

# **Request for Proposals for Construction Compliance Consultants: Small Project Affordable Rental Construction Program**

## **Questions and Responses**

**March 21, 2016**

Below are the questions received to date regarding the Request for Proposals for Construction Compliance Consultants, along with responses provided by CPC.

- 1. Question:** On page 20 of the RFP, it states that “Applicant should assume sole responsibility for traveling to and from jobs in different counties within the State of New York.” In light of the large geographic area within which projects may be situated, how should we account for these costs in the cost proposal?

**Response:** The blended rate per unit should be all-inclusive and should account for travel costs within the counties eligible for SPARC assistance.

- 2. Question:** On page 20 of the RFP, applicants are asked to submit a “blended rate per unit.” How are administrative costs (copying, etc.) to be accounted for in this rate?

**Response:** The blended rate per unit should be all-inclusive and should account for administrative costs.

- 3. Question:** On page 19, the RFP asks for applicants to include “a list of certified personnel” who will be on the engagement. Can the word “certified” be read to mean “qualified” or are there particular certifications which are required for these services.

**Response:** While specific certifications for personnel are not required, Applicants should demonstrate that they meet the Applicant Threshold Requirements and should provide resumes for all assessment team personnel.

- 4. Question:** Will there be one Construction Compliance Consultant who is selected or multiple consultants?

**Response:** CPC anticipates that one consultant will be selected; however, CPC will make this determination based on the responses received.

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- 5. Question:** In Section VII, item F. Commitment to utilize MWBEs, the RFP states that the applicant's status or commitment to hire or work jointly with M/WBEs will constitute 10% of the overall score. As an ESDC certified MBE responding to this RFP, are we required to submit an M/WBE Utilization Plan to provide as part of the requested evidence of our demonstrated commitment to hire or work with small, minority, and women-owned business? If not, how does a certified M/WBE firm get credit for the 10 (ten) points?

**Response:** Evidence of a firm's status as a NY State Certified M/WBE will be sufficient for full credit to be given for this section.

- 6. Question:** In Section VII, item G. Additional Information, the Community Preservation Corporation requires all applicants disclose "(i) whether the respondent, any affiliates, its employees or anyone acting on its behalf has ever been convicted of a crime or offense arising directly or indirectly from the conduct of the respondent's business" or "(ii) whether any of the respondent's officers, directors, or persons exercising substantial policy discretion have ever been convicted of any crime or offense involving misconduct or fraud". As denoted in Question #3 within the Applicant Questionnaire (Attachment 1), the Community Preservation Corporation requests that the applying corporation has ever been subject to criminal convictions. Does this question cover the applicant's explanation for whether or not they have been subject to any criminal convictions, or must the applicant submit a separate document in response?

**Response:** The completed Applicant Questionnaire (Attachment 1) will be sufficient; however, CPC may request additional information to address any concerns raised by the Applicants' responses provided in the Applicant Questionnaire.