Addendum No. 2
August 21, 2020

DORMITORY AUTHORITY - STATE OF NEW YORK
Job Order Contracting
Regions 1-10
Project # 1000509999

This ADDENDUM is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Specifications and Drawings shall remain in force except as noted by this ADDENDUM No. 1.

Bidders are reminded to carefully review and comply with all contract solicitation requirements, inclusive of Article 19 of the Information for Bidders.

Responses to Requests for Information:

1. What is the dollar value of individual job order that will require PLA?
   DASNY’s current (2020) PLA has a $3,000,000 per-project threshold. Annually, DASNY may exempt projects valued at an aggregate of $40,000,000 from the PLA. Once the $40,000,000 annual limit is reached, all subsequent projects regardless of value shall be subject to the PLA. DASNY’s PLA only pertains to work in the JOC Region for the five boroughs of New York City.

2. Are there any particular projects that requires PLA regardless of dollar value?
   DASNY’s PLA is triggered by project value, not project type. That said, additional work, e.g.: a change order, to a project subject to DASNY’s PLA would be subject to the PLA even if the value of the additional work is below the PLA threshold.

3. Can we have a copy of the companies that pre-registered for the pre-bid meeting on 7-29-2020?
   The attendance list was posted to DASNY’s website as part of Addendum 1 to this contract solicitation.

4. Will the Gordian Power Point Presentation be made available that was shown during the pre-bid meeting on 7-29-2020?
   The PowerPoint used for the July 29th Pre-Bid Meeting has been included as an attachment to this Addendum.

5. Section 14 – Required Bonds, states that we are to provide a Payment Bond in the amount of $50,000 upon award of the contract. On new Job Orders, will the P & P Bonds be reimbursable for all amounts or for over a $100,000 dollar? It is not stated in Section 14 – Required Bonds.
   The cost of bond premiums is reimbursable to the contractor on a job-order basis.
6. Or are we to include a P & P Bond for the full $6,000,000 Maximum Contract value for the 1st year and include that cost in our factor to be submitted? 
   No, successful low bidders will not be required to post a bond upon contract execution equal to 100% of the maximum contract value. Instead, the contractor will be expected to provide bonds on a job-order basis per the Contract Documents.

7. Could you please let me know where can I download the drawings and specifications for job order contracting regions? I see there are different contracts to be bid. Please send me the link where I can access the documents. 
   Project-specific drawings are not available. Please refer to the contract documents posted to DASNY’s website for this contract solicitation. The contracts to be awarded are term trade contracts. Projects will be assigned as needed over the term of the contract, with the project specific documents being provided at that time.

8. The DASNY Construction Task Catalog for this Bid is Dated AUG19, upon award of this bid will the Construction Task Catalog be updated to August 2020? As per Section 1A.04 Annual Update of the Construction Task Catalogs the CTC will be updated annually, since the CTC prices are a year old from August 2019, we want to know if the CTC will be updated for August 2020?
   The 2020 CTCs were posted to DASNY’s website and are available for review along with all other contract documents for this contract solicitation.

9. Could you kindly send us a sample/blank BID Form for this Project? Thanks in advance. 

10. Do we need to use PLA rates for all the trades where it says “no”? Also trade where PLA programs is “no” are we bound to have PLA contract? (notice to bidders) 
   PLA rates are only applicable to projects and trade work subject to DASNY’s PLA, which is limited to the JOC Region for the five boroughs of New York City.

11. Is 30% mandatory to be used for own workforce only? (Section 7.B.1, page 5) 
   Compliance with the 30% self-performance requirement is evaluated over the term of the contract, not on a job order basis.

12. Are these requirements in the table are per project basis? For, region1 has 18% MBE participation, 12% WBE participation, 6% SDVOB participation and 45% EEO participation but above in section 7.B.1 we have mandatory 30% participation of own workforce by the contractor. Please elaborate. (section 8.B. page 6) 
   Compliance with MWBE and SDVOB participation goals are evaluated over the term of the contract, not on a job order basis. MWBE and SDBOB participation goals pertain to opportunities for sub-contractors and suppliers, not EEO/ workforce participation.

13. Do we need to submit the following along with the BID at the time of allotment? (section 8.C. page 6) 
   • Statewide utilization management plan (“utilization plan”), refer to Article 20-opportunity programs, specifically section 20.03 for submittal requirements.
14. Bidding Requirement- Do we need to submit only 7 documents with the BID or do we require other documents as listed above in section 8.C. Also is it mentioned here the following documents need to be submitted once the job order is issued. (Section 17, page 11)

- Utilization plan with written justification if a request for waiver is applicable
- Utilization plan cover sheet.
- Scope Verification Form
- Monthly Workforce utilization Report

These documents are required on a job-order basis; they are not required to be submitted with the contractor’s bid. Please carefully review and comply with bid submission requirements.

