



GOVERNOR'S OFFICE OF STORM RECOVERY

Andrew M. Cuomo
Governor

James Rubin
Executive Director



**Responses to questions in reference to the Governor's Office of Storm Recovery
Request for Qualifications for Professional Services for CDBG-DR Uniform Relocation Act Relocation Services RFP
201502_031
Released February 25, 2015**

1. Attachment 1: Price Proposal Form indicates that estimated number of cases as 20 temporary and 80 permanent.
 - A. Is this the estimate of the total size of the workload under the contract? OR
 - B. Is this the estimate of the total size of the workload under the contract each year –that is, 100 base year and 100 option year? OR
 - C. Is this merely an estimate for price comparisons among bidders, but the actual workload will be much larger? If merely an estimate for price comparison, what is the actual anticipated annual workload in each category? OR
 - D. If none of the above, please provide additional information to help us understand the volume of work.

Answer: This was the total estimated workload over the life of the contract, including any necessary extension, at the time of the RFP issuance. See Question 3 below.

2. Section 1.5 Description of Program(s) identifies three housing programs: Housing Recovery Program, Buyout and Acquisition Program, and Multi-Family Repair and Reconstruction and Rental Properties Program. Second last paragraph in section 3.2.4 Approach and Methodology asks for a “detailed approach for establishing engagement of URA Relocation Services for the broad range of activities outlined in the Action Plan, including housing, economic development, and infrastructure.” (emphasis added.) Does the State anticipate services related to just the three housing programs or services related to other projects such as infrastructure and businesses?

Answer: The RFP is for the four GOSR housing programs only: Housing Recovery Program, Buyout and Acquisition Program, Multi-Family Repair and Reconstruction and Rental Properties Program, and Multi-Family/Affordable Housing Program.

3. With respect to the three housing programs, what is the anticipated number of households to be assisted annually for each:

	Housing Recovery	Buyout and Acquisition	MF Repair and Reconstruction
Homeowner temporary relocation*			
Homeowner permanent relocation*			
Tenant temporary relocation			
Tenant permanent relocation			
Acquisition subject to URA			

*If the state has adopted an Optional Relocation Policy covering homeowners.

Answer: Temporary-Housing (~5) and Rental (~40); Permanent – Buyouts & Acquisitions (~80)



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4. Please provide similar information to the above regarding anticipated workload for infrastructure and business grants programs if they are also to be assisted through this procurement.

Answer: Not applicable.

5. Per section 1.7 Key Deliverables, "Offices shall be fully staffed, operating, and reviewing applications by April 2015 at designated GOSR locations"

- A. Is the contractor to utilize office space already under lease by the State or other contractors for the recovery programs or is the contractor expected to lease and furnish additional space?

Answer: Contractor is to utilize GOSR supplied office space in Staten Island and Long Island.

- B. How many offices are required? What are the locations? What is the estimated workload per location?

Answer: See Question 5.A. above.

6. Are contractors expected to use the existing GOSR disaster recovery management information system (MIS) to support this function?

- A. If yes,

- i. Please provide information about the fields in the existing system so we may evaluate their suitability for supporting the URA function

Answer: All current URA activity is tracked through the GOSR system of record, IntelliGrants. This includes all contacts/communications with applicants concerning relocation needs. Contractor is required to populate all GOSR defined fields.

- ii. Will the State's IT contractor be responsible for making upgrades to the system to accommodate the URA function?

Answer: See Question 6.A.i. above.

- B. If no,

- i. What MIS development work does the state expect the contractor to undertake?

Answer: See Question 6.A.i. above.

- ii. How are we to incorporate the build-up of the MIS for URA into the price since it is a fixed development cost?

Answer: See Question 6.A.i. above.

