



# GOVERNOR'S OFFICE OF STORM RECOVERY

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Andrew M. Cuomo  
Governor

James Rubin  
*Executive Director*



## HOUSING TRUST FUND CORPORATION

Request for Proposals

For

Professional Services

For

Community Development Block Grant-Disaster Recovery (CDBG-DR)

Uniform Relocation Act Relocation Services

RFP # 201502\_031

February 25, 2015

Responses must be received by  
**5:00 p.m. (Eastern), March 18, 2015**

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## **1.0 GENERAL INFORMATION**

### **1.1 Purpose**

The Governor's Office of Storm Recovery ("GOSR ") of the Housing Trust Fund Corporation ("HTFC") seeks to procure Uniform Relocation Act ("URA") Relocation Services in connection with its 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 proposals ("RFP") 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](#).

The purpose of this RFP is to obtain proposals from respondents and to award contract(s) for an initial contract period of one year with a one-year extension option to provide URA Relocation Services across a broad range of CDBG-DR funded programs managed by GOSR. These programs are 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. The selected respondent(s) will be responsible for providing URA Relocation Services to eligible applicants, for a variety of programs outlined the New York State Action Plan. These activities are described further below.

Respondents to this RFP 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.

### **1.2 Diversity and Income Requirements**

GOSR is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. The Corporation strongly encourages respondents that are certified by New York State, or any other city or state, or the federal government, as minority- and/or woman- owned business enterprise ("M/WBEs"), as well as respondents that are not yet certified, but have applied for certification, to submit responses to this RFP. All New York State certified M/WBE firms submitting proposals to this RFP should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, please provide evidence of filing, including filing date.

HTFC is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 ("M/WBE Regulations") for all New York State funded HTFC contracts as defined therein, with a value in excess of \$25,000. HTFC strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms. For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation, 15% for minority-owned business enterprises ("MBEs") and 15% for women-owned business enterprises ("WBEs").

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.

### 1.3 RFP Timeline

Target Date	Event
February 25, 2015	Release of RFP
March 3, 2015	Anticipated Respondents’ Conference
March 5, 2015	Last Day to Submit Questions – <b>1:00 p.m. (Eastern)</b>
March 9, 2015	Issuance of Answers to Questions
March 18, 2015	Proposal Submission Deadline – <b>5:00 p.m. (Eastern)</b>
TBD	Finalist Interviews (if applicable)
March 30, 2015	Target Date for Selection

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

### 1.4 Background

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 a division 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.

In November 2013, HUD announced that an additional allocation of \$5,109,000,000 of CDBG-DR funds would be made available to existing Sandy grantees. The New York State share of this allocation was \$2,097,000,000, bringing its total allocation of CDBG-DR funds to \$3,810,960,000. GOSR submitted New York State’s Action Plan amendment (“Amendment 6”) for public comment in February 2014. Amendment 6 adds funding to existing programs underway and prioritizes repairs to and mitigation of critical infrastructure, as well as the implementation of community-driven plans that will improve resilience and drive economic growth. Amendment 6 will be formally submitted to HUD for approval in March 2014. GOSR expects to have access to these additional funds by June of 2014.

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

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

### **1.5 Description of Program(s)**

The New York Rising Housing Programs are funded by the U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant-Disaster Recovery (“CDBG-DR”) funds and include the rehabilitation or purchase of eligible storm-impacted Single-Family and Multi-Family and substantially damaged properties inside floodplain areas. The URA Temporary or Permanent Relocation Services that are to be procured through this RFP will support the implementation and administration of a broad range of programs for which CDBG-DR funds will be used, including but not limited to housing grant and loan programs, business grant and loan programs, and a variety of infrastructure development projects performed by municipalities, agencies, and other organizations that will help administer funds.

Services to be procured through this RFP will support the implementation and administration of programs for which CDBG-DR funds will be used.

#### New York Rising Housing Recovery Programs

- a) Available to owners of one- and two-unit homes located outside New York City whether owner occupied or income generating. New York City will administer its own CDBG-DR programs directly.
- b) Covers costs for the repair/replacement of damage to real property (including mold remediation); replacement of disaster-impacted non-luxury residential appliances; and environmental health hazard mitigation costs related to the repair or rehabilitation of disaster-impacted property.
- c) All new construction of residential buildings or replacement and/or reconstruction of substantially damaged buildings must incorporate Green Building Standards.
- d) Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- e) Focus on LMI and urgent need individuals.
- f) Property is located within a 100-year floodplain and damaged, or property that was substantially damaged (i.e., lost more than 50% of pre-storm FMV), and still needs additional rehabilitation.

#### New York Rising Buyout and Acquisition Programs

- a) The NY Rising Home Buyout Program (voluntary buyout program for one-two unit homes) will include the purchase of eligible substantially damaged properties (>50% of the pre-storm value of the property) inside the floodplain in storm-impacted areas defined as “enhanced buyout areas”.
- b) The State will conduct purchases inside of the enhanced buyout areas as “buyouts,” as defined by HUD, whereby they will be eligible for purchase starting for purchase

starting at 100% of the property's pre-storm fair market value (FMV), plus available incentive(s).

