



# GOVERNOR'S OFFICE OF STORM RECOVERY

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## HOUSING TRUST FUND CORPORATION

Request for Proposals

For

Professional Services

For

Community Development Block Grant-Disaster Recovery

Construction Management Support Services

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# 1 GENERAL INFORMATION

## 1.1 Purpose

The Governor's Office of Storm Recovery ("GOSR ") of the Housing Trust Fund Corporation ("HTFC") seeks to procure Construction Management Support 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, 2013 (Pub. L. 113-2). This request for proposals ("RFP") 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 GOSR intends to evaluate and select for award multiple contract(s) to those proposers to this solicitation whose proposals are determined to be the most beneficial to the GOSR. The initial term of the contract(s) period is two years with up to three one-year extension options to provide Construction Management Support 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 approximately 10,000 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 monitoring and compliance services for a variety of programs outlined in the New York State Action Plan. These activities are briefly described below.

Respondents to this RFP should thoroughly review the New York State Action Plan for Community Development Block Grant Disaster Recovery 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 a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. The Corporation 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 RFP. All New York State certified M/WBE firms submitting proposals to this RFP 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 is 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 New York State funded HTFC contracts as defined therein, with a value in excess of \$25,000. HTFC strongly encourages teaming of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms. For purposes of this solicitation, HTFC hereby establishes an overall goal of 20% MWBE participation,

10% minority-owned business enterprises (“MBEs”) and 10% 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 they meet 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.

Respondents should be able to assist GOSR in ensuring that contractors and subcontractors performing work on federally funded contracts in excess of \$2,000 for the construction, alteration, or repair of public works projects comply with the requirements of the Davis-Bacon and related Acts (DBRA) which includes the following:

- a) Determine the extent of applicability of Davis Bacon and Related Acts for the prime and subcontracts on a given project
- b) Request wage rate determinations for state and federal prevailing wage rates
- c) Verify the wage rates in the solicitation for bids
- d) Verify bidder eligibility
- e) Re-verify the wage rate and verify the correct wage rates have been incorporated into the contract(s)
- f) Inform prime and subcontractors of Labor Standards Requirements by conducting a preconstruction conference for an assigned project
- g) Monitor contractor and subcontractor performance:
  1. Conduct on-site inspections to ensure that required notices and copies of the applicable wage rates are posted at reasonably accessible locations for the workers to review;
  2. Compare weekly payroll reports to the prevailing wage rate decision;
  3. Conduct interviews with construction employees to confirm job classifications and pay rates. Interviews should be conducted at least once a month throughout the construction period with a representative of each classification of laborers involved in the construction and at least 10 percent of the workforce;
  4. Documentation that each payroll review has been completed on a weekly basis;
  5. Availability of or access to a system and database that will allow for automated payroll review

- h) Maintain and submit detailed reports that demonstrate the successful respondent’s monitoring and findings of review related to DBRA
- i) Work with GOSR to investigate labor standards violations
- j) Work with GOSR to prepare the semi-annual DBRA reporting requirements to HUD

**1.3 RFP Timeline**

Target Date	Event
July 1, 2014	Release of RFP
July 16, 2014	Anticipated Respondents’ Conference– 4:00 <b>p.m. (Eastern)</b> – <b>Call in number will be posted on web site.</b>
July 22, 2014	Last Day to Submit Questions – 1:00 <b>p.m. (Eastern)</b>
July 28, 2014	Issuance of Answers to Questions
Aug 12, 2014	Proposal Submission Deadline – 1:00 <b>p.m. (Eastern)</b>
Aug 21, 2014	Finalist Interviews (if applicable)
Aug 25, 2014	Target Date for Selection

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

**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 (“NYS HCR”), through its Office of Community Renewal (“OCR”) and GOSR, 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 will be formally submitted to HUD for approval in March 2014. GOSR expects to have access to these additional funds by June of 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 Programs**

Services to be procured through this RFP 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 infrastructure development projects performed by municipalities, agencies, and other organizations that will help administer funds.

#### NY Rising Housing Recovery Program

- a) Available to owners of one- and two-unit homes located outside of New York City whether owner occupied or income generating. New York City will administer its own CDBG-DR programs directly.
- b) 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.
- c) All new construction of residential buildings or replacement and/or reconstruction of substantially damaged buildings must incorporate Green Building Standards.
- d) Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- e) Focus on LMI and urgent need individuals.
- f) 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.

#### NY Rising Buyout and Acquisition Programs

- a) The NY Rising Home Buyout Program (voluntary buyout program for one-two unit homes) 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 defined as “enhanced buyout areas”.
- b) 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).
  - In accordance with the Notice governing the use of these funds, properties purchased as a “buyout” will be maintained in perpetuity as coastal buffer zones or other non-residential/commercial uses, and may also include acquisition of vacant or undeveloped land in these targeted areas.
- c) Substantially Storm-damaged properties located inside the 500-year floodplain, but outside of the high-risk area (V Zone), may be purchased through Acquisition at 100% of post-Storm FMV (plus eligible relocation or other assistance). The difference between the pre-Storm FMV and post-Storm FMV of an Acquisition property is offered to the Owner as an incentive. NYS has the flexibility to hold any property purchased through Acquisition as undeveloped green space in perpetuity or to redevelop it in a resilient manner.

#### Multi-Family Repair and Reconstruction and Rental Properties Program



- a) Repair and Reconstruction: available to owners of multi-unit residential buildings located outside of New York City including: rental properties, owner-occupied rental properties, non-owner-occupied properties that may be attached, semi-attached, detached/scattered site. New York City will administer its own CDBG-DR programs directly.
- b) 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.
- c) The programs will also cover costs (including elevation) to mitigate future damage for those properties that are located within a 100-year floodplain.
- d) All reconstruction or mitigation of substantially damaged buildings must incorporate Green Building Standards.
- e) Rehabilitation of non-substantially damaged buildings must follow guidelines in the HUD Green Building Retrofit Checklist.
- f) Assistance will be for unmet repair/reconstruction and elevation/mitigation needs after accounting for all federal, state, local and/or private sources of disaster-related assistance, including, but not limited to, SBA awards, property owners' and/or flood insurance proceeds.

