

HOUSING TRUST FUND CORPORATION
REQUEST FOR PROPOSALS FOR PLANNING, TECHNICAL AND
PROFESSIONAL SERVICES

ISSUED APRIL 23, 2013

RESPONSES TO RESPONDENTS' QUESTIONS

(First Group)

Introduction

The following questions were submitted at the Respondents' Conference held in New York City on April 30, 2013, and via e-mail to the Corporation between April 23, 2013 and 5 PM, May 7, 2013. The responses below are the Corporation's official responses to those questions. A number of questions are still under review and will be posted to our website as a second group as soon as that review is complete.

Please note that a number of questions we received were identical or substantially similar to others and in order to facilitate the Q&A process, we aggregated those questions into a single question and response in each of those cases. Accordingly, you may not see the exact question you asked in this response document. Please be assured that every question was reviewed by one or more members of our team who have specific knowledge and experience with the issues raised, and our best judgment was used when those questions were aggregated and answered.

Finally, please note that the Questions and Answers below were grouped by subject based on our ability to identify approximately common issues.

The period for inquiries is now concluded and we are not accepting any further subject matter questions. All necessary information on procedural matters should be available to you in the RFP, but the contact e-mail address may be used if there are any remaining pressing procedural questions. However, please note that any inquiries as to the progress of the remaining process up to and including the announcement of the selection of contractors will not be responded to. All respondents submitting a proposal will receive an acknowledgement of their submission, as well as a final response as to whether or not their submission was successful.

Q&A

CRZ List

1. Some of the CRZs on the list are single villages, some are multiple villages, some are hamlets or unincorporated areas or neighborhoods – how will you account for those differences?

- Differences in CRZs will be accounted for when firms contract for a particular CRZ; however, all firms must meet the requirements laid out in the RFP in order to qualify for contracting with any CRZ.

2. Why are we laying out proposed approaches for 2 example CRZs when we have a list of specific CRZs in front of us?

- The CRZ counties were unknown at the time the RFP was being developed and released; however we attempted to lay-out two types of CRZs with relevant differences included so that firms are able to propose a sufficiently detailed plan. This allows NYS to set clear, objective criteria to evaluate different proposals.

3. Will firms be assigned multiple CRZs?

- If a qualified firm has demonstrated capacity to successfully and simultaneously assist more than one CRZ with completing all of their deliverables, OCR would consider assigning multiple CRZs to the firm.

4. How were the CRZ list and funding allocation determined?

- This question cannot be answered as it is outside of the scope of the required RFP submission requirements.

5. Have the CRZs already been established, and if so where can we find that information?

- The press release discussing the CRZ program, including the list of CRZs, is available at <http://www.governor.ny.gov/press/04262013cuomo-reconstruction-federal-disaster-aid>. Included in that press release is the CRZ website, <http://nysandyhelp.ny.gov/community-reconstruction-zones>, which also has *Guidance for Community Reconstruction Zone Plans*.

Planning Deliverables

1. Some deliverables appear to have templates and formats on the CRZ website while others do not – how do we know how much work will go into each deliverable? And when and how will the meetings and workshops are held?
 - Over the course of the program, we expect that NYS will provide a series of workshops and webinars that will detail the requirements for each deliverable and key activity, beginning with the tentatively-scheduled kick-off conference. These sessions will be provided well in advance of deliverable due dates to ensure every CRZ Planning Committee working with their contracted firm has the ability to meet the requirements.
2. CRZs will obviously differ widely in their level of damage; how will we account for those differences and still deliver on our contracts?
 - The RFP sets out the deliverables and key activities that must take place within each CRZ. As the process gets under way, NYS will work with firms to ensure that the deliverables are tailored appropriately and take into account differences between CRZs.
3. Some CRZs have multiple municipalities or Census-designated areas while others are a single municipality or area. How will that affect the deliverables and the list of projects those CRZs will produce?
 - One plan will be produced for the CRZ regardless of the number of municipalities in the identified zone. The RFP sets out the deliverables and key activities that must take place within each CRZ. Firms should propose their approach and methodology to CRZ A and CRZ B as they reflect comparable differences.
4. Have the CRZ Planning Committees been identified yet, and if not, when and how will that happen?
 - The Planning Committees have not yet been identified. This information is not relevant for the purposes of this RFP, however updates may be posted on the CRZ website, <http://nysandyhelp.ny.gov/community-reconstruction-zones>.
5. Why are there deliverables and also “characteristics” of a successful CRZ Plan?
 - The deliverables as outlined in the RFP are the required work products for each CRZ; however the “Characteristics of a Successful Community Reconstruction Zone Plan” provides guidance and best practices.
6. The RFP says some communities will already have begun planning as a result of Irene and Lee – how will we deal with those deliverables if a community has already completed them?
 - Firms are responsible for the requirements laid out in the RFP. Specifics of each CRZ will be addressed at the point of contract.