- In accordance with the Notice governing the use of these funds, properties purchased as a "buyout" will be maintained in perpetuity as coastal buffer zones or other non-residential/commercial uses, and may also include acquisition of vacant or undeveloped land in these targeted areas.
- c) Substantially Storm-damaged properties located inside the 500-year floodplain, but outside of the high-risk area ("V Zone"), may be purchased through Acquisition at 100% of post-storm FMV (plus eligible relocation or other assistance). The difference between the pre-Storm FMV and post-Storm FMV of an Acquisition property is offered to the Owner as an incentive. NYS has the flexibility to hold any property

#### Multi-Family Repair and Reconstruction and Rental Properties Program

- a) Repair and Reconstruction: available to owners of multi-unit residential buildings located outside of New York City including: rental properties, owner-occupied rental properties, non-owner-occupied properties that may be attached, semi-attached, detached/scattered site. New York City will administer its own CDBG-DR programs directly.
- b) Will cover costs for the repair/replacement of damage to real property (including mold remediation); replacement of disaster-impacted non-luxury residential appliances; and environmental health hazard mitigation costs related to the repair or rehabilitation of disaster-impacted property.
- c) The programs will also cover costs (including elevation) to mitigate future damage for those properties that are located within a 100-year floodplain.
- d) All reconstruction of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- e) Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- f) Assistance will be for unmet repair/reconstruction and elevation/mitigation needs after accounting for all federal, state, local and/or private sources of disaster-related assistance, including, but not limited to, SBA awards, property owners' and/or flood insurance proceeds.

#### The Multi-Family/Affordable Housing Program

- a) This program will support both the preservation of governmentally-assisted affordable housing developments, as well as the development of new affordable housing to address the rental housing shortage created by the Storms and help revitalize hard hit communities. Assistance will be limited to projects located in storm damaged counties outside of New York City. Preservation assistance will be targeted to those Storm-damaged projects that serve low and moderate income residents, including special needs and other vulnerable populations.
- b) It will support reimbursement of eligible repair/replacement costs; the repair/replacement of damaged rental properties with eight or more units; replace disaster-impacted non-

luxury residential appliances; and cover environmental health hazard mitigation costs related to the repair of disaster-impacted property.

- c) When practical and warranted, it will also cover the cost of mitigating future damage (including elevation when practicable and cost effective) for properties located within a 100-year floodplain. Assistance shall be for “unmet” rehabilitation and mitigation needs after accounting for all federal, state, local and/or private sources of disaster-related assistance, including, but not limited to, property owners’ and/or flood insurance proceeds.

## **1.6 Scope of Services**

The scope of services to be provided includes, but is not necessarily limited to, the following:

1. Intake and application preparation.
  - a. Education and guide applicant through the requirements and assist the applicant in evaluating their options.
  - b. Collect required documentation for the applicable program(s), including but not limited to income documentation, proof of ownership, pre-disaster housing conditions and values, status of the applicant’s property taxes, mortgage and insurance, etc.; issue correspondence requesting missing documentation.
  - c. Document communications with property owners regarding the status of their application and subsequent related processes, requests for additional information, and/or challenges that may arise in conjunction with the application and acquisition process.
  - d. Follow due diligence process to provide an opportunity for applicants to supply missing application information and supporting documentation.
2. Verification of eligibility for benefits.
  - a. Evaluate documentation submitted to determine applicant eligibility based on all Program and federal requirements.
  - b. Review receipts provided for previous work, and calculate the funding the applicant is eligible to receive.
3. Benefit review and award finalization.
4. Payment processing, closing and file closeout.
  - a. Confirm completion of assistance, issue payments, file and store documents, and update Program’s system of record.
  - b. Assist with relocation of occupants.
  - c. Implement procedures for recapture of funds in the event of default or ineligibility.
5. Site visits and property management coordination.

## **1.7 Key Deliverables**

The key deliverables to be provided include the following:

- **Offices shall be fully staffed, operating, and reviewing applications by April 2015 at designated GOSR locations;**
- Personnel manual, codes of conduct, conflict of interest, privacy, and ethics policies;
- Program Staff training materials and schedule;
- Methodology ensuring efficient staff capacity management;
- Procedures for filing and storing applications and related materials;
- Section 3, Equal Employment Opportunity, and M/WBE plans;
- Operations Plan including internal controls consistent with the Programs' policy and procedures;
- Office operations and security plan;
- Weekly reports to GOSR, including status and outcome of any appeals;
- Compliance and cooperation with monitoring requirements from HUD, IG, GAO, Single Audit, etc.;
- Periodic reports on survey data on customer satisfaction (initially at least bi-weekly; as program progresses, frequency may reduce);
- Signed checklist confirming key topics discussed at initial applicant meeting;
- Complete applications including all required supporting documentation, and certification from applicant;
- Reports certifying eligibility/ineligibility for each complete application;
- Verification of Benefits, with Source and Use Analysis for each approved applicant;
- A signed award agreement stating the grant amount received by the applicant, and the agency providing home rehabilitation or reconstruction. Notice to proceed;
- Loan and Closing documents;
- Filing of all required papers with Clerks.

