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# HOUSEKEEPING

- Attendance will be taken using the Microsoft Form link provided in the Webex chat. Please take the time to complete the form. This attendance sheet will be posted on our DDC website.
- Please stay muted and keep your camera off.
- Please hold all questions to the end of the presentation to assist our team with monitoring and consolidating duplicate questions. Questions will be accepted in writing via the "chat" function.
- Please be advised that anything discussed verbally in this meeting will not constitute a change to the RFQ document. Formal changes to the RFQ will only be made through addenda posted on our DDC website.

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# PRE-PROPOSAL CONFERENCE

Request for Qualifications of Design Build Services for  
Public Buildings Project:

PROJECT: HAM17GHSE  
PIN: 8502021HR0002P

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# AGENDA

## 1. **Welcome & Introduction**

Thomas Foley, P.E., CCM, Deputy Commissioner, Public Buildings

## 2. **Design-Build Program Overview**

Alison Landry, AIA, Executive Director, Public Buildings

## 3. **Project Overview**

Alyssa Gerber, Project Director, Public Buildings

## 4. **Project Procurement Information**

Alison Landry, AIA, Executive Director, Public Buildings

## 5. **M/WBE**

Wayne Lambert, Chief Diversity and Industry Relations Officer

## 6. **General Procurement Information**

Nicholas Mendoza, Agency Chief Contracting Officer

Jennifer Vega, Deputy Director for Design Build

## 7. **Q&A**



# DDC PROJECTS



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# DDC 2021 DESIGN-BUILD STATUS

## Progress and lookahead

### **Adaptations: Initiating Public Building's pilot program**

- Created project selection methodology in consultation with our sponsor agencies and end users, with typologies and project sizes commensurate with procurement process to encourage response
- Adapt DDC requirements to prioritize project excellence through performance validation and design management
  - *Include considerations for early works and fast track packages*
- Developed capacity with in-house Design-Build knowledge and trainings

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# DDC 2021 DESIGN-BUILD STATUS

## Progress and lookahead

### Opportunities for Public Building's pilot program:

- Issue an updated 'Notice of Intent' on a quarterly basis to prepare industry for upcoming opportunities
- Convened DB Forum at start of 2021, to engage members of the design and construction industry and share information about upcoming opportunities
- Released first series procurements within the pilot program
- Publishing the shortlist to encourage teaming during the second step of the two-step procurement

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# DDC 2021 DESIGN-BUILD STATUS

## Progress and lookahead

### What's Next for Public Building's pilot program:

- Expanding pilot program to additional projects, and posting updated 'Notice of Intent' to provide information about upcoming opportunities
- Onboarding an Owner's Representative to implement best practices with adapting DDC requirements for project administration and management
- Hosting DB Forum series, with sessions that will focus on different aspects of the delivery process



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# DB PROGRAM OVERVIEW

Alison Landry, AIA  
Executive Director, Public Buildings

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# DDC DESIGN-BUILD

## Why do Design-Build?

The City of New York is committed to achieving **excellence in design and construction** across its portfolio of public works.

With **Design-Build project delivery**, the City expects to benefit from:

- Exemplary design that prioritizes project excellence
- Team coordination and collaboration
- Qualitative, best value selection
- Construction expertise in the design process
- Design expertise in the construction process

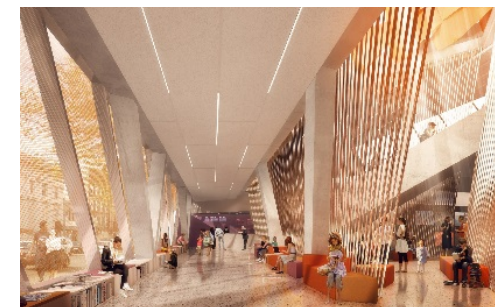
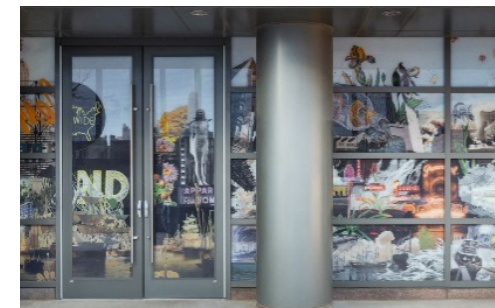
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# DDC DESIGN-BUILD

## Commitment to Project Excellence

Project Excellence builds on the tradition of **innovation in architecture and engineering** that has contributed to the City's prestige as a global destination, with projects that are:

- Inspiring
- Enduring
- Practical
- Constructible
- Cost-Sensitive



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# DDC DESIGN-BUILD

## Design-Build Legislation

As part of the **NYC Public Works Investment Act**, DDC is authorized to award design-build contracts for certain public works within the City:

- Public works projects with an estimated value above \$10,000,000; and
- Public works projects with an estimated value above \$1,250,000 that meet certain criteria

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# DDC DESIGN-BUILD

## NYC Public Works Investment Act

... public works projects above \$1,250,000 that meet certain criteria:

- Parks Department
- NYCHA
- Cultural institutions on City-owned land
- Public libraries for NYPL, BPL, and QPL
- Security infrastructure
- Right of way accessibility improvements

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# DDC DESIGN-BUILD

Partnering for DB Delivery

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**Owner's Representative Services**

Design-Build Program / Projects

1 Year On Call

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**Stand-Alone Design Build**

Design-Build Project Execution

Project Specific

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**AE Standard Requirements**

AE1 role

3 Years On Call

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# DDC DESIGN-BUILD

Partnering for DB Delivery

Owner's Representative Services	Design-Build Program / Projects	1 Year On Call
<b>Stand-Alone Design Build</b>	<b>Design-Build Project Execution</b>	<b>Project Specific</b>
AE Standard Requirements	AE1 role	3 Years On Call



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# DDC DESIGN-BUILD

## Stand-Alone Design Build

- The Design Builder is responsible for **overall design and construction** of the project
- The Design Build Agreement (DBA) will include provisions for:
  - Flexibility to use **fast-track construction** packages
  - **Scope validation** period
  - Alternate **dispute resolution**
- **Key terms** of DBA are included with RFQ
- A full draft of the DBA will be included at the RFP step

HINT

**Exhibit F** includes a summary of select Design Build Agreement (DBA) commercial terms.

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# DDC DESIGN-BUILD

## Teaming for Design-Build

- There is no role-requirement for the leadership of the DB team; **for example, teams may be designer-led.**
- Proposed DB team members are not required to have prior experience working together.

### HINT

If members of the DB Team do not have extensive experience collaborating on projects, the Proposer shall explain the relationship and rationale for teaming.

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# DDC DESIGN-BUILD

## Teaming for Design-Build

- It is desirable that the DB Team have collective experience in **DB and DB-based project delivery methods** and other alternative project delivery methods.
- If key members of the DB Team do not have experience in DB and DB-based project delivery, the Proposer shall indicate **familiarity with the objectives of this alternative delivery approach** and demonstrate an understanding of the **interrelationship between design and construction** under the DB project delivery approach.

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# DDC DESIGN-BUILD

## Potential/Upcoming Design-Build Projects

- Notice of Intent (NOI) released in October 2020
- Updated NOI will be released in March 2021
- Potential upcoming projects include:
  - Parks Department Recreation Centers
  - NYCHA / Community Centers
  - Other New Facilities

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# DDC DESIGN-BUILD

## Marlboro New Community and Education Facility

- **Two-step procurement**
  - Request for Qualifications (RFQ)
  - Request for Proposals (RFP)
- **At the RFQ step, limited project information** is provided to allow proposers to assemble a qualified team
- **At the RFP step, extensive project information** will be released to the shortlisted teams

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# PROJECT OVERVIEW

Alyssa S. Gerber  
Project Director, Public Buildings

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# MARLBORO NEW COMMUNITY AND EDUCATIONAL FACILITY

## Project Description

- DDC will construct a new building of approximately 8,000 SF to house programs including a greenhouse, community multi-purpose room, teaching kitchen, indoor market, offices, restrooms, refrigerated storage and loading area.
- The greenhouse will accommodate various planting techniques including shallow soil, hydroponics and aquaponics.



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# MARLBORO NEW COMMUNITY AND EDUCATIONAL FACILITY

## Project Description

- This sustainable urban agriculture education center will be built for The New York City Housing Authority (NYCHA) and The Campaign Against Hunger (TCAH) as a source of fresh produce for the local community, as well as a hub for multi-generational education, job training, internships and community leadership.
- TCAH is a provider of emergency food and related services and is an expert in the field of urban farming and nutrition education.

