

RFP for Housing Technical and Consulting Services – RFP #20140114

Questions and Answers (01/30/14) – Questions received by e-mail up to 1/24/14.

Q1: We currently have a Contract with Housing & Community Renewal for Consulting Engineering/Architectural Services which expires on March 31, 2014. It has been my previous understanding we cannot reapply for the Consulting Engineering/Architectural Services Contract since the State requires a separation at this time. However, I did notice you are looking for Construction Monitoring Services. Can our firm apply for Construction Monitoring Services which I believe are not part of our current Contract which expires on March 31, 2014?

A1: There is no reason why an existing vendor under contract with HTFC would be precluded from applying to a new RFP.

Q2: I am inquiring about the RFP for Housing Technical and Consulting Services for the New York Homes & Community Renewal. Has a budget been established at this point in time? Additionally, what is your fax number?

A2: The total budget will be established by the HTFC Board and will be an aggregate of all services, each of which is used on an as-needed basis.

Q3: Can a contractor bid on A, B or C services, or do we have to bid on all three sections of scope of services?

A3: Firms can bid on any one or a combination of services. According to section IV of the RFP, separate proposals must be submitted for each service a firm chooses to bid on. Services being bid on are selected in attachment 5.

Q4: As a Certified Minority Business Enterprise, will that cover our MWBE subcontracting goals?

A4: Yes, the NYS Certified vendor would meet its subcontracting goals if they count the work they do on the project towards the goals.

Q5: As a Certified Minority Business Enterprise counting the work they will do on the project toward the goals, would they still have to submit the "Request for Waiver Form"?

A5: No, the submission of the "Request for Waiver Form" would not be required.

Q6: Can you please clarify the scope of the “Energy Efficiency” service listed under paragraph C. Consulting Engineering/Architectural Services?

A6: As an agency that funds the development and oversees the management of affordable housing across the state, we have a vested interest in ensuring that our projects utilize the latest energy efficiency technologies that cost effectively reduce the cost of energy utilities. Our need for consultants with expertise in energy efficiency is in relation to building systems and programs that accomplish this goal. Examples of current and past programs that our projects have utilized include the NYSERDA Multifamily Performance Program, NY ENERGY STAR Certified Homes, EPA ENERGY STAR Multifamily High Rise Program, and EPA ENERGY STAR Certified Homes.

Q7: In the construction monitoring work, how is travel time to and from the site paid? Should it be built-in the rate?

A7: According to the RFP, travel expenses will be reimbursed according to New York State employee travel guidelines. These guidelines include payment for time worked while in travel status at the normal rate of pay, including time to drive to and from the travel destination. Reimbursable travel expenses are to be billed separately.

Q8: A single flat fee for all technical services associated with Environmental Review activities poses some difficulties. Is it possible to provide a list of proposed fees broken down by technical service area? Do you have any additional guidance on arriving at a single fee Statewide for all environmental review services?

A8: The general scope of environmental consulting work to be provided to HTFC is desktop environmental impact reviews of single-family and multi-family housing projects and generally do not require field visits. In most cases, underlying permit applications, site investigations and related research are handled by the project applicant and their environmental consultants, directly. The scope of services and associated cost for the environmental review services under this RFP is for the analysis of these data and other information provided by the project applicant to ensure compliance with environmental regulations and agency policies.

Q9: In Attachment 1 Contract for Services, Exhibit ‘B’ “Budget” (page 21) is part of the sample contract and should we use the ‘Hourly Rate Form’ Attachment 10, Page 69, for our Budget Submittal?

A9: Attachment 1 and the associated Exhibit B to the sample contract for services are provided for informational purposes to the bidders. Attachment 10, “Hourly Rate Form” is to be filled-out and included for the budget submittal.

Q10: It appears that the EEO Staffing Plan, Page 32 is the only form required from Attachment 4 to be included with the bid. The others will be prepared on contract execution. Is that correct?

A10: The instructions on the MWBE Utilization Plan indicate that the form must be submitted with any bid or proposal.

Q11: In addition in Attachment 4, page 38 you provide the “Minority And Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement”. Is that required in our response?

A11: A fully executed MWBE and EEO Policy Statement, form PROC-4 is to be included with the response.

Q12: Similarly is the Direct Deposit form, Attachment 9, Page 67 needed with the response or is that also at contract execution?

A12: The Direct Deposit Form, Attachment 9 is not required with the response. It will be needed at contract execution.

Q13: Attachment #4, p. 32 - EEO Staffing Plan - We will be serving as a general contractor of sorts and enlisting a variety of "subcontractors" to fulfill those skills, such as engineering, which are outside our expertise. Until work is assigned, we won't know which work categories will be involved, so we can't provide a staffing plan for the subcontractors at this time. Will our proposal be considered complete if we limit our EEO plan to our office then provide documentation for any subcontractors as they are brought on board over the course of the contract?

A13: Yes. The EEO form can be amended as subcontractors are added. Please be advised that all proposed sub-contracts are to be listed in the proposal.

Q14: Attachment #8, p.63 - I am assuming the "Contract Procurement Number" is something that will be assigned should our company be selected, yes? If not, please explain what this number is and where I would find it so it can be inserted into the application.

A14: This is the Procurement number - RFP #: 20140114.

Q15: Attachment #9, p. 67 - My office already has a designated bank account in place for receipt of HTFC funds. We've been directed in the past to refrain from providing this same account information in subsequent grant applications because it

triggers HTFC staff to assume they need to set up a new account structure, which then requires additional paperwork, causes confusion and delays the flow of funds. Taking this into consideration, please advise us as to how we should address this attachment form.

A15: If a Direct Deposit Form is already on file for a vendor, note that “a copy is on file” and provide a phone number in case HTFC staff needs to follow-up.

Q16: On the Hourly Rate Form: Are the hourly rates to be provided include overhead and profit?

A16: The hourly rate form is to indicate the total hourly rate that will be charged to HTFC.