15. The adjustment factor will be based on only material and labor or the other cost like equipment’s, overhead, profits, etc. will also be included in it? Please clarify.

The contractor’s adjustment factors do not include labor and materials; labor and materials are included in the unit prices. The adjustment factor is based on each the contractor’s assessment of their overhead and profit costs relative to the unit prices.

16. The Bid Form Page 1 says it is for “Region 1 and Combined for 1 & 3”, but it is mentioned we need to submit individual bid for one region only. (Form of bid Region 1 & Combined 1 & 3.)

If an individual trade contract covers multiple regions, bidders shall use the Bid Form provided for that solicitation. If contractors are bidding on individual trade contracts in more than one region, they shall submit an individual Bid Form for each trade contract.

17. Region 3 is common in both the bid forms please confirm which BID form do we need to consider for Region 3. (Form of Bid region 3 -10)

Please refer to the response provided to Question 16, above.

18. Are the CTC rates applicable on PLA as they are generally around three times higher from them? (Construction Task Catalog)

Please refer to the Contract Documents. For contracts subject to the DASNY’s PLA bidders must provide in their bid various PLA adjustment factors.
19. Do we require to have Adjustment Factors starting with 1 and four decimals? (Form of bid Region 1 & Combined 1 & 3, page 1 and 2)

**Adjustment factors are not required to start with 1 but are required to include four decimals.**

20. The figure mentioned in line 17 will be considered final for PLA contract or NON-PLA contract? (Form of bid Region 1 & Combined 1 & 3, page 4)

Yes.

21. For NON-PLA- Do we need to consider cost as per the Construction Cost Catalogs and calculate the adjustment factor? For ALL WORK- do we need to refer Construction Cost Catalogues, or we can consider as per the criteria. For PLA work do we need to refer Construction Cost Catalogues, or we need to calculate as per actuals as the cost of PLA are 3 times higher than the CTC. (Form of bid Region 1 & Combined 1 & 3, page 1 & 2)

**The cost for all work – PLA and Non-PLA – is calculated using the CTC and the appropriate adjustment factors.**

22. What all considerations are required for the calculation of Adjustment factor for example- Profit, Overhead, any license fees, any service fees? Please provide details. (Form of Bid Region 1 &Combined 1 & 3)

Please refer to the Contract Documents.

23. For calculating the Adjustment factors can we do the calculations of the line items based on NON-PLA rates and we can refer CTC only? (Form of Bid Region 3 – 10)

Refer to the response provide to Question 15 above.

24. I’m not 100% sure you are the correct contact, but I thought I would start with you. I attended the DASNY JOC Pre-bid conference meeting on July 29th. At that time, they said that a recording of the presentation would be made available for further review. Do you know where I can access the recorded meeting? This is our first time bidding this contract, and I wanted to review the information they shared about the contractor’s adjustment factor again. If you cannot help me with this, are you able to point me in the direction of someone who can?

The PowerPoint Presentation used for the July 29th Pre-Bid meeting has been included as an attachment to this Addendum and a link to the recording of the Pre-Bid Meeting has been added to the Solicitation’s Pre-Bid Meeting Section on the DASNY Website https://www.dasny.org/opportunities/rfps-bids/2020/job-order-contracting-regions-1-10.

25. Please confirm that the Performance/Payment Bond on this Job Order Contract will be on a per project basis.

Please refer to the answer provided to Question 6, above.

**Attachments**

1. July 29, 2020 Power Point Presentation Slides
2. Pre-Bid Meeting Link can be found at [https://www.dasny.org/opportunities/rfps-bids/2020/job-order-contracting-regions-1-10](https://www.dasny.org/opportunities/rfps-bids/2020/job-order-contracting-regions-1-10)

**END OF ADDENDUM NO. 2**
DASNY JOC Program – New Contract Solicitations
Pre-Bid Conference
July 29, 2020 (Via WebEx) – 10:00 AM
AGENDA

• DASNY Overview - Job Order Contracting Program
• Explanation of Job Order Contracting
• Current Contract Solicitations
• Understanding the Construction Task Catalog (CTC)
• Formula for Calculating the Price Proposal
• Calculating the Adjustment Factors
• Bid Considerations
• MWBE and SDVOB Participation
• Review of Key Points
• Question & Answer Session
DASNY is New York State’s Developer

DASNY is among the nation’s largest issuers of low-cost, tax-exempt bonds and one of its biggest public builders.

We finance and construct facilities for:

- Colleges and Universities
- Health-care Providers
- Government Agencies and Authorities
- Non-Profit Organizations
Job Order Contracting or JOC is a type of procurement designed to provide faster contracting time to speed project delivery.

