



# Governor's Office of Storm Recovery



Andrew M. Cuomo  
Governor

Lisa Bova-Hiatt  
Interim Executive Director

## HOUSING TRUST FUND CORPORATION

### Request for Qualifications

for

Professional Services

for

Community Development Block Grant-Disaster Recovery (CDBG-DR)  
Residential Construction Services

RFQ # 201510\_040

October 14, 2015

Responses must be received by  
**3:00 p.m. (Eastern), November 4, 2015**

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## **1. OVERVIEW OF THE REQUIREMENT**

The purpose of this Request for Qualifications (“RFQ”) is to qualify Vendors (which may include General Contractors, Consultants, others, whether individual or company, hereinafter collectively referred to as “Vendors”) experienced in managing and providing as-needed residential construction services in connection with the administration of U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant-Disaster Recovery (“CDBG-DR”) funds appropriated by the Disaster Relief Appropriations Act, 2013 (Pub. L. 113 2). This Request for Qualifications (“RFQ”) is issued in accordance with the Procurement and Contract Guidelines of GOSR and in compliance with [Section 2879a of the New York Public Authorities Law](#).

Based on the review of the RFQ Responses, the Governor’s Office of Storm Recovery (“GOSR”) of the Housing Trust Fund Corporation (“HTFC”) intends to establish a List of Qualified Vendors who, on an “as, if and when requested” basis, will be asked to compete, to enter into a Contract(s) for provision of as-needed residential construction services for the CDBG-DR funded Housing program managed by GOSR. This program is aimed at the long-term recovery of communities impacted by Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee. GOSR’s programs will assist approximately 10,000 residents in up to 34 counties in New York State, and will contribute to essential investments in community infrastructure and resources.

## **2. BACKGROUND INFORMATION**

In late October 2012, Superstorm Sandy, the largest storm in New York’s recorded history swept ashore. Sandy’s effect was devastating, causing widespread damage to lives, homes, businesses, core infrastructure, government property, and an economy just recovering from the Great Recession. Fourteen counties were declared Federal disaster areas. Sixty New Yorkers died and two million customers lost power with some blackouts lasting up to three weeks. The storm damaged or destroyed as many as 300,000 housing units, affected or closed over 2,000 miles of roads, produced catastrophic flooding in subways and tunnels, and damaged major power transmission and communication systems. Sandy followed closely on the heels of Tropical Storm Lee and Hurricane Irene, which caused unprecedented and catastrophic damage to Upstate New York.

In January 2013, President Obama signed into law the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), pursuant to which the U.S. Congress appropriated \$16,000,000,000 to HUD for the CDBG-DR program, so that the agency could provide funds to address community recovery needs resulting from disasters that occurred in the United States in 2012 and 2013. This included areas impacted by Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee.

In February 2013, HUD announced an initial allocation of funds from the \$16,000,000,000 CDBG-DR appropriation, allocating \$5,400,000,000 to states impacted by Superstorm Sandy. New York City received a separate allocation of CDBG-DR funds. New York State received \$1,713,960,000, which it planned to use in four recovery areas: housing, economic development, infrastructure, and planning. The State submitted an Action Plan for these funds to HUD in April 2013.

HUD approved the Action Plan on April 25, 2013. New York State Homes and Community Renewal (“NYS HCR”), through its Office of Community Renewal (“OCR”) and GOSR, is tasked with overseeing the administration of the CDBG-DR funds. In June 2013, Governor Andrew M. Cuomo established GOSR as an office within HTFC to maximize the coordination of recovery and rebuilding efforts in storm-affected municipalities throughout New York State and directed it to administer CDBG-DR funds. GOSR will administer the program through a variety of organizations and municipalities through subrecipient agreements. Depending on the specific program or project, GOSR may also choose to directly administer activities through contractors or other vendors.

The State’s initial Action Plan focused primarily on (1) addressing the immediate housing and business assistance needs in the communities affected by recent storms; and (2) assisting governments in covering emergency expenses, providing matching funds necessary to repair and mitigate storm damaged infrastructure, and providing funds for critical infrastructure assets that were storm impacted. The State also worked with storm-damaged communities to begin a comprehensive community-based planning process known as the New York Rising Community Reconstruction Program.

Respondents to this RFQ should thoroughly review the New York State Action Plan for Community Development Block Grant Disaster Recovery and all amendments thereto, as well as all Federal Register notices related to the CDBG-DR funds.

The Action Plan and all amendments are located on the GOSR website at:

<http://stormrecovery.ny.gov/funding/action-plans-amendments>

### **3. RFQ PROCESS AND ADMINISTRATIVE REQUIREMENTS**

#### **3.1 RFQ Coordinator**

Shin Kim  
 Governor’s Office of Storm Recovery  
 25 Beaver Street  
 New York, New York 10004  
[GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov)

#### **3.2 RFQ Timeline**

Target Date	Event
October 14, 2015	Release of RFQ
October 21, 2015	Anticipated Respondents’ Conference – Time TBD
October 23, 2015	Last Day to Submit Questions – 5:00 p.m. (Eastern)
October 28, 2015	Issuance of Answers to Questions

Target Date	Event
November 4, 2015	Submission Deadline – 3:00 p.m. (Eastern)
TBD	Finalist Interviews (if applicable)
November/December 2015	Target Date for Selection

Please note that the RFQ timeline includes target dates and may change. It is the sole responsibility of Respondents to periodically review the GOSR website for regular updates to the RFQ timeline and other important information, which may alter the terms or requirements of this RFQ.

### 3.3 Qualifications Review Stages

Review of Responses will be conducted by a committee formed by GOSR.

#### Stage 1

Responses will be checked for compliance with the required minimum qualifications in section 5.1.

#### Stage 2

For each Task, the Respondent will be assessed against the Selection Criteria presented in their Responses. GOSR reserves the right to interview the Respondent when reviewing these criteria for clarification purposes.

#### Stage 3

Reference checks will be done by GOSR during the qualifications review and may be done during the term of the List to confirm any information submitted by the Respondent. GOSR reserves the right to contact references other than those provided by the Respondent. If any of the references are unsatisfactory to GOSR, the Respondent may be excluded or removed from the List of Qualified Vendors in GOSR's sole discretion.

#### Stage 4

The Respondent will be notified of their status in writing on the List of Qualified Vendors.

### 3.4 Use of List of Qualified Vendors

The guidelines set out in this section regarding the use of the List of Qualified Vendors are subject to change from time to time as GOSR may deem necessary, without notice to the Vendors on the List.

3.4.1 The List of Qualified Vendors will be in effect until December 31, 2018.

3.4.2 GOSR may, in its sole discretion, from time to time, use the List of Qualified Vendors in connection with projects or assignments. The criteria for selecting Qualified Vendors for each project or task will vary, depending upon the

requirements of the applicable project or task, and could involve requiring Vendor's personnel/Consultants to have a certain demonstrated experience and proficiency level in one or more Task Numbers depending on the specific requirements of the project or assignment.

