

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

ISSUED APRIL 23, 2013

RESPONSES TO RESPONDENTS' QUESTIONS

(Second Group)

Introduction

This is the second and final group of Questions and Answers relating to the RFP for Planning, Technical and Professional Services issued April 23, 2013. Please note that Responses are due via e-mail to fmarkowski@nyshcr.org no later than **3PM, EDT, Monday, May 20, 2013.**

Q&A

CRZ List

1. The CRZ list says communities are eligible up to a certain level of funding – is that how much they will have to spend on projects?
 - Governor Cuomo’s press statement stated that the amounts listed are “project funding eligibility pending HUD approval” – we cannot comment beyond that.
2. Do CRZs committees have a say in the selection or matching process?
 - NYS will evaluate all proposals to determine a set of eligible firms. CRZs will not have a say in that selection process as the evaluation criteria have already been set in the RFP and are not subject to change. The matching process is currently under discussion in Albany. Any updates pertaining to matters of this RFP will be posted on the HCR Procurement Opportunities webpage.
3. On pg 4 of the RFP it says the State will select CRZ Committee members. Who from the State is making the selection?
 - The selection process is currently under discussion in Albany. We are not at liberty to comment on CRZ policy questions.

Planning Deliverables

1. Will the planning process be for CDBG-DR funding only or can CRZs use it to identify other sources of funding?
 - The sixth deliverable of the CRZ Plan, outlined in the RFP, is a *Detailed Implementation Approach*. Each reconstruction plan must include a clear and detailed proposed approach to implementation which includes identification of potential funding sources. Sources may include CDBG, other federal, state, and local funding sources, as well as CDBG-DR and other federal disaster recovery funding sources that may become available. Experience with potential implementation resources is listed in Section II of the RFP.
 - The specifics beyond that are a policy matter which is currently under discussion in Albany.

RFP submission process

1. We understand that two separate sets of cost proposals are to be prepared and submitted, based on scenarios CRZ A and CRZ B. Under both scenarios, the selected Firm is providing guidance and assistance, not preparing final documents. Level of effort will vary significantly 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? Page 26, fifth bullet, indicates the costs proposal are to be not-to-exceed numbers. Is monthly billing based on hours expended permitted in the contractual agreement?
 - While community planning processes, like many other factors, may vary between CRZs, the RFP asks planning firms only to respond to the factors listed within the scenarios of CRZ A and CRZ B. This ensures that all firms submit proposals for the same criteria so that NYS is able to conduct an objective evaluation across firms.
 - Billings may be submitted on a monthly basis or on a completed task basis, provided no more than one bill is submitted in any month. Bills must be sufficiently detailed to clearly identify what is being billed and that no duplication of current or prior billing has occurred and that the amounts billed do not exceed approved budgets either on a task basis or in total. The format of all bills should include, on a task basis, amount billed to date, current bill and amount billed including current bill.
2. Can a CRZ committee forego the planning grant and apply for implementation funding for identified projects now?
 - The RFP is designed to elicit bids by firms interested in supporting CRZs with their planning activities. CDBG-DR implementation funds for this program will only be made available to communities which complete a CRZ Plan.

3. If we will have multiple people for each title listed in the cost worksheet and they have different rates, how should we represent that?
 - Firms may elect to include additional lines under each Contract Title for each deliverable; the titles and functions as defined in the RFP must remain the same. However, HCR will closely review and evaluate the overall cost of each deliverable as well as the detailed level of effort outlined in the Approach and Methodology section.

Additional questions

1. Can a CRZ elect to contract directly with a planning firm and still be eligible for implementation grants?
 - HTFC does not see a conflict for the CRZ Planning process if funds other than CDBG-DR are used. HTFC will not be party to the contract between the CRZ community and the project sponsor. As such, the conflict determination will be made by the CRZ community.
 - CRZs may wish to contract directly with a planning firm but will not receive planning support funds in order to do so unless such approval is expressly granted in writing.
2. In the communities impacted by Hurricane Irene and Tropical Storm Lee, a number of the identified CRZs have completed or are in the process of completing Long Term Community Recovery Plans under the NYS Department of State LTRC Planning Grant Program or FEMA LTRC process. Many of these communities have existing contracts and relationships with consultants or consultant teams, or are in the process of choosing consultants. Will the consultants/teams with existing relationships be contracted to do the additional planning tasks required to satisfy the additional CRZ requirements, whether they are on a selected CRZ team or not? Or will the existing consultant/teams be replaced with contractors chosen under this CRZ procurement to complete additional tasks?
 - The matching process for CRZ communities and consultants is currently under discussion as it relates to upstate communities, as well as those on Long Island and in NYC. Keep in mind that to be eligible for assignment to a community the firm must respond to the RFP and be found qualified.
3. It is our understanding that we can add New York-certified Minority-Owned or Woman-Owned businesses to our team up until the time of award. While we are diligently engaging potential partners, is our understanding as we described it in the previous sentence accurate?
 - Correct, MWBE's can be added throughout the course of the award
4. If the technical approaches for CRZ-A and CRZ-B are mostly the same with a few variations that will be articulated, is it acceptable to the State/OCR to provide one technical approach for both scenarios that describes the approach with the minor