DASNY’s JOC Program is used for a range of projects such as:
- small- to medium-size renovation and repair projects
- emergency work to address hazardous conditions
- urgent projects to correct conditions that impact the use and occupancy
- completing punch list work
- probes and other exploratory work

In 2019 DASNY executed work valued at $64 million through the JOC Program
DASNY Overview – Job Order Contracting Program

DASNY’s JOC program is a competitive procurement method whereby DASNY awards term contracts in 10 Regions for:

**General Construction, Mechanical, Plumbing, Electrical, Hazmat & Roofing.**

JOC contractors provide construction services statewide using a **Catalog of fixed unit prices** that are adjusted by Contractor-Specific Adjustment Factors.

The value of an average DASNY JOC Program project is approximately **$150,000**, but project values can range from a few thousand dollars to over $1 million.
DASNY awards contracts that have a **one-year base term and three one-year renewal options**.

Prime contractors in DASNY’s JOC Program **must be bondable** and must submit a letter from their Surety **with their bid** attesting to their aggregate and per project bonding limits.

DASNY is committed to diversity in all its procurements. The JOC Program offers **opportunities for MWBE and SDVOB firms as Primes, Subcontractors & Suppliers**.
Firms interested in DASNY’s JOC Program do not need to be experts in Job Order Contracting or eGordian Software. Firms awarded JOC contracts will receive ongoing personalized training by Gordian, DASNY’s Job Order Contracting Consultant.

Firms interested in DASNY’s JOC Program must be experts in their trade, have strong back-office infrastructure, and the capacity to manage multiple projects simultaneously.

A Firm’s performance determines if it will continue to receive work.
DASNY Overview – Job Order Contracting Program

DASNY is committed to working with firms already active in our JOC Program as well as to attract new and diverse firms to the program.

Please use the Chat function in this WebEx presentation to provide the following information for your firm.

- Name and Location
- Trade specialization
- Trade contract you are interested in bidding
- Is your firm a NYS-certified MWBE or SDVOB?
- Is your firm currently a DASNY JOC contractor?
EXPLANATION OF JOB ORDER CONTRACTING

• Job Order Contracting Provides:
  • The Ability to Accomplish a Substantial Number of Individual Projects with a Single Competitively Bid Contract
  • On-Call Contractors Ready to Perform a Series of Projects at Different Locations for Competitively Bid Prices

• Introduced In the United States in 1985
  – DOT, USPS, NASA, HUD

• Over 1,100 Job Order Contracts In Use
EXPLANATION OF JOB ORDER CONTRACTING

• Over $2 Billion of Construction Placed Annually

• Implemented By Major Cities, Counties, Public Agencies
  – Dormitory Authority of the State of New York
  – State University Construction Fund
  – NYS Department of Transportation
  – NYS Department of Environmental Conservation
  – NYS Office of General Services
  – New York City Department of Education
EXPLANATION OF JOB ORDER CONTRACTING

• Faster
  • In JOC work can start between 75-85% faster than traditional contracting methods. Days or weeks instead of months. Since the JOC Contractor is already under contract and on-call, DASNY avoids the traditional procurement time.

• Better Quality
  • Since the structure of JOC is a series of individual Job Orders, the JOC Contractor has an ongoing financial incentive to provide a quality project. If the JOC Contractor fails to maintain the desired level of service and quality, DASNY can elect to complete the projects using traditional contracts.

• Less Expensive
  • JOC can save between 8-15% in total costs over traditional contracting methods. These cost savings occur from reduced design costs, lower procurement costs, lower direct cost of construction, decreased overhead costs, and reduced post award claims.
EXPLANATION OF JOB ORDER CONTRACTING

• Increased Contractual Control
  – Each Job Order represents only a small portion of the total volume of work that the JOC Contractor could receive. The JOC Contractor has an incentive to perform to receive additional Job Orders.

• Improved MWBE / SDVOB Participation
  – JOC is a procurement system with the capacity to improve participation of MWBE & SDVOB firms. DASNY can elect not to give future Job Orders to the JOC Contractor unless it makes an effort to meet DASNY’s MWBE / SDVOB Goals.
CURRENT SOLICITATIONS
DASNY is procuring 11 new trade contracts in various regions statewide for its JOC Program including General Construction, HVAC, Plumbing and Asbestos / Hazmat Abatement.

• Contracts for Regions 1 through 8 are **Open-Market** solicitations; any experienced and qualified bidder may respond.