- 3.4.3 Any Contracts entered into with a Qualified Vendor will be:
- a) between GOSR and the individual person where the Qualified Vendor is an individual, and
  - b) between GOSR and a company, and specifying the individual personnel/Consultant(s) who will be performing the services, where the Qualified Vendor is a Respondent company.
- 3.4.4 Prior to Contract Award, the Qualified Vendor shall comply with the insurance requirements, and familiarize itself with the indemnification requirements, as articulated in Attachment 1 to the RFQ.
- 3.4.5 Qualified Vendors may be contacted on an "as, if and when requested" basis and will be asked to compete on opportunities for the provision of services in accordance with the selection method set out in paragraph 3.4.6 or as revised by GOSR and communicated to all Qualified Vendors from time to time. If a Qualified Vendor's requested qualified personnel/Consultants is/are unavailable for a contemplated project or assignment, the Qualified Vendor may propose a substitute resource to GOSR for evaluation and consideration.
- 3.4.6 GOSR may select a Qualified Vendor from the List using one or more of the following selection methods:
- a) If the estimated Contract value is less than or equal to \$150,000, GOSR may, in its sole discretion, use a competitive selection process amongst a minimum of three (if available) Qualified Vendors that evaluates each Qualified Vendor's available qualified personnel/Consultants, proposed approach, pricing, or other elements required for the project or assignment. GOSR may, in its sole discretion, consider other Qualified Vendors' available personnel/Consultants that, in GOSR's sole opinion, meet GOSR's qualification criteria for the project or assignment (e.g., specialization, experience level, etc.).
  - b) If the estimated Contract value is more than \$150,000, and more than one Qualified Vendor has personnel/Consultants available who have the necessary qualifications to carry out the project or assignment based on GOSR's specific assessment of those qualifications, GOSR will invite all such Qualified Vendors to compete for the project or assignment.
- 3.4.7 GOSR expects to select a Qualified Vendor that will agree to clearly-defined service level agreements ("SLAs"), as yet to be determined but to be included in any final contract between parties. Such SLAs will be established and agreed to, to ensure that the selected respondent delivers the maximum level of service on a timeline and in a manner requested and required by the State to

ensure a timely, efficient, equitable, and transparent recovery process. Fees provided under a contract will be contingent upon adherence to these SLAs and other pre-agreed metrics for success. Furthermore, GOSR reserves the right to cancel any contract awarded, or withhold payment of funds under any contract awarded, for failure to adhere to these SLAs.

- 3.4.8 Qualified Vendors will immediately, during the period that the List is in effect, advise GOSR of any material changes to the information contained in their Response.
- 3.4.9 GOSR has the sole discretion to remove a Qualified Vendor from the List of Qualified Vendors for unsatisfactory performance by a Qualified Vendor in a Contract or for failing to meet the requirements for staying on the List of Qualified Vendors as set out in this RFQ or as may be communicated by GOSR from time to time.
- 3.4.10 GOSR has no obligation to:
  - a) inquire as to the availability of substitute personnel/Consultants when advised by a Qualified Vendor that the personnel/Consultants named on the List is/are not available for a particular project;
  - b) evaluate or accept any substitute personnel/Consultants proposed by a Qualified Vendor;
  - c) enter into a Contract with any one or more Qualified Vendors; or
  - d) invite any one or more Qualified Vendors to participate in competitive processes for a Contract.
- 3.4.11 GOSR reserves the right, in its sole discretion, to:
  - a) employ open competitions that include Vendors external to the List of Qualified Vendors;
  - b) otherwise engage Vendors external to the List of Qualified Vendors in connection with any project required by GOSR; and
  - c) at any time, cancel, extend, or expand the List of Qualified Vendors.
- 3.4.12 GOSR may not necessarily select the Qualified Vendor offering the lowest rates, and may also review the qualifications or other criteria required for a specific project.
- 3.4.13 GOSR may, in its sole discretion, consider subsequent requests for inclusion on the List of Qualified Vendors during the term of the List. Any such requests will be subject to those Respondents submitting their qualification information for review in the same manner as originally outlined in this RFQ.

There is no assurance that GOSR will require any future additions to the List or will accept any requests for inclusion.

### 3.5 Respondents' Conference and Questions

A conference call or an in-person conference may be held at the discretion of GOSR to discuss the RFQ, accept questions, and provide preliminary responses. Should a conference call or meeting be scheduled, this information will be posted on the GOSR "Procurement Opportunities" webpage at:

<http://stormrecovery.ny.gov/doing-business-with-gosr/rfps>

It is the sole responsibility of the Respondent to check for amendments and additional information on the "Procurement Opportunities" webpage.

All questions and correspondences must be sent to the RFQ Coordinator at the email address in section 3.1 by the deadline listed in section 3.2. All questions must reference this specific RFQ in the subject line of the email. For example, the subject line for questions related to this RFQ should read **RE: RFQ Question – As-Needed Residential Construction Services**. Responses to all substantive questions, including any substantive questions arising from the Respondents' conference, will be posted on the GOSR "Procurement Opportunities" webpage listed above on the date listed in section 3.2. All questions and correspondence must be sent to [GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov). Any correspondence or questions sent to any other email address regarding this RFQ will not receive a response.

### 3.6 Procurement Lobbying Provisions

Pursuant to State Finance Law §§ 139-j and 139-k, this RFQ includes and imposes certain restrictions on communications between GOSR and Respondents during the solicitation process. A Respondent is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the contract (the restricted period) with GOSR staff other than the RFQ Coordinator, unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a).

GOSR employees also are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the Respondent pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and in the event of two (2) findings within a four-year period, the Respondent is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found on the Office of General Services website at:

[http://ogs.ny.gov/aboutOgs/regulations/defaultSFL\\_139j-k.asp](http://ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp)

For all lobbying law contacts and inquiries, please contact:

Natalie Dennery  
Lobbying Contact Officer

### **3.7 Conflicts of Interest**

In the event of real or apparent of conflicts of interest, GOSR reserves the right to impose additional conditions upon Vendors. The selected Vendor will be subject to the provisions on conflicts of interest set forth in section 74 of the New York State Public Officers Law.

### **3.8 Submission Format**

Submissions to this RFQ must be filed electronically in Portable Document Format (pdf) file. Unless otherwise noted, Respondents must complete and submit all forms, information, and other documentation listed herein (including, without limitation, any Attachments and Appendices to this RFQ) as part of their electronic submissions. Only complete submissions will be evaluated. In all instances, GOSR's determination regarding the completeness of any Responses shall be final.

Submissions must be emailed no later than **3:00 pm (EDT) on the date indicated in section 3.2**. The email subject shall indicate **RE: Statement of Qualifications for As-Needed Residential Construction Services**.

**Any submissions delivered after 3:00 pm (EDT) will not be considered.** Respondents assume all risks associated with delivery. Delivery delays shall not excuse late submissions. The Respondent is responsible to ensure that emails and attachments are delivered on time and in a legible format. The determination of whether any submission was received on time is at the sole discretion of GOSR.

Responses must be submitted by email to:  
[GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov)

Submission font size shall not be any less than 12 point, with 1-inch margins, with the exception of tables and charts, but such text must be clearly legible. Respondents are encouraged to submit only relevant and necessary information.

The Respondent shall not make any aspect of its submission contingent upon the use of State of New York personnel, property, or equipment.

GOSR will consider Responses to this RFQ in a consistent and easily comparable format. Submissions not organized in the manner set forth in this RFQ may be considered nonresponsive at the sole discretion of GOSR. Do not refer to other parts of your submission to information that may be publicly available elsewhere, or to the Respondent's website or any other website in lieu of presenting the information in your Response.

### **3.9 Finalist Interview**

GOSR reserves the option, at its sole discretion, to invite qualified respondents to a finalist interview. If GOSR elects to conduct finalist interviews, each qualified respondent will be required to give a strictly timed presentation. This presentation should highlight residential construction services provided for similar organizations. GOSR may alter the scoring of a qualified respondent's submission based upon the presentation. GOSR, at its sole discretion, may choose the time and place of this interview. Respondents are responsible for all costs or expenses incurred to attend such interview.

### **3.10 Changes to Response Wording**

The Respondent shall not change the wording of its Response after the submission due date and time specified in section 3.2, and no words or comments will be added to the Response unless requested by GOSR for purposes of clarification.

### **3.11 Respondent's Errors and Omissions**

GOSR reserves the right to reject a submission that contains an error or omission. GOSR also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any Respondent, without opening up clarifications for all Respondents. Respondents will be provided a reasonable period of time in which to submit written responses to GOSR's requests for clarification or additional information. Respondents shall respond by the deadline stated in the correspondence.

