

Questions regarding RFP for Demolition and Property Management received at Bidder's Conference and via email. – Please note: All duplicative questions have been consolidated

1. Is there a pre-bid meeting regarding this project?

A. The Pre-bid conference was conducted on May 6, 2014 at 2:00 PM

2. Is there a plan holders list available?

A. Not at this time.

3. I'm a certified MWBE headquartered in the Downstate area of NY with an official teaming agreement with a global brokerage. Based upon 1.6 General Scope of Services, Vendors are required to maintain offices in the State of NY. For scope of services (G) & (J), my Environmental expert resource is headquartered outside of NY; however, he has assisted with an OGS project we teamed on together. Will that present a problem?

A. No

Also, under 1.6 General Scope of Services and Key Deliverables (A-N)--Is it OK to select our specific niche and submit those particular scope of standalone services?

B. No

4. On page 19 you refer to the email subject line as Re: Bid Proposal for Buyouts Demolition-Cost Proposal and Re: Bid Proposal for Buyouts Demolition – Technical Proposal & Attachments. Is that a different RFP? I thought this one is called "Demolition and Property Maintenance Management Services". This RFP refers to a "Price Proposal" as well.

A. This Official RFP is titled Request for Proposals, For, Community Development Block Grant-Disaster Recovery Demolition and Property Maintenance Management Services. When emailing proposals or questions the short name is used to identify quickly which RFP the email is referring to.

5. Page 28, letter h): The last two bullets are repeated. Regarding this section, where does this information correlate with the proposal format?
- A. Experience and Capacity
6. Page 29, 5.3.2 you ask for a completed respondent overview, but then ask again for the same information in the executive summary. Should this info be combined or keep separated?
- A. The Respondent Overview is a part of the RFP Appendices that must be completed for every RFP. The Executive Summary should include the information as outlined in the RFP.
- If you have sub contractors, do they need to submit a respondent overview as well?
- B. 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.
7. On page 29 in the executive summary you want an org chart, on page 30 you again ask for an org chart, can these be combined?
- A. Yes. One org chart should be completed and included with proposal submission
8. On page 32, letter a) You are requesting a timeline, and then 5.3.6 also asks for a timeline., can these be combined or keep separated?
- A. Yes. One timeline should be included in proposal submission.
9. On page 33, you ask for 3 years of financial statements, but on page 28 bullet one says "financial records for the past 2 years". Please clarify. Are financial statements required of prime respondent only? Can they be included as an Appendix and excluded from the page limit?
- A. Two years of financial statements should be included for the Prime respondent in the proposal submission. Yes financial records can be included as an Appendix and are not counted against the page limit.
10. Page 30, 31, 32 and 33 all ask to identify staff. Can we consolidate this into one section?
- A. Yes.
11. Page 23, 4.2.1 refers to sections 1.3 and 1.4, when I believe you mean 1.5 & 1.6.
- A. There is no reference to either section on page 23, 4.2.1.

12. Will a new RFP be issued to include Demolition? If so will the dates be changed or remain the same?
- A. The successful respondent to this RFP in collaboration with GOSR will conduct competitive processes to secure demolition contractors. GOSR is not currently planning on conducting a separate RFP for demolition contractors.
13. I noticed that 5.3.5 Capacity to Perform Services and 5.3.6 Work Plan and Timeline have been removed in the new RFP. Is that intentional, as it is not stated in the addendum changes?
- A. Work Plan, Timeline and Capacity to perform services have not been removed. Work Plan and Timeline were incorporated into section 5.3.4. Capacity to Perform Services is contained in 5.3.3
14. We know that this work is currently being performed. Is the current firm eligible to submit on this RFP?
- A. Yes
15. Is there a management information system in place currently?
- A. Yes. Intelligrants is the system of record for the Housing Program. It is currently not configured to track all demolition and maintenance functions. Information produced by the successful respondent shall be developed and maintained in a consistent, uniformly formatted manner to facilitate possible future integration with Intelligrants.
16. Section 1.6 Key Deliverable c) – can you further define “routine maintenance”? To what extent to buildings need to be secured and debris removed?
- A. Securing the perimeter of the site, minimal maintenance, landscaping, pest control and security as necessary.
17. Section 1.6.1 includes “impacted parishes.” What parishes are impacted? Should this language state “impacted municipalities”?
- A. It refers to areas affected by the qualified storm events.
18. Section 5.3.2 requests an organization chart in the Executive Summary. Section 5.3.3 again requests an organization chart. Can you clarify what is needed in which chart? Can these charts be excluded from the page limit?
- A. Though they can be combined, in general the Exe Summary chart should be high level organizational and the one in section 5.3.3 should identify operational staff with associated tasks/ functions.

19. Are 11x17 pages allowed and will they count as 1 page toward the limit?

A. If folded and used sparingly in the case of charts, process flows or diagrams. Not for additional space for text. This will be counted in the page limit.

20. Section 5.3.4 b) asks to “identify staff to be employed at the Recovery Offices”. Does this mean on-site staff at GOSR?