• Contracts for Regions 9 and 10 are **Discretionary** solicitations; only experienced and qualified NYS-certified MWBEs and SDVOBs, may respond.
### CURRENT SOLICITATION

**Downstate**

<table>
<thead>
<tr>
<th>Region</th>
<th>CR #</th>
<th>Description</th>
<th>Bid Security</th>
<th>Maximum Contract Value</th>
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<tbody>
<tr>
<td>1 &amp; 3</td>
<td>492</td>
<td>Asbestos Abatement</td>
<td>$25,000</td>
<td>$1,500,000</td>
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<tr>
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<td>493</td>
<td>General Construction</td>
<td>$25,000</td>
<td>$6,000,000</td>
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<tr>
<td>1</td>
<td>494</td>
<td>Mechanical</td>
<td>$25,000</td>
<td>$5,000,000</td>
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<tr>
<td>3</td>
<td>495</td>
<td>General Construction</td>
<td>$25,000</td>
<td>$3,000,000</td>
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<tr>
<td>3</td>
<td>496</td>
<td>Plumbing</td>
<td>$25,000</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>
## CURRENT SOLICITATIONS

### Upstate / Western New York

<table>
<thead>
<tr>
<th>Region</th>
<th>CR #</th>
<th>Description</th>
<th>Bid Security</th>
<th>Maximum Contract Value</th>
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</thead>
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<tr>
<td>4</td>
<td>497</td>
<td>General Construction</td>
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<td>$3,000,000</td>
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<tr>
<td>4</td>
<td>498</td>
<td>Plumbing</td>
<td>$25,000</td>
<td>$1,000,000</td>
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<tr>
<td>4 &amp; 5</td>
<td>499</td>
<td>Asbestos Abatement</td>
<td>$25,000</td>
<td>$1,000,000</td>
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<tr>
<td>6, 7, &amp; 8</td>
<td>500</td>
<td>Asbestos Abatement</td>
<td>$25,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>9 *</td>
<td>501</td>
<td>Asbestos Abatement</td>
<td>$25,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>10 *</td>
<td>502</td>
<td>Asbestos Abatement</td>
<td>$25,000</td>
<td>$500,000</td>
</tr>
</tbody>
</table>
CURRENT SOLICITATIONS

• Volume I
  ➢ Terms & Conditions
    ✓ New & Revised
    – Information for Bidders
    – Bid & Contract Forms
    – Performance & Payment Bonds (per JO)
    – General Conditions
    – General Requirements
    – Affirmative Action Forms
CURRENT SOLICITATIONS

- Volume IIA & IIB
  - Construction Task Catalogs
  - Dated: August 2019

Catalog of Pre-Priced Construction Tasks
- Organized by CSI Master Format 2004
- Unit Prices Calculated using Local Labor, Material & Equipment Costs
- Customized for DASNY
CURRENT SOLICITATIONS

<table>
<thead>
<tr>
<th>CSI MASTERFORMAT</th>
<th>FULL DESCRIPTION OF TASK</th>
<th>PRICE INCLUDES LABOR, MATERIAL + EQUIPMENT FOR YOUR LOCATION</th>
<th>DEMOLITION PRICE</th>
</tr>
</thead>
</table>

### Exterior Improvements

<table>
<thead>
<tr>
<th>CSI UOM DESCRIPTION</th>
<th>TOTAL DIRECT DEMOLITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNIT COST</td>
</tr>
</tbody>
</table>

#### 32 16 Curbs, Gutters, Sidewalks, And Driveways

**32 16 13 Curbs And Gutters**
Note: Includes transition of Demolition includes two saw cuts (each end) of curbs and gutters for lengths up to 100’. See CSI section 19 13-0303 for additional saw cuts within the 100’.

<table>
<thead>
<tr>
<th>CSI UOM DESCRIPTION</th>
<th>TOTAL DIRECT DEMOLITION</th>
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<tbody>
<tr>
<td></td>
<td>UNIT COST</td>
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</tbody>
</table>

#### 32 16 13-13 Cast-In-Place Concrete Curbs And Gutters
Note: Includes concrete, forms, rebar, chairs (where necessary), expansion joint.

<table>
<thead>
<tr>
<th>CSI UOM DESCRIPTION</th>
<th>TOTAL DIRECT DEMOLITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNIT COST</td>
</tr>
</tbody>
</table>

### Section + Task Notes

**Concrete Curb, Cast In Place**
Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.

<table>
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<tr>
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<td>UNIT COST</td>
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</tbody>
</table>

### Modifiers For Variations Or Quantity Discounts

- For Up To 20, Add
- For >20 To 50, Add
- For >50 To 100, Add
- For >100 To 1,000, Deduct
- For >1,000, Deduct
CURRENT SOLICITATIONS

- Volume IIIA, IIB, IIC, IID & IIE
  - Technical Specifications
    Specifies Quality of Materials and Workmanship

