

**PROJECT:** Pre-Proposal Conference for Eight Construction Management Services Requirement Contracts  
PIN: 8502007RQ0008- 15P

**DATE:** Wednesday, February 7, 2007

**TIME:** 10:00 AM – 11:00 AM

**TO:** All Attendees

**FROM:** Charles Cellura  
Assistant Commissioner, Structures Division

**Pre-Proposal Conference February 7, 2007  
Minutes**

**GENERAL**

The purpose of this meeting is to explain and clarify the RFP and Contract for the Eight Construction Management Services Requirements Contract. Charles Cellura, DDC/ Assistant Commissioner, gave a general overview of the type of projects that will be covered under this RFP and went on to explain the reasons that DDC is doing this type of procurement.

The remainder of the meeting was an open Q&A:

1. Question: What will be the criteria for the primary and secondary proposals?

Answer: The primary proposal will be based on the firm's qualifications, staffing, experience and organizational skills, which will shorten the list to 8 firms, each of whom will be awarded a contract with the Agency, and who will then be given an opportunity to submit secondary proposals for a specific project. The secondary proposals will work as follows: A specific task order project will be defined, probably in schematic design, and all 8 contract holders will be given the opportunity to submit a proposal, which will consist of a staffing plan for the project, tentative schedule, methodology or approach to the project, and expertise for that project. DDC is looking for the most expeditious, rational approach to these projects with realistic timeframe for completion.

2. Question: Will DDC give project duration?

Answer: No, the CM, as part of its project specific proposal will propose a construction duration for the project.

3. Question: After the selection of the 8 consultants, how will they be picked for a project?

Answer: All of the 8 CMs awarded contracts will be given opportunities to submit proposals as task orders are issued. The consultant with the highest score will be selected.

4. Question: What will be the bid process for the trades?

Answer: The contracts for construction work will be publicly bid by DDC.

5. Question: Will the schedule be part of the bid package?

Answer: Construction duration is normally part of the bid package. No CPM or construction schedule will be provided.

6. Question: Are you looking for Resident Engineer, Project Management services?

Answer: Not for the primary proposal, but at the task order proposal level, DDC would want to know and approve personnel submitted for the projects. See details on page 7, Article 6 of the Contract.

7. Question: Will 50% of the Fee for Profit be held until Final Completion?

Answer: DDC has via Addendum No. 1 revised the completion milestones for payment of the Fee for Profit

8. Question: What about the issue of contract term, the contract indicates that the highest is \$5 Million, however, the renewal includes \$3 Million. Renewal includes time?

Answer: The total estimated value of the task orders to be awarded to each CM will not exceed \$5 million. The term of the contract may be renewed in an amount not to exceed \$3 million for one year.

9. Question: The fee for profit decreases sharply at \$38 Million dollars, it should be revised.

Answer: DDC will revisit the fee curve and determine if an addendum is required.

10. Question: Where will the bid opening take place, at DDC or at the CM's office?

Answer: The bid opening will be held at DDC's main office.

11. Question: What is a typical construction project, is it bridges, highways?

Answer: The projects will be mainly for the Structures Division, such as buildings, libraries, firehouses, cultural institutions, transportation facilities, DEP, Health, Human Services facilities

12. Question: What is the range or value of the projects?

Answer: Anywhere from \$8M to \$25M.

13. Question: Please explain Article 7.1.4-Guaranteed Minimum

Answer: The CM is guaranteed a minimum of \$2,500 in the event that the CM is not awarded any Task Orders throughout the term of the contract, even after submitting reasonable proposals for specific projects.

14. Question: Does experience in a type of building give a firm an advantage in the selection process?

Answer: No, experience as well as the approach to the project is taken into consideration in the selection process.

15. Question: Who evaluates the proposals?

Answer: A DDC evaluation committee, including an independent construction professional will review and evaluate all proposals.