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# HOUSEKEEPING

- Attendance will be taken using the Microsoft Form link provided in the Teams 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-SUBMISSION CONFERENCE

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

PROJECT: P-412RWR1

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# AGENDA

## 1. Welcome & Introduction

Thomas Foley, P.E., CCM, Commissioner

## 2. Design-Build Program Overview

Manny Lago, Deputy Director, Office of the Commissioner

## 3. Project Overview

Kayla Hom, Assoc. DBIA, Project Manager, Office of the Commissioner

## 4. Project Procurement Information

Jade Bailey, P.E., PMP, DBIA Director, Office of the Commissioner

## 5. General Procurement Information

Judy Lee, Deputy Agency Chief Contracting Officer

## 6. M/WBE

Office of Diversity & Industry Relations Officer

## 7. Q&A





# DDC PROJECTS



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# DDC 2023 DESIGN-BUILD STATUS

## Progress and Lookahead

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

- 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 2023 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
- Convene quarterly DB Forums, to engage members of the design and construction industry and share information about upcoming opportunities
- Awarded first series of 7 projects within the pilot program
- Publishing the shortlist to encourage teaming during the second step of the two-step procurement

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# DDC 2023 DESIGN-BUILD STATUS

## Progress and Lookahead

### **Improvements / Lessons Learned for Public Building's pilot program:**

- Feedback loop from recent procurements has informed this and future procurements
- Task Force formed for procurement and in-market period
- Level of effort for RFP and proposal, submission requirements



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# DDC 2023 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
- Issuing new Owner's Representative RFP to consolidate Public Buildings and Infrastructure contract, and continue 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

# DB PROGRAM OVERVIEW

Manuel Lago  
Deputy Director, Office of the Commissioner

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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 Design and Construction Excellence

Design and Construction 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 \$1,200,000 that meet certain criteria

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# DDC DESIGN-BUILD

## NYC Public Works Investment Act

... public works projects above \$1,200,000 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



# DDC DESIGN-BUILD

Partnering for DB Delivery

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





# DDC DESIGN-BUILD

Partnering for DB Delivery

Owner’s Representative Services	Design-Build Program / Projects	1 Year On Call
Stand-Alone Design Build	Design-Build Project Execution	Project Specific
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
  - **Site 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 D** 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