#### The Multi-Family/Affordable Housing Program

- a) This program will support both the preservation of governmentally-assisted affordable housing developments, as well as the development of new affordable housing to address the rental housing shortage created by the storms and help revitalize hard hit communities. Assistance will be limited to projects located in storm damaged counties outside of New York City. Preservation assistance will be targeted to those storm damaged projects that serve low and moderate income residents, including special needs and other vulnerable populations.
- b) It will support reimbursement of eligible repair/replacement costs; the repair/replacement of damaged rental properties with eight or more units; replace disaster-impacted non-luxury residential appliances; and cover environmental health hazard mitigation costs related to the repair of disaster-impacted property.
- c) When practical and warranted, it will also cover the cost of mitigating future damage (including elevation when practicable and cost effective) for properties located within a 100-year floodplain. Assistance shall be for "unmet" rehabilitation and mitigation needs after accounting for all federal, state, local and/or private sources of disaster-related assistance, including, but not limited to, property owners' and/or flood insurance proceeds.

#### Infrastructure and Local Government Program

- a) 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.

- b) 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.
- c) The program expects to fund large initiatives to 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.

#### New York Rising Community Reconstruction Program

- a) The initial Action Plan allocated \$25 million to initiate a robust, community-driven planning process for the most heavily impacted regions of the State. Amendment 6 allocates an additional \$639,510,794 to the NYRCR Program, bringing the total allocation to \$664,510,794.
- b) Under the program, 102 localities were originally organized into 45 committees, each tasked with developing community-driven recovery priorities and projects for that area.
- c) 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.
- d) 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.
- e) 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.

## 1.6 Scope of Services

The GOSR intends to award more than one contract for each of Tasks 2-6, which fall under Construction Management Support Services to the most qualified proposer(s) to this solicitation. GOSR's intent is to create a pre-qualified list of contractors to support the requirements outlined in this RFP. Figure 1 below also outlines Task 1- Construction Program Management Office (CPMO), for reference; it is not in the scope of this RFP. The CPMO will provide oversight and coordination on behalf of GOSR for Tasks 2-6.

While bidders may submit responses to both RFPs, awards will only be made for Task 1 or one or more of Tasks 2-6. The intent of separating the CPMO from the Construction Management and Support Services tasks is to clearly delineate responsibility for oversight and program coordination from that of project level delivery and execution.

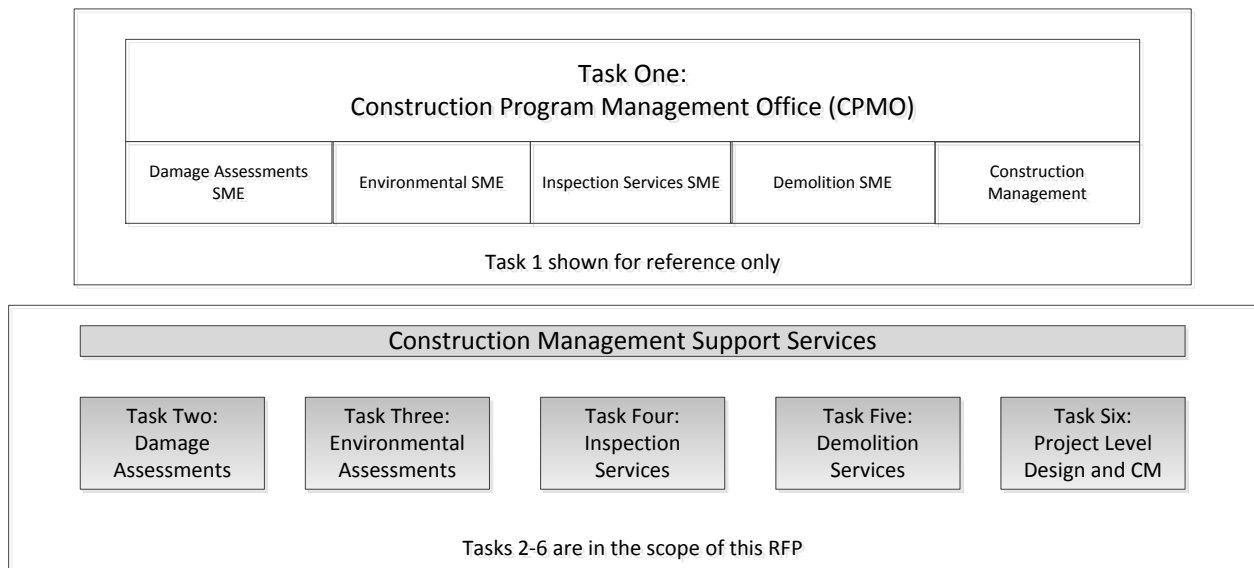


Figure 1: Construction Program Management and Support Services Organization

### 1.6.1 Task Two - Damage Assessments Scope of Services

Damage Assessment is the basis for determining the type and amount of state and federal aid essential for recovery. The Damage Assessment Construction Manager responsibilities include:

- a) Complete damage assessments using program approved software, price lists, procedures, forms and in accordance with program policies
- b) Complete an Assessor's checklist for each damaged property that includes site assessment, evaluation of damage, structure condition and recommendation of repairs
- c) Provide the CPMO an educated opinion on the assessed structures condition, safety and rehabilitation/repair/reconstruction course of action

- d) Categorize damaged properties into one of the many available programs for housing assistance and recovery in accordance with the NY State CDBG Action Plan (e.g., repair, reconstruction, substantially damaged, non-substantially damaged, new construction, etc.)
- e) Provide a description of the damage, and define scope of work and photographic documentation in accordance with approved procedures
- f) GOSR may at its sole discretion request Contractor to provide non-unit price services for Community Rising and Infrastructure and other programs.
- g) Additional project specific services as necessary

### **1.6.2 Task Three – Environmental Assessments Scope of Services**

- a) Manage the preparation of the environmental site assessments for potential impact of the proposed developments on the surrounding environment
- b) Complete an assessor’s checklist that includes initial site assessment forms, damage evaluation, waste inventory and mold investigation reports
- c) Provide leadership, sharing of learning and best practices and ensure compliance with state, local and federal legislation
- d) Manage environmental review consulting services for the preparation of environmental review documents and technical studies
- e) Prepare a mitigation monitoring and reporting program (MMRP) to ensure that proposed mitigation measures are implemented as necessary
- f) Monitor compliance with applicable environmental review requirements in 24 CFR Part 58 or as otherwise provided in the CDBG-DR Grant Program approval.
- g) Manage project(s) kick-off with the GOSR and CPMO team to verify scope and goals of the Work Program
- h) Ensure requirements of the National Environmental Policy Act (NEPA) are met
- i) Provide and manage the inspection, testing, collection, analysis and of hazardous materials including, but not limited to, asbestos, radon, lead-based paint and lead contaminated soils develop abatement and management plans
- j) Provide summary of findings and narratives pertaining to risk assessment
- k) Provide all applicable notifications to stakeholders as required
- l) Evaluate and identify additional informational needs and resources
- m) GOSR may at its sole discretion request Contractor to provide non-unit price services for Community Rising and Infrastructure and other programs.
- n) Additional project specific services as necessary

