



**Request for Qualifications for Professional Services for CDBG-DR
Residential Construction Services
RFQ # 201510_040**

**Non-Mandatory Second Pre-Proposal Conference
November 4, 2015**

NOTE: You may use this template as a guide. Please be advised that the use of this template does not substitute for your responsibility to submit all required materials as set forth in the RFQ.

1. Cover Letter & Table of Contents

- a. Provide a cover letter that includes a certification that the information submitted in and with the submission is true and accurate, and that the person signing the cover letter is authorized to submit the submission on behalf of the Respondent.
- b. Provide a table of contents that clearly identifies the location of all material within the submission by section and page number. Specify the primary contact person for the Respondent (name, title, location, telephone number, and e-mail address – see below)

{Date}

{Shin Kim}
{Director of Procurement}
{Governor's Office of Storm Recovery}
{25 Beaver St. 5th Floor, New York, NY 10004}

Subject: Request for Qualifications for Construction Services

Dear Ms. Kim,

As a response to the following Request for Qualifications, please see the attached submissions described in this letter. Submitted in this RFQ are a Cover Letter and a Table of Contents indicating section by page number, Executive Summary, Project Experience, Key Personnel (Contract Manager, Project Manager, Quality Manager), References, Technical Approach/Work Plan, Commitment to Complying with all Applicable Federal, State, and Local Regulations (MWBE and Section 3 documents), and all other required documentation.

This letter certifies that the qualifications that have been submitted in this package are true and accurate. _____ is authorized to sign on behalf of contractor company name.

Thank you for your prompt attention to this submission.

{Contractor Contact} – {Position}
{Address}
{City}, (State) {Zip Code}

Telephone {Number}
Electronic Mail {Address}

Signature

2. Executive Summary

Provide an executive summary including a description of the Respondent's legal status (e.g., individual practitioner, partnership, Limited Liability Company, corporation, non-profit organization, charitable institution, etc.), background, mission, an explanation of the types of services the Respondent provides that relate to this RFQ, and an organizational chart. Please circle all that apply.

Individual Practitioner	Yes	No
Limited Liability Company	Yes	No
Corporation	Yes	No
Non-Profit Organization	Yes	No
Charitable Institution	Yes	No
Other (Specify)	_____	

3. Project Experience

Identify engagement with entities comparable to New York State for which the Respondent provides, or has provided, similar services within the last (5) years. Detail three (3) similar engagements with clients of similar size and complexity to the State that would demonstrate that the Respondent can provide the services. Respondent will be scored on the Respondent's demonstrated experience in executing and delivering residential construction services. Respondents who have demonstrated experience and success in providing such services for housing grant and loan programs, business grant and loan programs, and a variety of infrastructure development projects will be scored higher than those who do not.

Each example should include:

- 1. Name of client organization*
- 2. Brief narrative describing the relevance of the referenced assignment to this GOSR RFQ*
- 3. Information regarding the project that would demonstrate successes experienced by the client as a result of the recommendations (this may include performance metrics and improvements)*
- 4. Reference contact for client organization with current and working contact information*
 - If a Respondent will be subcontracting or partnering for any portion of the work, please also summarize the qualifications and experience of their relevant staff and attach any contracts or agreements pertaining to the submission.*

Name of Client Organization	Relevance of Referenced Assignments (Narrative)	Project Performance Metrics/Improvements	Reference Contact for Client Organization

4. Key Personnel

The resumes and professional qualifications of Key Personnel assigned to this GOSR project shall be submitted for evaluation, and shall include the education, work experience, licensure and certification, and other relevant information regarding each professional.

The required positions are as follows:

1) Contract Manager

The Contract Manager would be responsible for reporting to Senior GOSR staff on large contractual issues. They would participate in contract negotiations and engage GOSR when significant scope or change of work order is needed. The Contract Manager must have at least five years of experience in relevant services to public entities (which include federal, state, or local agencies or public authorities within the United States) including, but not limited to, those services outlined in the RFQ.

2) Project Manager

The Project Manager, reporting to the Contract Manager, will coordinate and delegate the assignments to the Contractor’s staff, and serve as the point of contact for GOSR staff. The Project Manager will be responsible for promptly notifying GOSR and the designated Construction Management Firm upon completion of the work to request a clearance inspection of the work area. The Project Manager will be responsible for prompt reporting of any issues or potential issues regarding work scope, product, or conflict to GOSR. The Project Manager must have at least four years of experience in relevant services including, but not limited to, those services outlined in this RFQ.

3) Quality Manager

The Quality Manager, working under the Project Manager, will be responsible for the establishment, implementation, monitoring and enforcement of the Respondent’s Quality Control program. The Quality Manager must have at least three years of experience in relevant services with a minimum of one year experience with public sector projects.

