

Questions received by email and received at bidder's teleconference for RFP for Project Coordinators Released on 3/14/14

- 1. Q: Could you please provide me with a list of potential prime companies that may be interested in partnering up with an MWBE so that I can contact them regarding this proposal? Can you provide guidance as to how I can make myself available for prime contactors to at least document good faith effort?**

Awarded Vendors will be posted on the GOSR website as indicated in 5.3.12. 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 Project Coordinator services performed under the contract(s) awarded to the successful respondent(s).

Note that under Article 15-A, respondents must document good faith efforts to provide meaningful participation by M/WBE firms for Project Coordinator services. Willful and/or intentional violation of this obligation may result in the imposition of liquated damages or other appropriate sanctions, including, without limitation, suspension of any future contracts with HTFC 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>

- 2. Q: Can you provide verification of MWBE requirements and information?**

MWBE Requirements are set forth in Section 5.3.12

- 3. Q: When will you know range of involvement? When will the number of projects be more solidified?**

Identification and management of specific projects will be an interactive process that will span the life of the program.

- 4. Q: What is the estimated number of awards? Number of projects any one contractor would handle? Number of contracts looking to award? How would the allocation of projects be determined?**

The Governor's Office of Storm Recovery (GOSR) will award a pool of contracts that will take into account the geographic distribution of projects identified in Addendum [4]

5. Are Firms who are pursuing this work precluded from pursuing environmental or design work associated with implementation of the various projects?

Environmental and design work will be determined on a case-by-case basis. Firms selected for this pool will not be precluded from pursuing environmental or design work associated with implementation of the various projects.

6. What is the range of duration of effort?

The duration of any specific project will vary depending on the type of project. Any specific timeframes would be set forth in agreements with selected firms.

7. Q: Are the metrics for the IT determined and will they be provided to the firms?

All specific IT metrics would be set forth in agreements with awardees.

8. Q: Are you posting attendance?

Attendance in the public Bidder's teleconference will not be posted.

9. Q: Qualifications – subsection G Respondent – “Respondent” means team that is being put together or specific to prime?

Respondent includes those identified in Section 5.3.2

10. Q: Can a proposal be submitted to bid on either of these two projects or must it be both projects? Is it all or nothing?

Yes. Proposals may be submitted for all or specific portions of the RFP.

11. Q: Of the total number of projects will there be a reduction based on what projects go through local government. Can you give us an idea of what proportion may go direct and what may go through program?

The geographic distributions of the projects are located in Addendum 4. More information will be provided to awardees as projects are identified.

12. Q: What if key deliverables are unable to be completed due to circumstances beyond the control of contractor?

Agreements with awardees will include mutually agreed upon deliverables and milestones.

13. What determination of selected vendors would hold environmental reviews?

Environmental reviews are an important factor related to the use of CDBG-DR Funds. At a minimum, selected respondents will be required to coordinate with any relevant environmental efforts.

14. Q: Please provide clarification on timeline.

The RFP Time line is indicated in section 2.3

15. Q: On page 19/20 Section 5.3.3(c) states that the costs for office space in NYC must be included in the proposals, even if a respondent is already located in the area, can you please clarify? If this is required it would be dependent on the number of employees/square feet of office space required as well as the term of the contract. You have requested separate costs for the required Manhattan Office Space. Will this be an itemized cost to NYS as a special projects office?

All costs must be factored into the fixed hourly labor rates that are proposed.

16. Q: We would like to respectfully request a two-week extension to the current proposal delivery date.

As indicated in the RFP, the proposal submission date continues to be April 16, 2014

17. Q: Is the web-based EPPM integrated program management intended to be integrated into the State's financial systems and/or existing grant management or legacy systems? Or can the grant management capability be a module of our system?

All data must ultimately integrate with GOSR systems and processes. IT and data system requirements are provided in Appendix I Section 8. Specific IT metrics and requirements would be set forth in agreement with awardees.

18. Can we host our web-based system in our secure cloud or will the state provide server capacity for the system?

See Question 16.

19. Q: On Page 18, Item (n) based on consistencies throughout the RFP, we are assuming that here you are making reference to "communities with fewer than 15,000 residents...", not 515,000 residents?

The correct number for 5.2(n) is 15,000 residents

20. On Page 19, 5.3.1 Executive Summary the second paragraph states to submit a completed Respondent Overview form (Attachment 1) “which includes the name, address, telephone, fax, and email of the respondent and the names of all principals and staff that will be providing CDBG-DR grant consultant services, project engineering, program management technical support, and/or professional services.” Attachment 1 does not include the request for providing the names of all principals and staffs that will be providing CDBG-DR grant consultant services and other services listed. Please clarify.