### **1.6.3 Task Four – Inspection Services Scope of Services**

- a) Provide inspection related project management services for interim inspections, final inspections and scope verification inspections.
- b) Develop, implement and suggest appropriate project accounting procedures as necessary
- c) Assist in the permitting process and resolution of regulatory issues
- d) Provide inspection(s) to ensure compliance with the HUD Green Building Retrofit Checklist
- e) Verify scope of work is consistent with the approved design documents and ECR / AA documents

- f) Track change orders, budgets and expenditures for all contracts of projects
- g) Track, monitor schedules, provide recommendations and implement strategies to keep projects on schedule and within budget as necessary
- h) Provide guidance on requests for clarifications (RFC) and change order negotiations and resolutions
- i) Coordinate with GOSR staff and team of consultants to ensure timely close-out of projects
- j) Gather and assemble all financial and administrative documents related to close-out
- k) GOSR may at its sole discretion request Contractor to provide non-unit price services for Community Rising and Infrastructure and other programs.
- l) Additional project specific services as necessary

#### **1.6.4 Task Five - Demolition Services Scope of Services**

- a) Manage the demolition assessment of all damaged structures including scheduling, coordination, monitoring, reporting and resolution of issues
- b) Provide property management and site maintenance services, as required
- c) Responsible for technical and demolition specifications
- d) Develop and manage a mobilization and demobilization plan
- e) Ensure necessary permits and licenses are obtained
- f) Manage procurement of demolition contractors and recycling contractors on behalf of GOSR
- g) Oversight and monitoring of demolition and recycling contractors operations
- h) Ensure utilities are disconnected
- i) Ensure demolition operations are in compliance with all applicable local, state, federal and environmental regulations
- j) Comply with all relevant HUD CDBG-DR regulations and reporting requirements including those related to M/WBE subcontracting, Section 3 employment efforts, Davis Bacon wage compliance, and workforce utilization.
- k) Develop and manage an air quality management plan
- l) Prepare and manage a site specific health and safety plan
- m) Manage the disposal process of all building materials associated with the demolished structures
- n) Manage the recycling and/or reuse of materials to be removed from the site
- o) Manage the handling and disposal process of any identified asbestos containing material or hazardous material
- p) Issue regular status reports to GOSR senior and executive staff during all phases of the process. This may include meetings in person, by phone, or by videoconference, which may or may not fall during normal business hours

#### **1.6.5 Task Six – Project Level Design and Construction Management**

- a) Serves as GOSR’s on-site project management representative for completion of construction items for construction projects

- b) Assist and work with the GOSR and CPMO to perform Value Engineering Analysis and Constructability Reviews of the design and contract documents to identify saving opportunities, discrepancies and variances prior to bid of Work
- c) Develop detailed final cost estimates for each project and validate against established Program budget.
- d) Work with the GOSR and CPMO to develop bidding strategies and re-align budget over-runs as may be needed
- e) Assist in the preparation and packaging of construction bid documents, project specific special conditions including, mitigation monitoring plan, contract time, construction phasing, completion and occupancy dates.
- f) Provides recurring administrative reports pertaining to construction projects
- g) Develop timelines/network that will incorporate all activities relevant to the project, including priorities and critical milestones
- h) Assist the GOSR and CPMO in its community relations efforts to generate local bidder participation in the Program and provide information relative to upcoming projects to the local bidder community
- i) Assist the GOSR and CPMO in establishing a standardized bidding process and procedure
- j) Conduct and coordinate pre-bid conferences
- k) Prepare and publish addenda in response to bidders' inquires
- l) Assist the GOSR and CPMO in the preparation and issuance of Notice of Award and Notice to Proceed
- m) Coordinate and conduct project pre-construction conferences
- n) Serve as the Owner Authorized Representative working with other consultants, architects, and contractors during the construction administration phase of the project(s)
- o) Maintain documentation in shared projects files that include design documents, constructability review comments, estimates, bid documents, contracts, submittals, meeting minutes, correspondence, change orders, RFIs, shop drawings, claims, schedules and close-out
- p) Performs facility inspections, identifies deficiencies and initiates corrective actions
- q) Manage, evaluate and mitigate all change order proposals and schedule delays
- r) Monitors and reports on contractor's quality control
- s) Attend job-site progress meetings, prepare and distribute meeting minutes and report urgent issues
- t) Develops and maintains a detailed project schedule and reviews and report on contractor's baseline schedule and schedule-of-values
- u) Review Contractor's monthly schedule updates and approve progress payments
- v) Review certified payroll and ensure compliance with all applicable local, state and federal regulations and requirements
- w) Review equipment/furnishing requirements and coordinate procurement and installation
- x) Assist in development of the transition plan to occupy the facility upon completion of construction; develop and implement the phasing and synchronization of transition activities, as required
- y) Perform analysis of equipment failures and outages to identify trends and areas needing improvement

- z) Make recommendations regarding final project approval and acceptance; receive and review project(s) record and as-built drawings; prepare and submit the project(s) final accounting and close-out reports

## **1.7 Key Deliverables**

### **1.7.1 Damage Assessment Key Deliverables**

Contractor shall complete and submit an Allowable Activities (AA) and a Estimated Cost of Repair (ECR) report for each property including the following

- a) Right of Entry
- b) Environmental field checklist
- c) Sketches and photos
- d) Other documents as specified by GOSR

### **1.7.2 Environmental Assessment Key Deliverables**

- a) Hazardous materials testing
- b) Abatement assessment
- c) Monitoring and clearance reports

### **1.7.3 Inspection Services Key Deliverables**

- a) Final, interim, scope definition inspection reports
- b) Data and results in a form and format acceptable to GOSR.
- c) Documents in support of closeout

### **1.7.4 Demolition Services Key Deliverables**

Develop a demolition plan for each individual property to include:

- a) Maintenance and security for projects
- b) Demolition schedule
- c) Demolition permits
- d) Listing of utility providers
- e) Utility disconnect certification
- f) Hazardous building materials clearances and reports
- g) Vehicular and traffic controls
- h) Emergency vehicles access points
- i) Fire department connection points
- j) Staging area
- k) Security during demolition
- l) Waste and recycling collection plans
- m) Cleared (after demolition) site plan
- n) Prepare and submit for GOSR's approval a Close-Out schedule of demolished properties

- o) Report on Close-Out progress to GOSR senior and executive staff during all phases of the process

