



**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**

**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

Date: March 13, 2007  
From: David Heitner  
To: All Attendees

### **Pre-Proposal Conference March 13, 2007 Minutes**

**Attendees:** Alla Ayzenshtat - DDC  
Kash Putnam, P.E. – DDC  
David Heitner – DDC  
Carlo DiFava - DDC  
Mike Pitacciato – Moody International  
Ron Comer – Kerr  
Esty Parlanti – Mega Engineering  
Asil Khan – Nactec  
Steve Chippas – Bureau Veritas  
Jim Lauria – URS Corporation

**Re: Pre-Proposal Conference - Requirements Contract for Engineering Services for Inspection & Material Testing of Water Main & Sewer Pipes and Appliances for Various Sites  
PIN: 8502007VP0114P**

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**Meeting started at 10:00 AM on March 13, 2007 at 30-30 Thomson Avenue, Long Island City, NY**

**Introduction:**

Carlo DiFava introduced himself as the DDC ACCO Contract Manager for the subject contract. Kash Putnam introduced himself as the QACS Project Manager for the subject contract, and made the following introductory remarks:

The contract is for performing inspection services, plant audits, and vendor approvals at various locations throughout the U.S. and overseas countries such as China and India. Description of the plants are in the contract (posted online). Locations listed in the contract are only examples of some of the locations that would need to be inspected.



This contract is not based on open bid. It is based on the qualifications of the company. After DDC selects the best qualified firm, the firm will be asked to submit a bid, the bid amount is subject to negotiation. If pricing is not mutually acceptable, then DDC will select the next qualified bidder and begin the same process.

Major changes from the previous contract include:

- 1- For long distance travel a flat fee of \$200 will be paid. For long distance travel by car only mileage will be paid.
- 2- Change of rates for a contract renewal will take place immediately after the two years of the contract are up.

### **Questions and Answers:**

**Question:** Why is the mileage rate still only 28 cents per mile?

**Answer:** This is per Directive 6 from the NYC Comptroller's Office and can not be changed. It was suggested that companies may want to write to the Comptroller's office to appeal the mileage rate allowed.

**Question:** Why is insurance needed?

**Answer:** This is a legal requirement for the contract. The inspectors working for this contract and the P.E. could be negligent.

**Question:** How will the work be coordinated?

**Answer:** All work will be coordinated by DDC. Inspectors will need cell phones so that they can be in contact with DDC. Inspections will normally be scheduled at least five business days in advance. Inspections that are cancelled are usually cancelled in advance. Inspections are from one to five days but may be shortened by a day or two if the job is finished ahead of schedule or if a manufactures schedule changes. There may be more than one inspection taking place at different locations at the same time.

**Question:** Does DDC use a documentation system?

**Answer:** No. DDC does not use a documentation system, DDC uses E-Mail. DC will provide the firm with appropriate checklists, specifications, forms, logs, report forms, etc.

**Question:** Are the rates in Exhibit E changeable?

**Answer:** No. The rates included in Exhibit E are not changeable.

**Question:** Does the P.E have to be licensed in New York State?

**Answer:** Yes. The P.E must be New York State licensed.



**Question:** Who will be responsible for the release of materials after an inspection takes place?

**Answer:** DDC will release all inspected materials.

**Question:** Does an auditor have to be ISO 9000 certified?

**Answer:** No. An auditor does not have to be ISO 9000 certified but we use ISO 9000 guidelines. Typically a two-person team is used for audits – one ISO auditor, and the other an inspector performing product audit (testing, inspection)

**Question:** What is the timetable for the RFP submittal and the subsequent steps?

**Answer:** RFP's must be received by March 27 at 400PM. Firms should use Fed Ex not UPS. The qualified firm will be notified approximately one month later. The winning company has 10 days to submit their fee proposal. Negotiations for the fee proposal will likely begin in May. Registration of the contract typically takes place approximately 3 months after the fee proposal is accepted by DDC.

**If you have any other questions you can E-Mail Carlo DiFava at [difavac@ddc.nyc.gov](mailto:difavac@ddc.nyc.gov) .**