

MINUTES

Office of General Services Pre-Bid Conference

Renovation of Building No. 5, Project No. 44808 Harriman State Office Building Campus, Albany, NY

December 18, 2013
10:00 a.m., Bldg. 3

ATTENDANCE: There was a sign-up sheet at the welcome table for attendees, which will be posted on the OGS website with the Minutes. Handout sheets of the PowerPoint presentation were distributed. There were approximately fifty individuals in attendance from construction companies.

OGS personnel in attendance (11) were: John Lewyckyj, Director of Contract Management; William Hill, Executive Director of the MWBE Office; Marc Prendergast, Building 5 Project Manager; Mike Singleton, Building 5 Project Manager; Carl Ruppert, Assistant Director of Contract Management; Patricia McCrossan, D&C Vendor Responsibility Unit; Van Holland, MWBE Program Specialist; John Dupons, Project Engineer; Davin Card, Construction Engineer-in-Charge; William Clark, Area Supervisor; Bill Kruegler, Assistant Building Construction Engineer.

INTRODUCTION: John Lewyckyj, Director of Contract Management, opened the meeting with an overview of the agenda. He stated that the minutes of this meeting will be posted on the OGS website as soon as possible. Verbal questions and answers during this session are unofficial and non-binding – only written questions and answers that are posted on the web are binding. He explained that according to Procurement Lobby Law, the “Designated Contacts” are the only individuals allowed to answer questions during the “Restricted Period” from the time of advertisement of the project all the way to award. These individuals are: Marc Prendergast, Mike Singleton, John Lewyckyj, Carl Ruppert, and Frank Peris. *Designated Contacts for today’s Pre-Bid Conference are William Hill, Van Holland, and Tryphina Ramsey.*

PROJECT OVERVIEW: Mike Singleton, Building 5 Project Manager, gave an overview of the project to be bid on January 22, 2013 for the four separate trades (Wicks Law): Construction, Electrical, Heating, and Plumbing. It is a large and important project, but relatively straightforward.

MWBE GOALS: Van Holland, MWBE Specialist, explained that the goals to be met on the project are 20%, i.e., 10% each for Minority-Owned and Women-Owned Businesses. He explained how to navigate the OGS website to find descriptions of the projects, and also to find a list of suppliers and subcontractors that have been previously approved for other OGS projects and who would be potentially interested in subcontracting for this one.

ADDENDUM: John Lewyckyj called attention to the Addendum issued Dec. 17 to postpone the bid date from Jan. 8 to Jan. 22. He reviewed the general contract schedule, and explained that there would be a Pre-Award meeting for the low bidder to ensure that the contractor understands the project and is able to fulfill all the requirements. Vendors must comply with Dept. of Labor Prevailing Wage schedules and OSHA certifications.

William Hill added that there would not be any waivers accepted on MWBE goals.

VENDOR RESPONSIBILITY: Carl Ruppert, Assistance Director of Contract Management, gave an overview of the Vendor Responsibility process that is required. All primes and subcontractors must be reviewed and approved, and all primes and subcontractors doing work worth \$100,000 or more must complete an online questionnaire (Form CCA-2) that is available through the Office of the State Comptroller (OSC). The review covers four areas: Financial viability, Legal issues, Integrity, and Performance (“FLIP”). After reviewing prime contractors, OGS must submit a profile to OSC with the contract certifying the responsibility of the vendor. Vendors must also be registered with the NYS Dept. of State Corporations, or if a sole proprietor, be registered with the county or counties in which they do business. Vendors are also required to furnish proof of workers’ compensation and statutory NYS disability benefits insurance.

BID DOCUMENTS: John Lewyckyj pointed out that the bid documents state that verbal responses to questions are not binding. Vendors have the opportunity to submit questions in writing, and the answers will be published on the web. Addenda will be issued to incorporate the written answers in the official documents.

ADDENDA IN PROCESS: Mike Singleton explained some of the changes and clarifications that are in process of being put into addenda for the contract documents. He anticipates that these will be posted on the web by noon tomorrow, Dec. 19. The large hazardous materials abatement project of Building 5 (Contract No. 44802-B) has been underway this fall and has involved a substantial amount of demolition. The addenda will clarify what remaining demolition of certain partitions, etc., will be done by the “C” contractor, along with modifications of durations and restrictions of access.

No questions have been received yet on these particular issues. Vendors are encouraged to submit their questions, as there will be no time extensions allowed in for submittals -- the schedules must be strictly adhered to. There will be 12-14 submittals required that must be very clear for quick approval.

There will also be addenda issued for changes in H, P & E trades. The underground piping work has some difficulties. There will be some electrical and fire alarm changes and clean-up details.

QUESTIONS & ANSWERS: Mike Singleton opened the session to questions from the floor.

1. Q: Is the scope of work between separate trades specified in documents?
A: It should be pretty clear in the documents which trades do which work.
2. Q: There is no drawing of electrical conduits on the ground floor and they can’t all be seen.
A: If not shown, go by whatever is in the contract. We may issue an addendum with a drawing.

3. Q: In work restrictions, there are nine different certifications for electrical work on water pumps.
A: ACM certification for electricians and HVAC workers will be clarified. Post-meeting response: Workers need to be certified, meaning one of the following NYSDOL certifications: Worker, Supervisor, Project Designer, Inspector, Project Monitor, and Air Sampling Technician. Awareness training is not sufficient. They should be medically fit to wear a respirator. This is standard per DOL requirements.
4. Q: How to get involved as a sub with air monitoring?
A: Air monitoring is already covered by a term contract with a third party monitor. Please review qualifications listed on our website for up-and-coming opportunities.
5. Q: ACM in elevator doors?
A: Elevator doors have been previously replaced. There will be access to the elevator pit. Submit specific questions in writing. This has been clarified by addendum.
6. Q: It is unclear what the directions are for underground excavation.
A: There will be an addendum to explain.
7. Q: Regarding switchgear?
A: There will be an addendum with reference drawings. Ceilings will be visible.
8. Q: Will there be drawings that show walls that have to come down?
A: Yes, the addendum issued will clarify this scope of work.
9. Q: Storage and location of loading dock?
A: An addendum will show this and indicate access and traffic control. One additional hoist will be installed as soon as possible. See Summary of Work for requirements.
10. Q: Getting the duct work in?
A: Windows are being removed; will coordinate with other contracts.
11. Q: Are elevators available to use to get to and from the work area?
A: No. Elevators will not be used.
12. Q: Are there existing hoists?
A: There is an existing hoist, but it is to be used for PN 44802 only. PN44808 will provide an additional hoist.

The question and answer session concluded at 11:15 a.m. The group was asked to form groups for prime contractors and subcontractors to meet each other and network from an M/WBE perspective. Following this, at approximately 11:40 p.m., the on-site walk-through was conducted.