- Volume IV
  - NYS DOL Wage Information
CURRENT SOLICITATIONS

Pre-Bid Guidance to Contractors

- At the time of contract bidding DASNY Cannot:
  - Identify or Commit to any specific Project or Locations (other than a Region)
  - Identify or Commit to any specific Quantities, Tasks or Project Values
- The JOC Contract has a Fixed Term with Option Periods
  - Base Term = One Year or When Maximum Contract Value is Reached
  - Three (3) one-year Options (By Mutual Agreement and based on performance)
- The Base Term and each Option has a Maximum Contract Value.
CURRENT SOLICITATIONS

Bid Requirements

- Competitive Bid

- Must Bid Three Adjustment Factors – (5 Additional AF’s for PLA Work, See Below)
  - Normal Working Hours
  - Other Than Normal Working Hours
  - Non Pre-Priced Work

PLA - 5 AF’s (Region 1 ONLY)

- Day Shift Monday to Friday (as defined by the PLA)
- 2nd Evening or 3rd Night Shift Monday to Friday (as defined by the PLA)
- Day Shift Saturday or Sunday (as defined by the PLA)
- 2nd Evening or 3rd Night Shift Saturday or Sunday (as defined by the PLA)
- Holidays (as defined by the PLA)

- Same Adjustment Factors Apply to All Tasks in the CTC*
  - Must Include all Indirect Costs & Profit

- Lowest Award Criteria From an Acceptable, Responsive, Responsible Bidder Wins!

1 WORK PERFORMED DURING NORMAL WORKING HOURS

2 WORK PERFORMED DURING OTHER THAN NORMAL WORKING HOURS

3 NON PREPRICED WORK

*PLA AF’s & WORK HOURS AS DEFINED BY THE PLA
CURRENT SOLICITATIONS

1. **Joint Scope Meeting**
   - Develop Detailed Scope of Work

2. **Issue Request for Proposal**

3. **Receive Price Proposal Package**
   - Price Proposal Summary
   - Detailed Price Proposal
   - Proposed Project Schedule
   - MWBE and SDVOB Utilization Plan
   - List of Proposed Subcontractor / Suppliers
   - Any Required Submittals, Insurances, NPP Backup, etc.

4. **JOC Contractor’s Price Proposal Package Reviewed and Approved**

5. **Issue Lump Sum Job Order**
CURRENT SOLICITATIONS

• Payment and Performance Bonds
  (Submit Letter from Surety with your bid re: Aggregate and per Project Bond Limits)

• Adjustment Factors are Good for the Life of the Contract
  See General Conditions, Section 1A.04, Annual Update of the Construction Task Catalogs, D. & E.

• Construction Task Catalogs updated annually and issued in August.
  See General Conditions, Section 1A.04, Annual Update of the Construction Task Catalogs, A.

• Liquidated Damages
  On a Job order basis
CURRENT SOLICITATIONS

• Contractor is not Guaranteed to Receive any Minimum Amount of work or the Maximum Contract Value

• Contractor has a Continuing Financial Incentive to Provide
  – Responsive Services
  – Quality Work
  – Lower Cost

• Future Job Orders Tied to JOC Contractor Performance
  – No Obligation To Award Projects to JOC Contractors
  – Additional JOC Contracts May Be Bid and Awarded if DASNY is Not Satisfied With JOC Contractor Performance
CURRENT SOLICITATIONS

• Construction Task Catalog or CTC® is customized for DASNY
  – Updated annually and issued to contractors in August
  – DASNY Approved Products Specified
  – Uses Local Prevailing Wage Rates
  – Uses Local Material and Equipment Costs

• Filings and Permits
  – Many Projects Do Not Require Permits
  – JOC Contractor to Obtain Permits When Required
  – Fees Paid to Government for All Permits Reimbursed 100%
CURRENT SOLICITATIONS

• Differing Site Conditions
  — Treated as Additional Job Order(s)

• Retainage
  — 5% (Released at Completion of Each Individual Project / Job Order)

• No Substantial Completion (except for larger, more complex projects)
  — JOC Projects are generally 100% Complete or Incomplete

• One Payment for Projects Completed Within 45 Days or Costing $50,000 or Less -
  Monthly Progress Payments for other Job Orders
UNDERSTANDING THE CTC®

• Unit Prices are for Complete and In-Place Construction
• Unit Prices Include Direct costs of Labor, Material and Equipment. Do Not Add Labor.
• Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling. Delivery Height is up to 2 ½ Stories
• Unit Prices Include Testing, Calibration, Balancing Etc. for New Work
• Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives Etc. For New Work
• Unit Prices Include an Allowance for Waste – e.g. carpet, drywall, VCT, ceiling tile, etc.
UNDERSTANDING THE CTC®

