

Request for Qualifications for Professional Services for Community Development Block Grant -Disaster Recovery Environmental Review, Management and Testing Services Q&A

1) Does GOSR have a maximum files size for an e-mail proposal submission?

A. Yes. There is a 10MB file size limit for a single email. If you need to send multiple emails ensure that you are labeling them Part (number) of (how many). For example Part 1 of 4.

2) In the RFQ 5.3.5 Price Proposal, please explain what the fourth bullet means, “Specify the estimated percentage of total hourly costs associated with each title.”

A.

Please refer to the price proposal form (last page of the RFP).

		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			

Bullet 4 refers to the furthest most column in the table above labeled “Estimated % of total hours.” In order facilitate the evaluation of price for this proposal; GOSR needs to know what proportion of the total fee will be associated with each job title and hourly rate.

Considering the scope elements described in the RFP and the titles that a respondent expects to use in order to provide the requested services, respondents should estimate the % of total hourly costs that are estimated to be associated with each title.

It may be helpful for respondents to submit separate title mixes for the major scope elements of the RFP: Environmental Review, Environmental Management, and Environmental Testing.

- 3) Should the M/WBE Utilization Plan Form (from Appendix III) be submitted with the proposal?
 - A. Yes. All attachments in the RFP Appendices are to be completed and submitted with your proposal as required.
- 4) Should our EEO Policy Statement be submitted with the proposal?
 - A. Yes. All attachments in the RFP Appendices are to be completed and submitted with your proposal as required.
- 5) The RFP mentions submittal of completed environmental documents to GOSR. Does GOSR have an existing database or platform used for submittal of documents? If so, what is the framework of the database?
 - A. GOSR currently uses Intelligrants as its system of record for the housing program. In addition to Intelligrants, HCR's Environmental Department requires a separate and distinct electronic file for each application. The successful respondent will need to be able to submit completed environmental documents in pdf format, utilizing a prescriptive, standardized naming convention with all supporting documents.
- 6) Tier I ERRs exists for all of the major counties and municipalities for many of the programs identified in the RFP. As these Tier I's are still usable in accordance with HUD procedures, is it the intent of GOSR that these are to be used for programs for which they were identified (i.e., Recreate NY, Buyout, Rental, etc.)?
 - A. Some Tier 1 documents are currently in use in certain counties. GOSR may require amendment or modification of selected Tier 1 documents in the future.
- 7) The RFP identifies that multiple awards are possible. Does the Engagement Partner from each award provide coordination and duties for their company or will the Engagement Partners coordinate with each other to form a committee, of sorts, coordinating with GOSR?
 - A. GOSR will manage the work associated with this RFP through written task orders which will define roles and responsibilities of selected respondents. GOSR will assign work to individual respondents at its discretion or through a competitive process. Coordination with other vendors, agencies or organizations may be required.

- 8) To clarify, the RFP addresses the contractor advising and coordinating with project sponsors to obtain permits, as required, for the programs. Would it be the responsibility of the project sponsor to obtain these permits or would the Respondent have responsibility to obtain such permits?
- A. It would be the role of the project sponsor to obtain permits and authorizations necessary to undertake a particular action; however, selected Respondents may be required to provide assistance to project sponsors as necessary to obtain such permits and authorizations.
- 9) What does GOSR already have in place in terms of GIS data layers, database for ERR submittal, Area-wide Compliance for Floodplains and Wetlands, reporting tools, Memorandum of Understanding with Agencies that is part of the existing Tier I's, etc.?
- A. Existing Tier 1 documents and their component parts can be found on GOSR's website at <http://www.nyshcr.org/Programs/NYS-CDBG-DR/EnvironmentalReview.htm>.
- 10) What are the approximate numbers of applications still to be processed?
- A. This varies by program. For example, there are several thousand Tier II reviews and asbestos and lead inspections to be completed for the single family homeowner programs; however, the number of projects stemming from the community reconstruction or multifamily housing programs is not currently set.
- 11) Can we assume that costs for permits (required for processing, if applicable), fees, and publications are on a Time and Materials basis?
- A. "As stated in response to Question 8, permits and authorizations will be the responsibility of the project sponsor. The cost of publication of notices shall be billed to GOSR at cost." All work will be authorized through written task orders which will establish the basis for payment.
- 12) Will complete damage assessments and scopes (at least a determination of rehabilitation, reconstruct in same footprint, or reconstruct outside of footprint) be provided to the Respondent?
- A. Respondents will be given information necessary to undertake their work at the time that is authorized. No additional project information will be provided in this RFP process.