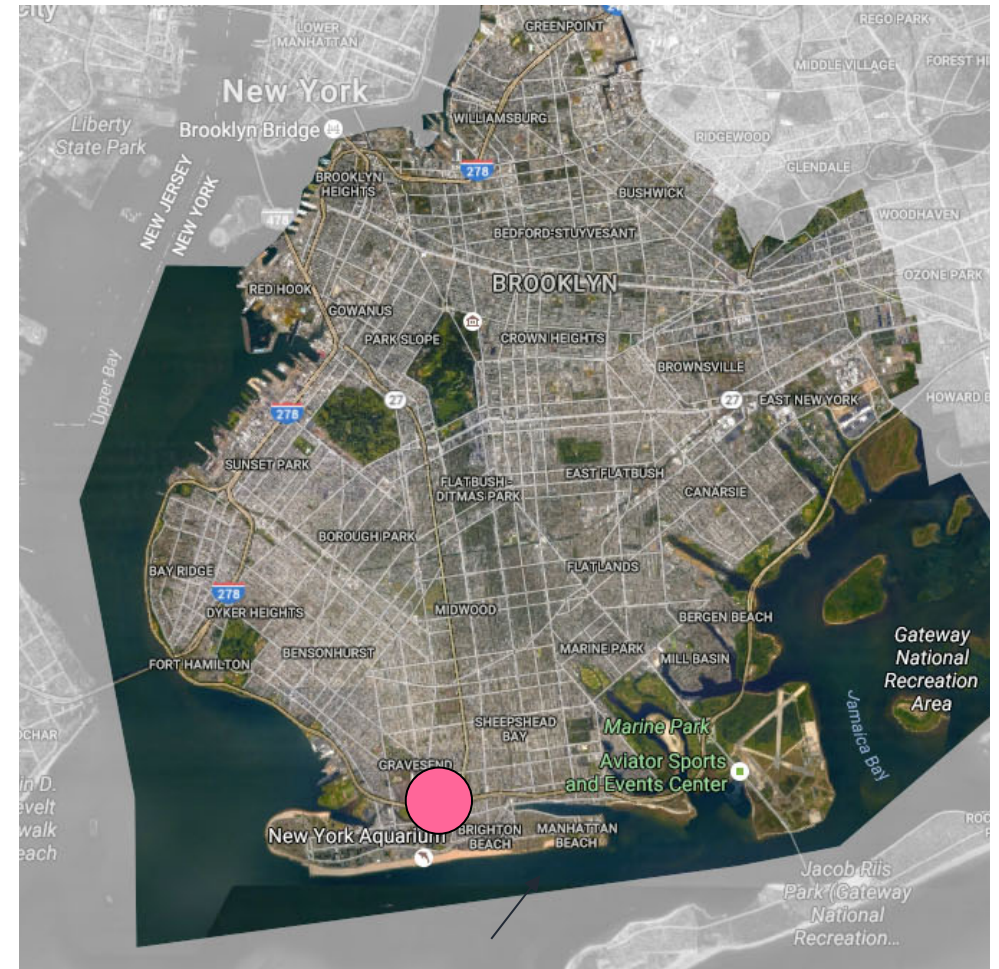




# MARLBORO NEW COMMUNITY AND EDUCATIONAL FACILITY

## Project Description

- The facility will be located on the grounds of the NYCHA Marlboro Houses public housing complex in Gravesend, Brooklyn, on the site of an existing parking lot.



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# MARLBORO NEW COMMUNITY AND EDUCATIONAL FACILITY

## Project Description

- Site work will be required to integrate the building into the NYCHA campus and surrounding community and to provide pedestrian and vehicular access to the new facility.



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# MARLBORO NEW COMMUNITY AND EDUCATIONAL FACILITY

## Project Description

- The new building shall be as sustainable as possible, and may include a rain water collection system, photovoltaics, and other systems that promote natural resource use reduction or reuse.



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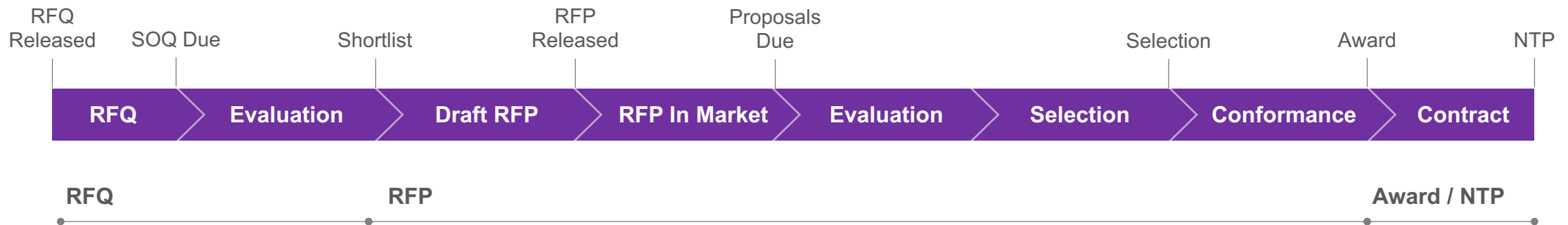
# PROJECT PROCUREMENT INFORMATION