## **1.8 Number of Awards**

The respondent recognizes that, at the sole discretion of GOSR and based upon the breadth and experience of respondents to this RFP, GOSR may decide to award contracts to more than one respondent. GOSR currently anticipates awarding one (1) contract pursuant to this RFP.

Nothing in this paragraph 1.8 shall be construed in derogation of GOSR's right, in its sole discretion, to cancel this RFP.

## **2.0 ADMINISTRATION INFORMATION**

### **2.1 RFP Coordinator**

Contact information for the RFP Coordinator is as follows:

Shin Kim  
Governor's Office of Storm Recovery  
25 Beaver Street  
New York, New York 10004  
GOSRProcurement@stormrecovery.ny.gov

## 2.2 Respondents' Conference and Questions

A conference will be scheduled to discuss this RFP, accept questions, and provide preliminary responses. GOSR is in the process of scheduling the conference and will post an update to the Governor's Office of Storm Recovery "Procurement Opportunities" webpage:

<http://stormrecovery.ny.gov/procurement-opportunities>

We strongly encourage interested firms to check the Procurement Opportunities webpage frequently for updates and additional information pertaining to this RFP.

Respondents may also submit questions outside of the conference by e-mail to [GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov) before the submission deadline for questions. All questions must reference this specific RFP in the subject line of the email. For Example, the subject line for questions related to this RFP should read **RE: RFP Question – URA RELOCATION SERVICES**. Answers to substantive questions, including any substantive questions arising from the respondents' conference, will be posted on the GOSR "Procurement Opportunities" webpage listed above as soon as practical following the deadline for question submission.

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 RFP will not be answered.

## 2.3 Procurement Lobbying Provisions

Pursuant to State Finance Law §§ 139-j and 139-k, this RFP 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 RFP 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 offeror/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://www.ogs.state.ny.us/aboutogs/regulations/defaultAdvisoryCouncil.html>.

For all lobbying law contacts and inquiries, please contact:

Natalie Dennerly  
Lobbying Contact Officer  
Governor's Office of Storm Recovery  
[GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov)

Email must indicate subject: **RE: Lobbying Inquiry**

## **2.4 Conflicts of Interest**

Any contract awarded under this RFP will preclude the selected respondent from representing before GOSR any bidder or grantee of GOSR other than those bidders or grantees who may be assigned under this contract during the period the contract is in effect. The selected respondent will be subject to the provisions on conflicts of interest set forth in section 74 of the New York State Public Officers Law.

In the event of real or apparent of conflicts of interest, GOSR reserves the right to impose additional conditions upon contractors. GOSR reserves the right to cancel any contract awarded pursuant to this RFP with 30 days' notice in the event that the actual conflict of interest, or the appearance of such conflict, is not cured to GOSR's satisfaction.

## **3.0 PROPOSAL INFORMATION**

### **3.1 Proposal Instructions**

Proposals submitted in response to this RFP must be filed electronically in .pdf file format. Unless otherwise noted, respondents must complete and submit all forms, information, and other documentation listed herein (including, without limitation, any Attachment and Appendix to this RFP) as part of their electronic proposal submissions. Only complete proposals will be evaluated. In all instances, GOSR's determination regarding the completeness of any proposal shall be final.

Proposals must be delivered by email in two parts no later than: **5:00 pm (EDT) on the date indicated in the table of section 1.3**. Part one is to include the Cost Proposal. The email subject shall indicate **RE: Bid Proposal for URA RELOCATION SERVICES – Cost Proposal**. Part two is to include the Technical Proposal along with all attachments and completed forms. The email subject shall indicate **RE: Bid Proposal for URA RELOCATION SERVICES – Technical Proposal and Attachments**.

Any proposal delivered after 5:00 pm (EDT) will not be considered. Delivery delays shall not excuse late bid submissions. The respondent is responsible to ensure that emails and attachments are delivered on time in a legible format. Complete proposals, including all multiple parts, must be received by the deadline in order for a proposal to be considered submitted on

time. Those submitting a proposal assume all risks associated with delivery. The determination of whether any proposal was received on time is at the sole discretion of GOSR.

All submitted files are to be in Portable Document Format (PDF) compatible with Adobe Reader XI, version 11.0.4.

Proposals shall be submitted by email to:  
Shin Kim  
RFP Coordinator  
Governor's Office of Storm Recovery  
[GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov)

All proposals must exhibit the respondent's ability to perform all tasks described under the Scope of Services of this RFP. All subcontractors must be approved by GOSR. All bid prices shall remain valid until April 30, 2015.