• Demo Price Includes Loading into Truck or Dumpster.
• If Item Demolished as Part of Different Task, It will Not Be Paid for Separately
• Contractor Paid for Installed Quantities Only, No Waste
• Assembly Prices take Precedence over Component Pricing
• 14’ Working Height for All Work Except Masonry which is 4’
• Over those Heights, Contractor paid for Scaffolding, Scissor Lifts, etc.
• Dumpsters are a Separate Item
UNDERSTANDING THE CTC®

- Mobilization Task for Excavation Equipment, Paving Equipment, Cranes, etc.
- Minimum Set up Charges for Core Drilling, Saw Cutting, etc.
- Minimum Charge for Small Area Pavement Repairs
- Paid Separately for Removing Demolition Material and Waste Material From Site
- Modifiers for Small Quantities
FORMULA FOR CALCULATING THE PRICE PROPOSAL

UNIT PRICE × QUANTITY × ADJUSTMENT FACTOR = TOTAL FOR TASK

UNIT PRICE × QUANTITY × ADJUSTMENT FACTOR = TOTAL FOR TASK

UNIT PRICE × QUANTITY × ADJUSTMENT FACTOR = TOTAL FOR TASK

Total Job Order Amount

* Non Pre-Priced (NPP) Tasks are Calculated Separately
CALCULATING THE ADJUSTMENT FACTORS

1. **Use Historical Project Data**
   - Select a Representative Completed Project
     - You Know Scope and Direct Costs
   - Price Project from CTC®
   - Add on Overhead and Profit
   - Calculate the Adjustment Factors

2. **Sampling Method**
   - Evaluate a Sampling of the Anticipated Items

3. **Create a Representative Project**
   - Create a Scope of Work
   - Get Sub Quotes or Estimate Cost
   - Price Project from CTC®
   - Add on Overhead and Profit
   - Calculate the Adjustment Factors
CALCULATING THE ADJUSTMENT FACTORS

Work at Administrative Building and Shop

• Doors and Hardware
  • Replace 12 interior doors, hinges and hardware
  • Doors shall be 3x7, solid core wood doors, Grade 2 locksets with knobs
  • Replace 2 push bar exist devices and door closers on exit doors

• Interior Lighting
  • Replace all lay-in troffer fixtures on first and second floors. 48 in total
  • Replace 4 LED exit fixtures
  • Replace 12 industrial fixtures in shop area

• Plumbing Fixtures
  • Replace 8 bathroom sinks, 8 faucets, and 8 toilets in men’s and women’s bathroom in admin building and shop area
  • Replace 4 water fountains

• Replace Boiler
  • Demo existing boiler and as much piping and venting to accommodate new boiler. Install a new 1028 mbh oil-fired cast iron boiler. Weil-McLain Model 88. No access for packaged boiler. Must field assemble sections. Provide new piping as required.
CALCULATING THE ADJUSTMENT FACTORS
CALCULATING THE ADJUSTMENT FACTORS

- Direct Cost of Work from CTC
  - Doors and Hardware $11,387.04
  - Lighting $19,725.20
  - Plumbing $22,935.76
  - Replace Boiler $57,844.89
  TOTAL = $111,892.89

- Direct Cost of Work from Quotes or Estimates
  - Doors and Hardware $11,615.00
  - Lighting $19,093.00
  - Plumbing $22,524.00
  - Replace Boiler $56,738.00
  TOTAL = $109,970.00

**Job Order Contract**
**Contractor’s Price Proposal Summary - Category**

**Job Order Number:** Project Estimate
**Title:** Project Estimate
**Contractor:** Messa Construction, Inc.
**Proposal Source:** Project Estimate

**Proposal Name:** Project Estimate

- Doors and Hardware: $11,387.04
- Lighting: $19,725.20
- Plumbing: $22,935.76
- Replace Boiler: $57,844.89
**TOTAL =** $111,892.89

- Doors and Hardware: $11,615.00
- Lighting: $19,093.00
- Plumbing: $22,524.00
- Replace Boiler: $56,738.00
**TOTAL =** $109,970.00
## CALCULATING THE ADJUSTMENT FACTORS

### Overhead Costs

Job Order Development
- Joint Scope Meetings
- Reviewing Detailed Scopes of Work
- Building Price Proposal Packages
- Site Supervision and Management
- Safety
- Insurance
- Vehicles
- Home Office Support
- Communications

### Putting It All Together

- **Cost of Work Quotes or Estimates =** $109,970.00
- **Overhead @ 10%** = $10,997.00
- **Subtotal** = $120,967.00
- **Profit @ 5%** = $6,048.35
- **Total** = $127,015.35

- **Price Proposal from CTC®** = $111,892.89

\[\frac{127,015.35}{111,892.89} = \text{Adjustment Factor}\]

\[\text{Adjustment Factor} = 1.1351\]
High Quality of Work is Required

• All Work Must Meet or Exceed DASNY Standards

• Pay Higher Prices For:
  • Better Quality
  • Timely Completion

• Cost of Supervising In-House Force, Subcontractors and Inspecting Work Before Completion

