



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

CAROL DIAGOSTINO
Agency Chief
Contracting Officer

Project: Requirements Contract for Landscape Architectural
Services for Infrastructure Projects, Boroughs of Manhattan,
Bronx, Brooklyn, Staten Island and Queens
PIN: 8502013HW0045P-47P
Date: March 25, 2013
Time: 10:00 AM
To: ALL Attendees
From: Jia Mei

MINUTES OF MARCH 25, 2013 PRE-PROPOSAL CONFERENCE

Attendees:

Associate Commissioner, Dino Ng, DDC
Senior Design Liaison, Joseph Sopiak, DDC
Specification Specialist, Corenzo Wilkerson, DDC
Engineering Specialist, Lindsey Berkahn, DDC
Assistant Project Manager, Sofia Zuberbuhler-Yafar, DDC
Director, John Katsorhis, DDC
Deputy Director, James Cerasoli, DDC
Analyst, Diana Benjamin, DDC
Contract Manager, Carolo Di Fava, DDC
Contract Manager, Jia Mei, DDC

Additional Attendees: Attendance sheets are attached

GENERAL

Joseph Sopiak, Director of Landscape Urban Design for Infrastructure, chaired the meeting. He explained the background and purpose of the requirements contract. This RFP is borough specific, and there will be three (3) awards. The three contracts shall be awarded in the order set forth below:

- Contract #1: Boroughs of Manhattan and the Bronx
- Contract #2: Boroughs of Brooklyn and Staten Island
- Contract #3: Borough of Queens

There will be no mini-RFP Process for this Requirements Contract. Instead, the selected consultants will be issued Task Orders directly, according to the borough for which their contract is awarded. The main client agencies for these Requirements Contracts include New York City Department of Transportation (DOT) and New York City Department of Environmental Protection (DEP). The client agencies may include other City agencies. Each task order will be different. Payment for each task order will be either by lump sum or on a time card basis. DDC will define the scope of work and the consultant will submit its staffing plan outlining all personnel for the project and hours for each task.





The General Requirements (GR), Exhibit F of the Contract, explains in detail the scope of work for different tasks to be performed in a task order. The Consultant must have a strong civil engineering subconsultant to perform roadway work. Due to the way the code is written, a Landscape Architect cannot sign certain types of documents. Therefore, the civil engineering subconsultant performing the work will stamp the documents.

DDC has already released several Requirement Contracts for design of roadway work. The Landscape Architectural Services Requirements Contracts are to be used for Nonstandard Items(*) in various Infrastructure projects. Plaza design will be the core of the work. It may be possible that the selected Consultant will be asked to perform landscaping work in other ongoing Infrastructure projects. DDC reserves the right to issue Task Orders to the Consultant for required services in other boroughs in addition to the boroughs associated with the assigned contract.

Dino Ng, Associate Commissioner of Infrastructure/Design, spoke about the Disadvantaged Business Enterprises (DBE) requirement for this Requirements Contract. In these Landscape Architectural Services Requirements Contracts, certain task orders may be Federally Funded. DBE utilization is not mandatory. The proposer designates its goal. But once selected, the Consultant must fulfill its stated goal by the end of each task order. The recommended target DBE utilization is 18% of the value of the task order. The proposer will receive sliding scale bonus points if it chooses to submit DBE utilization as part of its proposal. The New York State Department of Transportation meticulously checks DBE participation. As DDC makes each payment to the consultant for a task order, DDC keeps a running tally of the percentage of payment made for DBE utilization. The Consultants will have to meet or exceed its DBE goal at the end of each particular task order.

Jia Mei, ACCO Professional Contract Manager, mentioned she is the point of contact for this RFP. Her contact information is provided in the RFP. If there are any questions, please feel free to email her. Also mentioned was that the Iran Divestment Act Compliance Rider (Attachment 2) which must be signed and notarized in order for a proposal to be considered responsive.

James Cerasoli, Deputy Directory of Contract Opportunity, ACCO, discussed the Minority Owned and Women Owned Business Enterprises (M/WBE) at DDC. As per Local Law 129, there are contract participation goals applicable on a task order basis. The M/WBE goals for this project are 5% for all subconsultants under \$1 million; and 70% of the 5% must be subcontracted to Small Business Services certified M/WBE firms. Diana Benjamin, analyst with Contract Opportunity, ACCO, reviewed the M/WBE forms that will have to be filled out by the prime consultant. Information on how to complete the certified Schedule B form was provided. The website link for certified M/WBE subconsultants is: <http://mtprawwsbswtp1-1.nyc.gov/Search.aspx>





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

- 1) Question:** Do all M/WBE forms have to be filled out and approved before work commences?