### **3.12 Respondent's Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with GOSR, if any. GOSR will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **3.13 Acceptance of Responses**

This RFQ is not an agreement to purchase services. GOSR is not bound to enter into a Contract with any Qualified Vendor. Responses will be assessed in light of the qualification review criteria. GOSR will be under no obligation to receive further information, whether written or oral, from any Respondent.

### **3.14 Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Vendor will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Vendor and GOSR enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

### **3.15 List of Qualified Vendors Not Binding**

A Qualified Vendor may withdraw its name from the List of Qualified Vendors by notifying GOSR in writing. GOSR may withdraw a name of a Qualified Vendor from the List of Qualified Vendor by notifying that Qualified Vendor in writing.

### **3.16 Modification of Terms**

GOSR reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ or the List of Qualified Vendors at any time without entering into a Contract.

### **3.17 Ownership of Responses**

All documents, including Responses submitted to GOSR, become the property of GOSR. They will be received and held in confidence by GOSR, subject to the provisions of the *Freedom of Information Law*.

### **3.18 Proprietary Information**

Only information considered trade secrets or non-published financial data may be classified as proprietary or confidential. Such information within the Response must be clearly marked. Responses containing substantial contents marked as confidential or proprietary may be rejected by GOSR. Provision of any information marked as confidential or proprietary shall not prevent GOSR from disclosing such information if required by law.

### **3.19 Confidentiality of Information**

Information pertaining to GOSR obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from GOSR.

### **3.20 Collection and Use of Personal Information**

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Respondents to provide GOSR with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to GOSR. Such written consents are to specify that the personal information may be forwarded to GOSR for the purposes of responding to this RFQ and use by GOSR for the purposes set out in the RFQ. GOSR may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to GOSR.

## **4. SERVICES**

The scope of services to be provided by Qualified Vendors is summarized in the list of referenced work items attached hereto as Attachment 2. Qualified Vendors must be prepared

to commence these services within thirty (30) days of Task Order issuance at the direction of GOSR. The information provided in Attachment 2 is to aid in developing the Respondent's Response to the RFQ.

Services are anticipated to be competed amongst Qualified Vendors as a factor of the Xactimate 2013 line items, based on quantities of each line item identified as needed by GOSR. GOSR reserves the right to deviate from this planned approach as needed.

## **5. QUALIFICATIONS REVIEW CRITERIA**

### **5.1 Required Minimum Qualifications of Respondent**

The following subsections are required minimum qualifications.

- 5.1.1 Neither Respondent nor any person or entity associated or partnering with Respondent has been the subject of any adverse findings that may prevent GOSR from selecting Respondent. Such adverse findings include, but are not limited to, the following:
- a) Negative findings from the New York State Inspector General, a federal Inspector General or from the U.S. Government Accountability Office, or from an Inspector General in another state
  - b) Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state
  - c) Pending litigation with New York State, any other state, or a municipality located in New York or another state
  - d) Arson conviction or pending case
  - e) Harassment conviction or pending case
  - f) Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
  - g) In rem foreclosure
  - h) Sale of tax lien or substantial tax arrears
  - i) Fair Housing violations or current litigation
  - j) Defaults under any Federal, State or locally-sponsored program
  - k) A record of substantial building code violations or litigation against properties owned and/or managed by Respondent or by any entity or individual that comprises Respondent
  - l) Past or pending voluntary or involuntary bankruptcy proceeding
  - m) Conviction for fraud, bribery, or grand larceny
  - n) Listing on the federal or state excluded parties lists

- 5.1.2 Respondent has or will have prior to work all necessary licenses, certifications, approvals, and other needed credentials to perform work in New York State pursuant to this RFQ.
- 5.1.3 Respondent is otherwise qualified and eligible to be on a List of Qualified Vendors under applicable laws and regulations.

## 6. SELECTION CRITERIA AND REQUIREMENTS

The qualifications review committee will check Responses against the minimum qualifications. Responses meeting the minimum qualifications will be further assessed against the following selection criteria. The names of successful Respondents will be added to the GOSR List of Qualified Vendors.

Selection Criteria	Points Available
Project Experience	30
Key Personnel	30
References	15
Technical Approach and Work Plan	15
Commitment to Complying with all Applicable Federal, State, and Local Regulations	10
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

### 6.1 Cover Letter and Table of Contents

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.

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).

### 6.2 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.

Briefly describe any significant changes to the management and/or structure of the Respondent that are related to the work contained in this RFQ, including any mergers that occurred in the last five (5) years.

Submit a completed Respondent Overview form (page 1 of the Appendices for Request for Proposals) which includes the name, address, telephone, fax, and email of the Respondent and the names of all principals and staff that will be providing services, as well as all subcontractors and sub-consultants proposed. Respondents are encouraged to provide specific opportunities and partnerships with minority-and/or women-owned business enterprises. Please also note that all subcontractors of the selected firms, prior to and after the issuance of a contract, will be subject to prior written approval by GOSR.

### **6.3 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:

- 6.3.1 Name of client organization;
- 6.3.2 Brief but clear narrative describing the relevance of the referenced assignment to this GOSR RFQ;
- 6.3.3 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);
- 6.3.4 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.

### **6.4 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:

#### 6.4.1 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.

#### 6.4.2 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.

#### 6.4.3 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.

### 6.5 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.

GOSR may seek information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFQ, and the responsiveness of the Respondent to the client during the engagement. Information provided by references will be used by GOSR for submission evaluation purposes. References should be available and aware of their inclusion in the Respondent's submission and pending contact. GOSR reserves the right to attempt, or not to attempt, to re-contact or notify Respondent of its inability to

connect with references in an initial effort. GOSR is not responsible for the lack of responsiveness of the references listed by Respondents, and the State is not required to alert Respondents of a reference's unresponsiveness during the submission evaluation period. Inability to contact references will not be looked upon favorably.

GOSR reserves the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references, depending on what the State deems to be the most effective and efficient manner.

## **6.6 Technical Approach and Work Plan**

Respondents that 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. Respondents must clearly identify the ability to provide sufficient capacity for the efficient and timely implementation and administration of the program. 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.

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

## **6.7 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.

### **6.7.1 New York State Law**

Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140-145, GOSR recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of GOSR contracts. GOSR encourages firms that are M/WBE certified in New York State, or any other city or state, or the federal government, to respond to this RFQ.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair

opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that GOSR establishes goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises ("MWBE") and the employment of minority group members and women in the performance of New York State contracts.

#### 6.7.2 Business Participation Opportunities for MWBEs

GOSR is committed to achieving significant MWBE participation in its contracts and will use good faith efforts to ensure that qualified MWBE firms are included in the selection of a firm to provide the above described services. For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation - 15% for New York State certified minority-owned business enterprises ("MBE") participation and 15% for New York State certified women-owned business enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A Contractor who is selected for the subject Contract must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and the Contractor agrees that GOSR may withhold payment pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how GOSR will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, the Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and GOSR may withhold payment from the Contractor as liquidated damages.

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or making other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity to participate in the above-described services performed under the contract(s) awarded to the successful Respondent(s).

Include the following in the Respondent's submission:

- a) If the Respondent is a New York State-certified M/WBE firm, provide documentation evidencing registration. For M/WBE firms that are not certified but have applied for certification, provide evidence of filing, including the filing date.
- b) A description of the instances, if any, in which the Respondent has worked with M/WBE firms on previous transactions by engaging in joint ventures or other partnering or subcontracting arrangements. Submissions should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fees were allocated.
- c) A statement of the Respondent's willingness, if any, to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the Respondent. Such statement should include an explanation of how the Respondent would suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement.
- d) Provide a plan for ensuring the participation of minority group members and women in accordance with the Participation by Minority Group Members and Women Requirements and Procedures for Contracts with HTFC, attached hereto as Appendix III.