The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFP. There is a 40-page total limit with the exception that résumés, curricula vitae, appendices that document relevant work performed, and screen shots of potential project management systems do not count against the page limit. Proposal 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 proposal contingent upon the use of State of New York personnel, property, or equipment.

GOSR will consider responses to this RFP in a consistent and easily comparable format. Proposals not organized in the manner set forth in this RFP may be considered, at the sole discretion of GOSR, as unresponsive. Do not refer to other parts of your proposal, to information that may be publicly available elsewhere, or to the respondent's website or another website in lieu of answering a specific question.

The proposal must be accompanied by a cover letter stating that: (a) the information submitted in and with the proposal is true and accurate; and (b) the person signing the cover letter is authorized to submit the proposal on behalf of the respondent.

### **3.2 Proposal Format**

The respondent's proposal should be formatted as follows:

#### **3.2.1 Cover Letter and Table of Contents**

Provide a cover letter that includes a certification that the information submitted in and with the proposal is true and accurate, and that the person signing the cover letter is authorized to submit the proposal on behalf of the respondent.

Provide a table of contents that clearly identifies the location of all material within the proposal by section and page number.

### **3.2.2 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 RFP, 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 RFP, including any mergers that occurred in the last five (5) years. Provide the respondent's financial statements for the previous two (2) years.

Submit a completed Respondent Overview form (page 1 of the RFP Appendices) which includes the name, address, telephone, fax, and email of the respondent and the names of all principals and staff that will be providing URA Relocation Services.

### **3.2.3 Experience and Capacity**

Scored on the respondent's demonstrated experience in executing and delivering URA Relocation Services. Respondents who have demonstrated experience and success in providing URA Relocation 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. In addition to experience, respondents must clearly identify the ability to provide sufficient capacity for the efficient and timely implementation and administration of the program. Respondents that demonstrate 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.

#### Experience

Provide a summary of the types of services the respondent offers that relate to this RFP. Provide specific details on any previous experience with housing-related disaster recovery. 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 at least three (3), but no more than five (5) similar engagements with private and public sector clients of similar size and complexity to the State that would demonstrate that the respondent can provide the services. Each example should include:

- a) Name of client organization.
- b) Description of engagement and objectives of the project including beginning and ending dates.
- c) Examples of recommendations offered to the client and the results of the implementation of those recommendations.

- d) 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.
- e) If the example involves a private sector client, describe how the experience could be applied to the public sector.

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 RFP, and the responsiveness of the respondent to the client during the engagement.

Information provided by references may be used by GOSR for proposal evaluation purposes. 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 proposal evaluation period. Inability to contact a reference 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.

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 proposal. **Please provide at least three (3) references for the respondent and for any partners or sub-contractors. Respondents are required to provide a reference for any disaster-related experience they list in this section.** Each reference should include the name, title, company, address, phone number and email address of the reference, and a brief summary of the relationship between the reference and the respondent.

#### Capacity to Perform Services

Provide a summary of the respondent's technical expertise that describes the respondent's unique capabilities. This narrative should highlight the respondent's ability to provide URA Relocation Services.

Attach the résumés and professional qualifications of the respondent's principals, project managers, key personnel, and staff to be assigned, including degrees, licenses and years of relevant experience.

Specifically identify people currently employed by the respondent who will serve in key roles and descriptions for performing URA Relocation Services List, describe, and discuss the need for specific roles to perform each of these functions and provide an organizational chart that shows how and by whom these master program management functions will be performed.

In addition, identify any sub-consultants and subcontractors the respondent will be engaging as part of the proposal. Please note, respondents providing specific opportunities

and partnerships with minority-and/or women-owned business enterprises will be given additional consideration as part of the proposal evaluation and selection process.

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.

Specify the primary contact person for the respondent (name, title, location, telephone number, and e-mail address).

### **3.2.4 Approach and Methodology**

Respondents that present a clear and straightforward work plan for all aspects of URA Relocation 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. Furthermore, respondents that demonstrate creative leveraging of additional resources, including but not limited to partnerships and/or collaborations with other experienced companies or organizations for any or all aspects of program management, with the same approach towards meeting or exceeding established goals in the delivery of services, will receive the most points.

Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined in this RFP. Set forth a detailed narrative describing the unique process the respondent would apply to delivering URA Relocation Services. Outline the respondent's approach to streamlining processes to provide successful and timely services to GOSR. Address why the proposed approach is appropriate and suited for the affected counties in New York State.

Further, describe fully any similar experience for projects for public and/or private sector organizations similar in size (both in terms of size of workforce and budget) and complexity to New York State government. **Proposals must provide examples of how the proposed approach has achieved success in specific, relevant projects for public or private sector organizations similar in size and complexity to New York State government.** The Technical Proposal must contain enough information for the evaluators to ascertain the success of the projects accomplished by the Firm, and include the metrics and factors used to demonstrate that those projects and the Firm's approach was indeed successful.

