



GOVERNOR'S OFFICE OF STORM RECOVERY

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HOUSING TRUST FUND CORPORATION

Request for Qualifications

for

Professional Services

for

Community Development Block Grant-Disaster Recovery

Environmental Review, Management and Testing Services

May 12, 2014

Responses must be received by
3:00 p.m. EDT, June 3, 2014

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1.0 GENERAL INFORMATION

1.1 Purpose

The Governor's Office of Storm Recovery ("GOSR"), operating under the auspices of New York State Homes and Community Renewal's Housing Trust Fund Corporation, is the entity responsible for compliance with the HUD environmental review procedures set forth in 24 CFR Part 58. GOSR seeks to procure Environmental Review, Management and Testing 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 of 2013 (Pub. L. 113-2). This request for qualifications ("RFQ") is issued in accordance with the Procurement and Contract Guidelines of GOSR and in compliance with Section 2879a of the New York Public Authorities Law.

The purpose of this RFQ is to obtain qualifications from respondents and award contract(s) to up to 5 firms for an initial contract period of two years with a one-year extension option to provide Environmental Review, Management and Testing 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 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 designing and implementing environmental services for a variety of programs outlined the New York State Action Plan. These activities are described further below.

Respondents to this RFQ should thoroughly review the New York State Action Plan for Community Development Block Grant Disaster Recovery (<http://stormrecovery.ny.gov/action-plans-and-amendments>) 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 contracts to firms that will provide high-quality services and that are dedicated to diversity and to containing costs. GOSR 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 RFQ. All New York State certified M/WBE firms submitting proposals to this RFQ 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 and GOSR are 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 of its New York State funded contracts as defined therein, with a value in excess of \$25,000. HTFC and GOSR 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 and GOSR hereby establish an overall goal of 20% for M/WBE participation, 10% for minority-owned business enterprises (“MBEs”) and 10% 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 it meets one of the following 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 RFQ Timeline

Target Date	Event
May 12, 2014	Release of RFQ
May 20, 2014	Anticipated Respondents’ Conference
May 23, 2014	Last Day to Submit Questions – 5:00 p.m. (Eastern)
May 28, 2014	Issuance of Answers to Questions
June 3, 2014	Proposal Submission Deadline – 3:00 p.m. (Eastern)
June 11, 2014	Finalist Interviews (as elected by GOSR)
June 20, 2014	Target Date for Selection

Please note that all bid prices submitted as part of this RFQ shall remain valid through July 31, 2014.

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

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 through its Office of Community Renewal and the Housing Trust Fund Corporation ("HTFC), 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 was formally submitted to HUD for approval in March 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 Environmental Review, Management and Testing Services to be procured through this RFQ 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 projects and programs aimed at rebuilding and revitalizing affected communities. These services will also be utilized to support infrastructure development projects performed by municipalities, agencies, and other organizations that will help administer funds. These programs include, but may not be limited to:

Recreate NY Smart Home Repair and Reconstruction

- Available to owners of one- and two-unit homes located outside of New York City whether owner occupied or income generating, including Condominiums, Co-Ops and Garden Apartments. New York City will administer its own CDBG-DR programs directly.
- 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.
- Assistance shall be for unmet rehabilitation or repair needs after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- Assistance for repair and mitigation funding will be capped at the lesser of a specified dollar amount to be determined by New York State, or the unmet repair, rehabilitation and mitigation need as described above. To direct sufficient levels of assistance to those most in need, especially low- to moderate-income and minority households, a higher overall dollar cap amount may be applied to those households of low or moderate-income, where the need is justified.

- All new construction of residential buildings or replacement and/or reconstruction of substantially damaged buildings must incorporate Green Building Standards.
- Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- Household income will be required for reporting purposes even for those households assisted under the National Objective of urgent need.
- Households earning less than 80% of the area median income will be prioritized in the order of processing applications for assistance.

Recreate NY Smart Home Resilience

- Available to owners of one- and two-unit homes located outside of New York City whether owner occupied or income generating, including: Condominiums, Co-Ops and Garden Apartments. New York City will administer its own CDBG-DR programs directly.
- Property is located within a 100-year floodplain and damaged, or property was substantially damaged (i.e., lost more than 50% of pre-storm FMV), and still needs additional rehabilitation.
- Will cover costs to mitigate the risk of future damage.
- Assistance shall be for unmet rehabilitation or repair and mitigation needs after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- Assistance for repair and mitigation funding will be capped at the lesser of a specified dollar amount to be determined by New York State, or the unmet repair, rehabilitation and mitigation need as described above. To direct sufficient levels of assistance to those most in need, especially low- to moderate-income and minority households, a higher overall dollar cap amount may be applied to those households of low or moderate- income, where the need is justified.
- All reconstruction or mitigation of substantially damaged buildings must meet Green Building Standards.
- Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- Household income will be required for reporting purposes even for those households assisted under the National Objective of urgent need.
- Households earning less than 80% of the area median income will be prioritized in the order of processing applications for assistance.

Recreate NY Home Buyout Program

- Voluntary buyout for one- and two-unit homes
- The Recreate NY Home Buyout Program 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.
- Certain highest risk areas in the floodplains, determined to be among the most susceptible to future disasters and that therefore present a greater risk to people and property, will be identified by the State and its local partners for the purposes of this program as enhanced buyout areas (see below). 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 at 100% of the property’s pre-storm fair market value (FMV), plus available incentive(s) as outlined below.