### 1.7.5 Project Level Design and Construction Management Key Deliverables

Not all of the below deliverables will be required for all programs:

- a) **Project Definition Report:** Provide a definition report to document the project objective, contracting strategy, schedule, duration, budget and recommended construction advertisement date
- b) **Project Management Plan (PMP):** Develop a project management plan to capture the **entire** project end-to-end, covering all project phases from initiation through planning, execution and closure.
- c) **Project Schedule:** Develop a project(s) baseline schedule that explicitly represent planned construction and resource utilization, identifies resource challenges and highlight project milestones.
- d) **Sub-contractor plan:** Provide a report that identifies the contractor's compliance with M/WBE. List proposed Sub-contractors; describe their experience, and their qualification as well as specific involvement in this Program.
- e) **Earned Value Analysis (EVA):** Provide a monthly project-specific Earned Value Analysis (EVA) chart that depicts actual versus planned construction spending
- f) **Dashboard:** Provide a weekly project-specific dashboard that summarizes schedule, budget, change orders, and issues
- g) **QA/QC:** Develop a Quality Assurance/Quality Control plan to monitor the progress of construction
- h) **Progress Report:** Prepare monthly project status reports to include a narrative description of the progress of work and major tasks completed, budget status, schedule overview, change order summary, open and closed deficiencies, key progress photos and significant project issues with recommendations on any unresolved matters
- i) **Risk Management Report:** Provide a monthly claims mitigation report that identifies issues, risks, impacts to budget and schedule, recommendations and resolutions
- j) **Safety Plan:** The safety management plan defines methods and processes for the identification and management of inherent safety risks associated with the execution of the CDBG-DR Grant Program. The Plan includes safety, security, handling of hazardous materials, waste management, illness and injury prevention program (IIPP), compliance with local, state, federal, OSHA and GOSR regulations, training, monitoring, recording, emergency management, fire/life safety and safety performance metrics.
- k) **Labor Compliance:** Provide a monthly labor compliance report to include reporting on prevailing wage, payroll documentation, compliance status, and certified payroll.
- l) **Close-Out Report:** Prepare and provide a close-out report to the GOSR and CPMO attesting to the project(s) final completion including all open punch list items, deficiencies, labor compliance, final payment, change orders, claims, record and as-built drawings, financial summary, final schedule, warranties and guaranties.
- m) **Lessons Learned Report:** Provide a lessons learned report highlighting success and challenges, processes that worked and those that need improvements and recommending improvements strategies to the implementation process.



## 1.8 Key Personnel

### 1.8.1 Key Personnel – Damage Assessment Services

Each proposal shall describe the organizational structure of the proposed team, including Key Personnel and sub-contractors that will be assigned to performance of Damage Assessment services. At a minimum each proposal shall include:

- a) An organization chart showing the reporting responsibilities and organization of all Key Personnel and sub-contractors.
- b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
- c) Roles, responsibilities, minimum qualifications and experience are included in the table below:

<b>Role</b>	<b>Responsibility</b>	<b>Minimum Qualifications</b>
Construction Manager	The Construction Manager reports to the CPMO and is responsible for the timely completion of damage survey reports including defining scope of work, checklists, damage and safety evaluations, prioritization of projects, recommendation of repair methods, coordination with other consultants and reporting.	Masters degree in Construction Management, Civil Engineering, Business or related field and 5 years of relevant experience  OR  Bachelors degree in Construction Management, Civil Engineering, Business or related field and 10 years of relevant experience
Estimator	The Estimator reports to the CM and is responsible for quantifying and estimating the proposed scope of work to repair/rehab/reconstruct the damaged facility, estimating and assist in change order negotiations.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience.
Scheduler	The Scheduler reports to the CM and is responsible for scheduling of all projects damage survey/assessment activities, coordinating schedules with other consultants to ensure efficiency and maximum productivity.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Document Control	The Document Control professional will assist the CM, Estimator and Scheduler in their day-to-day duties and is responsible for all office filing, dissemination of reports, tracking, scheduling of conferences and meetings.	Bachelors degree and 3 years of relevant experience  OR  5 years of applicable experience

### 1.8.2 Key Personnel – Environmental Assessment Services

Each proposal shall describe the organizational structure of the proposed team, including Key Personnel and sub-contractors that will be assigned to performance of Environmental Assessment services. At a minimum each proposal shall include:

- a) An organization chart showing the reporting responsibilities and organization of all Key Personnel and sub-contractors.
- b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
- c) Roles, responsibilities, minimum qualifications and experience are included in the table below:

<b>Role</b>	<b>Responsibility</b>	<b>Qualifications</b>
Construction Manager/ Environmental Engineer	The Construction Manager reports to the CPMO and is responsible for the timely completion of environmental survey reports including initial site assessments, identification of hazardous materials, defining scope of work, checklists, safety evaluations, prioritization of projects, recommendation of mitigation methods, coordination with other consultants and reporting.	Masters degree in Construction Management, Civil Engineering, Business or related field and 5 years of relevant experience  OR  Bachelors degree in Construction Management, Civil Engineering, Business or related field and 10 years of relevant experience
Estimator / Project Coordinator	The Estimator reports to the CM and is responsible for quantifying and estimating the proposed scope of work to mitigate and clean-up all hazardous material, repair/rehab/reconstruct the damaged facility, estimating and	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Scheduler	The Scheduler reports to the CM and is responsible for scheduling of all projects damage survey/assessment activities, coordinating schedules with other consultants to ensure efficiency and maximum productivity.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Document Control	The Document Control professional will assist the CM, Estimator and Scheduler in their day-to-day duties and is responsible for all office filing, dissemination of reports, tracking, scheduling of conferences and meetings.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience

### 1.8.3 Key Personnel – Inspection Services

Each proposal shall describe the organizational structure of the proposed team, including Key Personnel and sub-contractors that will be assigned to performance of Inspection Services. At a minimum each proposal shall include:

- a) An organization chart showing the reporting responsibilities and organization of all Key Personnel and sub-contractors.
- b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
- c) Roles, responsibilities, minimum qualifications and experience are included in the table below:

<b>Role</b>	<b>Responsibility</b>	<b>Qualifications</b>
Construction/ Inspection Manager	The Construction/Inspection Manager reports to the CPMO and is responsible for the development and implementation of procedures for submittals, management of change orders, payment requests review and approval, compliance with local, state, federal, GOSR Program regulations and HUD Green Building Retrofit Checklist, permitting, clearance processes, safety and coordination with other consultants and reporting.	Masters degree in Construction Management, Civil Engineering, Business or related field and 5 years of relevant experience  OR  Bachelors degree in Construction Management, Civil Engineering, Business or related field and 10 years of relevant experience
Estimator / Quality Assurance	The Estimator reports to the CM and is responsible for quantifying and estimating the proposed scope of work and assist in change order negotiations.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Scheduler	The Scheduler reports to the CM and is responsible for scheduling of all projects damage survey/assessment activities, coordinating schedules with other consultants to ensure efficiency and maximum productivity.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Document Control	The Document Control professional will assist the CM, Estimator and Scheduler in their day-to-day duties and is responsible for all office filing, dissemination of reports, tracking, scheduling of conferences and meetings.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience

### 1.8.4 Key Personnel – Demolition Services

Each proposal shall describe the organizational structure of the proposed team, including Key Personnel and sub-contractors that will be assigned to performance of Demolition Services. At a minimum each proposal shall include:

- a) An organization chart showing the reporting responsibilities and organization of all Key Personnel and sub-contractors.
- b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
- c) Roles, responsibilities, minimum qualifications and experience are included in the table below:

<b>Role</b>	<b>Responsibility</b>	<b>Minimum Qualifications</b>
Construction Manager	The Construction Manager reports to the CPMO and is responsible for the preparation of and complete demolition of damaged structures including complex coordination of scheduling, stream line of demolition operations to meet budget and timeline, safety, efficient use of resources, hands-on management, recycle, reuse salvage of building materials and debris removal methods.	Masters degree in Construction Management, Civil Engineering, Business or related field and 5 years of relevant experience  OR  Bachelors degree in Construction Management, Civil Engineering, Business or related field and 10 years of relevant experience
Estimator	The Estimator reports to the CM and is responsible for quantifying and estimating the proposed scope of work to demolish the damaged properties, and assist in change order negotiations.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Scheduler	The Scheduler reports to the CM and is responsible for scheduling of all projects schedules for demolition, coordinating schedules with other consultants to ensure efficiency and maximum productivity.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Document Control	The Document Control professional will assist the CM, Estimator and Scheduler in their day-to-day duties and is responsible for all office filing, dissemination of reports, tracking, scheduling of conferences and meetings.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience

### 1.8.5 Key Personnel – Project Level Design and Construction Management

Each proposal shall describe the organizational structure of the proposed team, including Key Personnel and sub-contractors that will be assigned to performance of Construction Management. At a minimum each proposal shall include:

- a) An organization chart showing the reporting responsibilities and organization of all Key Personnel and sub-contractors.
- b) Key Personnel job descriptions and reporting responsibilities, an identification of all individuals performing functions of Key Personnel who meet the minimum qualifications of each key role.
- c) Roles, responsibilities, minimum qualifications and experience are included in the table below:

<b>Role</b>	<b>Responsibility</b>	<b>Minimum Qualifications</b>
Construction Manager	The Construction Manager reports to the CPMO and is responsible for the preparation of and complete demolition of damaged structures including complex coordination of scheduling, stream line of demolition operations to meet budget and timeline, safety, efficient use of resources, hands-on management, recycle, reuse salvage of building materials and debris removal methods.	Masters degree in Construction Management, Civil Engineering, Business or related field and 5 years of relevant experience  OR  Bachelors degree in Construction Management, Civil Engineering, Business or related field and 10 years of relevant experience
Estimator	The Estimator reports to the CM and is responsible for quantifying and estimating the proposed scope of work to demolish the damaged properties, and assist in change order negotiations.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Scheduler	The Scheduler reports to the CM and is responsible for scheduling of all projects schedules for demolition, coordinating schedules with other consultants to ensure efficiency and maximum productivity.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience
Document Control	The Document Control professional will assist the CM, Estimator and Scheduler in their day-today duties and is responsible for all office filing, dissemination of reports, tracking, scheduling of conferences and meetings.	Bachelors degree and 3 years of relevant experience  OR  7 years of applicable experience

### **1.8.6 Key Personnel Replacement**

Key Personnel are those Contractor personnel considered to be essential to the performance of the contract and task orders. No changes in Key Personnel will be made

unless the Contractor can demonstrate that the qualifications of prospective replacement personnel are equal to or better than the qualifications of the Key Personnel being replaced. All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. GOSR reserves the right to re-evaluate the selection of any respondent if one or more key personnel are replaced within the first six months of contract performance.

GOSR shall be notified in writing of any proposed substitution at least thirty (30) days in advance.

Such notification shall include:

- a) An explanation of the circumstances necessitating the substitution;
- b) a complete resume of the proposed substitute; and
- c) any other information requested by GOSR to facilitate evaluation of Contractor's substitution request.

GOSR reserves the option of reviewing, re-evaluating and rescoring Contractor's response to this solicitation and further reserves the option of invalidating the Contractors' response to this solicitation due to excessive substitutions.

### **1.9 Number of Awards**

The respondent recognizes that, at the sole discretion of GOSR and based upon the breadth and experience of respondents to this RFP, GOSR may decide to award one or more contracts for each of the service categories described within this RFP.

GOSR may, at its discretion, choose to create an unranked pool of firms that meet minimum requirements outlined in this RFP.

While bidders may submit responses to both the Construction Program Management Office (CPMO) RFP and the Construction Management Support Services RFP, awards will only be made for Task 1 (CPMO) or one or more of Tasks 2-6 of the Construction Management Support Services RFP.

Nothing in this paragraph 1.9 shall be construed in derogation of GOSR's right, in its sole discretion, to cancel this RFP.

## **2 ADMINISTRATION INFORMATION**

### **2.1 RFP Coordinator**

Contact information for the RFP Coordinator is as follows:

Danielle Ruggiero  
Governor's Office of Storm Recovery  
25 Beaver Street

New York, New York 10004  
GOSRProcurement@stormrecovery.ny.gov

## 2.2 Respondents' Conference and Questions

A conference will be scheduled to discuss this RFP, 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>

We strongly encourage interested firms to check the Procurement Opportunities webpage frequently for updates and additional information pertaining to this RFP.

Respondents may also submit questions outside of the conference by e-mail to [GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov). All questions must reference this specific RFP in the subject line of the email. For Example, the subject line for questions related to this RFP should read **RE: RFP Question – Construction Management Support 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](mailto:GOSRProcurement@stormrecovery.ny.gov). Any correspondence or questions sent to any other email address regarding this RFP will not be answered.