Roy Wilkins Recreation Center

- **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

Kayla Hom, Assoc. DBIA  
Project Manager, Office of the Commissioner

# Our Next Public Buildings Project

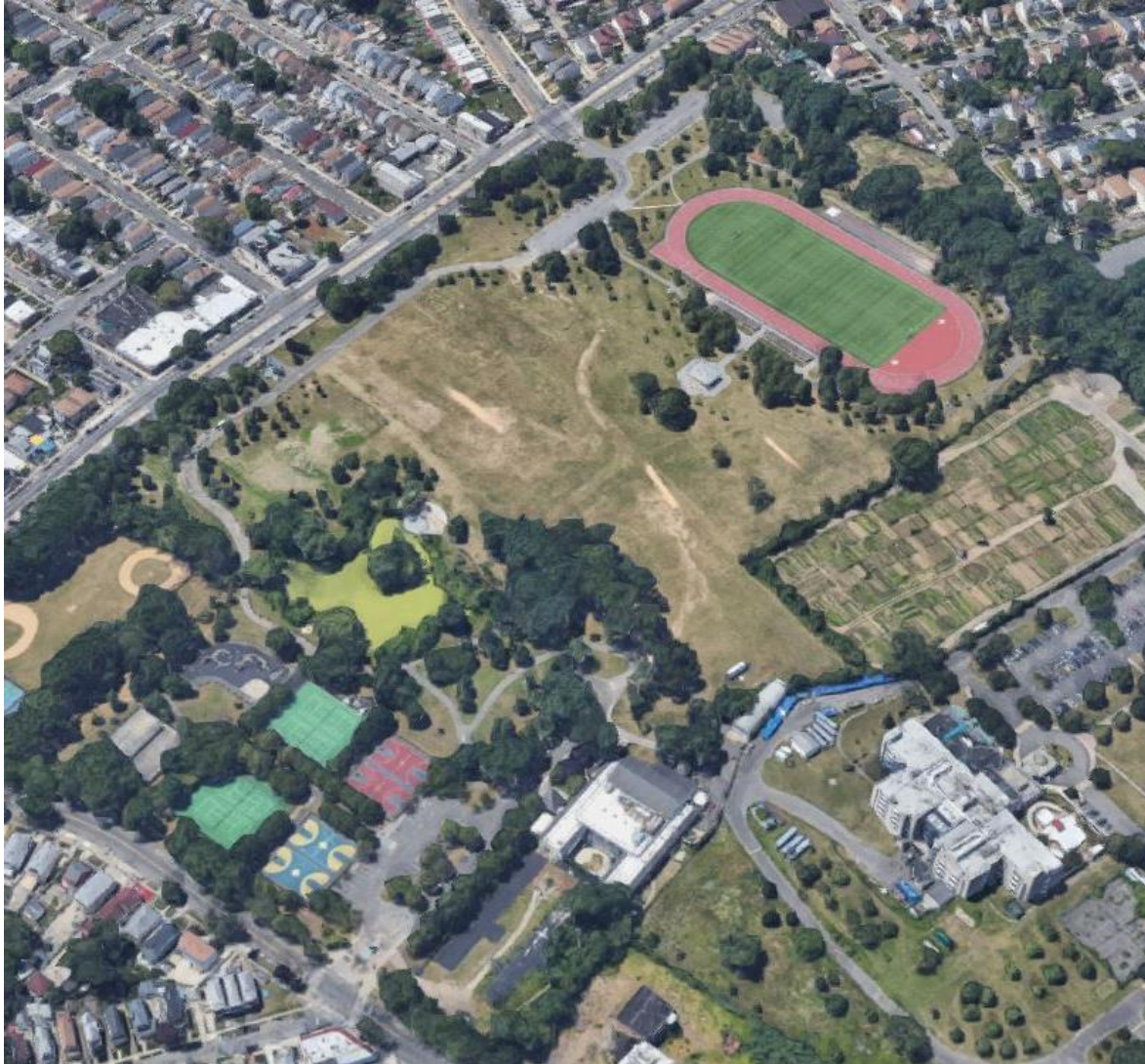
## Roy Wilkins Recreation Center

Objective: Create a world-class recreation facility for the Department of Parks and Recreation (NYC Parks)

- 55,000 sq. ft. Rec Center for NYC Parks located in Roy Wilkins Park, Queens
- DB Budget approximately \$120M
- Embed equity in design, construction and work opportunities
- Meaningful M/WBE and small business participation is a DDC priority and will be reflected in the procurement process



# Roy Wilkins Recreation Center Project Site – Roy Wilkins Park





# Roy Wilkins Park

## Existing Recreation Center





# Roy Wilkins Recreation Center New Facility



## Additional Program

- Swimming Pool
- Gymnasium
- Running Track
- Weight Rooms
- Fitness Rooms
- Men/Women's Lockers
- Multi-purpose room
- Administration
- Support Space

## Building Orientation

- High visibility from main street/  
Convenient access to new  
Rec Center
- Concerts & Festivals / Importance  
of maintaining open field
- Reduce impact to existing trees
- New Rec Center located on  
higher ground

## Site Conditions

- Site located in a MS4 District  
(municipal separate storm  
sewer system is required)
- On-site high water table/ Build  
on-grade/ no basement

## LEED

- NYC energy and local codes
- Geothermal system consideration
- Fully electrified building



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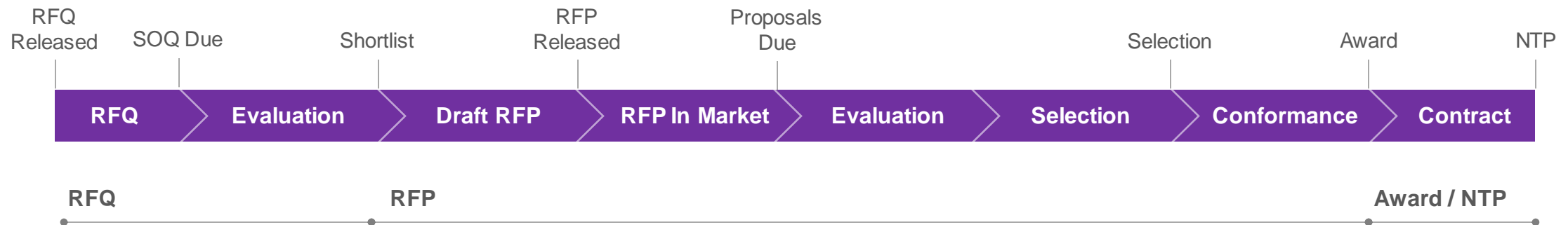
# PROJECT PROCUREMENT INFORMATION