- The State intends to conduct most purchases outside of the enhanced buyout areas as “acquisitions”, as defined by HUD, whereby purchase offers must begin with the post-storm fair market value of the property. In these instances, however, the State proposes to supplement this post-storm FMV with an added homeowner resettlement incentive equal to a maximum of the difference between the post-storm and pre-storm values of the property. Such an incentive is necessary to allow homeowners inside flood-prone areas that have sustained damage to their primary residence and are otherwise unable or unwilling to repair their home, and seek to relocate to a safer, less flood-prone area, the ability to do so. Furthermore, this resettlement incentive recognizes the uncertainty of post-storm values of storm-damaged homes, relative to the high costs associated with relocation, therefore affording homeowners the maximum amount of assistance necessary to make this life-altering change. This resettlement incentive will help homeowners to remain in the community and contribute to its overall recovery from the disaster, while also ensuring that acquired land will be redeveloped in a safer, more resilient manner for the future occupants of the area.
- In accordance with the Federal Register Notice, published by HUD on March 5, 2013 (FR-5696-N-01), governing the use of these funds, properties purchased as a “buyout” will be maintained in perpetuity as coastal buffer zones, while properties purchased as “acquisitions” will be eligible for redevelopment in the future in a resilient manner to protect future occupants of this property. The post-purchase fate of most acquired properties will be determined by the State in consultation with local officials to ensure that the properties best serve the future goals of the community. In some cases, the properties will remain undeveloped and be transformed into parks or other non-residential uses, while in most cases they will be redeveloped in a resilient manner.
- The State will use the 2013 FHA loan limits as the ceiling for the purchase price for properties that participate in this program.

Enhanced Buyout Areas

- Enhanced Buyouts in select pre-defined targeted buyout areas, which will be determined in consultation with county and local governments will include an incentive(s) ranging from 5%-15% on top of the pre-storm FMV of property acquired through the buyout program. Reconstruction may not occur on lots in these areas. Lots will be maintained as coastal buffer zones or other uses that are compatible with open space, recreational or wet lands management practices, and may also include acquisition of vacant or undeveloped land in these targeted areas.

Incentives

- 5% -Relocation Incentive: The State will provide this incentive to residents who participate in a buyout inside an Enhanced Buyout Area if they permanently relocate and provide evidence of the purchase of a new primary residence within the same county in which their storm-damaged property is located; residents of New York City

will be eligible for this incentive if they permanently relocate and purchase a new primary residence anywhere within the five boroughs of the City. The rationale for such an incentive is to protect and preserve the community while, at the same time, facilitating the reclamation of land in high risk areas for natural protection against future damage.

- 10% Enhanced Buyout Incentive: In an effort to relocate homeowners out of the high risk enhanced buyout areas - to protect as many as possible from future disasters - the State will seek the maximum level of homeowner participation by offering this individual incentive so that as much land as possible within these areas can be returned to and reclaimed by nature, land that will be maintained in perpetuity as coastal buffer zones. This level of incentive was selected in order to ensure that a sufficient incentive is available, as the number of properties involved will need to be significant in these areas to produce the intended outcome.
- 10% Group Buyout Incentive: In the rare areas in which the purchase of a group of properties together makes sense in order to re-purpose that area, the State believes that graduated incentives are an essential component to induce homeowners to sell their properties. Outside of the enhanced buyout areas, the State may, in rare circumstances, provide a 10% Group Buyout Incentive to certain very limited clusters of homeowners (i.e., 2-10 consecutively located properties) whose properties are located inside the floodplain but not inside an identified enhanced buyout area. This incentive may be necessary in certain rare cases to facilitate the reclamation of a concentrated area of high risk and to avoid the patchwork effect of purchasing all but one or two properties inside such a cluster of properties.
- Assistance shall be for property purchased after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- All customary costs associated with the acquisition of private property, including appraisal, legal, survey, title preparation and insurance, may be paid for using this source of funds.
- Demolition costs may also be paid using this source of funds.
- Site work and property maintenance costs, including environmental remediation, grading and security, may also be paid for using this source of funds.
- Households earning less than 80% of the area median income will be prioritized in the order of processing applications for assistance.

Small Multi-Family Repair and Reconstruction

- Available to owners of multi-unit (3-7 units) residential buildings located outside of New York City including: Rental properties, including owner-occupied rental properties, non-owner-occupied properties that may be attached, semi-attached, detached/scattered site, which in the aggregate does not exceed a total of seven (7) units. New York City will administer its own CDBG-DR programs directly.
- 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.

- Assistance shall be for unmet rehabilitation or repair needs after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- Assistance for repair and mitigation funding will be capped at the lesser of a specified dollar amount to be determined by New York State, or the unmet repair, rehabilitation and mitigation need as described above. To direct sufficient levels of assistance to those most in need, especially low- to moderate- income and minority households, a higher overall dollar cap amount may be applied to those households of low or moderate- income, where the need is justified.
- All reconstruction of substantially damaged buildings must incorporate Green Building Standards.
- Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- Household income will be required for reporting purposes even for those households assisted under the National Objective of urgent need.
- Priority will be given to owners of buildings where a minimum of 51% of the units are occupied by or will be occupied by low- and moderate-income persons.

Small Multi-Family Mitigation

- Available to owners of multi-unit (3-7) residential buildings located outside of New York City, including owner-occupied rental properties, as well as non-owner-occupied properties that may be attached, semi-attached, detached/scattered site, which in the aggregate do not exceed a total of seven (7) units. New York City will administer its own CDBG-DR programs directly.
- Will cover costs to mitigate future damage.
- Assistance shall be for unmet rehabilitation or repair and mitigation needs after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- Assistance for repair and mitigation funding will be capped at the lesser of a specified dollar amount to be determined by New York State, or the unmet repair, rehabilitation and mitigation need as described above. To direct sufficient levels of assistance to those most in need, especially low- to moderate- income and minority households, a higher overall dollar cap amount may be applied to those households of low or moderate- income, where the need is justified.
- All reconstruction or mitigation of substantially damaged buildings must incorporate Green Building Standards.
- Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- Household income of tenants may be used in determining eligibility for assistance under this program, or may, at a minimum, be required for reporting purposes.
- Priority will be given to owners of buildings where a minimum of 51% of the units are occupied by or will be occupied by low- and moderate-income persons.

