



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

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

PIN: 8502012RQ0001P-4P and 8502012RQ0006P

Date: May 17, 2012

Time: 10:00 AM

To: All Attendees

From: Hemwattie Roopnarine, Kareem Alibocas, and Maritza Ortega

MINUTES OF MAY 17, 2012 PRE-PROPOSAL CONFERENCE

Agency Attendees:

William Oatman: Chief of Project Management, DDC
Adolph Hoegler: Director of Site Engineering, DDC
Grazyna Jankowska: Project Manager, DDC
John Picariello: Chief of Staff, DDC
Olton Oliver: Deputy Director, DDC
Elizabeth Collins: Contract Manager, DDC
John Katsorhis: Director of Professional Contracts, DDC
Hemwattie Roopnarine: Contract Manager, DDC
Kareem Alibocas: Contract Manger, DDC
Maritza Ortega: Contract Manger, DDC
James Cerasoli: Deputy Director, Office of Contracting Opportunity, 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. Automatic increases to the negotiated fees within the contract will be based on the Federal Bureau Labor Statistics.
- The proposal due date for each borough, as well as the DDC contact is as follows:

Borough	PIN	Submission Deadline	DDC Contact
Staten Island	8502012RQ0001P	May 29, 2012	Hemwattie Roopnarine, (718)391-1375
Queens	8502012RQ0002P	May 29, 2012	Kareem Alibocas, (718) 391-3038
Brooklyn	8502012RQ0003P	June 5, 2012	Hemwattie Roopnarine, (718) 391-1375
Manhattan	8502012RQ0004P	June 5, 2012	Kareem Alibocas, (718) 391-3038
The Bronx	8502012RQ0006P	June 5, 2012	Maritza Ortega, (718) 391-1542

- An addendum was posted for each RFP, adding Attachment 8 - Iran Divestment Act Compliance Rider. This document must be signed, notarized and included in the technical proposal. If this Attachment is not included, the firm will be deemed non-responsive.
- James Cerasoli discussed the following with regard to the Subcontractor Utilization Form:
 - Under Local Law 129, Target Subcontracting Participation Goal for these projects are 2.5% and a M/WBE Participation Goal of 100%.
 - The M/WBE Subcontractor Utilization Form must be in a separate sealed envelope marked "Subcontractor Utilization Plan" at the time the technical proposal is submitted.
- William Oatman discussed the following items relating to the five requirements contracts for surveying services for various infrastructure projects:
 - Proposers must identify no more than five previous projects in which it has performed work similar in scope and type to the work described in the RFP. Limit the experience information to a brief description for each project. Please refer to Page RFP-9.
 - M/WBE goal of 2.5% requirements are to be utilized for companies providing aerial photography services.
 - All Proposers must read the entire RFP and carefully review the detailed changes in reference to software, liquidated damages, staffing requirements and project schedules. The staffing capacities will closely be reviewed. Please refer to Page RFP-6 for all minimum qualifications per title.
 - A Joint Venture relationship will be viewed as one entity. There is no minimum requirement for the proportion of work to be performed by either of the two joint venture partners. Please refer to Page RFP-3 for further details.





- Fee Proposal Schedule of Unit Prices (Attachment 3 to the RFP) is to be submitted only upon written request by the DDC Contract Manager.
- Projects will be issued on a Work Order basis. Please refer to Article 4 of the Contract for details.
- Staffing/Personnel plans must be received by DDC within five days after receipt of written notification from DDC. Work Orders will not be released until staffing plan has been approved by the Division's Commissioner. In the event of staffing changes, revised staffing plans must be updated and submitted to DDC for approval.
- Consultants are required to provide a project schedule for each Work Order it has been issued. Schedules may be submitted via-email in a spreadsheet form, outlining each phase beginning with field activity to the production of drawings. Schedules shall include the true date and preliminary completion/transmittal dates to DDC. The selected DDC Survey Project Manager must receive project schedules within five days from acceptance of the Work Order.
- Consultants are required to use Carlson software per Contract Exhibit D, Section 1.03 of the Technical Requirements for Surveying Services.
- Liquidated damages will be charged on an as-needed basis to ensure the Consultant's completion dates are no more than five business days past the scheduled preliminary delivery date. The penalty will begin at \$500 dollars each day the project is past due. The consultant may request an extension in writing with an advanced notice to the Project Manager.
- If a project location requires entry to private property, DDC will provide a letter for the Consultant to gain access. This letter will be provided as-needed on a case-by-case basis.
- Each RFP is considered a separate award; however staffing capacity will be under close review if a consultant is awarded more than one contract. The Boroughs will be awarded in the following order: (1) Staten Island; (2) Queens; (3) Brooklyn; (4) Manhattan; and (5) the Bronx.
- GPS usage is encouraged, especially in the borough of Brooklyn. GPS users must inform DDC of starting points and must be tied into Borough Coordinate System for the remaining boroughs.
- Invoices must be included with final submissions packets. The payment process generally takes between fifteen to thirty days. Partial payments will be considered for larger projects, depending on percentage of work completed.





Adolph Hoegler discussed the following items relating to the five requirements contracts:

- Street lines and sewer record information accuracy is of paramount importance to this contract. Water main field cards will be provided by DDC to ensure water information is accurately indicated on drawings. Consultants may request in writing for utility plans from a particular agency for each project. If no response is received after the third attempt, the consultant may submit a request to DDC to contact the non-responsive agency.
- Laser scanning is generally used on historical preservation-type projects.

The following is a summation of questions and answers from the conference. Any errors in the earlier responses have been corrected; the following should be considered the official responses to the questions.

Question: Should unit prices be submitted with the Proposal?

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

Question: Are any laser scanning assignments expected?

Answer: Laser scanning can possibly be included on projects.

Question: Can a company be a prime and sub-consultant for the same project?

Answer: A consultant cannot be a prime and subconsultant on the same project.

Question: Will the projects include hydrographical surveys for deep water?

Answer: Hydrograph surveys may be included, but will depend on the location of sewer out falls.

Question: What is the M/WBE requirement percentage for aerial photography?

Answer: M/WBE requires 2.5%

Question: Must the Contracting Executive be a Land Surveyor?

Answer: The Contract Executive must be a Licensed Professional in New York State, either as an Engineer or a Surveyor.

Question: Could a company be awarded all of the projects?

Answer: Yes, as long as the personnel capacity meets DDC requirements.

Question: What is the time frame between award and actual release of work?

Answer: Once the contracts are registered, work will be issued at the contract kick-off meeting.

Question: What number of examples should be listed in the 254/255 Forms?

Answer: You can list as many projects as you like in the order of relevance, provided it does not exceed the limit stated in each of the forms.





Question: Can an international firm bid?

Answer: Yes. The firm must show the ability to perform the work required.

Question: Regarding the section on Key Personnel; currently requires 8 listed titles. Are we allowed to list one person to more than one title? Can we list one as both the Survey Tech/Researcher and the CADD/GIS Tech?

Answer: A firm can submit the same name for multiple positions. However, please take note of the evaluation criteria set forth in Section V of the Request for Proposal on Page RFP-12 regarding organizational capacity. DDC prefers to have separate individuals for Quality Assurance/Quality Control and accountability.

Question: Is there a maximum page limit for the subject proposal?

Answer: There is no limit, as long as the Proposer meets all requirements of the RFP.



PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

Requirements Contract for Topographical Surveying for Various Infrastructure Projects, Citywide
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 Thursday, May 17, 2012

PLEASE PRINT

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