7. How will the State oversee this process?
 - NYS is currently finalizing the team of internal and external staff who will monitor, supervise, and provide guidance and support to CRZs as they complete the planning process. That staff will include representatives of OCR who will ensure that planning firms adhere to their contractual requirements.
8. What is the CRZ planning budget? What is the implementation budget?
 - As is reflected in the HUD-approved Action Plan, NYS has currently allocated approximately \$25 million for planning support and approximately \$400 million in project funding support. NYS reserves the right to change those allocations as the program progresses.
9. Is there a standardized set of data available for the CRZs?
 - NYS and Federal agencies have a variety of data sources available for CRZs to use; however, there is no single comprehensive data source at this time. NYS will be supporting the CRZs to identify and refine the data they need to conduct effective planning.
10. Can you speak to the Risk Assessment Tool that NYS will provide?
 - The Risk Assessment Tool has two parts, an inventory spreadsheet and a risk assessment sheet, and is available on the website at <http://nysandyhelp.ny.gov/community-reconstruction-zones>. It was developed as an option for communities to use but is not a requirement.
11. Will there be any interaction with the state emergency management office and/or the hazard mitigation program?
 - Yes, there will be some coordination but we are currently finalizing what that process will be.
12. The RFP mentions that NYC CRZs will complement the NYC planning process – how will that occur?
 - NYS is currently determining the coordination required between the State and NYC for NYC CRZs and will update the HCR Procurement Opportunities webpage.
13. Will there be an environmental review that CRZs will have to do?
 - There is no environmental review listed as a deliverable for this RFP, so please do not include it as a deliverable within your proposal. The question of whether environmental review will be necessary will be resolved before the point of contract.

14. Level of effort will vary significantly for each deliverable based on how much work each CRZ community has already done or is committed to doing in preparing their plans. Have you considered developing estimated level of efforts to provide submitting firms with guidance?

- The example CRZs discussed in the RFP include descriptions of typical planning capacity for each of the CRZs. Firms should use those descriptions to forecast the level of effort necessary to accomplish each of the deliverables.

RFP submission process

1. The cost proposal says a “minimum of 8 months” – is it expected that we will continue beyond that?

- CRZs are expected to produce a plan within 8 months of beginning the planning process and we expect that planning process to begin shortly after the RFP closes. If there are extenuating circumstances we will deal with that on a CRZ-by-CRZ basis as they arise.

2. Why is the technical approach only 20 out of the 100 points of evaluation?

- The scoring criteria reflects the importance NYS places on four key criteria – what a firm brings through its experience, the price of the proposal, the approach to the given example CRZs, and the ability to support multiple CRZs and demonstrative innovative approaches. Each is an important component of our overall evaluation and we conducted a thorough internal process to determine point allocations for each.

3. How many firms are you hiring?

- The RFP includes evaluation criteria that score firms on their ability to provide support for multiple CRZs. We will make a determination on firm proposals based on that criteria; the number of firms to be selected has not been pre-determined, but will be based on several factors including the qualifications of the Respondents and coverage of all CRZs.

4. What is the first workplan deliverable – the action plan?

- We will provide additional details to firms selected through this RFP process, but the action plan is the high-level long-term set of activities, deadlines, and outputs identified by a planning firm in conjunction with its CRZ that will be used by the CRZs and by NYS to track progress.

5. Will there be other RFPs issued for the CRZ planning effort?

- We cannot speak to the need or potential for other RFPs as this set of questions deals solely with this RFP.