variations, or should we provide two distinct sections? We would still provide work plans, separate timelines and cost worksheets.

- Firms should draft a technical approach for CRZ-A and CRZ-B based on the descriptions given. The differences between those approaches are up to the firm to determine.

5. We request clarification that the rates in the labor categories in the example proposal cost sheets will be the rates we are held to upon negotiations for being paired with a CRZ planning committee. If this is the case, does HCR have a plan for contingencies where depending on which CZR planning committees we are paired with and the staff we identify for the different roles has some flexibility in the rate determination?

- No, rates provided in the proposal should account for all labor categories.

6. Please clarify that the specific personnel that we propose in the scenarios are just possible examples for demonstration purposes and will not establish specific people with the roles?

- Personnel identified in the response are expected to play the role identified in the proposal.

7. Will HCR allocate a labor category or role for an overall PM, which will be needed to manage multiple complex projects? We understand that the role for the PM in the project proposal sheets would be for each deliverable and not for the overall plan delivery, is this correct? Is there intent for there to be an overall PM for delivery of the plan?

- For the purposes of the RFP, please list staff according to the roles and titles listed in the cost deliverable worksheets.

8. Please confirm the following forms are required to be submitted with the proposal:

- Equal Employment Opportunity Staffing Plan (Please clarify if the form is required to be submitted with the proposal)

- Required

- MWBE Utilization Plan (Please clarify that this form can be submitted at a later date, after the proposal has been submitted, but prior to contract award)

- Required

- Request for Waiver Form (Please clarify if the form is required to be submitted with the Proposal)

- The form does not need to be submitted unless a waiver is being requested.

- Minority and Women-Owned Business Enterprise – Equal Employment Opportunity Policy Statement (Please clarify if the form is required to be submitted with the Proposal)

- Required

- Workforce Employment Utilization (Please clarify if the form is required to be submitted with the Proposal).

- Required

9. Please clarify the location in the proposal where the “Respondent Overview Form” shall be placed.

- The “Respondent Overview Form”, which is listed as Attachment #1, should be placed in the back of the proposal in the sequence it was included in the RFP, i.e., just before Attachment #2.

10. RFP Appendix C Disclosure of Prior Non-Responsibility Determinations Form. Is this form required to be completed by sub-consultants?

- Yes

11. RFP Appendix B Affirmative of Understanding Form Affirmative of Understanding of Agreement Pursuant to State Finance Law 139-j (3) and 139-j (6) (b) Form. Is this form required to be completed by sub-consultants?

- Yes

12. If a sub-consultant’s M/WBE status is pending approval or renewal in your system, can we provide the expired certificate attached to form “Respondent Overview” and continue to use the firm towards our commitment percentage? Please advise.

- If the certification has expired, but a new one is pending, then the firm can continue to use the sub-consultant towards the commitment percentage, but this fact should be disclosed in the proposal.

13. Timelines and milestones: In addition to the dates and timelines specified in the RFP, are there any other dates important to the project for which specific deliverables or tasks must be completed? (for example, to meet requirements of #1 above)

- It is expected that the CRZ planning process will take approximately 8 months.

14. Cost Tables: In Attachment 3 (Cost Proposal Instructions and Worksheet), it provides a table for offers to complete with staff classifications and associated hourly rate. If a contractor’s GSA Schedule uses labor categories with pricing based on teams per week (i.e., weekly fees for teams of various sizes), is it permissible to propose team-based labor categories as the method for providing labor category pricing? If not, please provide guidance on an acceptable alternative.

- The cost proposal worksheet instructions provide guidance on completing the worksheet.

15. When does NY anticipate that the matches with CRZs will be made and the work for Firms will actually begin, following the selection process?

- NYS anticipates that work will begin no later than the end of June but this timeframe may be altered.

16. In section IV.A.2 on page 12-13 of the RFP, could you please clarify for which individuals resumes should be provided in terms of the project titles listed in the RFP?

- Individual Resumes should be provided for the Engagement Partner and the Project Manager.