Large Multi-Family Mitigation

- Available to owners of multi-unit properties with eight or more units located outside of New York City including owner-occupied rental properties, as well as non-owner-occupied properties that may be attached, semi-attached, or detached/scattered site. New York City will administer its own CDBG-DR programs directly.
- Property is located within a 100-year floodplain and sustained damage as a result of the disaster.
- Will cover costs to mitigate future damage.
- Assistance shall be for unmet mitigation and associated rehabilitation or repair needs after accounting for all Federal, State, local and/or private sources of disaster-related assistance, including, but not limited to, homeowners and/or flood insurance proceeds.
- Assistance for repair and mitigation funding will be capped at the lesser of a specified dollar amount to be determined by New York State, or the unmet repair, rehabilitation and mitigation need as described above. To direct sufficient levels of assistance to those most in need, especially low- to moderate- income and minority households, a higher overall dollar cap amount may be applied to those households of low or moderate- income, where the need is justified.
- All reconstruction or mitigation of substantially damaged buildings must incorporate Green Building Standards.
- Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- A minimum of 51% of the units of any building must be occupied by, or the owner commits to renting to, persons who are earning less than 80% of area median income.

Infrastructure and Local Government Program

The initial Action Plan allocated \$350 million to the Infrastructure and Local Government Program to create programs to assist units of government to pay the non-federal share, or “local match,” for infrastructure projects funded with non-HUD federal recovery funds, as well as for “stand-alone” CDBG-DR infrastructure and local government projects that would assist communities in recovering from Sandy, Irene, and Lee. The services to be provided pursuant to this RFQ will support the stand-alone CDBG-DR portion of the program. Through a separate RFQ, the State has procured a contractor to assist GOSR with the local match process. It is expected that the contractor(s) selected under this RFQ will work closely with this contractor for the match program to sequence recovery and rebuilding of infrastructure assets.

Under the initial Action Plan, \$218,820,000 was allocated to address non-federal share match needs and \$138,180,000 was provided to address stand-alone CDBG-DR projects. Under Amendment 6, the allocation to the Infrastructure and Local Government Program will be increased by \$430 million, bringing the total program budget to approximately \$780 million. Of that \$780 million, \$257,300,000 is set aside to fund stand-alone CDBG-DR projects that are needed by State agencies, public authorities, and other units of local government.

Throughout the summer and fall of 2013, GOSR assessed and identified needs for this program. Some of the stand-alone projects are expected to be highly technical and complex in

nature, with total CDBG-DR funds provided exceeding \$50,000,000. These large initiatives include critical infrastructure projects in the energy, transportation, water and wastewater, health care, and coastal restoration sectors. The program also expects to fund smaller projects to address other local government and school-based needs. Most of the infrastructure and local government projects funded through this program will utilize CDBG-DR funds in addition to other federal and state fund sources.

New York Rising Community Reconstruction Program

The initial Action Plan allocated \$25 million to initiate a robust, community-driven planning process for the most impacted regions of the State, known as the New York Rising Community Reconstruction (NYRCR) Program. Amendment 6 allocates an additional \$639,510,794 to the NYRCR Program, bringing the total allocation to \$664,510,794. The additional funds allocated under Amendment 6 will be used to implement projects identified in the planning process and are part of this RFQ.

Under the program, 102 localities were originally organized into 45 committees, each tasked with developing community-driven recovery priorities and projects for that area. Each planning committee included members of the public, including representatives of vulnerable populations, as well as the leaders of established organizations and businesses in the community.

By February 2014, the NYRCR Program had hosted approximately 100 public engagement events and nearly 300 planning committee meetings. Furthermore, each of the 45 planning committees had submitted grassroots, community-driven conceptual plans for their community reflecting work in progress. By the end of March 2014, each committee produced a Final Community Reconstruction Plan that outlined proposed projects and other actions in six recovery areas: community planning and capacity building, economic development, health and social services, housing, infrastructure, and natural and cultural resources. HTFC and GOSR anticipate that these Final Community Reconstruction Plans will generate 300-500 CDBG-DR projects across a wide range of eligible activities for implementation in the State. In December of 2013 the State added 22 additional communities to the NYRCR Program resulting in up to 16 additional planning committees. The planning process for these new planning committees commenced in April 2014. The work completed by these new planning committees will result in additional CDBG-DR funded projects, such that the total number of projects that may require Environmental Review, Management, or Testing services will range from 400 to 650.

Because the NYRCR Program is a grassroots, community-driven process with the goal of coordinating recovery and resiliency at a local level, it is anticipated that there may be a large number of subrecipients implementing NYRCR projects. The size of individual projects based on the dollar value of CDBG-DR contribution is not expected to exceed \$25 million in any case. The vast majority of projects will involve less than \$3 million of CDBG-DR funds, and there will be many projects that are even less costly. There is also expected to be a strong desire in some communities to have grant coordinators transfer knowledge and train local staff in how to design, build, and implement a Community Development Block Grant (“CDBG”) project and/or how to utilize regional expertise in the project area.

1.6 Scope of Services

The scope of Environmental Review, Management, Testing, and Related Services to be provided by the Consultant are summarized in the following Tasks 1-4. The Consultant will be required to commence these services within one month of contract award.