#### 6.7.3 Section 3 of the Housing & Urban Development Act of 1968

In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, GOSR is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

A "Section 3 resident" is: 1) a public housing resident; or 2) a low- or very low- income person residing in the metropolitan area or Non-metropolitan County where the Section 3 covered assistance is expended. A "Section 3 business concern" is a business that can provide evidence that they meet one of the follow criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

Further requirements for Section 3 contracts are detailed in Section 30 of Appendix I, "HUD General Provisions."

## **6.8 Vendor Responsibility**

Complete and include in the Response a Vendor Responsibility Questionnaire for the Respondent and its proposed subcontractors, which can be found at [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm). Select the questionnaire that best matches the business type (either For-Profit or Not-For-Profit) and business activity (Construction or Other). Do not send the completed form to the Office of the State Comptroller (OSC) unless specifically requested.

## **6.9 Affirmation of Understanding**

Complete and sign the Affirmation of Understanding and Agreement Pursuant to State Finance Law § 139-j (3) and § 139-j (6) (b), attached hereto as Appendix A.

## **6.10 Offeror Disclosure of Prior Non-Responsibility Determinations**

Complete and sign the Offeror Disclosure of Prior Non-Responsibility Determinations, attached hereto as Appendix B.

## **6.11 Non-Collusive Bidding Certification**

Complete and sign the Non-Collusive Bidding Certification.

## **6.12 Requirements of Legal Entities**

Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of New York at the time of the submission of their Responses to this RFQ. Such Respondents shall attach a certificate of good standing from the New York Secretary of State to their submissions.

## **6.13 General Federal Grant Requirements**

Because the Contract is being funded with federal funds, the Contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget's ("OMB") applicable circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the Respondent shall adhere to any applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from the fee or compensation to Vendor.

## **6.14 HUD General Provisions**

Because the Contract is being funded with HUD funds, the Contract shall be governed by certain general HUD terms and conditions, attached hereto as Appendix I. Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the Respondent shall adhere to the terms and conditions set forth at Appendix I, and any subsequent changes made by HUD.

## **6.15 Standard Clauses for Contracts with HTFC**

Because the ultimate Contract will be between the Respondent and HTFC, the contract shall be governed by certain standard HTFC terms and conditions, attached hereto as

Appendix II. Respondent shall provide a description of experience with such requirements and affirmatively represent and certify that the Respondent shall adhere to the terms and conditions set forth at Appendix II, and any subsequent changes deemed appropriate by HTFC.

## **6.16 Iran Divestment Act**

Every bid or proposal made to HTFC/GOSR pursuant to a competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:

"By submission of this bid or proposal, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."

The list in question is maintained by the Office of General Services. A Response that fails to certify compliance with this requirement may not be accepted as responsive.

## **ATTACHMENTS AND APPENDICES**

Attachment 1 – Insurance Requirements

Attachment 2 – Xactimate Sample Line Items

Appendix A – Affirmation of Understanding and Agreement Pursuant to State Finance Law §  
139-j (3) and § 139-j (6) (b)

Appendix B – Offeror Disclosure of Prior Non-Responsibility Determinations

Appendix I – HUD General Provisions

Appendix II – Standard Clauses for Contracts with the Housing Trust Fund Corporation

Appendix III – Diversity Forms

Appendix IV – Construction Requirements and Procedures for Contracts with Housing Trust  
Fund Corporation

Appendix A – Standard Clauses for NYS Contracts

## ATTACHMENT 1

### INSURANCE REQUIREMENTS

Contractor shall procure and maintain, at its sole cost and expense, in full force and effect without interruption during all periods of services covered by this Agreement, the Services or Scope of Services, or any Task Order(s), insurance of the type, and with the limits and deductibles, as follows:

- i. Commercial General Liability Insurance. In an amount not less than One Million Dollars (\$1,000,000.00) per occurrence, bodily injury (including death) and property damage combined; One Million Dollars (\$1,000,000.00) per occurrence for personal and advertising injury; Two Million Dollars (\$2,000,000.00) products/completed operations aggregate; and Two Million Dollars (\$2,000,000.00) per location aggregate. Such insurance shall be written on an “occurrence” basis and shall apply on a primary, non-contributory basis irrespective of any other insurance, whether collectible or not. The policy(ies) shall be endorsed to name HTFC, the State of New York, and all “benefitted parties” as “Additional Insureds”.
- ii. Comprehensive Automobile Liability. In an amount not less than One Million Dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage covering all owned, non-owned and hired vehicles utilized in or related to Vendor’s activity or performance under the Agreement, the Services or Scope of Services, or any Task Order(s).
- iii. Workers’ Compensation Insurance and Disability Benefits Insurance. Covering employers’ liability, workers compensation coverage, and disability benefits coverage as required by the provisions of the Workers’ Compensation Law (WCL) of the State of New York.
- iv. Standard “All Risk” Property Insurance covering all equipment and material (owned, borrowed or leased by Vendor or its employees) utilized and/or related to Vendor’s activity or performance under the Agreement, the Services or Scope of Services, or any Task Order(s), to

the full replacement value, and which shall allow for a waiver of subrogation in favor of HTFC. Vendor hereby agrees to waive its right of subrogation against HTFC. Failure of the Contractor to secure and maintain adequate coverage shall not obligate HTFC, its agents or employees, for any losses.

- v. Excess Liability Insurance. In an amount not less than Eight Million Dollars (\$8,000,000.00) per occurrence and Eight Million Dollars (\$8,000,000.00) per location aggregate limit, applying on a primary, non-contributory basis irrespective of any other insurance, whether collectible or not, and applying in excess over all limits and coverages noted in paragraphs (i) and (ii) above. This policy shall be written on an “occurrence” basis and shall be endorsed to name HTFC, the State of New York, and all “benefitted parties” as “Additional Insureds”.

In addition-

- vi. If Vendor is providing Professional Services (other than as a Pollution Mitigation and/or Abatement Contractor- see vii below), Professional Liability Insurance. In an amount not less than Two Million Dollars (\$2,000,000.00) per claim limit, providing coverage for damages arising out of the acts, errors or omissions of the Vendor and/or those acting under the Vendor’s direction or control and/or those for whose acts the Vendor may be liable, and relating to the professional services rendered. In the event that coverage under such policy is terminated upon or after completion of the project, then an extended reporting period of not less than two (2) years will be purchased by Vendor.
- vii. If Vendor is providing Professional Services as a Pollution Mitigation and/or Abatement Contractor, Professional Liability Including Pollution Legal Liability Insurance. In an amount not less than Two Million Dollars (\$2,000,000.00) per claim limit, providing coverage for damages arising out of the acts, errors or omissions of the Vendor and/or those acting under the Vendor’s direction or control and/or those for whose acts the Vendor may be liable, and relating to the professional services

rendered. In the event that coverage under such policy is terminated upon or after completion of the project, then an extended reporting period of not less than two (2) years will be purchased by the Vendor. HTFC, the State of New York, and all “benefitted parties” shall be named as “Additional Insureds” on the Pollution Legal Liability coverage.

All policies shall be written with insurance companies licensed to do business in New York and rated not lower than A+ in the most current edition of AM Best’s Property Casualty Key Rating guide. All policies will provide primary coverage for obligations assumed by Vendor under this Agreement, the Services or Scope of Services, or any Task Order(s), and shall be endorsed to provide that HTFC shall receive thirty (30) days prior written notice in the event of cancellation, non-renewal or material modification of such insurance.