## 2.3 Procurement Lobbying Provisions

Pursuant to State Finance Law §§ 139-j and 139-k, this RFP 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 RFP 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](mailto:GOSRProcurement@stormrecovery.ny.gov)

Email must indicate subject: **RE: Lobbying Inquiry**

## **2.4 Conflicts of Interest**

Any contract awarded under this RFP 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 RFP 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 PROPOSAL INFORMATION**

### **3.1 Proposal Instructions**

Proposals submitted in response to this RFP 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 RFP) 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: **1:00 pm (EDT) on the date indicated in the table of section 1.3**. Part one is to include the Cost Proposal. The email subject shall indicate **RE: [Company Name] Cost Proposal for Construction Management Support Services**. Part two is to include the Technical Proposal along with all applicable attachments and completed forms. The email subject shall indicate **RE: [Company Name] Technical Proposal for Construction Management Support Services**.

**Additionally, four hard copies of the proposals shall be submitted to GOSR by the required deadline. Hard copies should be printed in black and white with tabs, and provided in a 3 ring binder.**

Any proposal delivered late 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.



Electronic (pdf) proposals shall be submitted by email to:

Ms. Danielle Ruggiero  
RFP Coordinator  
Governor's Office of Storm Recovery  
[GOSRProcurement@stormrecovery.ny.gov](mailto:GOSRProcurement@stormrecovery.ny.gov)

Hard copy proposals shall be delivered to:

Governor's Office of Storm Recovery  
Fifth floor  
25 Beaver Street, New York, NY

All proposals must exhibit the respondent's ability to perform all tasks described under the Scope of Services of this RFP. All subcontractors must be approved by GOSR. All prices shall remain valid for ninety (90) days after cost proposal submittal date.

The proposal should otherwise concisely state the respondent's ability to meet the requirements of the RFP. **There is a 30-page total limit for the technical volume and no limit to the price volume (Excel Worksheet) with the exception that résumés (use template in Exhibit F), 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 RFP in a consistent and easily comparable format. Proposals not organized in the manner set forth in this RFP 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.

### **3.2 Rejection of Proposals; Cancellation of RFP**

Issuance of this RFP 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 RFP 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 RFP Coordinator.

### **3.5 Ownership of Proposal**

All materials submitted in response to this RFP 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 RFP and Proposal as Part of Contract**

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

## **4 EVALUATION**

## **4.1 Evaluation Methodology**

GOSR will examine all proposals 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 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 proposal best satisfies 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 RFP 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 RFP. 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 Evaluation Criteria**

Complete proposals will be preliminarily evaluated based on the qualifications, experience, key personnel and capabilities set forth in the Technical Proposal and Price Proposal and each Proposal will be scored according to the criteria listed below.

### **4.2.1 FACTOR 1 - Proposer’s History and Organization**

Respondents will be scored on its history as a firm, length of time performing work in similar programs, claims history, depth and financial strength of the organization.

Additionally, respondents will be scored on demonstrated experience in executing and delivering Construction Management Support Services. Respondents who have demonstrated experience and success in providing similar 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.

#### **4.2.2 FACTOR 2 – Staffing Plan and Resumes of Proposed Staff**

Respondents must provide a functional organizational chart of full time staff proposed for the project.

Proposers will also be scored based on the qualifications and education requirements of Key Personnel, length of employment and history of proposed individuals with the proposing firm, Key Personnel history of working together on similar programs, references, record of delivering quality services, meeting cost and schedule commitments on similar programs. Key Personnel must complete the resume template included in Exhibit F.

Ancillary staff such as senior advisors may be included for informational purposes but will not be scored.

All staff proposed on the staffing plan and in the price proposal will need to be assigned full time to this program.

#### **4.2.3 FACTOR 3 - Proposed Technical Approach and Methodology**

Respondents will be scored based on its understanding of the scope of services described in the Scope of Work and Key Deliverables, clarity in the emphasis of tasks, clear communication of methods to accomplish the organizational and Program goals, creativity in proposing means to execute and deliver the Program within budget and time-line, and quality of proposal.

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 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.

#### **4.2.4 FACTOR 4 – Compliance with regulations and M/WBE Participation**

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.

Proposals that present a clear and straight forward execution work plan and that demonstrate creativity and ability to team up with other similar experienced firms (with particular focus on M/WBE) to leverage resources in the timely delivery of proposed services will receive the most points.

Respondents should complete the MWBE Template included in Exhibit G and as a tab within the price worksheet on the GOSR procurement website.

**4.2.5 FACTOR 5 - Price Proposal**

Proposals will be scored based on the price proposal formats provided in Exhibits D and E. Each Proposer shall submit a Staffing and Price Proposal as a separate volume from that of the Technical Proposal. The Staffing and Price Proposal should include a full staffing plan for all Key Personnel for the duration of the contract base period and option years.

- a) Refer to and use price proposal templates in Exhibits D and E
  - Use Unit Cost Price template (Exhibit D) for residential properties. Separate templates should be submitted for Tasks 2-5 (Task 6 residential projects will use an hourly labor rate – Exhibit E)
  - Use the Hourly Labor Rate template (Exhibit E) for Tasks 2-6. This will cover infrastructure projects, community reconstruction and small business, and residential projects for Task 6 only.
- b) Multipliers for individual staff may be different
- c) Reimbursable and Non-Reimbursable expenses are defined in Exhibits A and B and shall be accounted for in the Price Proposal

**4.2.6. Evaluation Criteria**

Evaluation Criteria	Weight (%)	Max. Points
FACTOR 1 - Proposer’s History/Organization	10%	50
FACTOR 2 – Staffing Plan Resumes of proposed staff	25%	125
FACTOR 3- Proposed Technical Approach & Methodology	25%	125
FACTOR 4 – M/WBE Participation	20%	100
FACTOR 5 - Price Proposal	20%	100
Total Maximum Points	100%	500

**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 Construction Management Support 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 a proposal 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 Executive Director of GOSR and the Commissioner of NYS HCR 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 contract 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. Fees provided under this contract will be contingent upon adherence to these SLAs and other pre-agreed metrics for success. Furthermore, GOSR reserves the right to cancel any contract awarded pursuant to this RFP, or withhold payment of funds under any contract awarded pursuant to this RFP, for failure to adhere to these SLAs.

