

Responses to questions in reference to the Governor's Office of Storm Recovery Disaster Recovery Construction Project Management Office (CPMO) dated July 1, 2014

1. With regards to section 1.3 "RFP Timeline", it states that the target date for selection is August 25<sup>th</sup>, 2014. If we are awarded the contract, what is your expected timeline for identifying scope of work and for mobilization of services?
  - a. Scope of services and key deliverables are described in Section 1.6 and 1.7 of the RFP Successful contractors will be expected to conduct a kick-off meeting within 10 calendar days of award. GOSR expects that successful contractors will have their team fully mobilized within 30 calendar days of award.
  
2. With regards to section 16.1 "CPMO Scope of Services", part (A) asks for a site office in close proximity to the GOSR Staff Office for the duration of the contract. Can you confirm that your office is located at 25 Beaver Street? Is this only applicable to Task 1 Bidders?
  - a. Section 1.6.1 CPMO Scope of Services, bullet (a) requires the successful contractor's office to be in close proximity to the GOSR office at 25 Beaver Street. This requirement is only applicable to bidders on Task 1 (CPMO). GOSR defines "close proximity" as Manhattan and Long Island.
  
3. In Section 5.3.2 of the RFP "Factor 2- Staffing Plan and Resumes of Staff", it identifies requirement of 40 staff with titles. Are we required to name someone for each of the 40 positions, or can we bid for only those that fall within our company expertise? We asked for more information on this during the conference call and our understanding is that the 40 positions could be allocated to various small businesses.
  - a. Section 5.3.2 of the RFP requires vendors to provide names for all 40 positions identified in the RFP and to submit resumes for the 13 key personnel. It is desirable to have named employees for each of the 40 positions. However if this is not possible, then provide the names for all positions that are indicated as "key personnel."
  - b. You may indicate the name of the firm that will be providing staff for the non-key role. For the purposes of evaluating the cost, the rate and multiplier for each position is necessary and will constitute a commitment by the contractor for these rates and multipliers.
  
4. We are a small company and employ staff with transferrable skills allowing us to administer flexible job roles to improve cost efficiency on projects. We hope to staff this project in the same way. Will you accept bids whereby multiple roles can be filled by one person or do we need to identify people to perform each of the roles we are bidding on?
  - a. The project staffing as outlined in the RFP reflects the size of the program requirement. Respondents are encouraged to team with other firms should they not be in a position to meet the requirements of Task 1 CPMO. In addition to the requested staffing plan, respondents may submit a clearly labeled alternate staffing plan. However, GOSR reserves the right to only evaluate the staffing plan as requested.

5. Price proposal – why is GOSR asking for a different multiplier for each employee?
  - a. Respondents may apply the same multiplier for all employees, but the intent is to provide for more flexibility in the response (e.g. a resource with higher than average travel expenses, etc.).
  
6. What is the intent of the video conference system?
  - a. Co-located space is not available for the CPMO at the GOSR office, however regular in-person and video conferencing will be necessary to keep GOSR staff and the CPMO aligned throughout contract duration. Video conferencing is expected to be heavily leveraged allowing regular interface with the entire team and minimizing conference room scheduling and travel requirements.
  
7. Based on the materials presented yesterday, it seems that the primary focus of the CPMO project is to support the HUD Housing Recovery efforts, and that support of the NY Rising Community Reconstruction Plans is secondary. Is this a correct assessment?
  - a. HUD Housing Recovery efforts will be a large portion of the work, but should not be viewed as the primary focus of the project.
  
8. We understand that much of the work included in the RFP is ongoing and is being performed under another contract. Will the engaged consultants and sub consultants be eligible to propose on this project?
  - a. Consultants or sub-consultants currently engaged in work with GOSR are eligible to participate in this RFP.