6. Page 7, III Scope of Work indicates the Firm will receive payment based on successfully completing the key deliverables. Please confirm our understanding that the Firm is to support the development of the key deliverables which are to be completed and submitted by the CRZ Planning committees, not the Firm. How does the Firm achieve successful completion if the CRZ decides not to complete and/or submit the final deliverables?

- The final deliverables for each CRZ will be identified at the point of contract and communicated to CRZ Planning committee members. Concerns regarding contract liability must be taken for review by our legal department and will be answered in full before the point of contract.

7. The cost proposals require non-personnel related costs (i.e., travel, equipment, etc.). Geographic location of assignments could significantly impact travel costs if a firm located upstate is selected for work in the NY metropolitan region. As the cost proposals are considered to be not to exceed costs, would it seem reasonable to assume a “worst case” scenario relative to travel costs? Are public hearings and meetings anticipated to take place during normal business hours or in the evening?

- Firms should assume some level of onsite activity and describe their approach to meeting these needs and indicate their capacity or limitations.
- Public hearings and events will be scheduled at the direction of the CRZ Planning Committee and may take place before, during, or after business hours and on the weekend.

8. Can a firm partner with more than one firm?

- Yes, there are no limits to partnering so long as the partnership meets the RFP’s requirements. As discussed throughout the RFP, OCR would strongly recommend firms, especially those partnering with different teams, clearly demonstrate their capacity to support more than one firm and CRZ Planning committee.

9. Will a firm’s commitments to other states who have issued CDBG-DR funds be considered?

In the RFP, firms are asked to demonstrate their capacity to support a CRZ or multiple CRZs. To help evaluate capacity, respondents must provide a description of current contracts and obligations for the next eight months.

10. Can firms identify upfront CRZ preference?

- Firms should submit a proposal that demonstrates their capacity to address the two sample CRZ scenarios listed in the RFP.

11. Can firms negotiate the list of CRZs being awarded?

- NYS will communicate to firms about the matching process only after firms have been deemed eligible as a result of this RFP.

12. Will all contracts be for the same value?

- Given the diversity across CRZs, it is unlikely that each contract will be for the same value, but contract details cannot be determined prior to the completion of this RFP process.

13. Do firms need to have existing agreements with partnering firms at the point of submission?

- Firms need to demonstrate the ability to partner with firms as sub-contractors to provide expertise in specialized disciplines as needed. Furthermore, as highlighted in the Evaluation of Proposal section, the capacity to fulfill the activities and deliverables will also be considered.

14. If a firm does not have all of the qualifications listed in the RFP, can it still apply?

- Receiving full credit in the evaluation will only occur if a proposal meets all the technical criteria; therefore, we highly encourage firms to partner with other firms in order to present a comprehensive set of capabilities.
- If an individual firm submits a proposal which does not have all of the requisite technical criteria, it will be considered and evaluated accordingly.

15. Do we create two scenarios for CRZ A and CRZ B?

- Yes, you should submit a technical approach to both CRZ A and CRZ B; however, both approaches must fit within the page limit identified.

16. Is there a particular type of firm you're looking for?

- No, we have no preference for a particular type of firm, only for firms which have the requirements listed in the RFP.

17. Does the person listed on the cost worksheet for each deliverable have to be on the team for that entire deliverable?

If you plan to have multiple people for each deliverable, please list them and allot the hours accordingly. Firms will be evaluated and contracts will be issued based on the materials provided in the firm's proposal.

18. Do you have any specific concerns or priorities for the CRZ program?

- Section 3 of the RFP lists the thematic priorities we currently have for the CRZ program.

19. Can we submit a different cost worksheet than listed in the RFP? For example, if our firm has different titles and staffing projections than what is listed; or if we typically bill by time and materials rather than by deliverable.

- In order to allow us to compare between firms objectively, you must submit the cost worksheets provided in the RFP.

20. If we are qualified and then matched, will the bidder have to come up with a revised cost proposal at the point of contract?

- At the point of contract we would identify CRZ assignment and use the firm's proposed approach and estimated cost to complete the activities for a comparable CRZ (A or B) to guide contract price.