Answer: Yes, the Initial List of Subcontractors (LOS) along with the Request for Subcontract Approval (RFAS) must be approved prior to the start of the subcontractors work.
- 2) Question:** Will M/WBE forms be required for each project?

Answer: Yes, please see the above answer.
- 3) Question:** Do you have 30 days to submit the forms or is it 30 days to complete the process?

Answer: The Consultant has 30 days from the **date** of the Notice to Proceed to submit the Initial LOS. In order to expedite the project for subcontractor approval, it is highly recommended that the LOS be submitted at least one week **prior to** the due date.
- 4) Question:** Can the lead firm fulfill the M/WBE and DBE requirements?

Answer: No, the M/WBE and DBE compliance requirements can only be met by the subconsultants.
- 5) Question:** Are the 5% and 70% of the 5%, minimum requirements for M/WBE?

Answer: Yes, those are minimum requirements that are applicable **to each Task Order.**
- 6) Question:** For M/WBE, will that have to be for certain ethnicities?

Answer: For this procurement, the ethnicities are not specified.
- 7) Question:** Is DBE mandatory?

Answer: No, DBE utilization is not mandatory. DBE accounts for 10% of the technical proposal evaluation scoring. Therefore the consultants with a higher percentage of DBE utilization will receive more points in its evaluation score.





8) Question: Will consultants receive a Task Order and begin to work immediately or wait for it to be registered?

Answer: The Task Order has to be registered before the consultant begins work.

9) Question: Should Attachment 5 only include work for New York City or New York State? Can work for other clients be included as well?

Answer: All work being performed by the consultant and subconsultant should be provided in this attachment.

10) Question: Explain design elements for roadway work?

Answer: The General Requirements (GR) specifies Infrastructure work. It provides details on how to design roadway elements. The Consultant will need a strong civil engineering firm to adhere to DEP and DOT standards. Page GR-4 and GR-5 list all the possible tasks. The Task Order will specify which tasks are required. Each task order will be specific for its own design needs.

11) Question: Is it required to submit the payroll register in hard copy, or can it be submitted on a CD?

Answer: Payroll register must be submitted in hard copy.

12) Question: Are Arborist services is specified as a reimbursable service?

Answer: Arborist services are not a reimbursable service.

13) Question: Can international firms join local firms to submit for the contract?

Answer: Yes, international firms can join local firms to propose. They will have to meet local laws.

14) Question: Will a competition be held?

Answer: There is no second stage competition. Interviews may be required at DDC's discretion.

15) Question: How long is the Design Phase?

Answer: Each Task Order will outline the length of the design phase. The term of the Requirements Contract is 3 years.





- 16) Question:** When will the guidelines be given?
- Answer:** Once a consultant is selected, the Consultant will receive a scope of work for each Task Order. The Consultant will have to adhere to the GR to design any project. The primary focus of the contract is the design of Plazas and areas in which there is a large amount of non-standard work.
- 17) Question:** When will the shortlisted Consultants be announced?
- Answer:** There will be no shortlist. The evaluation period will be 4 weeks. After which the selected consultants will be notified.
- 18) Question:** Which is more emphasized, Key personnel or the list of all personnel to be used?
- Answer:** The Key Personnel will be looked at closely. Details of all position must be provided as per the RFP.
- 19) Question:** What is a Project Scientist?
- Answer:** This person deals with environmental issues. This is not a licensed person but the industry term is Project Scientist.
- 20) Question:** Will DDC be publishing the sign in sheet?
- Answer:** Yes, the sign-in sheets will be published on our website along with the minutes.
- 21) Question:** Will cost estimating be required?
- Answer:** DDC expects the design trades to provide adequate cost estimating
- 22) Question:** What will be the evaluation criteria that will distinguish small firms from large firms?
- Answer:** Firms will be evaluated based on its capability, which is one of the evaluation criterion and accounts for 20% of the scoring.
- 23) Question:** Is workload being considered as capacity of work?
- Answer:** DDC does not want to overload the Consultant. It is important to get the work completed. DDC wants to be certain that the Consultant is able to complete any future assigned work. DDC will use the Current And Anticipated Workload disclosure (Attachment 5) to evaluate what a Consultant is doing now and in the future.





24) Question: Is each Consultant assigned a borough?

Answer: The Consultant is assigned to specific borough(s). The RFP states the order of awards:

Contract #1: Boroughs of Manhattan and the Bronx

Contract #2: Boroughs of Brooklyn and Staten Island

Contract #3: Borough of Queens

Keep in mind that the Commissioner reserves the right to issue Task Orders for other than their assigned boroughs. It is highly unlikely that one consultant will receive all three awards.





PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET

1/5

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