13) Section 1.6 of the RFP states the Respondent must review and notify GOSR of the level of review required but it also states “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.” Will the information required for these tasks come directly from GOSR or from the project sponsors?

A. Information will be provided to Respondents from a variety of sources, depending on the project details.

14) Section 1.5, when discussing the New York Rising Community Reconstruction Program, states “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.” Does GOSR anticipate that this would involve the Respondent teaching these communities to independently prepare Tier I, Tier II, and EA reviews for submission to HUD in the future?

A. GOSR reserves the right to require Respondents to coordinate with parties to be identified by future task orders

15) Does GOSR wish Tier I review documents to be applicable to all 34 impacted counties or will it be geographically constrained by the locations of known applications within that program?

A. Thus far, GOSR has tailored Tier 1 review documents that are specific to each county.

16) Please confirm the timeframe in which GOSR expects LBP reports to be submitted. Section 1.6 Subtask C LBP states that deliverables must be submitted within 5 business days of on-site testing while Section 1.7 indicates that testing reports must be submitted within 10 business days of on-site testing.

A. LBP deliverables should be delivered within 5 business days with all other reports due within 10 business days

17) Please confirm that "On-site" completion starts upon the date that the samples were collected and includes any required laboratory analysis time.

A. Yes, "on-site" completion starts upon the date that the samples were collected and includes any required laboratory analysis time.

18) Can GOSR please identify the materials that are included in the 40-page limit noted in section 3.1, Proposal Instructions, and which materials are not? Specifically, which items listed in Section 5.3, Proposal Format, including a breakdown of each item listed in Section 5.3.3 letters (a) through (h).

A. As stated in the RFQ, "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".

19) The conflict of interest statement states: "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." Would it represent a conflict if a firm were currently providing environmental review services to GOSR as part of a separate contract?

A. Current GOSR contractors are not precluded from submitting proposals in response to this RFQ. GOSR reserves the right to determine what constitutes a conflict of interest. Any potential conflicts will be reviewed on a case by case basis by the GOSR General Counsel.

20) Is there any opportunity to extend the submission deadline a bit given the Memorial Day Weekend holiday coming up this weekend?

A. With regret, we are unable to extend the deadline at this time.

21) In addition to the requested approach and methodology, is the NYSHTFC looking for a detailed scope of work based on the tasks outlined in the RFP?

A. A detailed scope will be created as part of the contracting process but not a required component of submission.

22) Is the NYSHTFC seeking unit rates to be included for field investigation services, such as drilling and laboratory analysis?

A. Yes.

23) Is the NYSHTFC seeking unit rates for asbestos, lead and radon field and laboratory testing services?

A. Yes.

24) Please provide further clarification in regards to the NYSHTFC's needs relative to risk management and loss control.

A. There is no reference to "risk management" nor "loss control" in the RFP.

25) To facilitate including the appropriate amount of travel and other direct costs into proposed labor rates, can GOSR provide an estimate of the number of each type of projects anticipated to be performed under this contract, as follows:

- No. Tier 1 reviews _____
- No. Tier 2 reviews _____
- No. CEs _____
- No. EAs _____
- No. EISs _____
- No. SEQRA EAFs _____
- No. CEQR EAS _____
- No. Asbestos Inspections (clearances) _____
- No. Lead Based Paint Inspections (clearances) _____
- No. Radon Surveys _____
- No. Phase I ESAs _____

A. This level of detail is not known at this time, and may vary based on circumstances beyond GOSR's control. The Respondent should state any assumptions regarding travel and direct costs that it believes will be helpful to GOSR's review of the Price Proposal

26) Should we assume that analytical costs associated with asbestos/lead-based paint and radon survey will be allowed to be billed as an additional subcontractor expense, or should it also be include as part of our proposed labor rates?

A. Respondents should structure their price proposal according to the instructions as outlined in the RFQ

27) Is GOSR developing any information management infrastructure that would be used to convey project details and other program information to the environmental services contractors and to receive deliverables and other materials from the contractors?

- A. Different programs are developing information management systems and will work with the consultant to establish protocols for the transmittal of information.

28) There are four tasks identified in Section 1.6 and 1.7. How do these four tasks correspond to the two service types listed in Section 4.1? Section 4.1 Evaluation Methodology, second paragraph, indicates, "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 submitted for one or both of these service types."

- A. Respondents should clearly indicate what services they are proposing to provide.

29) Should our team include a SEQR Lawyer?

- A. Not at this time.