This section must include an acknowledgement that, if selected, the Firm has the ability to respond with sufficient key and line staff and that those key staff approved by the GOSR as part of the contract, including Engagement Partners, Project Managers, Management Analysts, Investigators, and Auditors/Accountants, will continue to be available for those assignments.

Identify existing staff who will be involved in ongoing program management, including each staff member's proposed role in the organization, their relevant qualifications, and the allocation of their time to this project. Additionally, clearly identify the staff to be employed, including staff that will need to be hired, the process for hiring them, and how they will be trained. Indicate if any work will be subcontracted to other partners. If so, please provide a pending or executed contract, MOU, or agreement. If the agreement is pending a

successful proposal, it must be executed and a copy submitted to GOSR prior to the execution of the contract awarded pursuant to this RFP. Clearly detail and describe the respondent's approach to start-up of operations.

Provide detailed approach for establishing engagement of URA Relocation Services for the broad range of activities outlined in the Action Plan, including housing, economic development, and infrastructure related programming. Describe the respondent's approach to identifying risks and mitigation measures, as well as its approach to making implementation recommendations. **Provide samples of any risk matrix tools or technologies that can support the management and monitoring of overall risks. Provide sample monitoring plans and reports, audit plans and reports, and investigative plans and reports as well as a description of the system(s) used to capture, maintain, review, and report data.**

Outline procedures for ensuring compliance with all federal and state legal requirements.

### **3.2.5 Price Proposal**

Proposals will be scored based on price proposal format provided. Respondents that clearly identify a plan for reducing program costs over the life of the program, as key milestones are reached and volume of activity reaches natural break points, and that identifies a clear plan for cost savings measures and/or efficiencies, will receive the most points.

#### Team Rates

Complete the Price Proposal Form (Attachment 1):

- Specify each person performing the services proposed for this RFP by name and use the titles provided. Respondents are required to use the titles provided, even if these titles are not consistent with the respondent's existing titles. A description of these titles is included in Attachment 2.
- **The price proposal must include only one rate for each labor category: Program Manager; Project Manager; Relocation Specialist; Market Specialist; Administrator/Translator.** A single blended rate for all contract titles cannot be proposed and will not be evaluated.
- The price proposal must include the hourly rate (U.S. dollars) for each title described. Do not leave blanks or enter a zero dollar amount for any rate. All not-to-exceed hourly rates must be presented as a fixed dollar amount.
- List the rates for the initial one-year contract period and for the additional one-year extension, should GOSR choose to exercise its option to extend the contract. The rates included in the proposal should be the respondent's lowest discounted governmental rates.
- Hourly fees must include any reproduction, travel, postage, or other expenses.
- The Price Proposal Form should be signed by the individual who signs the proposal cover page.

Respondents that regularly use pricing models other than what is required above may elect to submit an Alternate Cost Structure along with their completed Price Proposal Form. The Alternate Cost Structure should clearly describe the pricing model used by the respondent and provide a clear explanation of how the rates proposed on the Price Proposal Form correlate to the fees described in the Alternate Cost Structure. This information may be used, at the sole discretion of GOSR, when negotiating a contract with the selected respondent.

If electing to submit an Alternate Cost Structure, the respondent must also submit a completed Price Proposal Form in accordance with the instructions above. The Alternate Cost Structure must also include in its fees any reproduction, travel, postage, or other expenses and otherwise abide by the terms and conditions related to submitting a price proposal as described herein. Respondents that do not submit a completed Price Proposal Form will not be evaluated.

For GOSR to consider an Alternate Cost Structure, the proposal must include:

- A completed Price Proposal Form with hourly rates
- A detailed description of the Alternate Cost Structure including staff qualifications, number of hours worked per unit billed, rate (daily, weekly), and other relevant information
- A detailed explanation of how the hourly rates proposed in the Price Proposal Form equate to the Alternate Cost Structure

### **3.2.6 Commitment to Complying with all Applicable Federal, State, and Local Regulations**

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.

#### **A) M/WBE**

##### *New York State Law*

Pursuant to New York State Executive Law Article 15-A (“Article 15-A”), GOSR recognizes its obligation to promote opportunities for maximum feasible participation of certified M/WBEs, and the employment of minority group members and women in the performance of all New York State funded 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 submit proposals in response to this RFP.

In 2006, the State commissioned a disparity study to evaluate whether M/WBEs 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 M/WBEs in State procurement contracting versus the number of M/WBEs 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 M/WBE program. The recommendations from the Disparity Study culminated in the enactment and the implementation of Article 15-A, which requires, among other things, that GOSR establishes goals for maximum feasible participation of State certified M/WBEs and the employment of minority group members and women in the performance of all New York State funded GOSR contracts.

