

Mini RFP for Risk Assessment

I. General Items

A. Invitation to Submit Proposals in Response. The New York City Department of Buildings (“DOB”) invites you as a Consultant under the Town+Gown Academic Consortium Contract, to submit a Proposal in Response for this request for a study and report on the circumstances and factors that correlate with and contribute to illegal and unsafe construction practices, building and device accidents and maintenance lapses in order for DOB to strategically direct its enforcement and public awareness efforts.

B. Due Date for Receipt of Proposals in Response. Consultants shall submit their Proposals in Response ONLY via email, no later than 5 P.M., January 27, 2017, to Benjamin S. Karan, Agency Chief Contracting Officer of DOB at bkaran@buildings.nyc.gov. Please note that there is a 3.5MB file size limit.

If a Consultant chooses not to submit a Proposal in Response, such Consultant shall submit a No Bid Response (the form for this purpose is available from Terri Matthews, Director, Town+Gown, matthewte@ddc.nyc.gov), no later than 5P.M., January 27, 2017, to Benjamin S. Karan, Agency Chief Contracting Officer of DOB at bkaran@buildings.nyc.gov.

C. Inquiries and Requests from Consultants for Clarification or Explanation. If a Consultant wishes to make an inquiry or request a clarification or explanation with respect to this Mini RFP, such Consultant must make such inquiry or request in writing sent via email ONLY to Benjamin S. Karan, Agency Chief Contracting Officer of DOB at bkaran@buildings.nyc.gov., no later than 5 P.M., January 13, 2017. In the event DOB, determines that it is necessary to respond to such inquiry or request in writing, such response will be furnished as an addendum to this Mini RFP and will be sent to all Consultants as described below. If deemed necessary, a meeting or conference call with all interested parties prior to the submission date may be arranged to address questions or concerns.

D. Addenda to this Mini RFP. If DOB determines that it is necessary to respond to an inquiry or request for clarification or explanation from a single or several Consultants in writing, such writing will be in the form of an addendum to the Mini RFP issued, which will become part of the requirements for such Mini RFP, and sent to all Consultants to which the Mini RFP was issued. In addition, it will be necessary for such Consultants to acknowledge receipt of an addendum to a Mini RFP by attaching an original signed copy of the addendum to its Proposal in Response.

E. The Name and Contact Information of the City Agency Procurement Process Contact. All Proposals in Response, Inquiries or Requests for Clarification or Explanation, and receipts of any Addenda, shall be sent ONLY to via email:

Benjamin S. Karan
Agency Chief Contracting Officer, New York City Department of Buildings
bkaran@buildings.nyc.gov

II. Scope of Work

A. General Research Project Description.

The New York City Department of Buildings (DOB), as part its ongoing mission to increase building safety and mitigate risks to construction professionals, interagency partners, and the general public, is seeking academic research partners to perform a study to identify building, neighborhood, industry professional, and property owner characteristics that correlate with risks to building and public safety. Specifically, the Department seeks to develop a deeper understanding of the circumstances and factors that correlate with and contribute to illegal and unsafe construction practices, building and device accidents and maintenance lapses in order to strategically direct its enforcement and public awareness efforts.

B. Research Project Objectives.

1. Illegal Construction

The study will identify factors associated with increased probability of illegal and/or fraudulent building activity. Activities to be studied include, but are not limited to:

- Illegal construction (including unlicensed and/or unpermitted plumbing and electrical work, property conversions,
- subdivisions, and demolition/excavation)
- Failure to abide by construction safety regulations and orders (including vacate and stop work orders)

An assessment, including quantitative measures and qualitative factors, should also be conducted to identify the costs and benefits associated with undertaking these activities and the degree to which those costs and benefits vary across different locations. Factors to be explored may include:

- Estimated costs of comparable construction work performed legally
- Estimated costs associated with complying with orders and safety regulations
- Risk/threat of detection
- Cost of penalties upon detection (including fines and cost of remedying condition)

Factors to be explored through analysis of internal DOB and publicly available data, interviews, and related research activities include, but are not limited to:

- Construction activity/job type
- Building location, type, and authorized occupancy
- Neighborhood and/or community board profile (population density and growth, demographics, zoning breakdown)
- Owner, applicant, and contractor history (permit, licensing, complaint, disciplinary, and property ownership histories)
- Building history (ownership, permit filing, construction work/alteration, occupancy, inspection, violation, and complaint histories)

2. Building and Device Safety

The study should also identify building and equipment types and industry/public practices associated with device and building accidents and maintenance lapses. Areas to be studied include, but are not limited to:

- Accident/incident prone buildings
- Accident/incident prone devices (including cranes, elevators, and boilers)
- Patterns of failure to maintain, register, or certify safety of buildings and devices

Factors to be explored and research methods used will be similar to those outlined in Section 1. The assessment, including quantitative measures and qualitative factors, should also identify the costs and benefits associated with undertaking these activities and the degree to which those costs and benefits vary across different locations. Factors to be explored may include:

C. Deliverables

The research team will provide a report of findings following a schedule of partial submittals to be established in conjunction with DOB. Those submittals will include:

- A preliminary report, including an overview of the project goals, tasks, and methodology
- Progress reports on research findings and analysis
- A final report on findings, including identified correlative factors if found, and analysis

The schedule should include 50% and 100% draft submittal dates, and allow time for review and comments by DOB.

D. Meetings

Periodic meetings with DOB will be scheduled to address questions and interim findings of the team. It is expected that meetings will occur, at a minimum, bi-weekly, but may be scheduled more or less frequently as required.

E. Budget

The research team will to complete the above-described work for a fee not to exceed \$120,000.

III. Format and Contents of the Proposal in Response

The Proposal in Response will be in the form of Appendix C to the Town+Gown Academic Consortium Contract, which is attached to this Mini RFP for the purpose of convenience. The Consultants should revise the form of Appendix C, as indicated in notes therein, to transform it into the Consultant's Proposal in Response. The Proposal in Response of the Consultant to which the Task Order will be awarded will be transformed as indicated in Appendix C to become the Task Order.

IV. Evaluation Criteria and Evaluation Procedures

A. Criteria. The Proposals in Response will be evaluated on the basis of criteria set forth below:

<i>Criteria</i>	<i>Weight</i>
Experience. The Academic Team’s background and experience with respect to the disciplines and issues covered in the Research Project	40%
Organizational Capability. The Academic Team’s organizational capability and the clear definition of roles and duties of the members of the Academic Team, as well as clear lines of communication among them, particularly with regard to interdisciplinary and practitioner input	20%
Approach and Methodology. The Academic Team’s approach to the Research Project and methodologies proposed	30%
Cost. DOB has allocated \$120,000.	10%

B. Presentations.

Proposers whose proposals are deemed, on the basis of preliminary evaluations, to be competitive, may be requested to present orally and respond to questions which will be factored into final evaluations.

C. Other Considerations. The proposed project team shall bring together expertise in architecture, engineering, construction and building maintenance and the New York City Construction and Fire Codes. The proposed project team shall have engineers with experience and practical understanding of the existing NYC building stock and local methods of construction and design, as those capacities will be required in order to perform the study.

The Consortium Contract, under which this Mini RFP has been issued, permits Consultants (as defined in the Consortium Contract) to join with one or more other Consultants to prepare a Proposal in Response (see Section 3.3 (b)) as well as to utilize Subcontractors (as defined in the Consortium Contract) as part of a Proposal in Response (see Section 3.3(b) and 3.3(e)(8)). Please note that Consultants wishing to sub-contract with a Subcontractor as part of its Proposal in Response must disclose its intention to use the services of a Subcontractor in its Proposal in Response as provided in Section 3.3 (e) (8) of the Consortium Contract and Appendix C to the Consortium Contract.

D. Basis of Award. DOB will award the project to the responsive and responsible Consultant whose Proposal in Response is determined to be the most advantageous to and in the best interest of the City, taking into consideration all the criteria and considerations which are set forth above in this Mini RFP. Award of the resulting Task Order is subject to successful negotiation of terms of the Task Order as provided in the Consortium Contract.