Alison Landry, AIA  
Executive Director, Public Buildings

# DB PROCUREMENT OVERVIEW

## Design-Build Two-Step Procurement

- DDC will utilize a **two-step, best value selection** that significantly prioritizes design, quality, qualifications and experience along with the proposed price



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# DB PROCUREMENT OVERVIEW: RFQ

## RFQ Overview and Goals

- This RFQ is the **first step** of the two-step procurement
- The intent of the RFQ is to shortlist the **most highly qualified** Proposers



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# DB PROCUREMENT OVERVIEW: RFQ

## RFQ Overview and Goals

- DDC will shortlist **up to three proposers** based on their:
  - Design-Build Approach
  - Key Personnel and Team Organization
  - Experience and Past Performance
  - M/WBE Program Experience and M/WBE Approach

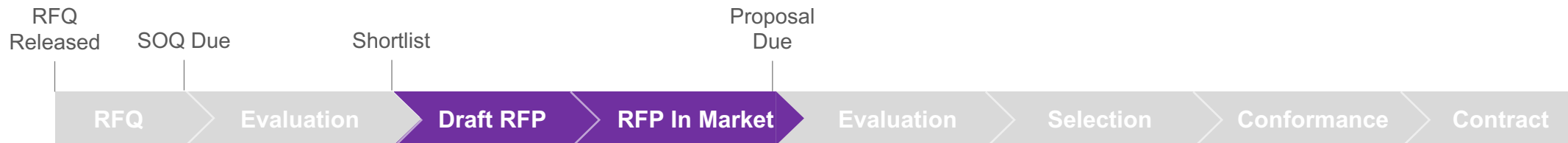


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# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- The RFP is the **second step** of the two-step procurement
- There is **no stipend** intended for this project
- In-market and proposal **deliverables will be limited**





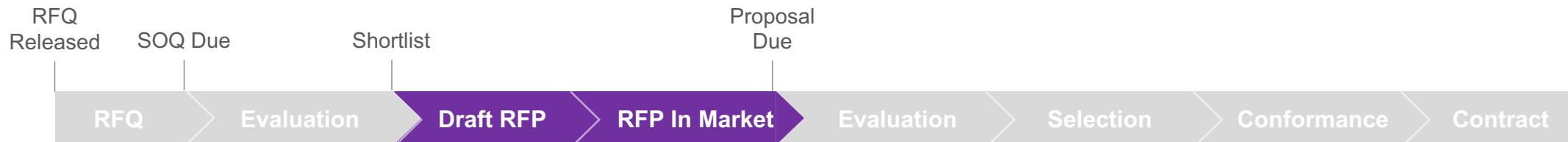
# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- **At the RFP step, DDC will release:**
  - Scoping Documents, including detailed information on project requirements
  - Draft Design-Build Agreement

HINT

**Exhibit B-3** includes a detailed RFP look-ahead, including a list of anticipated proposal requirements.



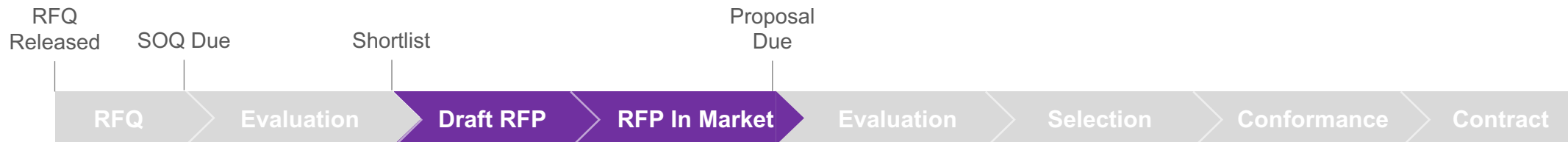
# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- **During the RFP in-market stage**, there will be:
  - Collaborative dialogue meetings
  - No interim submissions