Task 1 -- Environmental Review. Initial services will include initiating meetings with GOSR staff, Community Reconstruction Program leaders, and subrecipients and/or developing CDBG-DR pre-applications or applications. For each project, Consultant will conduct environmental reviews (including required publication of notices) on an as-needed basis according to the required level of clearance. Environmental reviews must, at a minimum, comply with the requirements of the Disaster Relief Appropriations Act of 2013, the National Environmental Policy Act (including implementing regulations at 40 CFR Part 1500 and 24 CFR Part 58) and the State Environmental Quality Review Act (“SEQRA”) (including implementing regulations at 6 NYCRR Part 617), along with any local environmental review requirements. For each project, the Consultant will create an Environmental Review Record (“ERR”) meeting the above legal requirements and documenting GOSR’s review and compliance with the related federal authorities listed in 24 CFR §§ 58.5 and 58.6. Review of activities proposed in the City of New York must also adhere to City Environmental Review (“CEQR”) procedures and the CEQR Technical Manual.

For each project, the Consultant will assess the feasibility of the proposed project in relation to the required level of environmental review and make a recommendation to GOSR as to the appropriate level of review (e.g. Environmental Impact Statement, Environmental Assessment, Categorically Excluded, etc.). At any time that the Consultant has evidence that a further level of environmental review is needed or that additional assessments or studies are required, the Consultant will so advise GOSR in writing as expeditiously as possible. The Consultant will be responsible for coordinating with the project sponsor and the oversight/regulatory agencies to assure permits and/or compliance documentation is obtained for each ERR.

As directed by GOSR, the Consultant will perform tiered environmental reviews in accordance with 24 CFR § 58.15. The first tier (“Tier I”) will be a preliminary, programmatic environmental review on a geographic area or neighborhood when specific project sites or addresses have not yet been determined. The second tier (“Tier II”) will be a site specific reviews for individual applications for the activities generically reviewed in Tier I. **The Consultant will exercise best efforts to ensure that all Tier II site specific reviews are completed within 45 calendar days or less from the time the particular review is requested by GOSR.** If the review requires consultation with a governmental agency or non-governmental entity that will cause the review time to exceed 45 days, the Consultant is expected to coordinate with that agency or entity as early in the review process as possible to expedite the finalization of the review.

This task requires the Consultant to have the capability to evaluate potential environmental impacts of proposed activities in the following substantive areas: Land use, zoning, and public policy (including waterfront revitalization program/coastal zone policies); Socioeconomic conditions (includes population, housing stock and economic activities such as business and employment); Community facilities and services (i.e., public or publicly-funded schools, hospitals, libraries, day care centers, and fire and police protection); Open space (i.e., land designated for leisure, play, or sport, or land set aside for the protection and/or enhancement of the natural environmental); Shadows; Historic resources (including historic districts, buildings, structures, sites, and objects of historical, aesthetic, cultural, and archaeological importance); Urban design and visual resources; Natural resources (including, as appropriate, impacts to plant and animal species, habitat areas, ecological systems, surface and ground waters, soils, wetlands, drainage systems, dunes, beaches, grasslands, woodlands, landscaped areas, gardens, parks, and built structures used by wildlife); Hazardous materials assessment; Infrastructure (e.g. water supply, wastewater, sanitation, energy, roadways, bridges, tunnels, and public transportation); Solid waste and sanitation services; Energy; Transportation, including traffic and parking (traffic flow and operating conditions, parking conditions, goods delivery, and vehicular and pedestrian safety), transit (rail, subway and bus facilities and services), and pedestrians (pedestrian flow and conditions); Air quality (mobile and stationary source assessment); Greenhouse gas emissions; Noise (mobile, stationary and construction noise assessment); Public health; Neighborhood character; Environmental justice; Construction impacts; and Alternatives to the proposed activities.

The following activities are included in this task, as may be required by GOSR on a project-by-project basis:

- Maintain contact list of governmental and non-governmental stakeholders.
- Mail, email and otherwise distribute legal notices to interested stakeholders.
- Arrange for publication of legal notices in newspapers to reach members of the public likely to have an interest in the proposed project.
- Assist GOSR in summarizing comments and preparing responses to comments as necessary.
- Create and coordinate summary report to update GOSR on each project's status and compliance environmental review requirements.
- Perform historic and archaeological studies necessary to assure GOSR's compliance with Sections 106 and 110(k) of the National Historic Policy Act and implementing regulations at 36 CFR Part 800. Assist with development of Programmatic Agreements as needed. (For activities in New York City, the Consultant must also assure compliance with the New York City Landmarks Preservation Law.) These services must be performed by an individual meeting the Secretary of Interior's Professional Qualification Standards.
- Perform hazardous materials environmental site assessments ("ESAs") and prepare hazardous waste remediation plans. These activities shall include documentary research, field observations and testing to determine if a project site is contaminated from past or present on-site and/or off-site activities, including, at a minimum, undertaking Phase I and Phase II ESAs consistent with applicable American Society for the Testing of Material protocols and, where contamination is present, identifying mitigation measures appropriate the contaminant of concern and the location of the contamination.

- Perform any other job duty that relates to 24 CFR Part 58 HUD Environmental Reviews and other environmental requirements.

Task 2 -- Environmental Management. The Consultant will work with GOSR on a daily basis to provide project management and CDBG-DR technical assistance to GOSR. This task requires the Consultant to provide an overall project or engagement manager who will have a primary office in New York City who will report directly to GOSR staff. This task includes the following:

- Facilitating and expediting the completion of ERRs.
- Assimilating data to be used in the preparation of environmental data bases and records
- Acting as the liaison with various government agencies that are responsible for providing response or approvals as part of the environmental clearance reviews.
- Assist with the development of inter-agency agreements or memoranda of understanding as may be desirable to define the relative roles and review timeframes among governmental and non-governmental stakeholders.
- Provide administrative services, including assistance with organizing and scoping of Task Orders; liaisons with agencies as necessary to facilitate environmental reviews, and research, analysis, acquisition, and maintenance of program data.
- Program planning, organization, contracting, scheduling and reporting to GOSR.
- Provide regular written status reports to GOSR senior and executive staff during all phases of projects. This may include frequent meetings in person, by phone, or by videoconference, which may or may not fall during normal business hours.
- Research, analysis, acquisition and maintenance of GIS data.
- Administrative, accounting and recordkeeping functions.
- Training for specific workflow functions.