A. GOSR anticipates that in some incidences it will be necessary for CONTRACTOR staff to collocate with GOSR. Please identify the number and function of staff that will need to be accommodated in GOSR office.

21. Section 5.3.4 d) requires quality of work as demonstrated in submitted work samples. Can you clarify the work samples required? Can they be included in an Appendix and excluded from the page limit?

A. “Quality of work product as demonstrated in submitted work samples” is in the approach and methodology section of the RFP; demolition case management. Thus this refers to the respondent providing evidence that its demolition case management approach and methodology will ensure that before during and after demolition occurs, the CONTRACTOR understands all the required steps in securing approvals for demolition, the process of securing the actual demolition contractor and of managing the actual demolition process. In other words, indicate in your approach how you intend to provide the highest level of quality in accomplishing the required tasks. No work samples are to be included as described in the RFP.

22. Will the demo contracts be advertised individually or in groups of homes?

A. The successful respondent in collaboration with GOSR will develop a program that may have individual as well as packaged demolition packages.

23. How much of the process has the incumbent contractors performed and where will our role pick up?

A. The incumbent has a process in place, however, in the approach and methodology section of submitted proposals will be the opportunity to present your proposed process. Your role will begin with approximately 35 demolition projects completed, 190 projects in various stages of maintenance and security and up to 100 additional project per month until the end of the program.

24. Please provide clarification on what type of daily and or weekly reports will need to be submitted

A. Detailed reporting will be discussed with awarded contractor.

25. What is the extent of pre-closing demo activities? Where does our work begin – pre or post closing?

A. Generally speaking, pre-closing activities are associated with site survey and permitting. Work begins with pre-closing with respect to program development and packaging of bids and extends through the various phases of demolition and or maintenance and security.

26. What percentage of the homes are slab only, as opposed to full structures?

A. At this time the percentage is unknown.

27. Can you please explain why having experience in housing grants and loans, business grants and loans, and infrastructure development is necessary in order to compete for the highest score on a demolition and property maintenance scope of work as that would seem to be in conflict with the provisions of 24 CFR Part 85.36(c)1(ii)?

A. 24 CFR Part 85.36(c)1(ii) states (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of §85.36. . Some of the situations considered to be restrictive of competition include but are not limited to: Placing unreasonable requirements on firms in order for them to qualify to do business, Requiring unnecessary experience and excessive bonding, Noncompetitive pricing practices between firms or between affiliated companies, Noncompetitive awards to consultants that are on retainer contracts, Organizational conflicts of interest, Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and any arbitrary action in the procurement process.

28. Section 4.2.3 of the Selection Criteria, it states “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.” Can you explain why the second sentence of this Section is not in direct conflict with the first sentence and how this is not an arbitrary assignment of points which appears to be in violation of 24 CFR Part 85.36(c)1(vii)?

A. The price proposal requires more than simply a price; rather it should include a plan for reducing program costs. Respondent’s price proposals will be evaluated based on all information included in the price proposal with the goal of identifying the best value for the State.

Comment [DZL1]: I did not draft the initial response, but it is acceptable to me. I added some additional language.

29. Please confirm that Addendum 1 has modified the contract from a professional services contract to a construction contract w/ a value greater than \$100,000.

A. Respondents will be required to execute a contract or contract amendments with HTFC that contains construction scope elements with a value greater than \$100,000.

Comment [DZL2]: This response is acceptable to me.

30. Paragraph 29 of Appendix I, requires a 5% bid guarantee, 100% performance and payment bonds. Please provide clarifications on how minimum bonding requirements will be handled as part of this contract.

A. Bonds are not required for this proposal. The successful respondent will be required to provide bonding at the time that subcontracts are executed for construction work.

31. Please elaborate on timeframe that can be expected for electronic payment to be received once a properly formatted monthly invoice has been submitted to the NYSGOSR from the Contractor.

A. This will be negotiated and discussed with the awarded contractor once a determination of award has been made.

32. What are the insurance and professional liability requirements for the selected firm(s)?

A. The awardee shall be subject to the following insurance requirements:

- Insurance: Contractor shall procure and maintain without interruption, at its sole cost and expense, insurance of the type, and with limits and deductibles, as follows:
- Commercial General Liability Insurance. Providing both bodily injury (including death) and property damage insurance in a limit not less than Two Million Dollars (\$2,000,000) aggregate and One Million Dollars (\$1,000,000) per occurrence. Such insurance is to be written on an occurrence basis. HTFC shall be named as an additional insured.
- Automobile Liability and Property Damage Insurance. In an amount not less than One Million Dollars (\$1,000,000) combined single limit for both Bodily Injury and Property Damage.
- Worker's Compensation. Covering employers' liability and disability benefits as required by the State of New York.
- Excess Liability Insurance. Not less than Eight Million Dollars (\$8,000,000).
- The Contractor shall provide Certificates of Insurance to HTFC prior to the commencement of work.