HINT

**Exhibit B-3** includes a detailed RFP look-ahead, including a list of anticipated proposal requirements.



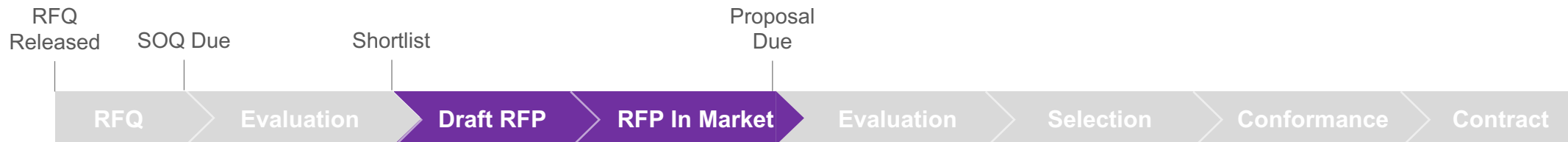
# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- **As part of the proposal**, DDC will require deliverables that represent a **thoughtful, comprehensive approach** to executing the work, including schematic-level investigations, construction schedule, and project plan.

HINT

**Exhibit B-3** includes a detailed RFP look-ahead, including a list of anticipated proposal requirements.



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# STATEMENT OF QUALIFICATIONS (SOQ)



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# STATEMENT OF QUALIFICATIONS (SOQ)

## SOQ Overview and Goals

- In response to the RFQ, proposers provide a **Statement of Qualifications (SOQ)**
- The intent of the SOQ is to demonstrate the team's ability to **undertake the complete design and construction work** for the project

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# STATEMENT OF QUALIFICATIONS (SOQ)

## SOQ Requirements

- Requirements for the SOQ are contained in the following sections of the RFQ:
  - RFQ **Section 5** - SOQ Submission Requirements
  - RFQ **Exhibit B** - Project-specific procurement information and submission requirements
  - RFQ **Exhibit C** - Project information

### HINT

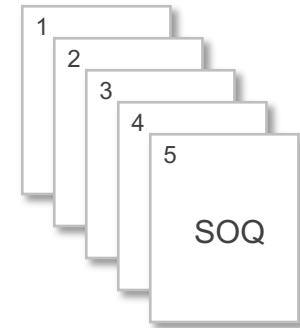
**Exhibit B-4** includes a comprehensive checklist of submission requirements.

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# STATEMENT OF QUALIFICATIONS (SOQ)

## SOQ Response Tabs

- The SOQ is organized into five tabs, as detailed in **RFQ Section 5**:
  - Tab 1 – Fundamental Qualifications
  - Tab 2 – Design Build Approach
  - Tab 3 – Key Personnel and Team Organization
  - Tab 4 – Project Experience and Past Performance
  - Tab 5 – M/WBE Program Experience and M/WBE Approach



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# SOQ REQUIREMENTS

## Tab 1: Fundamental Qualifications

- The intent of Tab 1, **Fundamental Qualifications**, is to establish the fundamental qualifications of each Proposer, including:
  - Insurance and bonding capacity
  - Legal structure
  - Teaming agreements
  - Employment practices



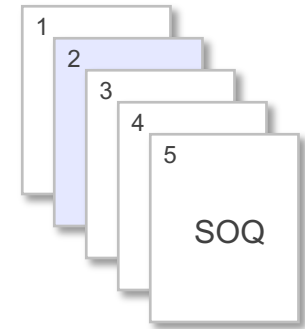


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# SOQ REQUIREMENTS

## Tab 2: Design-Build Approach

- The intent of Tab 2, **Design Build Approach**, is to describe the team's collaborative approach to design build, including:
  - Team Approach and Organization
  - Design Approach and Philosophy
  - Project Management Approach
  - Project Understanding
  - Comments on Project Information, Goals, and Objectives

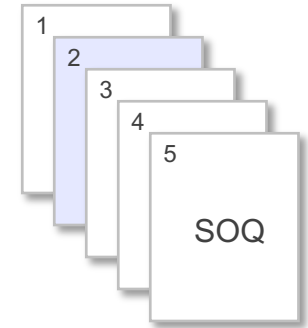


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# SOQ REQUIREMENTS

## Tab 2: Design-Build Approach

- Team Approach and Organization demonstrates the team's **approach to ensuring successful collaboration** among members of the DB team.
- This includes the **rationale for teaming, approach to partnership**, and may include a history of **past working relationships** where applicable.



### HINT

DB team members are not required to have worked together in the past but should describe their approach to **building a successful partnership**.

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# SOQ REQUIREMENTS

## Tab 3: Key Personnel and Team Organization

- The intent of Tab 3, **Key Personnel and Team Organization**, is to demonstrate that all Key Personnel have the qualifications, expertise, experience, resources, and competence required, including:
  - Team Introduction and Organization Chart
  - Resumes
  - Key Personnel Commitment
  - Project Team Summary Matrix



### HINT

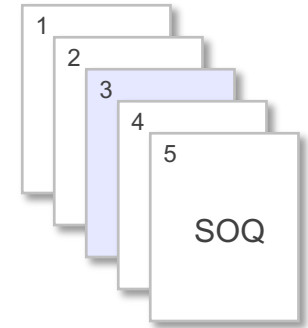
**Exhibit B-2** provides a list of Key Personnel and Additional Personnel required for the Project, including qualifications.