21. When do you expect to announce awards?

- The current target date for selection is May 24th, with finalist interviews, if needed, on May 28th-31st.

22. If we have an innovative approach that would differ from what is laid out in the RFP, can we submit that instead?

- The RFP is designed to allow you to be innovative within the approach to the various deliverables. All submissions must follow the guidelines included in Section IV. Structure and Content of RFP Proposals. Only complete proposals will be evaluated.

23. What do you consider to be innovative in terms of approach and partnering?

- We do not have a specific definition for 'innovative,' but expect that firms would look to our thematic priorities – identified as “Characteristics of a Successful CRZ Plan” – and the firm's experience to identify best practice and tailor it to the CRZ's particular circumstances.

24. If we are going to have many Engagement Partners and Project Managers, do you want three references for each?

- We will request three references for each of the top five most involved Engagement Partners and top five most involved Project Managers.

28. Will the state comptroller's office be involved in pre-contract negotiations or anything else?

- No. The Office of the State Comptroller (OSC) does not automatically review the contracts resulting from RFPs issued by Public Benefit Corporations; however, OSC retains the right to review or audit contracts and may do so at any time.

25. Who can we contact with additional questions?

- The only permissible contact is with HTFC's Assistant Treasurer, Frank Markowski, at fmarkowski@nyshcr.org. However, please note that the period for submitting subject matter inquiries has expired.

26. How should firms discuss their partnering with other firms?

- Firms should identify if they have worked with partnered firms in the past, and if so, the structure of the relationship - for example, in a joint venture or as a sub-

contractor. Firms should also make clear in their technical approaches which partner will be responsible for each deliverable or deliverables.

27. The RFQ states, “Firms attaining at least 80 of the 100 possible points in the evaluation will be determined as qualified.” Are we able to see the evaluation scoring criteria to help identify strengths and shortfalls of our firm and potential teaming partners?

- The evaluation scoring criteria will closely match the requirements laid out in the RFP, including but not limited to knowledge expertise, functional expertise, demonstrated approach to the listed deliverables, adherence to the characteristics of a successful CRZ Plan, and required legal and regulatory documentation.

28. Section A and C both appear to ask for information about experience. Please clarify in which section the State would like us to present:

a. Corporate experience of prime contractor – previous projects of similar size and complexity

b. Corporate experience of subcontractors – previous projects of similar size and complexity

c. Qualifications of staff – individual expertise, background, work experience of personnel

d. References from firm’s previous clients

e. Resumes – is it appropriate to include them in the appendix? Are we to provide just for managers and key staff? Provide for primary SMEs? Provide for other staff members?

- Firms should submit individual qualifications and experience in Section A and firm experience and qualifications in Section C. For this question, (a), (b), and (d) should be part of Section C and (c) should be in Section A. Resumes should be provided for team members identified in the cost deliverable worksheets.

29. Page 4 of the RFP, item D, indicates that not all qualified firms will be awarded work. What is the basis upon which assignments will be made?

- The process for matching firms to CRZs is still being discussed and will be communicated to firms and CRZs once the appropriate decisions have been made. The criteria will include relevant information from firms’ proposals as well as various factors that differ by CRZ.

Additional questions

1. On page 12, the RFP refers to Section IV.B.2 but there appears to be no section numbered as such in the document. How does that change the page limit?

- Section IV.B.2 is a vestigial reference and no longer has any effect on the rest of the RFP. It should be disregarded.

2. On page 27, the descriptions of the staff don't seem to represent the appropriate skills a team would need. Are these the correct descriptions for those staff levels? Does there need to be one engagement partner or project manager across all deliverables?