Task 3 -- Environmental Testing. GOSR anticipates that Environmental Testing Services will be required from the Consultant in connection with the site specific (Tier II) reviews of individual applications for assistance under GOSR's homeowner grant programs. However, environmental testing may be required for other GOSR programs. The specific services of the Consultant under this task include the performance of inspections and risk assessments for asbestos, radon and lead-based paint in accordance federal and state regulatory standards.

Subtask A -- Asbestos Testing: Asbestos testing services consist of the survey, identification and assessment of the condition of asbestos and asbestos containing material ("ACM"), the recording and reporting thereof, and the collection of bulk samples of asbestos or suspected ACM for laboratory analysis. In providing these services, the Consultant is required to adhere to the regulations promulgated by the New York State Department of Labor ("NYSDOL") at 12 NYCRR Part 56. The Consultant is expected to be fully familiar with these regulations, as well as related federal regulations such as 40 CFR Part 763 (Asbestos Containing Material in Schools), 40 CFR Part 1926.1101 (Construction) and 40 CFR Part 61 (Subpart M) (Hazardous Air Emissions), as may be applicable. Asbestos testing services in New York City are also required to comply with Title 15, Chapter 1 of the Rules of the City of New York.

Testing for ACM requires the Consultant to deploy a NYSDOL certified asbestos inspector. The inspector will perform asbestos surveys consisting of both visual and written inspection of the location, quantity, friability, condition of suspected ACM and the collection of samples from suspected ACM utilizing sampling methods found in 12 NYCRR Part 56 and 40 CFR 763. The Consultant will take photographs deemed necessary by the inspector to document the location and condition of suspect ACM. The Consultant will not be responsible for repair or finishing activities resulting from survey and testing activities. Suspected ACM that cannot be sampled due to site conditions will be presumed to contain asbestos. Presumed ACM will then be sampled prior to construction activities once the hazard has been abated. If testing results indicate suspected material is ACM, the material will be treated accordingly. If ACM is to be disturbed in connection with GOSR-funded activities, it must be conducted under the supervision of a NYSDOL certified contractor pursuant to applicable Federal, State and local regulations.

Subtask B -- Radon Testing: Radon testing will be performed for all dwellings located in Zones 1 and 2 of the EPA map for Radon in the State of New York for which GOSR Housing Assistance is requested. If the results of an individual short term test indicate 4 pCi/L or higher, follow-up with either a long-term test or a second short-term test is required. If a long-term test or a second short-term test is conducted and the result is 4pCi/L or higher, the Consultant will assist in the design of the project to mitigate radon impacts in the dwelling. For this subtask, the Consultant must adhere to testing protocols and mitigation standards referenced in HUD Notice H 2013-03 (January 31, 2013) and testing must be conducted under the supervision of a “Radon Professional” as set forth in the HUD Notice. Radon testing may be performed using commercially available test kits consisting of charcoal canisters, alpha-track detectors, charcoal liquid scintillation devices, and electret ion chamber detectors. These devices are exposed to the air in the home for a specified period of time (typically 2 to 7 days) and then sent to a laboratory for analysis. Once sampling is completed, the canisters are then sent to a laboratory for analysis.

Subtask C – Lead Testing: All lead-based paint testing and clearance examinations will be performed by an EPA Certified Lead-based Paint Activities Firm utilizing an EPA Certified Lead-based Paint Inspector or Risk Assessor in compliance with 24 CFR Part 35. For Lead Based Paint Testing. Testing will include visual assessment and collection of environmental samples for deteriorated paint film(s), settled dust-lead and soil-lead determinations. Deliverable will be furnished within 5 business days of “on-site” completion shall include Lead (Pb) Risk Assessment Reports and Notices of Risk Assessment with Summary (24 CFR § 35.125). These deliverables will be provided to GOSR in electronic and hard copy form.

Task 4 – Related Services. Related services required of the Consultant as part of this RFQ include:

- Assist GOSR in various administrative functions in connection with the Project, including, but not limited to, scheduling meetings, document management, assistance in complying with Freedom of Information Law (“FOIL”) and the Freedom of Information Act (“FOIA”) requests, tracking compliance timelines, and providing supplemental written memoranda regarding compliance issues at GOSR’s request.

- Attend meetings, as directed by GOSR and its other consultants, as necessary to achieve the objectives of the engagement.
- Advise and assist GOSR in connection with the preparation of any correspondence, notices, and other documents related to GOSR's compliance with environmental, health and safety requirements.
- At least 60 days prior to the end of each one year term, submit an itemized budget for the following one year term.

1.7 Key Deliverables

Individual tasks within the Consultant's scope of services will be assigned by GOSR to the Consultant through written Task Orders. These Task Orders will identify deliverables on a project-by-project basis. While specific deliverables may vary, key deliverables for Task 1 and Task 3 will include the following:

Key deliverables for Task 1 – Environmental Review include:

- As applicable, Certificates of Exempt Activity in accordance with 24 CFR 58.34; Certificates of Categorical Exclusion in accordance with 24 CFR § 58.35; Certificates of Compliance with legal authorities in 24 CFR §§ 58.5 and 58.6; Environmental Assessments; Tiered Environmental Assessments; EIS Scopes of Work; Environmental Impact Statements; and Tier II checklists in a format required by GOSR. Each such deliverable must include a concise rational documenting environmental findings and supporting the proposed determinations.
- Proof of publication of all necessary public notices published in the official journal as required by 24 CFR Part 58. This includes proof of Notice of Intent / Request for Release of Funds for each program and assistance in obtaining Authorization to Use Grant Funds from HUD.
- Preparation of SEQRA Environmental Assessment Forms ("EAFs") with supporting technical documentation and or various technical environmental analyses.
- For certain New York City projects, a CEQR Environmental Assessment Statement ("EAS") may be required in lieu of a SEQRA Environmental Assessment Form.