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# SOQ REQUIREMENTS

## Tab 3: Key Personnel and Team Organization

- At the RFQ step, **not all team members required for the project** will be identified.
- This allows shortlisted proposers to **expand their teams at the RFP step** to include other roles necessary to complete the work, allowing additional qualified subconsultants and subcontractors to **partner with shortlisted teams**.



### HINT

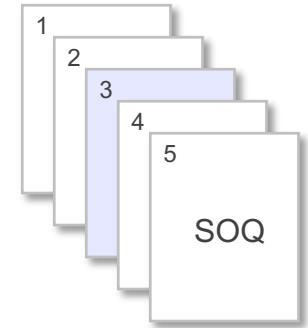
**Exhibit B-2** provides a list of Key Personnel and Additional Personnel required for the Project, including qualifications.

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# SOQ REQUIREMENTS

## Tab 3: Key Personnel and Team Organization

- No **Major Participant** or **Key Personnel** may be a member or participant in more than one DB Team, either during Step 1 or Step 2.
- **Additional Personnel** may be on multiple teams.



### HINT

**Exhibit B-2** provides a list of Key Personnel and Additional Personnel required for the Project, including qualifications.

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# SOQ REQUIREMENTS

Tab 3: Key Personnel and Team Organization

- **Key Personnel Required:**
  - Design-Build Project Executive
  - Design-Build Project Manager
  - Design Manager
  - Design Lead
  - Project Architect-of-Record
  - Construction Project Manager
  - Landscape Architect
  - Sustainability Specialist
  - Resiliency Specialist



HINT

**Exhibit B-2** provides a list of Key Personnel required for the Project, including qualifications.

# SOQ REQUIREMENTS

Tab 3: Key Personnel and Team Organization

- **Key Personnel Required:**

- Design-Build Project Executive
- Design-Build Project Manager
- Construction Project Manager

May be the same individual

- Design Manager
- Design Lead
- Project Architect-of-Record

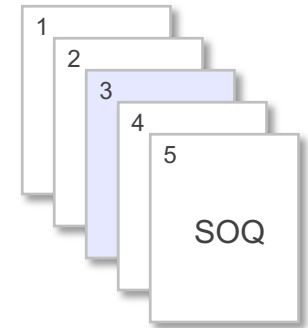
May be the same individual

- Landscape Architect

- Sustainability Specialist

- Resiliency Specialist

May be the same individual



HINT

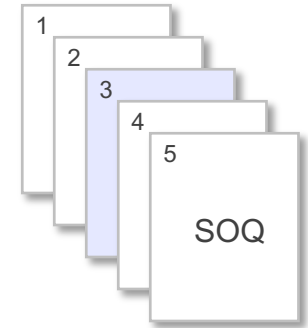
Some key roles may be filled by the same individual, as noted in **Exhibit B-2**.

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# SOQ REQUIREMENTS

## Tab 3: Additional Personnel

- **Additional Personnel Required:**
  - MEP Lead
  - Greenhouse Specialist
  - Controlled Environmental Agriculture Specialist
  - Community Engagement Specialist



### HINT

**Exhibit B-2** provides a list of Key Personnel required for the Project, including qualifications.



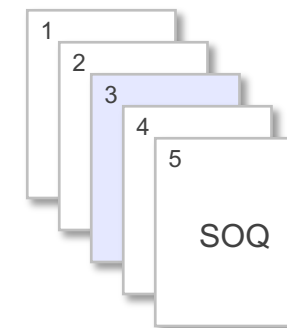
# SOQ REQUIREMENTS

## Tab 3: Additional Personnel

- **Additional Personnel Required:**

- MEP Lead
- Greenhouse Specialist
- Controlled Environmental Agriculture Specialist
- Community Engagement Specialist

May be  
the same  
individual



### HINT

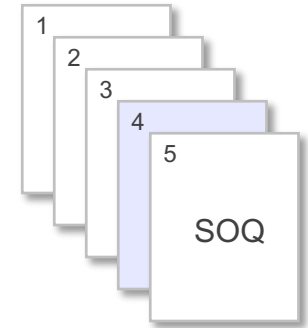
Some key roles may be filled by the same individual, as noted in **Exhibit B-2**.