The Vendor shall provide Certificates of Insurance to HTFC prior to the commencement of work, and prior to any expiration or anniversary of the respective policy terms, evidencing compliance with all insurance provisions set forth above, and shall provide full and complete copies of the actual policies and all endorsements upon request. Failure to provide adequate or proper certification of insurance, specifically including HTFC, the State of New York, and all “benefitted parties” as “Additional Insureds”, shall be deemed a breach of contract.

An Accord Certificate of Insurance is an acceptable form to submit evidence of all forms of insurance coverage except Workers’ Compensation Insurance and Disability Benefits Insurance. For evidence of Workers’ Compensation Insurance, the Vendor must supply one of the following forms: Form C-105.2 (Certificate of Workers’ Compensation Insurance issued by a private carrier), Form U-26.3 (Workers Compensation Insurance issued by the State Insurance Fund), Form SI-12 (Certificate of Workers’ Compensation Self- insurance), Form GSI-105.2 (Certificate of Participation in Workers’ Compensation Group Self-Insurance), or CE-200 (Certificate of Attestation of Exemption from NYS Workers’ Compensation and/or Disability Benefits Coverage). For evidence of Disability Benefits Insurance, the Vendor must supply one of the following forms: Form

DB-120.1 (Certificate of Disability Benefits Insurance), Form DB-155 (Certificate of Disability Benefits Self-Insurance), or CE-200 (Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage).

Subcontractors under this Agreement shall only be subject to b(i)-(iv) of this Section, except that (b)(vi)-(vii) shall apply where applicable. However, Vendor shall require subcontractors to maintain greater limits and/or other or additional insurance coverages if greater limits and/or other or additional insurance coverages are (a) generally imposed by the Vendor given its normal course of business for subcontracts for similar services to those being provided by the subcontractor at issue; or (b) reasonable and customary in the industry for similar services to those anticipated hereunder.

**Indemnification Provisions:**

Vendor will also be required to agree to the following indemnification provision:

11(a): Vendor shall, and hereby agrees, to hold harmless, defend (with counsel acceptable to HTFC), and indemnify HTFC, and its successors, affiliates, or assigns, and any of their employees, officers, directors, attorneys, consultants, agents, managers, representatives, and affiliates (collectively, "HTFC"), from and against any and all losses, expenses, claims, demands, damages, judgments, liabilities or alleged liabilities, costs of any form or nature whatsoever (including reasonable attorneys' fees), resulting from, arising out of, or in consequence of any action or cause of action in connection with this Agreement, the Services or Scope of Services, or any Task Order(s), including, but not limited to, property damage, any injuries or death sustained by any persons, employees, agents, invitees and the like, any infringement of copyright, royalty, or other proprietary right in consequence of any design(s) created and/or specifications prepared in accordance with the Agreement, the Services or Scope of Services, or any Task Order(s), any injuries or damages resulting from defects, malfunction, misuse, etc. of Vendor-provided equipment and materials, any violations of law, violations of this Agreement, or the conduct (including any acts, omissions, malfeasance, or willful misconduct) of Vendor or any subcontractor or supplier of any level or tier

or anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable.

This indemnity shall expressly include, but is not limited to, the obligation of Vendor to indemnify and reimburse HTFC for any and all attorneys' fees and other litigation or dispute resolution costs incurred, or to be incurred, in HTFC's enforcement of this Agreement, or any portion thereof, against Vendor or otherwise arising in connection with this Agreement. This clause shall survive indefinitely the termination of this Agreement for any reason.

It is expressly understood and agreed that the risk of loss for property damage during the course of construction or other work passes to HTFC only after completion of the work enumerated in the Agreement, Services or Scope of Services, or any Task Order(s). Accordingly, all of the indemnity provisions of this section 11(a) shall also apply to any losses sustained prior to the passing of risk of loss to HTFC. This clause shall survive indefinitely the termination of this Agreement for any reason.

For construction, environmental remediation/mitigation, or other work in which HTFC has entered into this contract to perform the work on behalf of homeowners or others who may be determined to be third party beneficiaries of this contract ("benefitted parties"), all of the indemnity provisions of this section 11(a) shall expressly extend to such "benefitted parties" in like manner and degree as to HTFC.

Notwithstanding the foregoing provisions of this section 11(a), Vendor remains liable, without monetary limitation, for direct damages for personal injury, death or damage to real property or tangible personal property or intellectual property attributable to the negligence or other tort of Vendor, its officers, employees or agents.

## ATTACHMENT 2

### XACTIMATE SAMPLE LINE ITEMS

Cat	Sel	Description	Unit
ACC	ANCR	Anchor - twist in ground type	EA
APP	DW	Dishwasher	EA
APP	DW+	Dishwasher - Energy Star	EA
APP	HD	Range hood	EA
APP	HD+	Range hood - Energy Star	EA
APP	OVBI	Built-in oven	EA
APP	OVBI+	Built-in oven - Energy Star	EA
APP	RF18	Refrigerator - top freezer - 18 to 22 cf	EA
APP	RF18+	Refrigerator - top freezer - 18 to 22 cf - Energy Star	EA
APP	RG	Range - freestanding - electric	EA
APP	RG+	Range - freestanding - electric - Energy Star	EA
APP	RGG	Range - freestanding - gas	EA
APP	RGG+	Range - freestanding - gas - Energy Star	EA
CAB	CTFL	Countertop - flat laid plastic laminate	LF
CAB	CTFL	Countertop - flat laid plastic laminate	LF
CAB	CTGM	Countertop - Granite or Marble	SF
CAB	CTGM	Countertop - Granite or Marble	SF
CAB	CTPF	Countertop - post formed plastic laminate	LF
CAB	CTPF	Countertop - post formed plastic laminate	LF
CAB	CTSS	Countertop - solid surface	SF
CAB	FH	Cabinetry - full height unit	LF
CAB	FH	Cabinetry - full height unit	LF
CAB	LOW	Cabinetry - lower (base) units	LF
CAB	LOW	Cabinetry - lower (base) units	LF
CAB	MC	Medicine cabinet	EA
CAB	MC	Medicine cabinet	EA
CAB	UP	Cabinetry - upper (wall) units	LF
CAB	UP	Cabinetry - upper (wall) units	LF
CLN	FINALR	Final cleaning - construction - Residential	SF
CLN	SDGW	Clean siding - prep for paint	SF
CNC	COL	Concrete Post & Beam construction - Posts	CY
CNC	CRBGTR	Curb and Gutter - 24" - 30"	LF
CNC	FTG	Footings - labor & materials - Reinforced	CY
CNC	FTG	Footings - labor & materials - Reinforced	CY
CNC	FW	Concrete wall - labor & materials - Reinforced	CY