Key deliverables for Task 3 -- Environmental Testing include:

- Visual assessment and collection (subsequent analysis) of environmental samples for settled dust-lead and soil-lead determinations.
- Generating all final deliverable(s) within 10 (ten) business days of "on-site" completion.
- Clearance Examination Report, unless a shorter timeframe is required. Notice of Lead Hazard Reduction and Clearance with Summary (24 CFR § 35.125).
- Providing a hardcopy of the final report for the final clearance examination report to the applicant / property owner using a commercially available delivery service with delivery confirmation within 15 days of Final Deliverable(s) report date.

1.8 Number of Awards

Respondents may submit proposals for any or all of the Tasks 1 – 4. GOSR, in its sole discretion, will engage a pool of up to 5 selected respondents on a project specific basis, based upon the breadth and experience of respondents to this RFQ. GOSR will work with the selected respondents to develop specific scopes of work, which will include specific activities, deliverables and timeframes related to GOSR programming. The contracted respondents will receive payment based on successfully completing deliverables and timeframes articulated in the statement of work. The contract will be for an initial term of two years with a one year extension option.

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

2.0 ADMINISTRATION INFORMATION

2.1 RFQ Coordinator

Contact information for the RFQ Coordinator is as follows:

Danielle Ruggiero
Governor's Office of Storm Recovery
25 Beaver Street
New York, New York 10004
GOSRProcurement@stormrecovery.ny.org

2.2 Respondents' Conference and Questions

A conference will be scheduled to discuss this RFQ, 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>

Potential respondents are responsible for checking the Procurement Opportunities webpage frequently for updates and additional information pertaining to this RFQ.

Respondents may also submit questions outside of the conference by e-mail to GOSRProcurement@stormrecovery.ny.gov. All questions must reference this specific RFQ in the subject line of the email. For example, the subject line for questions related to this RFQ should read **RE: RFQ Question – Environmental Review, Management and Testing Services**. Answers to all 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.

Any correspondence or questions sent to any other email address regarding this RFQ will not be answered.

2.3 Procurement Lobbying Provisions

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

GOSR employees also are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the respondent pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and in the event of two (2) findings within a four-year period, the 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:

Chanterelle Sung
Lobbying Contact Officer
Governor's Office of Storm Recovery
GOSRProcurement@stormrecovery.ny.gov
Email must indicate subject: **RE: Lobbying Inquiry**

2.4 Conflicts of Interest

Any contract awarded as a result of this RFQ 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 RFQ 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 RFQ 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 RFQ) 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: **3:00 pm (EDT) on the date indicated in the table of section 1.3**. Part one is to include the Price Proposal. The email subject shall indicate **RE: Bid Proposal for Environmental Review, Management and Testing Services– Price 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 Environmental Review, Management and Testing Services– Technical Proposal and Attachments**.

Any proposal delivered after 3:00 pm (EDT) will be returned. 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:
Ms. Danielle Ruggiero
RFQ Coordinator
Governor's Office of Storm Recovery
GOSRProcurement@stormrecovery.ny.gov

All proposals must exhibit the respondent's ability to perform all tasks described under the Scope of Services of this RFQ. All subcontractors must be approved by GOSR.

The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFQ. The Respondents must clearly identify the tasks in Section 1.6 and 1.7 that the Consultant proposes to provide to GOSR and concisely state the respondent's qualifications and experience in performing those tasks.

There is a 40-page total limit with the exception that resumes 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 RFQ that are organized in a consistent and easily comparable format. Proposals not organized in the manner set forth in this RFQ 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 Rejection of Proposals; Cancellation of

Issuance of this RFQ 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 RFQ 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.

3.3 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.

3.4 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 RFQ Coordinator.

3.5 Ownership of Proposal

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

3.6 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.

3.7 Cost of Preparing Proposals

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

3.8 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.

3.9 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.

3.10 RFQ and Proposal as Part of Contract

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

4.0 Evaluation and Selection

4.1 Evaluation Methodology

GOSR will examine all proposals for service tasks and deliverables identified in Sections 1.6 and 1.7 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 allow firms to submit RFQ responses for providing services related to Environmental Review and Management Services; or Environmental Testing Services, or both. Firms must clearly identify in their proposals whether they are submitting for one or both of these service types.

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 proposals best satisfy its requirements. GOSR reserves all rights with respect to the award. All 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 RFQ may 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 should 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 RFQ. 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 scored based upon the criteria listed below.

4.2.1 Experience and Capacity

Scored on the respondent's demonstrated experience in executing and delivering Environmental Review, Management and Testing Services. Respondents who have demonstrated experience and success in providing Environmental Review, Management and Testing 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.

4.2.2 Approach and Methodology

Respondents that present a clear and straightforward approach for all aspects of Environmental Review, Management and Testing 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.

4.2.3 Price Proposal

Proposals will be scored based on price proposal format provided. As projects are identified GOSR will work with selected respondents to identify specific scopes, budgets with not to exceed amounts and timeframes.

4.2.4 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.

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 Environmental Review, Management and Testing 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 proposals 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 Directors of GOSR and the Commissioner of New York State Homes and Community Renewal 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 overnight or regular post.