Jade Bailey, P.E. PMP Assoc. DBIA  
Director, Office of the Commissioner

# 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





# 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



# 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

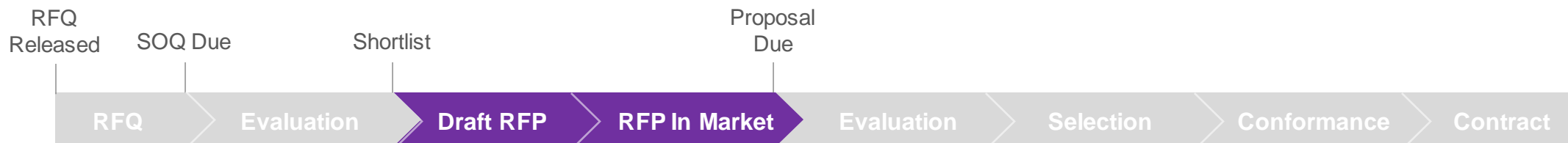




# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- The RFP is the **second step** of the two-step procurement
- There is a **stipend** intended for this project. The stipend will be \$170K to \$180K per proposer



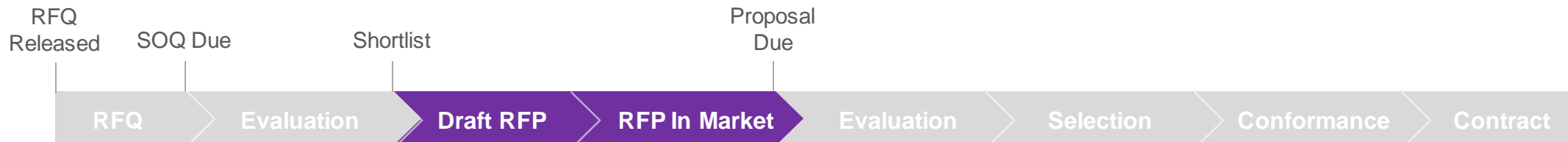
# DB PROCUREMENT OVERVIEW: RFP

## 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.



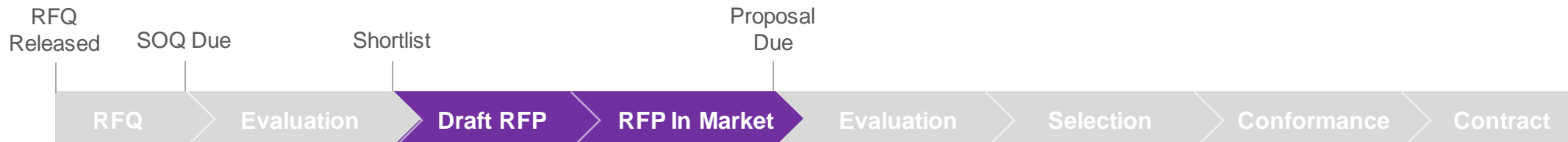
# DB PROCUREMENT OVERVIEW: RFP

## RFP Lookahead

- During the RFP in-market stage, there will be:
  - Collaborative dialogue meetings

HINT

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



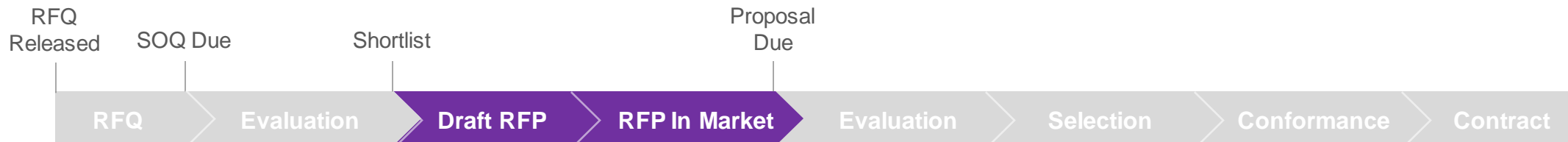
# DB PROCUREMENT OVERVIEW: RFP

## 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.





# 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 **Exhibit B** - Project-specific procurement information and submission requirements
  - RFQ **Exhibit C** - Project information and requirements

### 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 Exhibit B:**
  - Tab 1 – Fundamental Qualifications
  - Tab 2 – Project Experience and Past Performance
  - Tab 3 – Key Personnel and Team Organization
  - Tab 4 – Project Understanding and Approach
  - 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:
  - Equal Opportunity employer Statement
  - Construction Employment Record
  - Legal structure
  - Teaming agreements
  - DB Team Qualifications