CNC	FW	Concrete wall - labor & materials - Reinforced	CY
CNC	GBM	Concrete grade beam	CY
CNC	HDSTP	Concrete hold down strap	EA
CNC	PIERDCY	Deck pier or footing	CY
CNC	PIL	Concrete pilaster	CY
CNC	PILEC	Concrete Pile Caps	CY
CNC	PSTA4	Post anchor - 4"	EA
CNC	RB3	Steel rebar - #3 (3/8")	LF
CNC	RB4	Steel rebar - #4 (1/2")	LF
CNC	RB5	Steel rebar - #5 (5/8")	LF
CNC	SL2	Concrete slab on grade - 2" - finished in place	SF
CNC	SL2	Concrete slab on grade - 2" - finished in place	SF
CNC	SL4	Concrete slab on grade - 4" - finished in place	SF
CNC	SL4	Concrete slab on grade - 4" - finished in place	SF
CNC	SL6	Concrete slab on grade - 6" - finished in place	SF
CNC	SLMMAT	Concrete slab 3" float finish	SF
CNC	SLRE3	Concrete slab reinforcement - #3 (3/8") - grid, 24" ea way	SF
CNC	SLREM	Concrete slab reinforcement - 6" x 6", #10 wire mesh	SF
CNC	STP	Concrete step - labor & material	CY
CNC	STPM	Concrete step - monument stair - labor & materials	CY
CNC	SWLK	Concrete sidewalk - finished in place	SF
CNC	TUBE12	Spiral wound fibreboard tube - 12"	LF
CNC	TUBE16	Spiral wound fibreboard tube - 16"	LF
CNC	TUBE24	Spiral wound fibreboard tube - 24"	LF
CON	LAB	Content Manipulation charge - per hour	HR
DOR	AV	Interior door unit	EA
DOR	AV	Interior door unit	EA
DOR	BF	Bifold door set - Colonist - Double	EA
DOR	BF	Bifold door set - Colonist - Double	EA
DOR	BF<	Bifold door - Colonist - Single	EA
DOR	BF<	Bifold door - Colonist - Single	EA
DOR	BP	Bypass (sliding) door set - Colonist	EA
DOR	BP	Bypass (sliding) door set - Colonist	EA
DOR	OH10	Overhead door & hardware - 10' x 7'	EA
DOR	OH10	Overhead door & hardware - 10' x 7'	EA
DOR	OH10	Overhead door & hardware - 10' x 7'	EA
DOR	SD3FR	Steel door, 3' x 7' - fire rated	EA
DOR	STRMD	Storm door assembly	EA
DOR	STRMD	Storm door assembly	EA
DOR	X	Exterior door - metal - insulated - flush or panel style	EA
DOR	X	Exterior door - metal - insulated - flush or panel style	EA
DRY	1/2	1/2" drywall - hung, taped, floated, ready for paint	SF
DRY	1/2	1/2" drywall - hung, taped, floated, ready for paint	SF

DRY	1/2WR	1/2" water rock (greenboard) hung, taped ready for texture	SF
DRY	1/2WR	1/2" water rock (greenboard) hung, taped ready for texture	SF
DRY	5/8	5/8" drywall - hung, taped, floated, ready for paint	SF
DRY	5/8C	5/8" drywall - type C - hung, taped, light texture	SF
DRY	MASKSF	Mask per square foot for drywall or plaster work	SF
DRY	MNRP	Drywall Repair - Minimum Charge - Labor and Material	EA
DRY	PATCH	Drywall patch / small repair, ready for paint	EA
DRY	TEX	Texture drywall - light hand texture	SF
ELE	110	110 volt copper wiring run, box and outlet	EA
ELE	110	110 volt copper wiring run, box and outlet	EA
ELE	110BOX	110 volt copper wiring run and box - rough in only	EA
ELE	110BOX	110 volt copper wiring run and box - rough in only	EA
ELE	110S	110 volt copper wiring run, box and switch	EA
ELE	110S	110 volt copper wiring run, box and switch	EA
ELE	BBH<	Baseboard electric heater - 4'	EA
ELE	BBH<	Baseboard electric heater - 4'	EA
ELE	BPA200	Breaker panel - 200 amp w/arc fault breakers	EA
ELE	BPA200	Breaker panel - 200 amp w/arc fault breakers	EA
ELE	CO	Carbon monoxide detector	EA
ELE	GFI	Ground fault interrupter (GFI) outlet	EA
ELE	GFI	Ground fault interrupter (GFI) outlet	EA
ELE	MAST	Meter mast for overhead power - 2" conduit	EA
ELE	MAST	Meter mast for overhead power - 2" conduit	EA
ELE	METR	Meter base and main disconnect - 200 amp	EA
ELE	METR	Meter base and main disconnect - 200 amp	EA
ELE	OS	Outlet	EA
ELE	PVC4	PVC schedule 40 conduit, 4"	LF
ELE	SMOKE	Smoke detector	EA
EQC	FOT	Fuel oil storage tank - 270 Gallons	EA
EQC	FOT	Fuel oil storage tank - 270 Gallons	EA
EQC	LIFT	Manlift - 2 stop	EA
EQC	LIFTC	Chairlift - Wheelchair platform stair lift	EA
EQC	LIFTC	Chairlift - Wheelchair platform stair lift	EA
EXC	BKFL	Backfill foundations	LF
EXC	EFILL	Engineered fill (per CY)	CY
EXC	EXC	Building foundation excavation	CY
FCC	AV	Carpet	SF
FCC	AV	Carpet	SF
FCC	PAD	Carpet pad	SF
FCC	PAD	Carpet pad	SF
FCT	AV	Tile floor covering	SF
FCV	AV	Vinyl floor covering (sheet goods)	SF
FCV	AV	Vinyl floor covering (sheet goods)	SF

FCV	PREP	Floor preparation for sheet goods	SF
FCW	AV	Oak flooring - #1 common - no finish	SF
FCW	BARRV	Vapor barrier - visqueen - 6mil	SF
FCW	LAM	Laminate - simulated wood flooring	SF
FCW	LAM	Laminate - simulated wood flooring	SF
FCW	LAMTD	Engineered wood flooring	SF
FNC	1X4	Trim board - 1" x 4" - installed (pine)	LF
FNC	1X4	Trim board - 1" x 4" - installed (pine)	LF
FNC	B3	Baseboard - 3 1/4"	LF
FNC	B3	Baseboard - 3 1/4"	LF
FNC	C	Casing - 2 1/4"	LF
FNC	C	Casing - 2 1/4"	LF
FNC	DOP	Door opening (jamb & casing) - 32"to36"wide - paint grade	EA
FNC	DOP	Door opening (jamb & casing) - 32"to36"wide - paint grade	EA
FNC	DOP>	Door opening (jamb & casing) - 36"to60"wide - paint grade	EA
FNC	DOP>	Door opening (jamb & casing) - 36"to60"wide - paint grade	EA
FNC	DOP>>	Door opening (jamb & casing) - 60" or wider - paint grade	EA
FNC	DOP>>	Door opening (jamb & casing) - 60" or wider - paint grade	EA
FNC	SHOE	Base shoe	LF
FNC	SHOE	Base shoe	LF
FNC	SILL	Window sill	LF
FNC	SILL	Window sill	LF
FNH	BAC	Bath accessory	EA
FNH	BAC	Bath accessory	EA
FNH	DBX	Door lockset & deadbolt - exterior	EA
FNH	DORH	Door knob - interior	EA
FPL	AVZCHLF	Zero clearance chimney framing per vertical LF	LF
FPL	CHLF	Masonry chimney and flue	LF
FPL	FACB	Fireplace face, brick	SF
FPL	TRI	Triple wall or insulated high temperature flue	LF
FPS	SF	Exposed fire protection system (SF of bldg)	SF
FRM	2X108T	2" x 10" x 8' #2 treated pine (material only)	EA
FRM	2X12	2" x 12" lumber (2 BF per LF)	LF
FRM	2X12	2" x 12" lumber (2 BF per LF)	LF
FRM	2X2X8T	2" x 2" x 8' #2 treated pine (material only)	EA
FRM	2X6X8T	2" x 6" x 8' #2 treated pine (material only)	EA
FRM	4LF	Stud wall - 2" x 4" x 8' - 16" oc	LF
FRM	4SF	Stud wall - 2" x 4" - 16" oc	SF
FRM	4X4X8T	4" x 4" x 8' - treated lumber post - material only	EA
FRM	BME4X10	Beam - engineered strand lumber - 3 1/2" x 9 1/2"	LF
FRM	BME6X10	Beam - engineered strand lumber - 5 1/4" x 9 1/2"	LF
FRM	BP4	Bottom plate - 2" x 4"	LF
FRM	DBP6	Drilled bottom plate - 2" x 6" treated lumber	LF