### **5 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 RFP. 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 RFP shall provide information in their proposals that **demonstrates**, not just lists, the following qualifications:

- a. Adequate financial resources to perform the contract, or the ability to obtain them. Financial records for the past 2 years must be included in the proposal. In the alternative.
- b. If respondent is a New York State certified M/WBE firm, please provide evidentiary documentation of registration.
- c. Comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

- d. Satisfactory performance record, demonstrated by three references from owners for similar scope of work.
- e. Necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.
- f. Certification that the respondent has thoroughly reviewed the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2) and all pertinent Federal Register notices.
- g. Certification that the respondent has thoroughly reviewed the New York State Action Plan and all amendments thereto.
- h. Certification that the respondent represents that at the time of submission of its Proposal, Respondent and its Subconsultants possesses each license that it is required to hold under the terms of the RFP documents, as well as any other license(s) that it is required by Applicable Laws to hold in order to perform those services it anticipates it will be required to perform under the terms of the Program Management Agreement.
- i. 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:
  - j. 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
  - k. Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state
  - l. Pending litigation with New York State, any other state, or a municipality located in New York or another state
  - m. Arson conviction or pending case
  - n. Harassment conviction or pending case
  - o. Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings
  - p. In rem foreclosure
  - q. Sale of tax lien or substantial tax arrears
  - r. Fair Housing violations or current litigation
  - s. Defaults under any Federal, State or locally-sponsored program
  - t. 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
  - u. Past or pending voluntary or involuntary bankruptcy proceeding
  - v. Conviction for fraud, bribery, or grand larceny
  - w. 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 Executive Summary**

Provide a cover letter that includes, at a minimum, the following information:

- a) Identification (Name, address, and contact information) of the Proposer
- b) A statement affirming that the Proposal shall remain valid for a period of ninety (90) days following the submission due date
- c) 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 brief 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.), number of years in business, the percentage of business devoted to program and construction management, in particular, management of programs similar in nature, scope and size to the RFP and an organization chart,

The location of the office that will be principally responsible for performance of the Program Management Services

Briefly describe any significant changes to the management and/or structure of the respondent that are related to the work contained in this RFP, 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 RFP 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.

### **5.3.2 Staffing Plan and Resumes**

Provide functional organizational chart of full time staff proposed for the project. List all staff / titles and positions listed in the price proposal. Indicate each MWBE position.

Provide resumes of all key personnel , using the table format provided in Exhibit F. Do not submit company resumes. Resumes will be evaluated and scored on the basis of meeting minimum qualifications, quality and applicability of experience, the clarity, brevity and conciseness of the resume.

Do not list or include irrelevant experience or lists of inapplicable projects.

### **5.3.3 Experience and Capacity**

#### *Experience*

Provide a summary of the types of services the respondent offers that relate to this RFP. Provide specific details on any previous experience with housing-related disaster recovery. Identify engagement with entities comparable to New York State for which the respondent



provides or has provided, similar services within the last (5) years. 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.

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 RFP, and the responsiveness of the respondent to the client during the engagement.

Information provided by references may be used by GOSR for proposal evaluation purposes. GOSR is not 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.

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.

#### 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 Program Management, Construction Management and Related 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 Construction Management and Related Inspection 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 – separate Approach and Methodology for each subtask.**

Explain how the respondent will achieve the goals, objectives, tasks, and deliverables outlined in this RFP. Set forth a detailed narrative describing the unique process the respondent would apply to monitoring and compliance services. Outline the respondent’s approach to streamlining monitoring processes to provide successful and timely services to GOSR. Address why the proposed approach is appropriate and suited for the affected counties in New York State.

Further, describe fully any similar experience for projects for public and/or private sector organizations similar in size (both in terms of size of workforce and budget) and complexity to New York State government. **Proposals must provide examples of how the proposed approach has achieved success in specific, relevant projects for public or private sector organizations similar in size and complexity to New York State government.** The Technical Proposal must contain enough information for the evaluators to ascertain the success of the projects accomplished by the Firm, and include the metrics and factors used to demonstrate that those projects and the Firm’s approach was indeed successful.

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 RFP. 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 – use included template – separate Price Proposal for each subtask.**

The included Price Proposal Worksheets (Exhibits D and E) represents fully-burdened hourly rates for each labor category. The fully-burdened labor rates include all direct, indirect, general and administrative costs and profit associated with providing the required skill. The fully-burdened labor rates include all labor and labor-related costs, such as, but not limited to, the following list of representative labor-related costs: salaries, wages, bonuses to include stock bonuses, incentive awards, employee stock options, stock appreciation rights, employee stock ownership plans, employee insurance, fringe benefits, contributions to pension, other post-retirement benefits, annuity, employee incentive compensation plans, incentive pay, shift differentials (if applicable), overtime (for applicable wage determination labor categories), vacation time, sick pay, holidays, and all other allowances based upon a comprehensive employee compensation plan.

- Firms responding to this RFP are required to submit staffing plans (Complete Price Proposal Forms in Exhibits D, E.) demonstrating how they intend to staff performance of scope of services as required in this RFP. Each Proposer shall submit Staffing and Pricing Proposals, separately packaged from its Technical Proposal, which includes a Proposed Full Staffing Plan that covers the entire two-years of the Program and the optional three years.
- Specify each person performing the services proposed for this RFP by name and use the titles provided. Respondents are required to use the titles provided, even if these titles are not consistent with the respondent's existing titles.

- The price proposal must include only one rate for each labor category. 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. 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.
- List the rates for the initial two-year contract period and for the additional three 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.

### **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 RFP.

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 MWBEs*

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, GOSR 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 RFP: 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 liquated 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/MWBE.html>. For further information or assistance relating to M/WBE partnering arrangements, contact GOSR via email at [MWBE\\_EEOCreports@stormrecovery.ny.gov](mailto:MWBE_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 a 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 HTFC, attached hereto as Appendix III.

The MWBE plan should address each of the following:

- In support of the Governor's mission to increase MWBE participation in NYS contract activity, does your firm have a 3-5 plan to assist in the development and capacity building of this MWBE partnership?

- Can you discuss how the MWBE partner will be engaged on any assignment with the agency?
- How will your firm evaluate the success of this partnership?

### **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 they meet 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](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 (OSC) 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 HTFC**

Because the ultimate contract will be between the respondent and 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.