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# SOQ REQUIREMENTS

## Tab 2: Project Experience and Past Performance

- The intent of Tab 2, **Project Experience and Past Performance**, is to describe the team's collaborative approach to design build, including:
  - Project Experience Overview
  - Required and Desirable Experience
  - Reference Project Information Form
  - Reference Project Relevancy Form
  - Reference Project Description and Images



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# SOQ REQUIREMENTS

## Tab 2: 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** and at least two representing the **Designer of Record**



# SOQ REQUIREMENTS

## Tab 2: Project Experience and Past Performance

- Reference projects may also reflect the following **Desirable Experience**:
  - Public, municipal, or community facilities, with special consideration for public facilities in New York City or similar urban context
  - Soliciting, synthesizing, and presenting input from multiple stakeholder groups, such as clients, end users, public agencies, and community organizations
  - Site planning, including planning and siting of buildings, circulation, and open space within complex negative environmental factors



### HINT

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



# SOQ REQUIREMENTS

## Tab 2: Project Experience and Past Performance

- Provide **6-8 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.

# 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
  - Team Organization Chart
  - Project Team Summary Form
  - Resumes of Key Personnel
  - Identification of Key Personnel



### 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.

# SOQ REQUIREMENTS

Tab 3: Key Personnel and Team Organization

- **Major Participants** are the Proposer, each Principal Participant, the Designer and the Builder.
- **Key Personnel** are personnel identified as such in the RFQ and RFP. They **must be employed or contracted by the Design-Builder** and **may not be on multiple teams** and either step of the procurement.



## 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
  - Design Manager
  - Design Lead
  - Project Designer-of-Record
  - Construction Project Manager
  - Sustainability Specialist
  - Community Engagement Specialist



## HINT

**Exhibit B-2** provides a list of Key Personnel and Other 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 Designer-of-Record

May be the same individual

- Sustainability Specialist
- Community Engagement Specialist



HINT

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

# SOQ REQUIREMENTS

## Tab 4: Project Understanding and Approach

•The intent of Tab 4, **Project Understanding and Approach**, is to describe the team's collaborative approach to design-build and demonstrate that the team possesses the design approach and management strategy required to provide design-build services for the Project, including:

- Partnership and Collaboration
- Project Understanding
- Comments on Project Information



### HINT

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

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# SOQ REQUIREMENTS

## Tab 4: Project Understanding and Approach

- Partnership and Collaboration 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

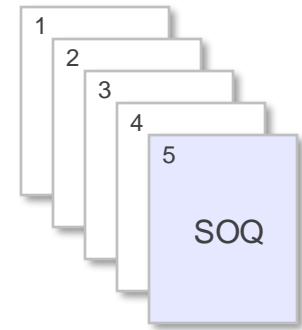
DB team members are not required to have worked together in the past but should describe their approach to **building a successful partnership**.

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# SOQ REQUIREMENTS

## Tab 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

# SOQ EVALUATION

## Evaluation Factors and Weighting

Qualitative Evaluation Factors	Weighting
Tab 1 - Fundamental Qualifications	Pass/Fail
Tab 2 – Project Experience and Past Performance	35%
Tab 3 - Key Personnel and Team Organization <i>Sub-weighting for Design Lead</i>	30% 10%
Tab 4 – Project Understanding and Approach	25%
Tab 5 - M/WBE Program Experience and M/WBE Approach	10%

HINT

**Exhibit B-1** lists the weighting of qualitative evaluation factors for this project.

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# SHORTLIST

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

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# GENERAL PROCUREMENT INFORMATION

Judy Lee, Deputy Agency Chief Contracting Officer

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# ATTENDANCE

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

This attendance sheet will be posted on our DDC website.



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# PASSPORT

## Procurement and Sourcing Solutions Portal (PASSPort) - Disclosure Filing

- All organizations intending to do business with the City of New York should complete an online disclosure process to be considered for a contract.
- In anticipation of awards, proposers must create an online account in the new Procurement and Sourcing Solutions Portal (PASSPort) and file all disclosure information.