*Business Participation Opportunities for MWBEs*

GOSR is committed to achieving significant M/WBE participation in its contracts and will use good faith efforts to ensure that qualified M/WBE firms are included in the selection of a firm to provide the above described services. For purposes of this solicitation, the Corporation has established an overall goal of 30% for M/WBE participation for the above described services performed under the contract(s) awarded pursuant to this RFP: 15% for Minority-Owned Business Enterprises and 15% for Women-Owned Business Enterprises. Respondent shall submit to GOSR its selected M/WBE business partners, and specify the services its M/WBE business partners are expected to perform.

Respondents that are not M/WBEs are strongly encouraged to consider partnering, or other joint venture arrangements, with other 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). Be specific on which M/WBE firms will perform which activities.

Note that under Article 15-A, respondents must document good faith efforts to provide meaningful participation by M/WBE firms for the above-described services. Willful and/or intentional violation of this obligation may result in the imposition of liquidated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with GOSR and monetary payments based on the M/WBE goal shortfall.

The directory of New York State Certified M/WBEs can be viewed at <http://www.esd.ny.gov/MWBE.html>. For further information or assistance relating to M/WBE partnering arrangements, contact GOSR via email at [MWBE\\_EEOCreports@stormrecovery.ny.gov](mailto:MWBE_EEOCreports@stormrecovery.ny.gov).

Include the following in the respondent's proposal:

- 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. Proposals 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 a 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 or mentoring arrangement.
- d) Provide a detailed 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.

### **B) 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.

- a) Provide a detailed plan for implementing the firm's Section 3 plan. Further requirements for Section 3 contracts are detailed in Section 30 of Appendix I.

### **3.3 Rejection of Proposals; Cancellation of RFP**

Issuance of this RFP does not constitute a commitment by GOSR to award a contract. GOSR reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the impacted communities or the State of New York.

### **3.4 Waiver of Informalities**

GOSR reserves the right to waive any informalities and/or irregularities in a proposal if it deems that doing so is in the best interest of the impacted communities or the State of New York.

### **3.5 Withdrawal of Proposal**

A respondent may withdraw a proposal at any time up to the date and time the contract is awarded. The withdrawal must be submitted in writing and directed to the RFP Coordinator.

### **3.6 Ownership of Proposal**

All materials submitted in response to this RFP shall become the property of GOSR. Selection or rejection of a proposal does not affect this provision.

### **3.7 Proprietary Information**

Only information considered trade secrets or non-published financial data may be classified as proprietary or confidential. Such information within the proposal must be clearly marked. Proposals 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. The ultimately awarded contract(s) and all prices set forth therein shall not be considered confidential or proprietary and such information may be made publicly available.

### **3.8 Cost of Preparing Proposals**

All costs associated with the response to this proposal are the sole responsibility of the respondent.

### **3.9 Errors and Omissions in Proposal**

GOSR reserves the right to reject a proposal 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.

### **3.10 Award and Execution of Contract**

Upon receipt and evaluation of all proposals, GOSR reserves the right to award a contract without further discussion or delay.

### **3.11 RFP and Proposal as Part of Contract**

This RFP and the selected respondent's proposal will become part of any contract between GOSR and the respondent. In the event the terms of the RFP or proposal conflict with the contract, the contract shall control.

## **4.0 EVALUATION AND SELECTION**

### **4.1 Evaluation Methodology**

GOSR will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of the GOSR, may be rejected. All proposals meeting the proposal submission requirements will be evaluated.

GOSR will evaluate each proposal based on the “Best Value” concept. This means that the proposal that “optimizes quality, cost, and efficiency among responsive and responsible offerors” shall be selected for award (State Finance Law, Article 11, § 163).

GOSR, at its sole discretion, will determine which proposal best satisfies its requirements. GOSR reserves all rights with respect to the award. Only proposals deemed to be responsive to the requirements of this procurement will be evaluated and scored for technical qualities and cost. Proposals failing to meet the requirements of this RFP will be eliminated from consideration. Qualified staff/individuals will evaluate all submitted proposals. GOSR may request clarification of a proposal. The evaluation process will include separate technical and cost evaluations and will be conducted as set forth herein.

Upon review of proposals, GOSR may, at its discretion, submit to respondents written questions and requests for clarification relating to their proposals. If specific sections of the written proposal require clarification, GOSR will identify the section(s) and information requested in writing. Respondents will be provided a reasonable period of time in which to submit written responses to GOSR’s requests for clarification. Respondents shall respond by the deadline stated in the correspondence.

In addition, GOSR may use the proposal, information obtained through any interviews, and GOSR’s own investigation of a respondent’s qualifications, experience, ability, or financial standing, as well as any other material or information submitted by the respondent in the course of evaluation and selection under this RFP. GOSR reserves the right to contact other sources not necessarily identified in the proposal to obtain information.