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 Work Authorization 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. Payments provided under these contracts and Work Authorizations will be contingent upon adherence to these SLAs and other pre-agreed metrics for success. Furthermore, GOSR reserves the right to cancel any Work Authorization pursuant to this RFQ, or withhold payment of funds under any contract awarded pursuant to this RFQ, 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 RFQ. 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 RFQ shall provide information in their proposals that demonstrates the following qualifications:

- (a) A history of the firm’s experience, in the past 5 years, regarding environmental review services under HUD NEPA (24 CFR Part 58) for disaster recovery programs and for economic development organizations, infrastructure, municipalities, housing programs or other governmental entities. This history should include the following:
 - i. A description of your organizational structure, including resumes of the principals and professional staff that would provide environmental review services to GOSR. Also, please indicate the number of employees in New York State if any and who will be dedicated to this project.
 - ii. A list of up to 5 major projects for which the firm has provided HUD environmental review services, lead based paint, asbestos and radon testing, along with up to 2 samples of the work produced. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project. Please include any projects completed in New York State and in New York City if applicable
- (b) Detailed description of the Respondents experience providing the Scope of Services set forth in Section 1.6 and the Key Deliverables in Section 1.7.

- (c) Demonstration that:
- i. Respondent has adequate financial resources to perform the contract, or the ability to obtain them. Financial statements for the past 2 years must be included in the proposal. If Respondent is a New York State certified M/WBE firm, please provide evidentiary documentation of registration.
 - ii. Respondent is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
 - iii. Respondent has a satisfactory performance record.
 - iv. Respondent has a satisfactory record of integrity and business ethics.
 - v. Respondent has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.
 - vi. Respondent is otherwise qualified and eligible to receive an award under applicable laws and regulations.
 - vii. Respondent has thoroughly reviewed the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2) and all pertinent Federal Register notices.
 - viii. Respondent has thoroughly reviewed the New York State Action Plan and all amendments thereto.
 - ix. Respondent has managed and provided clients with project-level updates and program-level progress reports during the application development, design, and construction phases of CDBG-DR funded or similar projects.
 - x. Respondent has coordinated multiple CDBG-DR or similar projects to meet client deadlines.
 - xi. Respondent has successfully provided CDBG-DR professional services, or similar, in urban and/or metropolitan environments. Respondent should document the number, type, and total dollar value of projects completed in this class of communities.
 - xii. Respondent has the ability to provide services in multiple languages if necessary.
 - xiii. 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 Proposal Format

The respondent's proposal should be formatted as follows:

5.3.1 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.

5.3.2 Executive Summary

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

Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFQ, including any mergers that occurred in the last five (5) years. Provide the respondent's financial statements for the previous two (2) years.

Submit a completed Respondent Overview form (page 1 of the RFQ 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 monitoring and compliance services.

5.3.3 Experience and Capacity

Experience

Provide a summary of the types of services the respondent offers that relate to this RFQ. Provide specific details on any previous experience with housing-related disaster recovery. Provide a history of the firm's experience, in the past 5 years, regarding environmental review services under the National Environmental Policy Act for disaster recovery programs and for economic development organizations, infrastructure, municipalities, housing programs or other

governmental entities. 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.

HTFC and GOSR may seek information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this RFQ, and the responsiveness of the respondent to the client during the engagement.

Information provided by references may be used by HTFC and GOSR for proposal evaluation purposes. Neither HTFC nor GOSR is 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.

HTFC and 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.

In evaluating proposals submitted pursuant to this request, GOSR places high value on the following factors:

- (a) Experience in general, and, in particular, providing environmental consulting services under SEQRA, NEPA and HUD-Part 58 requirements for the CDBG, HOME and Project-Based Voucher program, municipalities, economic development organizations, or other governmental entities. Please include successful completion of environmental studies under SEQRA, NEPA and/or HUD-CDBG regulations, and successful completion of EA/EAF and EIS documents.

- (b) Experience of employees to be assigned to the project including resumes of principle and professional staff.
- (c) Quality of work product as demonstrated in submitted work samples of the Deliverables set forth in Section 1.7.
- (d) Demonstrated knowledge of the regulations governing environmental review processes required by SEQRA, NEPA and/or HUD “CDBG” HOME and Project-Based Voucher program.
- (e) Experience with large-scale “CDBG” funded Disaster Recovery projects or the “CDBG” HOME and Project-Based Voucher program.
- (f) Innovative or outstanding work by the firm, or approaches or methodology which demonstrates the firm’s unique qualifications to provide environmental review services and data storage plan and filing system in compliance with HUD Regulations.
- (g) Number, complexity, and nature of disaster recovery HUD CDBG environmental review services handled by the firm as well as experience with governmental entities.
- (h) Demonstrated knowledge of process to prepare Tier II ERRs in sufficient numbers (weekly, monthly) in order to keep pace with a program with a large number of applicants and complete the assignments in a timely manner. Address any innovative methods used to increase production and reduce time.

A finalized list of subrecipients, projects, and work locations will not be fully known prior to the RFQ submission deadline. Despite these constraints, the activities and key deliverables outlined in the Scope of Services and Key Deliverables are consistent and meant to provide respondents with information necessary to decide if they wish to respond to this RFQ.

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 Environmental Review, Management and Testing 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 Environmental Review, Management and Testing 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).

5.3.4 Approach and Methodology

Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined in this RFQ. Set forth a detailed narrative describing any unique process the respondent would apply to monitoring and compliance services. Outline the respondent's approach Environmental Review, Management and Testing Services.

Describe in detail the respondent's approach and methodology to delivering the services outlined in this RFQ, including the respondent's information technology solutions.

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 RFQ. Clearly detail and describe the respondent's approach to start-up of operations.

Provide detailed approach for establishing engagement of a monitoring and compliance program 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.