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# SOQ REQUIREMENTS

## Tab 4: Project Experience and Past Performance

- The intent of Tab 4, **Project Experience and Past Performance**, is to demonstrate that the proposing team has the project experience and record of performance required to provide design-build services for the project, including:
  - Project Experience Overview
  - Reference Project Information Form
  - Reference Project Relevancy Form
  - Reference Project Description and Images
  - Owner Evaluations



### HINT

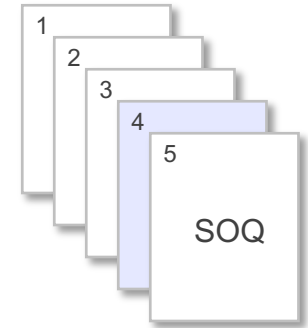
Reference Projects should include involvement by **Major Participants, Key Personnel, and Additional Personnel.**

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# SOQ REQUIREMENTS

## Tab 4: Project Experience and Past Performance

- Reference projects should **collectively represent the work of the DB team members**, including the work of the Designer and the work of the Builder, and are **not required to represent prior experience working together**.
- At least two projects must represent the work of the **Design Lead**
- At least one reference project must represent the work of the **Greenhouse Specialist** and/or **Controlled Environmental Agriculture Specialist**

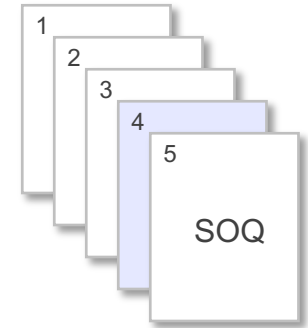


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# SOQ REQUIREMENTS

## Tab 4: Project Experience and Past Performance

- Provide **4-6 reference projects** reflecting the following **Required Experience**:
  - Alternative delivery methods in which the design and construction personnel collaborated throughout project delivery (DB, DB-based delivery, or other alternative approaches)
  - Innovative design and construction solutions to similar issues
  - Sustainable Design
  - Schedule oversight, budget management, safety, and QA/QC.



### HINT

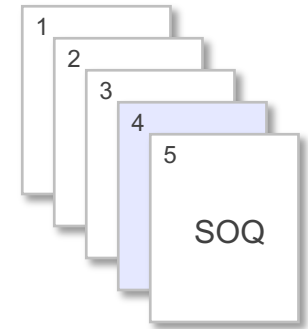
**Exhibit B-2** provides a list of Required and Desirable Experience for the project.

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# SOQ REQUIREMENTS

## Tab 4: Project Experience and Past Performance

- Reference projects may also reflect the following **Desirable Experience**:
  - Public, municipal, or community facilities, especially in NYC or similar urban context
  - Synthesizing input from multiple stakeholder groups
  - Site planning, including within an urban campus
  - Community food-based facilities
  - Critical facilities supporting community resiliency
  - Resilient design



### HINT

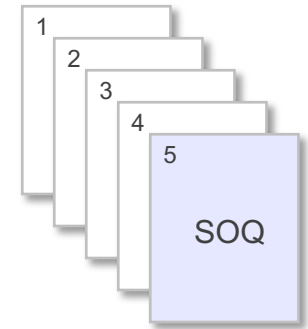
Each Reference Project can reflect **multiple types** of Required and Desirable Experience.

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# SOQ REQUIREMENTS

## Tab 5: M/WBE Program Requirements and M/WBE Approach

- The intent of Tab 5, **M/WBE Program Requirements and M/WBE Approach**, is to demonstrate the team's approach to meeting M/WBE goals during **design and construction**



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# SOQ EVALUATION

## Evaluation Factors and Weighting

- SOQ Tab 1 includes materials evaluated with **pass/fail evaluation factors**
- SOQ Tabs 2-5 include materials evaluated with **qualitative evaluation factors**
- **Only if a team passes all pass/fail evaluation factors** will their proposal be evaluated using the qualitative evaluation factors

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# SOQ EVALUATION

## Evaluation Factors and Weighting

Qualitative Evaluation Factors	Weighting
Tab 1 - Fundamental Qualifications	Pass/Fail
Tab 2 - Design-Build Approach	25%
Tab 3 - Key Personnel and Team Organization <i>Sub-weighting for Design Lead</i>	30% 10%
Tab 4 - Project Experience and Past Performance	40%
Tab 5 - M/WBE Program Experience and M/WBE Approach	5%

HINT

**Exhibit B-2** lists the weighting of qualitative evaluation factors for this project.



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# SHORTLIST

- DDC will **evaluate all proposals** and will generate a shortlist of up to three proposers.
- The **shortlist will be posted publicly** on DDC's website.

