



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

**DAVID J. BURNEY, AIA**  
Commissioner

**DONALD HOOKER**  
Agency Chief  
Contracting Officer

**Date:** April 19, 2007

**From:** Jeffrey Katz

**To:** All Attendees

**Pre-Proposal Conference April 10, 2007 Minutes**

**Attendees:** Steve Eget – Weston Solutions  
Rob Gascoyne – Weston Solutions  
Rich Izzo – CA Rich Consultants, Inc.  
Michael Poupoinas – Precision  
Nahum Kedem – G.C. Environmental, Inc.  
Ram Tirumala – YU & Associates  
Christopher Zaroni – LiRo Engineers  
Ronald Tramposeh – Core Environmental  
Vincent Frisina – Gannett Fleming  
David Farber – O'Brien & Gere  
Michael Tumulty – STU, Inc.  
Sue Bayat – EnTech  
Chet Bijoor – Warren & Panzer  
Tom Larison – Shaw GRP  
Agman Baki – Tectonic  
Kam Cichowski – Precision Environ  
Corey Nachshen – Dewberry & Goodkind  
Dale Konas – Environ Trac Ltd.  
Lowell Kachalsky – O'Brien & Gere  
Kevin Keane – Hydroqual, Inc.  
Dan Malone – Kleinfelder, Inc.  
Chris James – LFR  
John Faeth – PB Americas  
Susan Bianchetti – PB Americas  
Sherif Hanna – PB Americas  
Sandra Roberto – DDC  
Rich Meserole – DDC  
Melad Crisis – YU & Associates  
Martin Wesolowski – LiRo  
Nelson J. Abrams – Haley & Aldrich  
Keith Brodoch – Haley & Aldrich  
Jim Malok – URS  
Brian Veth – Dvirka & Bartilucci  
Thomas Thomann – URS  
Ken Larsson – Matrix  
Michael Brady – M & E  
Steve Biuso – M & E  
Steve Mathew – GEA Engineering  
Ron Melusrie – Whitestone Assoc.  
P. Caldwell – Oueis Engineering  
Gene Marciano – Paulus Sokolowski  
& Sartor  
Jean M. Jean-Louis – NYC DDC  
Belkis Palacios – NYC DDC  
Jeffrey Katz – NYC DDC  
Frank P. Castellano – P.W. Grosser  
Jill S. Haimson – Preferred  
Environmental Svc.  
Nejin E. Junch – Haley & Aldrich  
Dincer Egin – LB & A  
Prakash Saha – LBA  
Peter Jaran – Equity Environmental  
Engineering  
Rebecca Tummon – DDC  
Donna Gangadeen – DDC



**Re: Pre-Proposal Conference – Requirements Contract for Professional Services for Environmental & Geotechnical Services for Various Capital Projects  
PIN: 8502007PW0004P**

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**Meeting started at 10:15 AM on April 10, 2007 at 30-30 Thomson Avenue, Long Island City, NY**

**Introduction:** Belkis Palacios, DDC ACCO Contract Manager for the contract; Jean Jean-Louis, Director, DDC, Technical Support Unit.

**Summary:** This is a 2 year contract for 1.5 million dollars with an optional to renewal for one year extension \$725,000.

These Questions and Answers include responses to questions proposed at the Pre-Proposal Conference held on April 10, 2007 and follow-up questions received by email.

**Questions and Answers:**

1. Why does the Contract Executive have to be either a PE or RA?

**The Contract Executive has to be either a PE or RA since that ensures that contract executive has the appropriate applicable qualifications to review the work.**

2. Who must be the prime, Environmental or Geotechnical?

**The prime can be either environmental or geotechnical.**

3. Who signs off on the waste manifest?

**The person that signs the manifest has to specify that they are a Contractor of DDC.**

4. If the partner on the joint venture meets the WBE requirements, does that fulfill the WBE/MBE component of the contract that needs to be subcontracted out?

