio	516 746-2358	516 747-1396	plazio@bownegroup.com
AMERICAN ENGINEERING + LAND SURVEYING			80 SMITH ST. STE 3A FARMINGDALE NY 11735	JOHN ABRUZZO	516 393-2867		JABRUZZO@AELANDSURVEYING.COM
KS Engineers, PC	X		494 Broad St., 4TH FL. Newark, NJ 07102	Kamal Shahid	973-623-2999	973-242-2955	kshahid@kseng.com



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	MBE	WBE					
H2M Group			575 BROAD HOLLOW ROAD, MELVILLE NY 11742	JOHNE SCHMURR	631-756- 8000		JSCHMURR@H2M.COM
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CHA			3 WINNERS CIRCLE AUBANY NY 12205	JODY LOUNSBURY	518 453 8706		JLounsbury@CHACOMPANIES.COM
L.J. STRANDBERG PC			32 Smith Str. Freeport, NY 11520	Alex Tsukerman	(516) 378-2069	(516) 378-6699	A.TSUKERMAN@LJSPC.COM
Tectonic			20 Pleasant Hill Mountainville NY	Ted HAINES	845-534-5859	845-534-5676	TJHAINES@TECTONIC ENGINEERING COM
"			"	JAY KIMLER	"	"	JKimler@"
Munoz Engineering	✓		505 - 84 Ave NY NY 10018	Manny Beigelradner	212-967- 6588	212-268- 9464	MANNY@MUNOZENG.COM
MEGA ENG.			29 Pangborn Pl. Hackensack, NJ.	FRED POKORNY	631-266-1144	631-266-1003	FREDPOKORNY@ OPTONLINE.NET



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	MBE	WBE					
MJ Engineering and Land Surveying PC	V		555 Broad Hollow Rd Melville NY 11747	STAVROS TIMOTHY	631 393 0222		Stimotheyou@ MJELS.COM
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LANGAN ENGINEERING			360 WEST 31ST ST NEW YORK NY 10001	JULIE ZALCZEWSKI	212 419-5567		VZAK@LANGAN.COM
GEOD CORP JOHN EMILIUS			24 CANOVA RD. NEWFUNDLAND NY 02435	JOHN EMILIUS	973-697 2122		Jemilius@geod corp.com
KS ENGINEERS			494 BROAD ST NEWARK, N.J.	ROBERT RYAN	(973) 623-2999		RRYAN@KSENG.COM
T.Y. LIN International			110 William St. 29th Fl. NY NY 10038	CHRISTY VEEDER	646 264 2518		Christy.Veeder@ tylin.com
LOCKWOOD, KESSLER ✓ BARTLETT INC			1 AERIAL WAY SYOSSET NY 11791	MICHAEL CAMMAGNO	631 747 5709		MCAMMAGNO @LKBINC.COM
MUÑOZ ENGINEERING P.C.			505 EIGHTH AVE NY, NY 10018	JORGE JARAMILLO	212-967-6588		JJARAMILLO@MUNOZ ENG.COM



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	MBE	WBE					
BANC3, Inc			300 Alameda Park Suite 350 Princeton, NJ 08540	Tom Miller	609-759-1917	609-919-9022	thomas.miller@BANC3.COM
SCIENCE			241 W 30TH ST NY, NY	JOE FRANCO	212-239-3400	212-239-3210	JFRANCO@SCIENCE.COM
Entech Eng PC			11 Broadway	Sina Chassemi	646-722-0000		syhassemi@entech-pc.com
DIMENSION DEVELOPMENT CORP			36-30 37TH S L.I.C. NY	WINSTON WILLIAMS	646-773-5900	718-361-8836	wwilliams@ DIMENSION DEVELOPMENT .NET
MATRIX NEWWORLD ENGINEERING			120 EAGLE ROCK RD EAST HANOVER, NJ	WILLIAM P. D'AMELIO	973-567-1331	973-478-5173	WDAMELIO@MATRIX NEWWORLD.COM
STANTEC			135 ENGINEERS RD HAUPPANG, NY 11788	RAY TOBIA	631-580-2645	631-580-2647	RAY.TOBIA@ STANTEC.COM
AREK SURVEYING COMPANY			58 E. BEVERLY PKWY VALLEY STREAM, NY 11580	ARKADIUSZ JUSIEGA	516-792-6676	516-792-6675	SURVEY@ASCNY.NET
HAKS			40 Wall Street New York, NY 10005	Yusuf Poonawala	212-747-1997	212-747-1947	ypoonawala@haks.net