FRM	DKCSF	Deck planking - cedar (per SF)	SF
FRM	DKL6	6" softwood deck planking - Labor only (per SF)	SF
FRM	DKRLL	Deck hand rail/guard rail - Labor only	LF
FRM	FRHS	Framing/truss hurricane strap	EA
FRM	FRSTP	Framing strap - 24" long	EA
FRM	FRSTP66	Framing strap - 66" long	EA
FRM	HDR10	Header - double 2" x 10"	LF
FRM	HDR12	Header - double 2" x 12"	LF
FRM	IJ12	I-joist - 12" deep - 1 3/4" flange	LF
FRM	J10L	Labor to install joist - floor or ceiling - 2x10	LF
FRM	J10SF	Joist - floor or ceiling - 2x10 - w/blocking - 16" oc	SF
FRM	J12LF	Joist - floor or ceiling - 2x12 - w/blocking	LF
FRM	J6SF	Joist - floor or ceiling - 2x6 - w/blocking - 16" oc	SF
FRM	J8SF	Joist - floor or ceiling - 2x8 - w/blocking - 16" oc	SF
FRM	JSTR	Rim joist - engineered - 1-1/8" x 9-1/2"	LF
FRM	JSTR10	Rim joist - engineered LVL - 1-5/16" x 9-1/2"	LF
FRM	JSTR12	Rim joist - engineered LVL - 1-5/16" x 11-7/8"	LF
FRM	JSTR16	Rim joist - engineered LVL - 1-5/16" x 16"	LF
FRM	RF10SF	Rafters - 2x10 - 16" OC (3-5/12 Gable, per SF of floor)	SF
FRM	RF4SF	Rafters - 2x4 - 16" OC (3-5/12 Gable, per SF of floor)	SF
FRM	RF6SF	Rafters - 2x6 - 16" OC (3-5/12 Gable, per SF of floor)	SF
FRM	RF8SF	Rafters - 2x8 - 16" OC (3-5/12 Gable, per SF of floor)	SF
FRM	SH1/2	Sheathing - plywood - 1/2" CDX	SF
FRM	SH1/2	Sheathing - plywood - 1/2" CDX	SF
FRM	SH3/4	Floor sheathing - plywood - 3/4" CDX	SF
FRM	SH3/4	Floor sheathing - plywood - 3/4" CDX	SF
FRM	SH5/8	Sheathing - plywood - 5/8" CDX	SF
FRM	SHR1/2P	Sheathing - radiant barrier - 1/2" - plywood	SF
FRM	SHR1/2P	Sheathing - radiant barrier - 1/2" - plywood	SF
FRM	SILLS6	Sill seal foam - 6"	LF
FRM	TPL4	Top plate - 2" x 4"	LF
HMR	HBAG>	Plastic bag - used for hazardous waste cleanup - Large	EA
HMR	HEPAVAS	HEPA Vacuuming - Detailed - (PER SF)	SF
HMR	PPEE	Eye protection - plastic goggles - Disposable	EA
HMR	PPEG6	Personal protective gloves - Disposable (per pair)	EA
HMR	PPERH	Respirator - Half face - multi-purpose resp. (per day)	DA
HMR	PROT	Protect - Cover with plastic	SF
HVC	ACCN3+	Central air - condenser unit - 3 ton - 14-15 SEER	EA
HVC	ACCN3+	Central air - condenser unit - 3 ton - 14-15 SEER	EA
HVC	BBHST	Baseboard heat - steam or hot water	LF
HVC	BBHST	Baseboard heat - steam or hot water	LF
HVC	BLR	Boiler - natural gas - 130,000 BTU	EA
HVC	BLR	Boiler - natural gas - 130,000 BTU	EA

HVC	BLR	Boiler - natural gas - 130,000 BTU	EA
HVC	DCTF10	Ductwork - flexible - insulated - 10" round	LF
HVC	DCTF10	Ductwork - flexible - insulated - 10" round	LF
HVC	DVENT	Clothes dryer vent - installed	EA
HVC	FDVENT	Foundation vent - installed in wood framing	EA
HVC	FDVENT+	Foundation vent - installed in masonry block/brick	EA
HVC	HPC3+	Heat pump - exterior coil unit - 3 ton - 14 SEER	EA
HVC	HPC3+	Heat pump - exterior coil unit - 3 ton - 14 SEER	EA
HVC	RAD4	Radiator - 4 column/tube - 16" - 30" high - per section	EA
HVC	RAD4	Radiator - 4 column/tube - 16" - 30" high - per section	EA
HVC	REG	Heat/AC register - Mechanically attached	EA
HVC	REG	Heat/AC register - Mechanically attached	EA
HVC	VENT4	Furnace vent - aluminum, 4"	LF
INS	BELLYMP	Bellypaper (underbelly material)	SF
INS	BT6+	Batt insulation - 6" - R21 - unfaced batt	SF
INS	BTF10	Ceiling batt insulation - 10" - R30 - paper faced	SF
INS	BTF10	Ceiling batt insulation - 10" - R30 - paper faced	SF
INS	BTF4+	Exterior batt insulation - 4" - R13 - paper faced	SF
INS	BTF4+	Exterior batt insulation - 4" - R13 - paper faced	SF
INS	BTF6	Floor batt insulation - 6" - R19 - paper faced	SF
INS	BTF6	Floor batt insulation - 6" - R19 - paper faced	SF
INS	HWRAP	House wrap (air/moisture barrier)	SF
INS	HWRAP	House wrap (air/moisture barrier)	SF
LIT	AV	Light fixture	EA
MAS	BL8+	Block - 8" x 8" x 16" - in place - reinforced	SF
MAS	BL8+	Block - 8" x 8" x 16" - in place - reinforced	SF
MAS	BM8	Block - bond beam - 8" x 8" x 16" - U Block	LF
MAS	BRK	Brick veneer	SF
MAS	BRK	Brick veneer	SF
MAS	BRKL	Brick lintel - steel	LF
MAS	PAV	Paver brick	SF
MAS	WR8	Add for pre-fabricated wire reinforcing, 8"	LF
MBL	VTSNK	Vanity top - one sink - cultured marble	LF
MBL	VTSNK	Vanity top - one sink - cultured marble	LF
MPR	CLKS	Caulking - silicone	LF
MPR	CSV	Moisture protection for crawl space - visqueen - 6 mil	SF
MPR	CSV	Moisture protection for crawl space - visqueen - 6 mil	SF
MPR	FLPANT	Flashing - Sill flashing - moldable tape	LF
MSD	AV	Mirror - 1/4" plate glass	SF
MSD	AV	Mirror - 1/4" plate glass	SF
PLM	BFPD1	Backflow preventer - 1" - Dual check valve	EA
PLM	BP1	Black pipe with fitting and hanger, 1"	LF
PLM	BP1	Black pipe with fitting and hanger, 1"	LF