**No, the WBE/MBE component of the contract still needs to be subcontracted out.**

5. What does CSP stand for?

**CSP stands for Certified Safety Professional.**

6. How much work needs to be subcontracted out?

**20% of the work need to be subcontracted out.**

7. What is an allowance versus an allowable expense?

**Anything that does not have a unit price or allowance in the contract or is outside the scope of work will be paid for under allowable expenses.**



8. What is the amount of overhead and profit that is allowed?

**A total of 5% overhead and profit combined is allowed on each proposal on allowable expenses. Overhead and profit may not be added to anything in the contract with a unit rate.**

9. Where are the costs of laboratory analyses included in the fee proposals?

**If there is a unit price in the contract, those unit prices must be used in the fee proposal. If there are no unit prices for laboratory testing, the prices should be included under allowable expenses.**

10. What is the laboratory turn around time for environmental samples?

**The laboratory turn-around time for environmental samples is 5 days unless stated otherwise in the contract.**

11. How long do the geotechnical samples need to be stored by the laboratory?

**The geotechnical samples will be stored in a DDC repository for an indefinite amount of time, not by the laboratory.**

12. Will drilling be subcontracted out?

**Geotechnical Drillers will be hired under our existing Unit Price contracts. Environmental drilling must be subcontracted out by the consultant. However, DDC reserves the right to have environmental drilling performed under DDC's contracts if the prices in the proposal are deemed to be unfair or unreasonable. Three bids from environmental drillers must be obtained by the consultant for each proposal and must be available to DDC upon request.**

13. Who pays for the disposable bailer used for water sampling? Where do we include it?

**This is a cost that is incurred by the environmental consultant or contractor as part of the work.**

14. What do WBE and MBE stand for?

**Women Business Enterprise and Minority Business Enterprise.**

15. How long does the "best qualified" have to submit their fees after being selected?

**Once the best qualified is chosen, they must submit a fee proposal within 10 days for review.**



16. How soon after notification must a fee proposal be provided?

**A walk-through must be performed within 5 days of receiving the request for fee proposal from the DDC and a fee proposal should be provided within one day of performing the site walk-through.**

17. What is the minimum amount of work for this contract?

**The minimum amount of work for this contract is \$5,000.**

18. Who will provide the geotechnical driller?

**DDC will supply the geotechnical driller. It is the driller's responsibility to ensure that once calls are performed prior to geotechnical drilling in the field.**

19. Is the Consultant responsible for vactroning (clearing for utilities)?

**No, the Drilling Contractor is responsible for vactroning (clearing for utilities); however, the Consultant is responsible for overseeing the project in the field and ensuring that the Contractor is performing the work according to proper procedures.**

20. Are utilities cleared using an air knife or a Vactron?

**Both an air knife and/or Vactron can be used to clear utilities.**

21. Do we require a Certified Industrial Hygienist or would a 40 OSHA HAZWOPER trained person be sufficient?

**The contract specifies that a Certified Industrial Hygienist must be provided and therefore, a 40 OSHA HAZWOPER trained individual would not suffice.**

22. Does the laboratory need to be pre-approved?

**Yes, if the laboratory is not the laboratory submitted in the original bid proposal, the laboratory needs to be approved by the DDC. Any laboratory submitted as the prime Environmental Laboratory must be approved by the New York State Department of Health (NYSDOH) Environmental Laboratory Accreditation Program (ELAP) for the specific analyses required. The laboratory must also hold valid certifications and accreditations from nationally recognized organizations which are outlined in the contract specifications.**

23. Do new personnel need to be approved prior to working on DDC projects?

**Yes, if personnel are substituted, they must be approved prior to working on DDC projects.**



24. What are the criteria for removing someone from the Contract?

**As per the Contract we can remove anyone from a project at any time.**

25. What should be posted on the DDC ftp site and will access be provided?

**All final and draft reports should be posted on the FTP site. Yes, a username and password will be provided to the consultant.**