Other than to provide clarifying information as may be requested by GOSR, no respondent will be allowed to alter its proposal or add information.

## **4.2 Selection Criteria**

Complete proposals will be preliminarily scored based upon the criteria listed below.

### **4.2.1 Experience and Capacity (30 points)**

### **4.2.2 Approach and Methodology (30 points)**

### **4.2.3 Price Proposal (20 points)**

### **4.2.4 Commitment to Complying with all Applicable Federal, State, and Local Regulations (20 points)**

## **4.3 Finalist Interview**

GOSR reserves the right, 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 20-minute presentation. This presentation should highlight URA Relocation Services provided for similar organizations. GOSR may alter the scoring of a qualified respondent's proposal 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.

#### **4.4 Selection of Proposal in Best Interests of the State**

Notwithstanding the scoring system set forth above, GOSR reserves the right to select a proposal that, in its sole judgment, is consistent with and responsive to the goals of the state's CDBG-DR Action Plan, irrespective of whether it is the apparent lowest-priced proposal, if it is determined by the Executive Director of GOSR and the Commissioner of NYS HCR to be in the best interests of the citizens of the State of New York.

#### **4.5 Notification of Selection**

The selected respondent(s) will be issued a Letter of Intent to Contract, via email, regular post or another method as determined appropriate by GOSR.

#### **4.6 Service Level Agreements**

GOSR expects to select a respondent 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 this 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 pursuant to this RFP, or withhold payment of funds under any contract awarded pursuant to this RFP, for failure to adhere to these SLAs.

### **5.0 RESPONDENT REQUIREMENTS**

#### **5.1 Requirement 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 RFP. Such respondents shall attach a certificate of good standing from the New York Secretary of State to their proposals.

#### **5.2 Required Qualifications of Respondent**

Respondents to this RFP shall provide information in their proposals that demonstrates the following qualifications:

- a) Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial records for the past 2 years must be included in the proposal. In the alternative, if Respondent is a New York State certified M/WBE firm, please provide evidentiary documentation of registration
- b) Respondent is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments
- c) Respondent has a satisfactory performance record
- d) Respondent has a satisfactory record of integrity and business ethics
- e) Respondent has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them
- f) Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations
- g) Respondent has thoroughly reviewed the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2) and all pertinent Federal Register notices
- h) Respondent has thoroughly reviewed the New York State Action Plan and all amendments thereto
- i) Respondent must demonstrate they have the capacity and prior experience in the following areas, at a minimum:
  - CDBG statutory and regulatory requirements, including specific rules for the CDBG-DR funding, and all cross-cutting regulations (e.g., M/WBE, Section 3, NEPA, Uniform Relocation, Davis-Bacon);
  - HUD national objective requirements and income eligibility requirements, including familiarity with using uncapped income limits;
  - FEMA, SBA, and private insurance rules and practices related to disaster claims
  - Verification/Duplication of Benefits Review
  - Federal and state rules regarding lead paint and other environmental health hazards (e.g., mold, asbestos, radon)
  - Project oversight and monitoring
  - Housing program and contract administration
  - Database and records management
  - Reporting metrics
  - Cost estimating
  - Outreach and marketing
  - Negotiation and mediation
  - Case Management for disaster Recovery
  - State level administration in buyout and/or acquisition programs for the purchase of residential real estate
  - Ability to provide services in multiple languages as necessary
- j) Neither respondent nor any person or entity associated or partnering with respondent has been the subject of any adverse findings that would prevent GOSR

from selecting respondent. Such adverse findings include, but are not limited to, the following:

- 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
- Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state
- Pending litigation with New York State, any other state, or a municipality located in New York or another state
- Arson conviction or pending case
- Harassment conviction or pending case
- Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
- In rem foreclosure
- Sale of tax lien or substantial tax arrears
- Fair Housing violations or current litigation
- Defaults under any Federal, State or locally-sponsored program
- 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
- Past or pending voluntary or involuntary bankruptcy proceeding
- Conviction for fraud, bribery, or grand larceny
- Listing on the federal or state excluded parties lists

### **5.3 Vendor Responsibility**

Complete and include in the proposal a Vendor Responsibility Questionnaire, the form for 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.

### **5.4 Affirmation of Understanding Form**

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.

### **5.5 Offeror Disclosure of Prior Non-Responsibility Determinations Form**

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

### **5.6 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 requirements of applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from fee or compensation to contractor.

**5.7 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.

**5.8 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 III, and any subsequent changes deemed appropriate by HTFC.

**5.9 HUD Reporting Requirements**

In addition to progress reporting, the following table details the reporting requirements for this contract. All reports must be submitted by the respondents in a timely fashion as detailed below or they will be considered negligent in their contract responsibilities.