PLM	BP3/4	Black pipe with fitting and hanger, 3/4"	LF
PLM	BP3/4	Black pipe with fitting and hanger, 3/4"	LF
PLM	CHV1	Swing check valve - brass - 7/8" to 1 1/4"	EA
PLM	CHV1	Swing check valve - brass - 7/8" to 1 1/4"	EA
PLM	CI4	Cast iron pipe (no-hub) with fitting and hanger, 4"	LF
PLM	CO6	Sewer clean-out - 6" diameter	EA
PLM	CPUMP<	Circulator pump - cast iron - 1 1/2" - 1/8 to 1/6 HP	EA
PLM	CPUMP<	Circulator pump - cast iron - 1 1/2" - 1/8 to 1/6 HP	EA
PLM	DRN4	Drain/Vent line - ABS pipe with fitting and hanger, 4"	LF
PLM	DRN6	Drain/Vent line - ABS pipe with fitting and hanger, 6"	LF
PLM	DRN6	Drain/Vent line - ABS pipe with fitting and hanger, 6"	LF
PLM	DRNFR	Foundation drainage system - French drain	LF
PLM	DRNP4	Drain/Vent line - PVC pipe with fitting and hanger, 4"	LF
PLM	FAU	Sink faucet - Kitchen	EA
PLM	FAUBA	Sink faucet - Bathroom	EA
PLM	FT1/2C2	Flexible gas supply line connector - 1/2" - up to 24"	EA
PLM	FT1/2C2	Flexible gas supply line connector - 1/2" - up to 24"	EA
PLM	GAS1	Natural gas service line	LF
PLM	GP1	Galvanized pipe with fitting and hanger, 1"	LF
PLM	PTRAP	P-trap assembly - ABS (plastic)	EA
PLM	PVC2	Water supply line - PVC with fitting and hanger, 2"	LF
PLM	PVC3/4	Water supply line - PVC with fitting and hanger, 3/4"	LF
PLM	PVC3/4	Water supply line - PVC with fitting and hanger, 3/4"	LF
PLM	RGHFIX	Rough in plumbing - per fixture	EA
PLM	SL1	Water supply line - copper with fitting and hanger, 1"	LF
PLM	SL1	Water supply line - copper with fitting and hanger, 1"	LF
PLM	SL3/4	Water supply line - copper with fitting and hanger, 3/4"	LF
PLM	SNK	Sink - single	EA
PLM	SNK	Sink - single	EA
PLM	SNKD	Sink - double	EA
PLM	SNKD	Sink - double	EA
PLM	SNKDR	Sink drain assembly with stop	EA
PLM	SNKST	Sink strainer and drain assembly	EA
PLM	SUMP	Sump pump - 1/3 hp - up to 1 1/2" discharge	EA
PLM	SUMPB	Sump pump basin	EA
PLM	TLT	Toilet	EA
PLM	TLT	Toilet	EA
PLM	TLT	Toilet	EA
PLM	TLTFL	Toilet flange	EA
PLM	TLTFL	Toilet flange	EA
PLM	TLTS	Toilet seat	EA
PLM	TSFAU	Tub/shower faucet	EA
PLM	TUB	Bathtub	EA

PLM	TUB/S	Fiberglass tub & shower combination	EA
PLM	TUB/S	Fiberglass tub & shower combination	EA
PLM	WBOX	Washing machine outlet box with valves	EA
PLM	WBOX	Washing machine outlet box with valves	EA
PLM	WH30M	Water heater - 30 gal. (direct vented) - Gas - mobile home	EA
PLM	WH30M	Water heater - 30 gal. (direct vented) - Gas - mobile home	EA
PLM	WH50	Water heater - 50 gallon - Gas - 6 yr	EA
PLM	WH50	Water heater - 50 gallon - Gas - 6 yr	EA
PLM	WH50	Water heater - 50 gallon - Gas - 6 yr	EA
PLM	WH50+	Water heater - 50 gallon - Gas - 9 yr	EA
PLM	WH50+	Water heater - 50 gallon - Gas - 9 yr	EA
PLM	WH50E	Water heater - 50 gallon - Electric - 6 yr	EA
PLM	WH50E	Water heater - 50 gallon - Electric - 6 yr	EA
PLM	WH50E	Water heater - 50 gallon - Electric - 6 yr	EA
PLM	WH50E+	Water heater - 50 gallon - Electric - 9 yr	EA
PLM	WH50E+	Water heater - 50 gallon - Electric - 9 yr	EA
PNT	B1SP	Seal & paint baseboard - two coats	LF
PNT	BCS1SP	Seal & paint baseboard w/cap &/or shoe - two coats	LF
PNT	BF	Paint bifold door set - Double - slab only - 2 coats (per side)	EA
PNT	BF<	Paint single bifold door - Single - slab only - 2 coats (per side)	EA
PNT	BP	Paint bypass door set - slab only - 2 coats (per side)	EA
PNT	C1SP	Seal & paint casing - two coats	LF
PNT	DOR	Paint door slab only - 2 coats (per side)	EA
PNT	DORT	Paint door/window trim & jamb - 2 coats (per side)	EA
PNT	DORT>	Paint door/window trim & jamb - Large - 2 coats (per side)	EA
PNT	FACW>	Prime & paint exterior fascia - wood, 6" - 8" wide	LF
PNT	MASKFL	Floor protection - self-adhesive plastic film	SF
PNT	RISER	Seal & paint stair riser - per side - per LF	LF
PNT	SFTW	Prime & paint exterior soffit - wood	SF
PNT	SILL	Seal & paint window sill	LF
PNT	SP2	Seal/prime then paint {V} twice (3 coats)	SF
PNT	STR	Paint stair stringer - one side	LF
PNT	SWALL	Seal exposed wall framing	SF
PNT	TRD	Seal & paint stair tread - per side - per LF	LF
PNT	TRIM	Seal & paint trim - two coats	LF
PNT	XDOR	Prime & paint door slab only - exterior (per side)	EA
PNT	XSP2	Exterior - seal or prime then paint with two finish coats	SF
RFG	300	Laminated - comp. shingle rfg. - w/ felt	SQ
RFG	300	Laminated - comp. shingle rfg. - w/ felt	SQ
RFG	DRIP	Drip edge	LF
RFG	DRIP	Drip edge	LF
RFG	FL14	Flashing, 14" wide	LF
RFG	FL14	Flashing, 14" wide	LF

RFG	FLPIPE	Flashing - pipe jack	EA
RFG	IWS	Ice & water shield	SF
RFG	MNRP	Roofing Repair - Minimum Charge - Labor and Material	EA
SDG	VINYL	Siding - vinyl	SF
SDG	VINYL	Siding - vinyl	SF
SFG	FACV	Fascia - vinyl coated aluminum - 4" to 6"	LF
SFG	FACV	Fascia - vinyl coated aluminum - 4" to 6"	LF
SFG	FACW6	Fascia - 1" x 6" - #1 pine	LF
SFG	FACW6	Fascia - 1" x 6" - #1 pine	LF
SFG	GUTA	Gutter / downspout	LF
SFG	GUTA	Gutter / downspout	LF
SFG	SFTV	Soffit - vinyl	SF
SFG	SFTV	Soffit - vinyl	SF
SPE	ELEVR	Elevator - residential - 2 story (small)	EA
SPE	RADON	Radon evacuation system - market conditions	EA
SPE	STRLIFT	Stair Lift - 2 story - straight	EA
STL	COL4P	Column - 4" pipe w/base pl./top bkt.	LF
STL	COLAB	Column anchor bolt - 5/8" x 12" x 2" w/2 nuts & washers	EA
STL	COLAD	Adjustable column - 4" pipe w/plates	EA
STL	W10X22	Wide Flange Beam - 10 1/8"d. x 5 3/4"w. x 1/4"thick	LF
STR	AV	Stairway - stringers, treads & risers (per tread)	EA
STR	AV	Stairway - stringers, treads & risers (per tread)	EA
STR	RISER	Stair riser - up to 4'	EA
STR	RISER	Stair riser - up to 4'	EA
STR	STRT	Stair stringer - treated softwood	LF
STR	STRT	Stair stringer - treated softwood	LF
STR	TRD	Stair tread - up to 4'	EA
STR	TRD	Stair tread - up to 4'	EA
TCR	PPE	Add for personal protective equipment (hazardous cleanup)	EA
TMB	BM6X10	Timber beam, 6x10	LF
WDP	6V	6-0 6-8 vinyl sliding patio door	EA
WDP	6V	6-0 6-8 vinyl sliding patio door	EA
WDV	LOWE	Add on for "Low E" glass	SF
WDV	S	Vinyl window, single hung, 9-12 sf	EA
WDV	S	Vinyl window, single hung, 9-12 sf	EA
WTR	GRM	Apply anti-microbial agent	SF