- Staff names can differ for different cost worksheets if different staff will be the primary personnel for that phase of the project.
- Staff descriptions should read as the following and will be posted on the website after this conference:
 - **Description of Engagement Partner:** The Engagement Partner will oversee the Project Manager(s) in their daily work and maintain regular contact with all relevant organizations to the CRZ planning process. The Engagement Partner is ultimately responsible for the work that the team produces, and should have five years' experience in community planning projects with three of those years serving in a leading role with three or more planning projects at the local municipality or city level within the United States.
 - **Description of the Project Manager:** The Project Manager will coordinate and delegate the assignments to the Analysts and serve as the day-to-day leader for the team and primary point of contact for the CRZ regarding new issues, project status, meetings, and deliverables. The Project Manager should have a working and/or academic knowledge of the key activities and deliverables described in the RFP.
 - **Description of the Senior Analyst:** The Senior Analyst will work under the Project Manager and will be responsible for performing the more complex analytical work, depending on the project, as well as day-to-day activities. The Senior Analyst may oversee a functional team and should have a working and/or academic knowledge of the key activities and deliverables described in the RFP.
 - **Description of the Associate Analyst:** The Associate Analyst will complete day-to-day project activities under the supervision of the Project Manager and/or the Senior Analyst, and should have a working and/or academic knowledge of the key activities and deliverables described in the RFP.
 - **Description of the Analyst:** The Analyst will assist in the completion of day-to-day project activities under the supervision of the Senior Analyst or Associate Analyst and should have a working and/or academic knowledge of the key activities and deliverables described in the RFP.

3. Do you anticipate selected firms will be in charge of conducting an Environmental Impact Study in order to apply for competitive implementation grants? Is this a part of the expectations of this grant? If yes, will contract extensions be available?

- The HTFC, as the responsible environmental agency, will conduct the NEPA and SEQRA review for the CRZ Planning grant program.

4. Where can I seek guidance on CDBG / CDBG-DR requirements?
 - Guidance on CDBG/CDBG-DR may be found on HUD’s website. The RFP identifies a Firms experience with developing and/or implementing plans which rely upon CDBG, other federal, state, and local funding sources, as well as CDBG-DR funding as an area of expertise that must be addressed in the CRZ application,
5. How will contracts be paid?
 - Contract payments will be discussed in contract negotiations and at the point of contract.
6. May we retile the positions on the Cost Worksheet to better match the structure and functions of the firm?
 - We are looking for a comprehensive response on the cost worksheet so we can compare broken by up CRZ A or CRZ B. However, actual descriptions will vary. We will be holding firms to the overall outline of the cost but determining the details will happen at the point of contract.
7. We were wondering what the insurance requirements were for these services. Or, is there a standard insurance requirement that the consulting firm would need to maintain?
 - The Housing Trust Fund Corporation requires the following insurance coverage:
 - general liability coverage in a minimum amount of \$1,000,000 naming HTFC and the State of NY as additional insureds,
 - certificates for automobile insurance (if applicable),
 - fire insurance,
 - workers compensation and disability benefits.
8. How will the CRZ plans relate to existing or anticipated Local Waterfront Revitalization Plans and the Coastal Zone Management Program?
 - CRZ plans should consider Local Waterfront Revitalization plans, as well as other local and regional plans.
9. What expectations do you have about Team’s conducting a multi-lingual planning process?
 - Multi-lingual planning process questions are currently being discussed in Albany; we will update the website as soon as possible once an answer has been determined.
10. The Governor’s press release said that the process will include “An optional risk assessment tool to allow communities to estimate relative risk and test management

measures”. The RFP makes it sound like the use of the risk assessment is required – would you please clarify?

- The planning process outlined in the RFP requires an assessment of risk to assets; however, it does not require that the community use the risk assessment tool developed by the Department of State. Use of the DOS tool, which is in the form of a spreadsheet with formulas built in, results in “Risk Scores”, and can be used to test various management scenarios to see if the risk scores would be reduced.

11. The Governor’s press release said “In very high risk areas, there will be a prohibition on rebuilding and these areas will be used as buffer zones.” Who will make the determination of the “very high risk areas”? How will the determination be made? When will this determination be made? Will CRZ planning teams have this information during the planning process?

- Risk areas referred to in the press release are ones developed in a joint effort of the Department of State, the National Oceanic and Atmospheric Administration Coastal Services Center, and the Federal Emergency Management Agency. Maps can be accessed from the risk assessment section of <http://nysandyhelp.ny.gov/community-reconstruction-zones>. The language in the press release relating to prohibition of rebuilding is associated with the “Recreate NY Smart Home Buyout Program.”

12. Would a consultant who works for developers on HTF/LIHC projects, be in any conflict with the Housing Trust Fund Corporation’s policies, rules or regulations, if they also participated as a member of a team under this RFP?