As a clarification, Attachment 1 should be completed in addition to the information requested in Sections 5.3.1 and 5.3.2.

21. Q: On page 21, 5.3.4 Capacity to Perform Services, The third paragraph states to “Provide information on errors and omission insurance limits, disciplinary actions by a State or Federal oversight entity, licenses, and any other RFP threshold requirements. “Please clarify what licenses should be included here. Please clarify what is meant by “RFP threshold requirements”

Licensing requirements referenced in this section includes any licensing required to perform services as represented by Respondent. RFP threshold requirements refer to all thresholds and requirements outlined in this RFP.

22. Q: On page 24, Table of Attachments and Appendices, Appendix C – Offeror Disclosure of Prior Non-Responsibility Determinations should actually be Appendix B?

Yes. Appendix B is Offeror Disclosure of Prior Non-Responsibility Determinations. There is currently not an Appendix C.

23. Q: Should Appendix IV – Construction Requirements and Procedures for Contracts with Housing Trust Fund Corporation, be added to the list based on documents made available?

Yes. Appendix IV is the Construction Requirements and Procedures for Contracts with Housing Trust Fund Corporation. It was mistakenly left off of the Table of Appendices and Attachments but is included in the Appendices and is required form to be completed.

24. Q: Will sub consultants need to complete the required forms included in the RFP or do the forms only apply to the prime consultant?

Yes. All forms in the Appendices flow down to sub consultants and are required to be completed. However, it is the responsibility of the Prime Contractor to ensure proper documentation is completed by all sub consultants and submitted to GOSR as required.

25. Q: On page 4 – paragraph 4 states “GOSR expects to have access to these funds by June of 2014. What is the anticipated start-up of the work?”

Work will begin as soon as respondents are selected.

26. Q: Page 5-1.3.1 Infrastructure and Local Government Program – Reference is made to selection of a contractor through a separate RFP to assist the GOSR with the local match process. Can the GOSR provide the name of this firm at this time?

Cohn Reznick was selected through a separate RFP process.

27. Q: RFP Section 5.3.4 asks for a description of current contracts and obligations for the next eight months to demonstrate capacity. Does this requirement only apply to the prime contractor or do all subcontractors on the respondent team also need to provide this information?

Section 5.3.4 pertains to all team members (prime and subcontractors) that will be actively engaged in delivering the project.

28. Q: RFP Section 5.3.4 asks for audited financial statements for the previous two years. Since the proposal will be submitted electronically, we will not be able to keep the financial statements secure in a sealed envelope.

Financial statements should be submitted electronically with proposal as outlined in the RFP.

29. Q: Is there an alternative to email for the prime and its subcontractors that are privately owned and whose financial information is proprietary and confidential?

Financial statements should be submitted electronically with proposal as outlined in the RFP.

30. For a privately owned prime contractors and its subcontractors that are not normally required to produce or publish audited financial statements, would it be acceptable to submit bank letters and a certification from the firm's Chief Financial Officer/Controller attesting to the company's financial stability in lieu of audited financial statements?

For Privately owned businesses, audited financial statements should be submitted if they exist. If audited financial statements do not exist unaudited financial statements should be submitted along with certification attesting to their accuracy.

31. Q: The RFP, under 5.3.2 Experience, notes the need for structural engineers, asbestos and lead abatement specialists, and testing labs. Is the actual environmental testing for projects part of the scope of services anticipated under this RFP?

These services are not anticipated. See also response to Question #11.

32. Q: In the event that the GOSR decides to award multiple contracts pursuant to this RFP, will each be responsible for delivering its own web-based project management system - Key Deliverable (a) or is it likely that one contractor's proposed solution will be used across the program?

All IT metrics will be determined during the contracting process

33. Q: In the event that GOSR decides to award multiple contracts pursuant to this RFP, can you comment on how task orders/assignment will be made? That is, do you expect task orders to be scoped on regional basis, sub-recipient basis, project type basis (i.e. energy, transportation, storm water control)?

Please see responses to Questions #1 and #2.

34. Q: It appears that comprehensive environmental review and permitting for CDBG-DR funded project will be required of the contractors selected to support this program. Given that only conceptual engineering has been performed on most of the said projects, will detail design and engineering services for these projects also be required of the contractor?

Detailed design and engineering services are not contemplated through this RFP

35. Q: Is it GOSR's expectation that the contractors selected for this engagement to manage an escrow bankroll construction related expenses and seek reimbursement on a percent complete/milestone basis as described in Key Deliverable (k), or will the contractor simply be responsible for approving payment with funds to be disbursed directly from the GOSR to claimant.

Contractors selected for this engagement will not be expected to manage an escrow bank roll or otherwise make payments on behalf of GOSR.