5.3.5 Price Proposal

Complete the Price Proposal Form (Attachment 1):

- Specify the title of each person proposed to provide services proposed for this RFQ as well as any additional proposed titles. In order to facilitate a comparison of rates from different responders, GOSR request that respondents provide hourly rates for the titles suggested in the attachment. A description of these titles is included in Attachment 1.
- The price proposal must include only one rate for each title or equivalent title set forth in Attachment 1: Engagement Partner; Project Manager; Senior Management Analyst; Management Analyst; Senior Environmental Scientist; Environmental Supervisors, Environmental Planner/GIS Analyst; Historians; other technical staff. 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 or include the hourly rate for each comparable title if different from the titles in Attachment 1. 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.
- Specify the estimated percentage of total hourly costs associated with each title.
- List the rates for an initial two-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

5.3.6 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.

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 RFQ.

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 M/WBEs

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 20% for M/WBE participation for the above described services performed under the contract(s) awarded pursuant to this RFQ: 10% for Minority-Owned Business Enterprises and 10% for Women-Owned Business Enterprises.

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).

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/M/WBE.html>. For further information or assistance relating to M/WBE partnering arrangements, contact GOSR via email at M/WBE_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 an M/WBE firm selected by the respondent. Such statement should include an explanation of how the respondent would suggest structuring such an arrangement and allocating services and fees between the firms participating or mentoring arrangement.
- (d) Provide a plan for ensuring the participation of minority group members and women in accordance with the Participation by Minority Group Members and Women Requirements and Procedures for Contracts with GOSR, attached hereto as Appendix III.

Equal Employment Opport

5.3.7 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 it meets one of the following criteria: (1) 51 % or more owned by Section 3 residents; or (2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or (3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

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

5.3.8 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. 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 unless specifically requested.

5.3.9 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.

5.3.10 Offeror Disclosure of Prior Non-Responsibility Determinations Form

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

5.3.11 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.

5.3.12 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.

5.3.13 Standard Clauses for Contracts with GOSR

Because the ultimate contract will be between the respondent and the Housing Trust Fund Corporation (“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.

Attachments and Appendices

Attachment 1 – Price Proposal Form with Suggested Job Titles

Page 1 in RFQ Appendices – Respondent Overview

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

Appendix B – Offeror Disclosure of Prior Non-Responsibility Determinations

Appendix I – HUD General Provisions

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

Appendix III – Diversity Forms

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

Attachment 1

Price Proposal Form

Description of Positions and Suggested Job Titles

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

Engagement Partner: The Engagement Partner 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 Engagement Partner must have at least five years' experience in Environmental Review, Management and Testing 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 1.4 of the RFQ.

Project Manager: The Project Manager, reporting to the Engagement Partner, 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 Environmental Review, Management and Testing Services, including but not limited to those services outlined in this RFQ.

Senior Management Analyst: The Senior Management Analyst, working under the Project Manager, will be responsible for the execution of Environmental Management and Consulting Services tasks and assignments as directed by GOSR as well as integrity monitoring issues on which GOSR seeks advice or guidance. These tasks, assignments, and issues include but are not limited to those outlined in this RFQ. The Senior Management Analyst must have at least three years' experience in Environmental Review, Management and Testing Services, with a minimum of one year experience in Environmental Review, Management and Testing Services for public sector projects.

Management Analyst: The Management Analyst will assist in the execution of Environmental Review, Management and Testing Services tasks and assignments under the supervision of the Senior Management Analyst, Project Manager, or Engagement Partner. The Management Analyst will serve in a capacity similar to that of the Senior Management Analyst. The Management Analyst must have at least two years' experience in Environmental Review, Management and Testing Services, with a minimum of one year experience in integrity monitoring for public sector projects.

Senior Environmental Scientist: The Senior Environmental Scientist conduct field work, research, interviews, investigations, analyses, preparation of Phase I and II Environmental Site Assessment (“ESAs”) and preparation of plans and reports. The Senior Environmental Scientist

must have at least three years' experience in Environmental Review, Management and Testing Services, with a minimum of one year experience in Environmental Review, Management and Testing Services for public sector projects.

Environmental Supervisors: The Environmental Supervisors will supervise the environmental technical team in the field, including planning and scheduling the tasks, assignments, and issues including but not limited to those outlined in this RFQ. The Environmental Supervisors must have at least two years' experience in Environmental Review, Management and Testing Services.

Environmental Planner/GIS Analyst: The Environmental Planner/GIS Analyst must apply GIS (Geographic Information Systems) software for GIS mapping and analysis, geodatabase design and workflow development and should be able to acquire, compile, and analyze geographic data from disparate sources. This position would be responsible for providing technical assistance for Environmental, data development, database maintenance, and mapping in support of documents, reports, and other project activities. The Environmental Planner/GIS Analyst must have at least three years' experience in Environmental Review, Management and Testing Services, with a minimum of one year experience in Environmental Review, Management and Testing Services for public sector projects.

Historian: The Historian will prepare written technical reports for compliance with Section 106 of the National Historic Preservation Act and other applicable state and federal regulations; conduct historical research to identify historic properties; coordination with the State Historic Preservation Office. The Historian must have at least three years' experience in Environmental Review, Management and Testing Services, with a minimum of one-year experience in Environmental Review, Management and Testing Services for public sector projects.

Price Proposal Form

Rates

Firm Name: _____

		Hourly Rates		
Estimated % of total hours	Job Title	Contract Year		
		2014-2015	2015-2016	Extension Year 2016-2017
	Engagement Partner			
	Project Manager			
	Senior Management Analyst			
	Management Analyst			
	Senior Environmental Scientist			
	Qualified Environmental Supervisors			
	Environmental Planner/GIS Analyst			
	Historians			

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.

Signature: _____

Date: _____