**ONLY online filings through PASSPort will be accepted.**

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# REQUEST FOR QUALIFICATIONS: KEY DATES

Procurement Process	Timeline
RFQ Release	September 28, 2023
RFQ (Step I) Questions and Comments Due	October 24, 2023 @ 4:00PM
Responses to RFQ Questions Posted	November 7, 2023
Register w/ PASSPort No Later Than	November 15, 2023
Statement of Qualifications Due	November 15, 2023 @ 4:00PM
Shortlisted Teams Announced	January 9, 2024
Issue Draft RFP (Step II)	1st Quarter 2024
Proposal Due	2nd Quarter 2024
Contract Award	3rd Quarter 2024
Notice to Proceed	TBD

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# REQUEST FOR QUALIFICATIONS: **INQUIRIES**

**Inquiries must be requested via link (provided in RFQ) no later than the RFI Deadline:**

**4:00PM, October 24, 2023**

**Inquiries must be submitted to:**

**<https://forms.office.com/g/BSPHND3mGx>**

**Responses to RFIs will be posted on DDC website on or before,  
November 7, 2023**

**<https://www.nyc.gov/site/ddc/contracts/designbuild.page>**

## NYC DDC - Design Build Projects

Current Opportunities

HWCRCDB - INF - Citywide  
Raised Crosswalks

BBJ-MFAC - Borough Based  
Jails Design-Build Program,  
Manhattan Facility

**P-412RWR1 - PB - Roy Wilkins  
Recreation Center**

NYCDB - RFEI - Infrastructure  
- Request for Expressions of  
Interest

NYC DB- RFEI - PB- Request  
for Expressions of Interest for  
Smaller Projects

SEARCH

RESET

Sign In

Register for DDC Anywhere

### P-412RWR1 - PB - Roy Wilkins Recreation Center

CLICK HERE FOR LIST OF INTERESTED SUBS/SUPPLIERS



CLICK HERE TO OPEN INTERESTED SUB/SUPPLIER ENTRY FORM

#### Notice

- [RFEI for Roy Wilkins Project - Last Updated: 3/30/2023](#)

#### Pre-Solicitation Conference

- [Pre-Solicitation Attendance - Last Updated: 8/25/2023](#)
- [Pre-Solicitation Questions and Answers - Last Updated: 8/25/2023](#)
- [Roy Wilkins Pre-Solicitation Conference Notice - April 18 2023 - Last Updated: 8/24/2023](#)
- [Pre-Solicitation Conference Presentation - April 18 2023 - Last Updated: 8/24/2023](#)

#### Pre-RFQ Forum

- [Pre-RFQ Questions and Answers - Last Updated: 9/7/2023](#)
- [Pre-RFQ Forum Attendance - Last Updated: 8/30/2023](#)
- [Pre-RFQ Forum Presentation - August 24 2023 - Last Updated: 8/24/2023](#)

#### Request for Qualifications (RFQ)

- [RFQ for P-412RWR1 - Last Updated: 9/28/2023](#)

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# REQUEST FOR QUALIFICATIONS: RFQ

A "list of interested vendors" and Pre-submission Conference attendees will be made available on DDC's website for participation opportunities

[CLICK HERE FOR LIST OF INTERESTED SUBS/SUPPLIERS](#)



## Purpose:

DDC intends to shortlist up to three (3) most highly qualified Design-Build Teams, through full and open, Design-Build competition. The shortlist will be announced on our website and will be able to move to the Request for Proposal (RFP) Stage.

## Addenda:

Any changes to RFQ will be incorporated via an official addendum and updated on the PASSPort.

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



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# REQUEST FOR QUALIFICATIONS: **SOQ SUBMISSION**

SOQs must be submitted electronically in PASSPort, no later than:

**4:00 pm on November 15, 2023**

The proposer's submissions must consist of the following **two (2) separate files** and must be in accordance with RFQ **Exhibit B-2 and Exhibit B-4** (Page Limit and Format).

- Statement of Qualifications (SOQ)
- Doing Business Data Form (DBDF)

**Vendors are required to submit all items on Exhibit B-4 to ensure their submittals are complete.**

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# M/WBE

## Office of Diversity & Industry Relations Officer

# MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES: PARTICIPATION REQUIREMENTS

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
  - Goals are disaggregated 10% Black 10% Hispanic and 10% unspecified
- 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



# MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES: PARTICIPATION REQUIREMENTS

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

- All Design-Build projects 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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# MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES: PARTICIPATION REQUIREMENTS

**M/WBE Requirement can be achieved by:**

1. M/WBE Prime Vendor
2. Qualified M/WBE Joint Venture
3. M/WBE Subcontractor(s)

New York City Department of Small Business Service certified  
MWBE firms listed at: [www.nyc.gov/SBS](http://www.nyc.gov/SBS)

New York State certified MWBE firms listed at:  
<https://ny.newnycontracts.com//>



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# QUESTIONS?



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# THANK YOU!