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# M/WBE

Wayne Lambert  
Chief Diversity and Industry Relations Officer

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# DESIGN-BUILD M/WBE PROCESS

**Design-Build legislation** provides additional opportunities to engage the M/WBE industry in various City capital projects.

To leverage this opportunity, the M/WBE Program under Design-Build will include:

- M/WBE Program Experience Form at the RFQ Stage
- M/WBE Participation goal will be:
  - 30% of the Construction Cost (Including CM Services)
  - 30% of the Design Cost
- Firms will **not** be allowed to submit pre-proposal and pre-award waivers
- There will be a post-award modification assessment that focuses on the design-builder's good faith effort practices
- DDC will monitor performance against M/WBE goals and all good faith efforts during the life of the project

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# DESIGN-BUILD M/WBE PROCESS

To facilitate meeting targets while maintaining a robust vendor pool, the Design-Build Program:

- Not subject to NYC Admin. Code 6-129, but must comply “with the objectives and goals” of Admin. Code 6-129
- Allows for the use of **state-certified M/WBEs** in addition to city-certified M/WBEs
- **Eliminates any tier restrictions** on eligible M/WBE participation
- **Counts suppliers** at 60% of the subcontract value

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# GENERAL PROCUREMENT INFORMATION

Nicholas Mendoza, Agency Chief Contracting Officer  
Jennifer Vega, Deputy Director for Design Build

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# ATTENDANCE

**Please be sure to sign in.** Attendance will be taken using the Microsoft Form link provided in the Webex chat.

This attendance sheet will be posted on our DDC website.

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# PASSPORT

## **Procurement and Sourcing Solutions Portal (PASSPort) Disclosure Filing (formerly known as Vendor Information Exchange System (VENDEX) Forms or Certificate of No Change)**

All organizations intending to do business with the City of New York should complete an online disclosure process to be considered for a contract. This disclosure process was formerly completed using Vendor Information Exchange System (VENDEX) paper-based forms. In anticipation of awards, proposers must create an online account in the new Procurement and Sourcing Solutions Portal (PASSPort) and file all disclosure information.

**Paper submissions, including certifications of no changes to existing VENDEX packages will not be accepted in lieu of complete online filings.**

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# REQUEST FOR QUALIFICATIONS: KEY DATES

Procurement Process	Timeline
RFQ Release	February 18, 2021
RFQ (Step I) Questions and Comments Due	March 5, 2021 @ 4:00PM
Final Response to Proposer Questions	March 10, 2021
Register w/ PASSPort No Later Than	March 18, 2021
Statement of Qualifications Due	March 25, 2021 @ 4:00PM
Shortlisted Teams Announced	May 21, 2021
Issue Draft RFP (Step II)	May 21, 2021
Final RFP	June 25, 2021
Proposal Due	August 27, 2021
Contract Award	December 2021
Notice to Proceed	February 2022



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# **REQUEST FOR QUALIFICATIONS: INQUIRIES**

**Inquiries must be requested via **email** no later than:**

**4:00PM, March 5, 2021**

**Inquiries must be submitted to:**

**Design\_Build@DDC.NYC.gov**

**Use subject line:**

**Proposer Name-RFI-#-Project ID**

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# REQUEST FOR QUALIFICATIONS: SOQ CONTENTS

Proposers shall submit the following separate PDF Files. Proposals must be in accordance with **RFQ Section 5, Exhibit B2, and Exhibit B4.**

1. SOQ
2. Doing Business Data Form (Exhibit E-2)

Proposers are required to submit all items on Exhibit B-4 to ensure their proposals are complete.

**All Addenda are required to be acknowledged and included with the proposal.**

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# **REQUEST FOR QUALIFICATIONS: SOQ SUBMISSION**

**Proposals must be submitted electronically no later than:**

**4:00 pm on March 25, 2021**

**Proposals must be submitted at the following link:**

<https://ddcnyc.box.com/s/85jkezrt59tsd7relyv6sa9ty0o5m934>

**Proposers may request confirmation of receipt by sending an email to:**

[Design\\_Build@DDC.NYC.gov](mailto:Design_Build@DDC.NYC.gov)

**On the subject line, please enter the following information:**

**Proposer's Name-SOQ-03.25.21-Project ID**

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# QUESTIONS?

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# THANK YOU!

Bill de Blasio  
Mayor

Jamie Torres-Springer  
First Deputy Commissioner

MARCH 2021