**GOSR DIVERSITY & COMPLIANCE (DAVIS BACON / MWBE / SECTION 3) FORMS & DEADLINES**

<b>Form No.</b>	<b>Form Name</b>	<b>Frequency</b>	<b>Deadline</b>	<b>Resubmittal</b>
• 47-10	Davis Bacon	Bi-Annually	October & April	
• 347	Certified Payroll	Weekly		
A-133	Subrecipient Monitoring (\$500,000)	Annually	9 months following end of fiscal year	
HUD-2516	Contract and Subcontract Activity	Quarterly	Within 5 days following each quarter	

HUD-60002	Section 3 Summary Report: Economic Opportunities for Low and Very Low-Income Persons		1) Within 5 days following each quarter 2) Within 5 days of project completion
HUD PL113-2	Reporting of Contractors	Quarterly	Within 5 days following each quarter
PROC-1	EEO Staffing Plan		Submitted with Bid or Proposal Resubmit within 3 days of any change
PROC-2	MWBE Utilization Plan		Submitted with Bid or Proposal or proposed negotiated contract Resubmit within 3 days of any change
PROC-3	Waiver Request		Submitted with Bid or Proposal Resubmit within 3 days of any change
PROC-4	MWBE and EEO Policy Statement		Submitted with Bid or Proposal Resubmit within 3 days of any change
PROC-8	EEOC Statement		Submitted with Bid or Proposal Resubmit within 3 days of any change
PROC-5	Workforce Employment Utilization	Quarterly	Within 5 days following each quarter
PROC-6	Quarterly MWBE Compliance Report	Quarterly	Within 5 days following each quarter
ADM-123	Cumulative Payment Statement	Quarterly	Within 5 days following each quarter
ADM-146	Affirmation of Income Payments to MBE/WBE	Quarterly	Within 5 days following each quarter
ADM-136	Monthly Employment Utilization Form	Quarterly	Within 5 days following each quarter

### **5.10 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. No Response that fails to certify compliance with this requirement may be accepted as responsive.

## Attachments and Appendices

Attachment 1 – Price Proposal Form

Attachment 2 – Description of Position and Titles

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

Other administrative forms in Appendices for RFP

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

**Attachment 1**

**Price Proposal Form**

**Budget Breakdown**

<b>Estimated Quantity (Temporary) 20</b> <b>Estimated Quantity (Permanent) 80</b>	<b>Task</b>	
	<b>One Time Start-up Operation Cost</b>	
	<b>Intake and Application Preparation</b>	
	<b>Verification of Eligibility for Benefits</b>	
	<b>Benefit Review and Award Finalization</b>	
	<b>Payment Processing, Closing and File Closeout</b>	
<b>Unit Rate per URA Applicant</b>	<b>Temporary</b>	<b>Permanent</b>

**Please indicate volume pricing discount.**

**Rates**

**Firm Name:** \_\_\_\_\_

		<b>Hourly Rates</b>	
<b>Name(s)</b>	<b>Title</b>	<b>Contract Year</b>	
		<b>2015-2016</b>	<b>Extension Year 2016-2017</b>
	<b>Program Manager</b>		
	<b>Project Manager</b>		
	<b>Relocation Specialist</b>		
	<b>Market Specialist</b>		
	<b>Administration; Translator</b>		

Note: Add as many rows as needed for relevant and related labor categories. For any additional labor categories, the respondent must provide a description of such, inclusive of the minimum education and experience qualifications.

## Attachment 2

### **Description of Positions and Titles**

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The following represents the general descriptions for the staffing categories to be utilized in the respondent's proposal and, if awarded, the resulting contract:

**Program Manager:** The Program 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 Program Manager must have at least five years' experience in providing URA Relocation 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 Section 1.6 of the RFP.

**Project Manager:** The Project Manager, reporting to the Program 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 reporting to GOSR on progress – and if necessary, communicating with subrecipients – on new issues, project status, meetings, and deliverables. The Project Manager must have at least four years' experience in URA Relocation Services, including but not limited to those services outlined in this RFP.

**Relocation Specialist:** The Relocation Specialist, working under the Project Manager, will be responsible for the execution URA Relocation tasks and assignments as directed by GOSR as well as other Program activities on which GOSR seeks advice or guidance. These tasks, assignments, and issues include but are not limited to those outlined in this RFP. The Relocation Specialist must have at least three years' experience in URA Relocation Services, with a minimum of one year experience in public sector projects.

**Market Specialist:** The Market Specialist will assist in the execution of URA Relocation tasks and assignments under the supervision of the Relocation Specialist, Project Manager, or Program Manager. The Market Specialist will serve in a capacity similar to that of the Relocation Specialist. The Market Analyst must have at least two years' experience in providing URA Relocation Services, with a minimum of one year experience in public sector projects.

**Administrator; Translator:** The Administrator; Translator will assist and support the execution of URA Permanent Relocation tasks and assignments under the supervision of the Market Specialist, Relocation Specialist, Project Manager, or Program Manager. The Administrator; Translator must have at least one years' experience in providing URA Relocation Services, with a minimum of one year experience working in public sector projects.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_