- Conflict-of-interest concerns are currently being addressed by our legal department and the answer will be posted as soon as it has been determined.

13. Is it expected that the engagement partner and project manager positions be staffed by the same people for all deliverables in a particular scenario proposal write-up (e.g., CRZ-A write-up) or could there be more than one engagement partner / project manager for the different deliverables for that scenario?

- There should be one engagement partner and project manager listed for each deliverable, but they may be different for different deliverables.

14. If necessary for providing the right level of expertise, may we add more than one name to certain positions in the Cost Proposal Worksheets (e.g., list two staff names next to “Analyst” for Deliverable #1 of CRZ-B)?

- Yes, firms should list all members of the team involved in the project for each deliverable.

15. On p. 8 of the RFP, it states “Firms engaged solely to support planning will partner with engagement Firm(s) to ensure that planning and engagement are integrated

throughout the planning process. “ What do you mean by engagement firm? (i.e., is this public engagement or a reference to project grants?)

- Engagement firms are firms which specialize in community and stakeholder engagement through multiple platforms, including town halls, gallery walks, social media, broadcast communications, and others.

16. Can you elaborate what is meant by the following statement in Part IV? “Do not refer to other parts of your Response, to information that may be publicly available elsewhere, or to the submitting entity’s website or another website in lieu of answering a specific question.”

- If you want the RFP review team to consider certain material contained on the website or in other documents, you should excerpt or quote that material within your response to the RFP.

17. What does the State/OCR expect to see in the work plan mentioned in Part IV.D of the RFP?

- The work plan referred to in Part IV.D. of the RFP is the “Action Plan” described as the first key deliverable in Section III. Scope of Work.

18. If our organization has ongoing post-Sandy recovery efforts in CRZ designated communities, will the State/OCR consider preferences for pairing us with the same community for the purposes of this RFP?

- The consultant–community matching process is still under discussion. If a firm has ongoing recovery activities, please note that in your description of your capacity to perform the services (IV.C).

19. Can the State/OCR provide a list or description of existing Community Planning Capacity Building (CPCB) efforts and/or proposals in each CRZ to avoid duplication of efforts?

- Ongoing efforts will be considered at the time of contracting.

20. If CRZ plans for this RFP are found to be duplicative, will the State/OCR allow organizations time to modify their plans without penalty?

- If you are referring to plans developed as part of the CRZ planning process, the State will be reviewing each CRZ Plan to confirm it meets the characteristics of a successful CRZ Plan and contains the required information. Plans that do not meet those requirements will be returned for modification.

21. May CRZ’s adjacent to one another that share similar issues, such as public infrastructure, incorporate element of one another’s plans in this process, where appropriate, even if they have different CRZ designations (CRZ-A (or villages) vs. CRZ-B (or cities))?

- The State recognizes that some challenges cut across political jurisdictions. Many challenges will be coordinated through a regional planning process, while others will be addressed through discussions among CRZs with shared resources or challenges.

22. Page 14 RFP: Section C. Capacity to Perform Services states the following: “The Firm should use the References Form (Appendix4) to provide references available for contact regarding the Firm’s work.” There is no Appendix 4 attached to the RFP, please clarify which form needs to be submitted and the location in the proposal where the form needs to be submitted.

- Firms should use Appendix 2 to provide information on references.

23. Page 15 RFP: I. Client and Team References Form. Attached hereto as Attachment Attachment 2 includes both the Firm References form and Staff References Form. Please clarify which forms need to be submitted in this section of the proposal.

- Firms should submit firm-level references to support the three projects that demonstrate the firm’s approach in similar circumstances. Firms should submit individual-level references for the engagement partner(s) as identified on the cost deliverable worksheets.

24. Is the Project Manager responsible for the development of all studies leading to the publication of the CRZ Plan for one location and the Senior Analyst responsible for development of individual studies and assessments within the Plan?

- The Project Manager and Senior Analyst roles have been defined appropriately above. Firms should match staff to the roles indicated to ensure that NYS can compare proposals effectively and objectively.

25. Please clarify the location identified in the proposal format where teaming partners should be introduced. Section A.1?

