

NOTICE OF INTENT

Design Services for Various Requirements Contracts within DDC's Design and Construction Excellence Program

Posted on April 16, 2025

The New York City Department of Design and Construction (DDC) intends to issue three Request for Qualifications (RFQs) for design services requirements contracts as part of DDC's Design and Construction Excellence Program.

Architectural Design Requirements Contracts for Small, Medium and Large Projects, Citywide (Architect Prime)

Technical Design Requirements Contracts for Small, Medium and Large Projects, Citywide (Architect Prime)

Engineering Design Requirements Contracts for Small, Medium and Large Projects, Citywide (Engineer Prime)

This Notice of Intent (NOI) is being issued solely for informational and planning purposes and does not constitute a solicitation. DDC is not seeking responses to this NOI.

Timeline

The RFQs are expected to be released in mid-July 2025, and Statements of Qualifications (SOQ) will be due by late-August 2025 for the Architectural Design Requirements Contract, mid-September for the Technical Design Requirements Contract, and mid-October for the Engineering Design Requirements Contracts. DDC anticipates issuing Request for Proposals (RFPs) to shortlisted proposers before the end of 2025.

Contract Type	RFQ Issued	SOQ Due
Architectural Design Requirements Contract (Architect Prime)	Mid-July 2025	Late-August
Technical Design Requirements Contract (Architect Prime)	Mid-July 2025	Mid-September
Engineering Design Requirements Contract (Engineer Prime)	Mid-July 2025	Mid-October

Background

As New York City’s leading capital design and construction agency, DDC builds world-class public buildings and infrastructure on behalf of over 20 sponsoring City agencies, ultimately serving more than 8.5 million New Yorkers. To deliver on its over 20-year commitment to Design and Construction Excellence, DDC partners with a diverse group of creative and experienced design professionals to execute top-quality capital projects safely, on time, and on budget.

DDC seeks partners that are dedicated, responsive, and collaborative, exemplifying Design and Construction Excellence as described in the link below. This will be reflected in the qualitative evaluation factors of the RFQs and in the subsequent RFPs. Information on Design and Construction Excellence can be found at:

https://www.nyc.gov/site/ddc/projects/design_construction_excellence.page

Procurement

For each Requirements Contract opportunity, DDC will utilize a two-stage, quality-based selection that prioritizes design, quality, qualifications, and experience. The objective of the first phase of the procurement is to create a shortlist of the most highly qualified proposers with the capability, capacity, qualifications, experience, and past performance necessary to successfully undertake and provide design services for the projects assigned under the Requirements Contract. Only proposers who demonstrate a capability to provide the required design services in their entirety will be eligible for the shortlist.



Contracts

DDC intends to issue RFQs for the following Requirements Contracts:

Contract Type	Category	Firm Size	Estimated Construction Cost Range		Number of Firms per Category	Project Assignment Categories	Scope of Design Services
			Minimum	Maximum			
Architectural Design Requirements Contract (Architect Prime)	Small	3-9	\$100,000	\$20,000,000	Up to 8	Small Category Projects Only	New Construction, Major Renovation, and Capital Project Scope Development Studies
	Medium	10-49	\$20,000,001	\$50,000,000	Up to 4	Medium and Large Categories Combine for Project Assignments	
	Large	50+	\$50,000,001	No Maximum	Up to 4		
Technical Design Requirements Contract (Architect Prime)	Small	3-9	\$100,000	\$20,000,000	Up to 4	Small Category Projects Only	Multi-System Upgrades (Envelope, Roof, Historic Preservation, Landscape, Structural, and MEP/FP with Complex Coordination)
	Medium	10-49	\$20,000,001	\$50,000,000	Up to 2	Medium and Large Categories Combine for Project Assignments	
	Large	50+	\$50,000,001	No Maximum	Up to 2		
Engineering Design Requirements Contract (Engineer Prime)	Small	3-9	\$100,000	\$20,000,000	Up to 2	Small, Medium, and Large Categories Combine for Project Assignments	Single-System Upgrades (MEP/FP)
	Medium	10-49	\$20,000,001	\$50,000,000	Up to 2		
	Large	50+	\$50,000,001	No Maximum	Up to 2		

Joint Ventures (JV)

SOQs for the Requirements Contracts may be submitted by JV partners. For the Architectural Design Requirements Contract and the Technical Design Requirements Contract, JVs must comply with New York State Requirements and be authorized to provide architectural services in New York State. For the Engineering Design Requirements Contract, JVs must comply with New York State Requirements and be authorized to provide engineering services in New York State.

JVs are not required to be legally formed when submitting an SOQ, however, the JV must be formed prior to award. DDC does not recognize the corporate configuration wherein one company is “in association with” another. Relationships between two or more firms shall be either as JV partners or as prime consultant/subconsultant.

New York State Requirements

For the Architectural Design Requirements Contract and the Technical Design Requirements Contract, only firms authorized to provide architectural services in New York State, in accordance with Article 147 of the New York State Education Law, are eligible for award. For the Engineering Design Requirements Contract, only firms authorized to provide architectural services in New York State, in accordance with Article 145 of the New York State Education Law, are eligible for award.

Minority- and Women-Owned Business Enterprises (M/WBE)

It is the goal of the City to partner with qualified firms that have a demonstrated history of hiring, training, developing, promoting, and retaining minority and women staff and to encourage participation by City- and State-certified M/WBE firms.

Each task order assigned to a requirements contract will be subject to M/WBE participation goals. Only work performed by M/WBE entities certified by the City’s Department of Small Business Services (SBS) or by Empire State Development’s Division of Minority and Women’s Business Development, in accordance with Article 15-A of the New York State Executive Law, will be counted towards project goals. Eligible firms are encouraged to become certified, and/or to get their eligible trade partners certified, well in advance of SOQ submission. To learn more about how eligible firms can become certified as an M/WBE, please visit: <https://www.nyc.gov/assets/mwbe/>

PASSPort Registration

Entities submitting SOQs will be required to create an online account and file an online disclosure application with the NYC Mayor's Office of Contract Services (MOCS) in the Procurement and Sourcing Solutions Portal (PASSPort). Entities interested in submitting an SOQ as a joint venture will not be required to file the online disclosure application as the joint venture at the time of SOQ submission, but each member of the joint venture will be required to be registered. To file an application or register for PASSPort, please visit: <https://www.nyc.gov/site/mocs/passport/about-passport.page>

Additional Information

DDC reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described above. DDC will not respond to any inquiries for information about the projects or the intended solicitations. Additional information will be publicly announced at a later date and interested vendors are advised to closely watch DDC's website and PASSPort for announcements.