• Prepare and Complete Your Own Punch list
BID CONSIDERATIONS

• Minimum/Maximum Value
• Number of Option Periods
• JOC Contractor Performance
  • Responsive Price Proposals
    • Get to the Job Order Stage Quickly
  • Demonstrated Performance
  • High Quality, Timely Completion
  • Cost Saving Price Proposals
• Adjustment Factors are Good for the Life of the Contract
  - See General Conditions, Section 1A.04, Annual Update of the Construction Task Catalogs, D. & E.
• What About Changes in Prices?
  • Labor
  • Equipment
  • Materials
• Construction Task Catalogs are Updated Annually
  - See General Conditions, Section 1A.04, Annual Update of the Construction Task Catalogs, A.
BID CONSIDERATIONS

• Low Adjustment Factors
  – May Lead to Disputes in Price Proposal Review
    • Unsupportable Tasks
    • Exaggerated Quantities
  – May Lead to Delays in Job Order Development
    • Takes Longer to Review Price Proposals

• Creates an Adversarial Relationship
  – Reduced Volume of Work
  – No Option Periods
  – Lost Profitability

• No Change Orders to Improve the Margin
  - See General Conditions, Section 1A.04, Annual Update of the Construction Task Catalogs, A. & F.
MWBE and SDVOB Participation
MWBE and SDVOB Participation

MWBE / EEO/ SDVOB Requirements

- DASNY’s Opportunity Programs Group (OPG) is responsible for ensuring DASNY’s compliance with all relevant sections of the Public Authorities Law, Set-Aside Legislation, and Article 15-A and Article 17-B of the Executive Law.

- Article 15-A of the NYS Executive Law, requires participation by minority group members and women with respect to state contracts. This requirement includes opportunities for minority- and women-owned business enterprises (MWBEs) and equal employment opportunities for minority group members and women (EEO).

- Article 17-B of the NYS Executive Law, The Service-Disabled Veteran-Owned Business Act, signed into law by Governor Andrew M. Cuomo on May 12, 2014, provides for more meaningful participation in public procurement by Service-Disabled Veteran-Owned Businesses (SDVOBs).
MWBE and SDVOB Participation

JOC MWBE / SDVOB Compliance Guidelines

- MWBE and SDVOB compliance is evaluated over the term of a JOC contract
- Contractors are encouraged to include participation on each Job Order Issued
- Contractors must maintain a record of their good faith outreach efforts for each job order issued
- Contractors are encouraged to identify and periodically update a team of MWBE and SDVOB subs and suppliers
- Contractors may request assistance from DASNY for referrals of MWBE and SDVOB firms
- Contractors may subcontract all or substantially all of work required in a Job Order to a qualified MWBE or SDVOB firm to increase participation
# MWBE and SDVOB Participation

<table>
<thead>
<tr>
<th>Description</th>
<th>Region(s)</th>
<th>CR #</th>
<th>MBE Goal % of Total Contract</th>
<th>WBE Goal % of Total Contract</th>
<th>EEO Goal % of Total Workforce</th>
<th>SDVOB Goal % Total of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Abatement</td>
<td>1 &amp; 3</td>
<td>492</td>
<td>18%</td>
<td>12%</td>
<td>45%</td>
<td>6%</td>
</tr>
<tr>
<td>General Construction</td>
<td>1</td>
<td>493</td>
<td>18%</td>
<td>12%</td>
<td>45%</td>
<td>6%</td>
</tr>
<tr>
<td>Mechanical</td>
<td>1</td>
<td>494</td>
<td>18%</td>
<td>12%</td>
<td>45%</td>
<td>6%</td>
</tr>
<tr>
<td>General Construction</td>
<td>3</td>
<td>495</td>
<td>18%</td>
<td>12%</td>
<td>25%</td>
<td>6%</td>
</tr>
<tr>
<td>Plumbing</td>
<td>3</td>
<td>496</td>
<td>18%</td>
<td>12%</td>
<td>25%</td>
<td>6%</td>
</tr>
</tbody>
</table>
## MWBE and SDVOB Participation