7. Some of the items in section 1.6 Scope of Services and section 1.7 Key Deliverables do not appear to be related to establishing and awarding benefits under the URA. For example, third bullet from the bottom of section 1.7, "A signed award agreement stating the grant amount received by the applicant, and the agency providing home rehabilitation or reconstruction. Notice to proceed" does not appear to be a URA requirement. Similarly,



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collection of required documentation for the applicable program(s), including but not limited to income documentation, proof of ownership, pre-disaster housing conditions and values, status of the applicant's property taxes, mortgage and insurance, etc. do not appear to be URA functions absent the use of eminent domain. Please clarify the Scope of Work and Key Deliverables in relationship to relocation activities.

Answer: All work under this RFP will relate to URA. Section 1.6 Scope of Services and Section 1.7 Key Deliverables are summarized in Attachment 1 Price Proposal Form. The categories provide a framework for the services being solicited. Bidders are to develop a detailed workflow based upon the Uniform Act Relocation Assistance requirements, and provide a unit price for each type of relocation.

8. Fourth paragraph in section 3.2.4 Approach and Methodology includes this statement: "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." Some of these positions are not mentioned in the RFP. Please clarify.

Answer: Should bidder identity these positions as necessary, bidder should make arrangements accordingly.

9. What is expected of the translator? Since an administrator and translator likely have different skills and rates, would the state consider separating these responsibilities?

Answer: Translation services are required to comply with limited English proficiency standards as defined by HUD. Bidder should indicate whether these services will be provided separately and reflect in the unit pricing.

10. The scope and deliverables provided in sections 1.6 and 1.7 respectively are not related to a Uniform Act relocation scope of services. Relocation is only mentioned once, embedded in 4.b. of the Scope ("Assist with relocation of occupants") – which could be interpreted as GOSR looking for more than a relocation consultant. Is the State looking for a relocation consultant to respond to this RFP? If yes, can you please confirm that the referenced scope and deliverables provided in these sections of the RFP are not related to the services to be provided to the relocation consultant?

Answer: All work under this RFP will relate to URA. Sections 1.6 and 1.7 provide the overall scope of services being requested and identifies key deliverables. The categories provide a framework for the services being solicited. Bidders are to develop a detailed workflow based upon the Uniform Act Relocation Assistance requirements, and provide a unit price for each type of full service relocation.

11. Page 13, 4th full paragraph from top of page states: "...The respondent shall not make any aspect of its proposal contingent upon the use of State of New York personnel, property, or equipment." Should a proposal for relocation services assume the need to lease office space and equipment – and if so, add these office costs to loaded hourly rates per bullet 5, 3.2.5, Price Proposal (page 17)?

Answer: See Question 5.A. above.

12. Last paragraph in section 3.2.2 requires a "completed Respondent Overview Form (page 1 of the RFP



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Appendices)". Can you provide this form and the balance of all information referenced in the separate sections of the Appendices? The Appendices are not available with the on-line RFP.

Answer: The Appendices for RFP are available on the GOSR website.

13. With regard to the tasks in Attachment 1: Price Proposal Form, the task titles do not necessarily translate into the beginning and ending activities in each task section for Uniform Act Relocation Assistance. In the interest of applying breakdown costs for each task, could you please clarify the starting and ending activity for relocation assistance for each of the following tasks?
- "Intake and Application Preparation"
 - "Verification of Eligibility for Benefits"
 - "Benefit Review and Award Finalization"

Answer: The categories are to provide a framework for the services being solicited. Bidder is to develop a detailed workflow based upon the Uniform Act Relocation Assistance requirements, and provide a unit price for each type of relocation.

14. Please translate the scope of services in the RFP into URA tasks i.e. inspections, identification of comparable housing resources, tenant counseling, etc.

Answer: Based upon the proposal pricing structure, bidders should provide additional detail about the URA task if they feel it is necessary to complete the price proposal and explain the work flow.

15. Please confirm the names of the GOSR programs that will be covered by this solicitation.

Answer: See Question 3 above.

16. Please confirm the total relocations for the life of this contract is 100 relocations. Please provide a breakdown of relocations by GOSR program.

Answer: See Question 3 above.

17. On the price proposal form, is a total price requested for each task, or only a per unit price for temporary and permanent relocations?

Answer: For the proposed benchmark activities, bidders to provide a unit price for temporary relocation and a unit price for permanent relocation.