- Teaming partners should be listed in the firm’s technical approach and listed specifically for each of the deliverables where partners will have a role.

26. We will partner with different companies for different geographic areas; on Long Island there may be one engineering partner whereas in New York City there may be one engineering partner. How do we represent this model on the cost proposal and staff reference worksheets?

- Firms should list all partners in their technical approaches and on their cost deliverable worksheets for each of the deliverables that will support the example CRZ-A and CRZ-B.

27. Please confirm section numbers of deliverables to be discussed for each of the three public engagement events as mentioned on page 7 under public engagement; e.g., deliverable Investment and strategy should be #8 not #6.

- The three public engagement events are mislabeled. The correct deliverables are inventory and assessment (deliverables 3 and 4), community vision (deliverable 5), and investment and action strategies (deliverable 8).
28. Can you identify the agencies or individuals who will be on the selection committee?
- The selection committee will consist of representatives from NYSHCR and the NYS Department of State.
29. In the proposal stage, what will applicants be expected to provide for Key Deliverable #9 “Completed CRZ Plan” (RFP page 9)?
- The contents of the CRZ Plan are described in Appendix 1 of the Guidance for Community Reconstruction Zone Plans. It can be accessed from the NYSandyhelp.ny.gov page.
30. Regarding the required knowledge expertise, in the health and social services category, would the relevant health expertise be related to epidemiology or would it be more programmatic, relating to health and social facility resiliency?
- The RFP describes the sectoral knowledge expertise as “Health and social services: Restoration of essential health and social services to meet ongoing and emerging needs; promotion of resilience, health and well-being of affected individuals; and protection of the health of the population and recovery workers from the longer-term effects of the post-disaster environment;”
31. Overall coordination: Will there be a Steering Committee or other governing body to monitor and coordinate deliverables and deadlines across CRZs to ensure consistency of content and timing?
- The CRZ Planning Process will be monitored by the State to ensure that each CRZ produces a plan that conforms with the content described in the RFP and meets the characteristics of a successful Community Reconstruction Zone Plan.
32. Potential to support multiple CRZs: what type of information are you looking for to demonstrate that a Firm has capacity to support multiple CRZs?
- Firms should identify and submit the number of full teams that could simultaneously support the CRZ planning process, including the Engagement Partner and Project Manager by name.
33. If we intend to field different teams for different CRZ areas, should we prepare separate cost sheets for these teams, or just for a typical CRZ A & B?
- Firms should only submit cost worksheets for CRZ A and B.

34. In section IV.A.1 is the information requested for the “firm” requested for only the prime, or for all firms included in the proposal? (i.e., firm profiles and resumes for all subs).

- Firms should provide the information about themselves only.

35. Section C, page 14: Is it required to fill out a references form for each project that we highlight?

- Yes, firms should submit references for the highlighted projects.

36. Section C – Capacity to Perform Services states “description of current contracts and obligations for the next eight months to demonstrate capacity”. Is this required of all team members or just the Prime firm?

- Only the prime firm.

37. Section C states: “The Firm should use the References Form (Appendix 4) to provide references available for contact regarding the Firm’s work”. Is this the same as The Client and Team References Form (Attachment 2)? There is not an Appendix 4 attached to the RFP. Please clarify.

- Yes, firms should use Appendix 2.

38. Is it contemplated that some of the physical improvement plans would be carried out under the provisions of Article 15 of NYS Municipal Law (the “Urban Renewal Law”)? If so, should proposal services include preparation of a “blight study” and urban renewal plan?

- While some implementation tools are mentioned in the Guidance for Community Reconstruction Zone Plans, the use of urban renewal plans was not specifically contemplated. Each firm will work closely with the CRZ Planning Committees to identify the approach and methodology appropriate to meet the deliverables outlined in the RFP and Guidance for Community Reconstruction Zone Plans.

39. Will the consultant’s role include developing the administrative and legal structures for implementing project plans?

- The RFP speaks to the development of investment and action strategies (Section III, Page 9), as well as a development of a detailed implementation agenda (Section III, Page 11). As the RFP is a planning grant, it does not contemplate reimbursement for implementation of such strategies and implementation plans.