### JOC Goal Requirements - Upstate

<table>
<thead>
<tr>
<th>Description</th>
<th>Region(s)</th>
<th>CR #</th>
<th>MBE Goal % of Total Contract</th>
<th>WBE Goal % of Total Contract</th>
<th>EEO Goal % of Total Workforce</th>
<th>SDVOB Goal % Total of the Contract</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4</td>
<td>497</td>
<td>18 %</td>
<td>12 %</td>
<td>25%</td>
<td>6 %</td>
</tr>
<tr>
<td>Plumbing</td>
<td>4</td>
<td>498</td>
<td>18 %</td>
<td>12 %</td>
<td>25%</td>
<td>6 %</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>4 &amp; 5</td>
<td>499</td>
<td>18 %</td>
<td>12 %</td>
<td>45%</td>
<td>6 %</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>6, 7, &amp; 8</td>
<td>500</td>
<td>18 %</td>
<td>12 %</td>
<td>8%</td>
<td>6 %</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>9 *</td>
<td>501</td>
<td>18 %</td>
<td>12 %</td>
<td>8%</td>
<td>6 %</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>10 *</td>
<td>502</td>
<td>18 %</td>
<td>12 %</td>
<td>14%</td>
<td>6 %</td>
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</table>
The JOC Contractor shall submit the following, as referenced in the Contract Documents, within the specified timeframes:

(Refer to the **General Conditions Article 20 – Opportunity Programs, section 20.03** for submittal requirements)

- Utilization Plan Submitted via Statewide Utilization Management Plan (SUMP)
- Utilization Plan Cover Sheet (after the Utilization Plan is approved)
- Standard Equal Employment Opportunity Policy Statement
- Permanent Employee Distribution
- Scope Verification Form
- Monthly Workforce Utilization Report
Effective January 1, 2014, prime contractors holding a DASNY contract are required to use the NYS Contract System to report all subcontractor and supplier payments for contract payments received from DASNY. Go to: https://ny.newnycontracts.com/
A copy of the **executed subcontract agreement, purchase order, or letter of intent** for each MWBE & SDVOB firm included in the approved Plan is required.

Submit documentation to:
Sabrina Stanback-Weeks  
OPG Analyst (Downstate)  
One Penn Plaza, 52nd Floor  
New York, NY 10119  
sstanbac@dasny.org

Submit documentation to:
Wendy Lossi  
OPG Analyst (Upstate)  
515 Broadway  
Albany, NY 12207  
wlossi@dasny.org
Finding NYS Certified SDVOBs
Explore the online Directory of NYS Certified SDVOB firms at:
www.ogs.ny.gov/Core/SDVOBA.asp

Finding NYS Certified MWBEs
Explore the online Directory of NYS Certified MWBE firms at:
https://ny.newnycontracts.com
MWBE and SDVOB Participation

What if my firm does not meet the goals by the end of the contract term?

- Firm may submit a waiver request to DASNY OPG Upstate or Downstate Analyst
- Waiver requests must provide a justification of any participation shortfall
- Waiver requests must be supported by copies of good faith outreach efforts for all job orders issued
- Refer to General Conditions Article 20 – Section 20.04 for Good Faith Efforts submittal requirements
- DASNY OPG Analyst will review waiver request and coordinate with DASNY OPG Management concerning approval or denial
- Failure to satisfy goals will result in a finding of non-compliance, the imposition of liquidated damages and potential exclusion from future DASNY contracts
DASNY Contacts

Opportunity Programs Group

Michael M. Clay, Senior Director
Thomas Christian, Assistant Director – Upstate
Leticia Negron, Assistant Director - Downstate

Job Order Contracting Program

Matthew Moore, Director
Wayne A. Benjamin, Chief
Christopher Enzien, Senior Project Manager
REVIEW of KEY POINTS

• Understand How to Price Projects From CTC®
• **Know the Value of CTC®**
• Evaluate Risk of an Unrealistically Low Bid
• JOC is a Long Term Relationship
• Volume Driven by the JOC Contractor
  • Put the Right Staff in Place
  • Good Price Proposals
  • High Quality Construction
  • Timely Completion
  • Meeting DASNY’s Expectations
  • Solve Problems, Do Not Create Them
REVIEW of KEY POINTS

HOW TO OBTAIN CONTRACT DOCUMENTS

• Available at **no cost** to bidders following Pre-Bid Conferences:

• Regional Documents Contain:
  • Bid Forms for Region 1 & 3
  • Bid Forms for Region 1
  • Bid Forms for Region 3
  • Bid Forms for Region 4
  • Bid Forms for Region 4 & 5
  • Bid Forms for Region 6, 7 & 8
  • Bid Forms for Region 9 and 10

• Please see DASNY website for Documents at:
  • [https://www.dasny.org/opportunities](https://www.dasny.org/opportunities)
QUESTIONS REGARDING BID DOCUMENTS

• After today’s Pre-Bid Meeting all questions must be submitted in writing to an Authorized Contact:
  • Chris Enzien, Sr. Project Manager cenzien@dasny.org
  • Construction Contracts at ccontracts@dasny.org

• Bid Results:
  • Bid results can be viewed at the DASNY website: http://www.dasny.org, 48 hours after the Bid Opening