Professionals shall have appropriate and adequate skill and experience to support the GOSR program, and will be evaluated as such. An organization chart showing the relationship of these and other positions is acceptable but not mandatory.

NOTE: See below for Sample Resume submission.

Project Manager

1422 North Street, New York, NY 10343
(212) 213-5645
long.doe@gmail.com

Project Manager with over 8 years of experience managing multi-million dollar construction projects, coordinating workforce team of 90+ subcontractors, and performing budget allocation and analysis. PIM Agile Certified Practitioner aiming to leverage considerable experience and efficiency expertise into your project manager role. Possess a B.A. in Construction Management and knowledge of BIM Software, AutoCAD, and Revit.

CERTIFICATION

PMI Agile Certified Practitioner (PMI-ACP) Certified: April 2, 2014

PROFESSIONAL EXPERIENCE

ANGEL BUILDERS Cambridge, MA

Project Manager September 2010 – Present

- Manage project budget of \$325M+ and ensure company obtains the best possible pricing; determine and minimize risk in buyout processes, reducing costs by 15% annually
- Oversee and analyze prime project buyout of \$1.1Billion, accounting for savings and contingencies
- Write and distribute bid packages amounting to 8% of total production costs that clearly define the scope and general provisions of potential contracts
- Ensure that the project team understands all aspects of the prime contract relating to their respective responsibilities, and demonstrate a thorough understanding of the prime contract checklist and organizational structure
- Negotiate, analyze, and prepare purchase order agreements, subcontracts, and cost control budgets

BEN'S BUILDERS Cambridge, MA

Assistant Project Manager May 2006 – 2010

- Managed, directed, and prioritized gym operational budget of \$65M, staying within budget by 7%
- Overhauled sales process and systems to achieve revenue goals, hitting targets of 17% revenue increase annually
- Worked to provide strategic, operational, and fiscal leadership while working to reach the company's long term goals and maintain organizational vision
- Set, managed, and reconciled accounts for multiple projects as well as salaries and general operations budget

- Managed, monitored, and evaluated the performance of all managers and associates, total staff of 25+
- Directed the hiring, training, and scheduling of all associates

EDUCATION

WORTHINGTON UNIVERSITY Phoenix, AZ

Bachelor of Arts in Construction Management May 2006

GPA: 3.5/4.0

ADDITIONAL SKILLS

- Proficient in AutoCAD, Revit, and other BIM software
- Expert in MS Office (Word, Excel, Outlook, Project, and PowerPoint); Knowledge of Adobe and Visio
- Familiarity with database information flow/costing software (CMIC)

5. References

Submissions shall identify three (3) relevant, recent references to be contacted which are associated with the Project Experience citations in section 6.3 above. A paragraph should accompany each reference describing the role on the relevant project as well as any other contextual information. References will be asked a consistent set of questions requesting a numerical score, which will be tabulated and applied to the available points for the category.

NOTE: See table at Section 3.

6. Technical Approach and Work Plan

Present a clear and straightforward work plan for all aspects of execution of as-needed residential construction services, which is based on a well-defined timeline for delivery of key goals and objectives and places emphasis on high standards for the delivery of services in expectation of meeting or exceeding these goals, will score higher than those that do not.

Include a description of the Respondent's management and quality control measures to be utilized.

Respondents who demonstrate that they have the staff and many of the deliverables already in place to begin serving disaster-impacted New Yorkers immediately will be scored higher than those who need more time, or whose Responses are vague.

The technical approach shall also identify expected costing and expected cost methodology for standard residential construction projects.

NOTE: Technical Approach and Work Plan is limited to no more than five pages.

7. Commitment to Complying with all Applicable Federal, State, and Local Regulations

All Respondents must comply with the below legal and regulatory requirements. In addition, all Respondents must complete and submit all applicable forms in the Appendices.

Respondents who demonstrate a commitment to complying with all applicable Federal, state, and local regulations, including M/WBE and Section 3 income requirements, will receive the most points.

NOTE: See attached Appendices to the RFQ.

RFQ Submission Checklist

<u>Action Needed</u>	<u>Yes</u>	<u>No</u>
Table of Contents		
Respondent Overview Form		
Cover Letter		
Iran Divestment Act Certification		
Certificate of Good Standing		
NYS MWBE Certification		
Executive Summary		
Organizational Chart		
Project Experience (Table completed)		
Project Experience (Narrative)		
Key Personnel (Contract Manager Resume)		
Key Personnel (Project Manager Resume)		
Key Personnel (Quality Manager Resume)		
References		
Technical Approach and Work Plan (limit 5 pages)		
Appendix A – Affirmation of Understanding		
Appendix B – Offeror Disclosure		
Vendor Responsibility Questionnaires(s) (VRQ)		
Diversity, EEO and Section 3 documents		