## **List of Exhibits and Appendices**

Exhibit A - Non-Reimbursable Expenses

Exhibit B - Reimbursable Expenses

Exhibit C - Damage & Environmental Assessments Forms and Checklist

Exhibit D - Format for Price Proposal for Residential Properties

Exhibit E - Format for Price Proposal for Small Business, Infrastructure and Community

Reconstruction

Exhibit F – Format for Resumes

Exhibit G – MWBE Participation Template (included in price proposal template)

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



## **EXHIBIT “A”**

### **Non-Reimbursable Expenses**

Non-reimbursable expenses consist to the following:

- All travel expenses unless specifically authorized by GOSR; while Contractor may propose staff that are non-local, GOSR shall not bear the burden of routine travel to and from the NY area. In rare circumstances, if a particular service is required from an out of area resource, GOSR may authorize travel expense.
- Office space in a location acceptable to GOSR.
- Printing, reproduction, reprographics
- Shipping, over-night mail, messenger, courier, delivery services
- Mileage for business travel; unless specifically authorized by GOSR.
- Telephone, cell phone use charges
- All standard office information and technology tools such as software, computers, , Internet connectivity, file servers, backup devices, routers, telephones, cell phones, wifi modems, and other related equipment
- Office space use, rental and/or lease
- Fuel costs for vehicles use
- Parking validations
- Meals and refreshments
- Safety supplies
- Utility costs
- Rental costs
- All other expenses not specifically authorized by GOSR

## **EXHIBIT “B”**

### **Reimbursable Expenses**

- Must be specifically authorized by GOSR
- Travel expenses if authorized by GOSR will conform with GSA guidelines or by other agreement by GOSR
  
- Specialized hardware and software that is necessary to complete the scope of work such as:
  - Xactimate software
  - Hosting services for internet services
  - Video conferencing equipment
  
- Extraordinary office space

**EXHIBIT “C”**

**Damage Assessment & Environmental Checklist Forms**

**Forms and checklists are available on the GOSR procurement website.**

## EXHIBIT “D”

### Format for Price Proposal - Use for Single & Multi-Family Residences for Task Two Damage Assessment Task Three Environmental Assessment Services Task Four Inspection Services Task Five Demolition Services

PROPERTY SIZE	CLASSIFICATION/TITLE	CM	SCH	EST	DOC CTRL	OTHER **	TOTAL HOURS	FIXED HOURLY RATE					TOTAL COST
		# Hours*	# Hours*	# Hours*	# Hours*	# Hours*		CM	SCH	EST	DOC CTRL	OTHER	
	<2,500 s.f.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
2,500 s.f.- 5,000 s.f.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
>5,000 s.f.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\*Propose hours required by each of the personnel (and others as Proposer may see fit) listed in Section 1.8 to accomplish the task(s) and key deliverables in Sections 1.6 and 1.7.

Note: Provide separate unit cost proposal for each Task area, as necessary.

**Respondents must complete the above Unit Cost Price worksheet for tasks 2-5 (task 6 will be priced using hourly rates on Exhibit “E”).**

**Price proposal worksheet is available in editable form on GOSR procurement website.**

## EXHIBIT “E”

### Format for Price Proposal- Small Business, Infrastructure and Community Reconstruction Projects (Hourly Labor Rates)

Task Two Damage Assessment  
Task Three Environmental Assessment Services  
Task Four Inspection Services  
Task Five Demolition Services  
Task Six Project Level Design and CM

	Name	Title / Classification	MWBE? Y/N	Raw Billing Rate - Base Year 1	Multiplier	Final Billing Rate = Raw Rate * Multiplier	Anticipated Hours / Year (Assume 2080)**	Amount	Escalation % - Base Year 2	Escalation % - Option Year 1	Escalation % - Option Year 2	Escalation % - Option Year 3
1	John Example	Construction Manager (Key Personnel)	Yes	\$100.00	1.9	\$190.00	2080	\$395,200.00				
2	Jane Example	Estimator (Key Personnel)	No	\$80.00	1.9	\$152.00	2080	\$316,160.00				
3		Scheduler (Key Personnel)				\$0.00	2080	\$0.00				
4		Document Control (Key Personnel)				\$0.00	2080	\$0.00				
5		Proposed Professional 1				\$0.00	2080	\$0.00				
6		Proposed Professional 2				\$0.00	2080	\$0.00				
7		Etc.				\$0.00	2080	\$0.00				
8						\$0.00	2080	\$0.00				
9						\$0.00	2080	\$0.00				
10						\$0.00	2080	\$0.00				
11						\$0.00	2080	\$0.00				
12						\$0.00	2080	\$0.00				
13						\$0.00	2080	\$0.00				
14						\$0.00	2080	\$0.00				
15						\$0.00	2080	\$0.00				
16						\$0.00	2080	\$0.00				
17						\$0.00	2080	\$0.00				
18						\$0.00	2080	\$0.00				
19						\$0.00	2080	\$0.00				
20						\$0.00	2080	\$0.00				
21						\$0.00	2080	\$0.00				
22						\$0.00	2080	\$0.00				
23						\$0.00	2080	\$0.00				
24						\$0.00	2080	\$0.00				
25						\$0.00	2080	\$0.00				
26						\$0.00	2080	\$0.00				
27						\$0.00	2080	\$0.00				
28						\$0.00	2080	\$0.00				
29						\$0.00	2080	\$0.00				
30						\$0.00	2080	\$0.00				
31						\$0.00	2080	\$0.00				
32						\$0.00	2080	\$0.00				
33						\$0.00	2080	\$0.00				
34						\$0.00	2080	\$0.00				
35						\$0.00	2080	\$0.00				
36						\$0.00	2080	\$0.00				
37						\$0.00	2080	\$0.00				
38						\$0.00	2080	\$0.00				
39						\$0.00	2080	\$0.00				
40						\$0.00	2080	\$0.00				
Total								\$711,360.00				

\*Multiplier includes overhead, G&A, benefits, etc.

\*\*Hours are for evaluation only and are not guaranteed.

Offerors are to complete the Yellow Highlighted Fields

**An hourly labor rate structure will be used for tasks 2-6 when the projects involve Infrastructure, small business or community reconstruction (e.g. projects other than housing).**

**Price proposal worksheet is available in editable form on GOSR procurement website.**

**EXHIBIT “F”**

**Format for Resumes for Key Personnel**

General information				
Name	John Example			
Proposed title	Program Manager			
Education	Masters, Construction Management			
Years of applicable experience	10			
Assignment, role, responsibility	ABC project, Program Manager, responsible for all contract deliverables related to ___ tasks, ___ deliverables and the following metrics. Insert other facts about this assignment as necessary.	Start Date of Enter Month and Year	End Date of Enter Month and Year	Duration Enter number of years and months for this assignment
Repeat experience to total minimum required				
Reference 1	Name, address, phone number, email			
Reference 2	Name, address, phone number, email			

**Do not submit company resumes – they will not be evaluated  
This table is available as an editable form on procurement website.**

**EXHIBIT “G”**

MWBE Participation Table

MWBE participation table			
		From Price Proposal Table	\$ 711,360.00
	MWBE?	Percent committed	Dollar amount committed
Prime Contractor			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
Subcontractor name			\$ -
		Total MWBE	

Template included as a tab within the price proposal worksheet from