26. How many Mylars are required for geotechnical projects?

**Two printed copies of Mylars should be submitted for each project.**

27. How many contracts will be awarded?

**At this time, one contract will be awarded. Depending on the success of this contract, we may issue additional contracts. In the mean time, we will still utilize the already awarded geotechnical and environmental contracts.**

28. How many people will be called in to negotiate?

**Only the Consultant with the best qualifications.**

29. How will the work order cost be determined by the DDC?

**The work order cost will be determined by the amount in the approved fee proposal. The approved fee proposal amount will match the amount of the work order letter. The fee proposal will be negotiated for each job prior to its approval.**

30. What is the basis for estimating a not-to-exceed cost the contractor has to agree to?

**The scope of work of the job and the cost estimates provided by the contractor.**

31. There is no line item for drilling contractors. Is the DDC going to contract these services?

**The DDC is going to contract with geotechnical drillers. The environmental driller should be a subcontractor to the consultant and the cost for this should be included under allowable expenses. However, DDC has the right to use their own environmental driller if costs in the proposal are deemed to be unfair and unreasonable.**

32. Does the lead consulting firm have to be in the Vendex system or can it be any member organization of a team of consultants?

**Yes, the lead consulting firm has to be in the Vendex system.**



33. Does the contract executive have to be from a firm that is in the Vendex system?

**Yes, the contract executive has to be from a firm that is in the Vendex system.**

34. Is a SF330 acceptable in place of a SF 254/255?

**Yes, it is acceptable.**

35. Under "Requirements per Title", what does RA mean for the contract executive?

**RA means Registered Architect.**

36. Is a certified industrial hygienist (CIH) required for this project or will a certified safety professional (CSP) suffice?

**A CIH is required.**

37. Do you actually mean Mylar prints (2.3.9)?

**Yes, two copies of Mylar prints are required.**

38. Are the interviews to be completed before the field work starts (3.2.1)? How does this fit into the 3-days to get started?

**Any interview needed must take place within a reasonable time frame. Due to scheduling issues, they may take place after the project has begun.**

39. Does the lab for environmental testing have to be certified in both ELAP and NVLAP or just one of these programs?

**The lab is required to be certified by both.**

40. What licenses or certifications are being referred to (5.4.2b)?

**Any licenses/certifications that are required or in accordance with applicable industry standards and guidelines.**

41. What photographic documentation substantiating the inspector's interpretations would be appropriate (5.4.6e)?

**This will be determined on a project by project basis.**

42. What version of CAD is acceptable?



**For Geotechnical projects, MicroStation or MicroStation Powerdraft. For Environmental projects, MicroStation, MicroStation Powerdraft or AutoCAD 2006.**

43. What is CCD's (5.8.4c)?

**Consecutive Calendar Days.**

44. What is considered the vicinity of NYC for long distance travel (6.1.1)?

**Long distance travel shall mean travel which is in excess of 75 miles from whichever of the following is closer to the destination: (1) Columbus Circle, (2) the Consultant's home office, or (3) the home of the Assigned Employee.**

45. Can we apply mark-up to sub-contractors other than those providing testing services (10.3.2)?

**Yes. However, the subcontractors must be approved prior to the work by DDC.**

46. Do you anticipate work orders lasting longer than a month and if so, can we submit requisitions for payment before the work order is complete (10.5.1)?

**Yes, work orders are anticipated to last longer than a month in some cases. Payments may only be submitted after the work order is completed and an acceptance for the work has been issued by DDC.**

47. What is consultant's option to obtain payment if the Commissioner does not approve of the submitted invoices (10.5.3)?

**The Consultant can file a protest with the Commissioner.**

48. What's the average length of time to receive payment once a voucher is submitted (10.5.4)?

**30 Days.**

49. Who comprises the evaluation committee for the contract?

**The evaluation committee is comprised of DDC employees only.**

50. Does the Environmental Technician/Industrial Hygienist need to have NYS DOL Certifications as stated by the Requirements Per Title section of the RFP?

**Yes, this requirement is correct.**