

MEETING GUIDELINES

- Attendance will be taken using the chat function in this meeting, add your contact info (Company, Name, Email and Phone). This attendance will be posted on our HRO website
- Please stay muted and keep your camera off
- Please submit all questions in writing via the “chat” function of this meeting. Questions will be addressed at the end of this meeting
- Please be advised that anything discussed verbally in this meeting will not constitute a change to the RFP document. Formal changes to the RFP will only be made through addenda posted on our HRO website.

NYC Mayor's Office of Housing Recovery Operations (HRO)

On-Call Emergency Contracts Category 2: Temporary Restoration of Housing

Pre- Proposal Conference

January 19, 2021



Vincent Sapienza
Commisioner



Amy Peterson
Program Director

NYC Mayor's Office of Housing Recovery Operations (HRO)

Created after Hurricane Sandy to administer Rapid Repairs, the first Sheltering and Temporary Essential Power (STEP) Program ever initiated after a disaster. Rapid Repairs allowed the City to perform emergency work and power restoration in over 12,000 damaged 1-4 family homes. Applicants could return to or remain in their homes while permanent repairs were completed.

Following Rapid Repairs, Build it Back was established to permanently assist homeowners, landlords, renters, and tenants affected by the storm with property acquisitions, rehabilitation and reconstruction of 1-4 family housing. HRO is committed to assisting New Yorkers with recovery from disasters and making communities safer and more resilient.

On-Call Emergency Contracts (OCEC)

The City is committed to building a “Culture of Preparedness” to ensure a prepared and resilient New York City, is ready to respond to any man-made or natural disaster.

Emergency Task orders can only be issued when:

- A local or state emergency declaration is issued by the Mayor or the Governor pursuant to New York State Executive Law, OR
- The Commissioner of NYCEM has communicated to the agency holding the contract that an emergency declaration is expected to be issued within the next 48 hours.



NYC OCEC Categories

OCEC Category	Category Name	NYC Agency
1	Critical Public Building Restoration	DCAS
2	Construction Services for Temporary Restoration of Housing	HRO
3	Construction Support to USAR	DDC
4 & 5	Debris Removal	DDC
	Debris Removal – Marine Transport	
6	Special Medical Needs and Sheltering	H+H
7	IT and GIS Services During an Emergency	DoITT
8	Environmental Testing Services	DEP
9	Supervision, Management, and Administrative Services	DDC
10	Building Demolition	HPD
11	Building Assessment Teams	DOB
12	Transportation Contracts	NYCEM
13	Ground Support	DCAS
14	Base Camp Provider	NYCEM
15	Temporary Unskilled Labor Contracts	DPR
16	Environmental Remediation Services	DEP
17	Construction Services for Temporary Restoration of Multifamily Housing	HPD

OCEC Category 2

Temporary Restoration of Housing

HRO is seeking to engage up to three (3) qualified contractors capable of delivering minor, critical services on a large scale and that possesses or can obtain the resources required to deliver in an expedited manner. In a large-scale emergency, the contractor(s) will perform construction and construction services on one-to-four unit residential buildings. This may include a Shelter and Temporary Emergency (STEP) Power program, allowing residents the ability remain in, or quickly return to, their homes pending full restoration of the home.

Disaster Readiness and Mobilization Plan (DRMP)

- The contractor(s) will prepare a Disaster Readiness and Mobilization Plan (DRMP), subject to City's approval
- The City may request that the contractor revise or amend its DRMP based on new developments, and/or responses to past emergencies



SUBMISSION DEADLINE:

Email the Proposal no later than 4:00 PM on February 9, 2021 to the following address:

oncallemergencyconstruction@recovery.nyc.gov.

Only emailed Proposals as a PDF will be accepted by HRO. File attachments cannot be larger than 25 MB.

The Proposal shall consist of FOUR separate PDFs clearly titled and containing the following:

- (1) Technical Proposal
- (2) Doing Business Data Form
- (3) Schedule B: M/WBE Utilization Plan
- (4) Fee Proposal (Attachment 4)



Proposal Package Contents Checklist:

CONTENTS TO BE INCLUDED IN EACH PDF BY PROPOSERS

	YES	NO
PKG 1 - Technical Proposal (RFP §IV(B))		
(A) Cover Letter	_____	_____
(B) Table of Contents	_____	_____
(C) Past Experience and Performance of Proposer	_____	_____
(D) Identification of Key Personnel (RFP Att. 3)	_____	_____
(E) Proposer's Capacity	_____	_____
(F) Organizational Capacity (Organization Chart)	_____	_____
(G) Statement of Understanding and; Certification (RFP Att. 1)	_____	_____
(H) Certification of Compliance with Iran Divestment Act (Att. 2)	_____	_____
(I) Acknowledgement of Addenda (RFP Att. 5)	_____	_____
PKG 2 - Doing Business Data Form (RFP Att. 7)		
(A) Doing Business Data Form (Att. 7)	_____	_____
PKG 3 - Fee Proposal (RFP Att. 4)		
(A) Fee Proposal Form (Att. 4)	_____	_____
PKG 4 - Schedule B: M/WBE (RFP Att.6)		
(A) Schedule B: M/WBE Participation Requirements Form (Att. 6)	_____	_____

Inquires

All inquiries must be directed ONLY to the Contract Manager

All inquires must be requested in writing, no later than January 26, 2021

If HRO determines that it is necessary to respond to the inquiry in writing, HRO will issue an addendum to the RFP to all potential proposers known to have downloaded the RFP. All addenda will be available on HRO's website at:

<https://www1.nyc.gov/site/housingrecovery/about/contracts.page>.

Contract Manager: Adam Iarussi
Email: oncallemergencyconstruction@recovery.nyc.gov

PASSPort:

Procurement and Sourcing Solutions Portal (PASSPort) Disclosure Filing (formerly known as Vendor Information Exchange System (VENDEX) Forms or Certificate of No Change)

All organizations intending to do business with the City of New York should complete an online disclosure process to be considered for a contract. This disclosure process was formerly completed using Vendor Information Exchange System (VENDEX) paper-based forms. Paper submissions, including certifications of no changes to existing VENDEX packages will not be accepted in lieu of complete online filings.

For more information about PASSPort, please visit nyc.gov/passport

Selection Process

- All proposals accepted by HRO will be reviewed to determine whether they are responsive or nonresponsive
- Non-responsive Proposals will be rejected
- For each work category, an HRO evaluation committee will review, evaluate and score all Technical Proposals in accordance with evaluation criteria prescribed in this RFP.
- This evaluation and scoring will determine the Proposer's technical score.
- HRO reserves the right to conduct site visits and/or interviews and/or to request that Proposers make presentations and/or demonstrations
- HRO reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the Proposer's initial proposal should contain its best technical and price terms.

Proposal Evaluation Criteria

- Successful Relevant Experience (Weight 30%)
- Key Personnel (Weight 20%)
- Strategic Approach (Weight 20%)
- Organizational Capability (Weight 20%)
- Line Item Pricing (Weight 10%)

Basis of Award

For each work category, HRO will award contract(s) to the responsible proposer(s) whose proposal(s) represent the best value to the City by optimizing quality, cost and efficiency and is determined to be the most advantageous to the City, taking into consideration the price and such other factors or criteria set forth in this RFP. Price will be considered as follows:

Based on the final technical scores of the proposals, HRO will establish a shortlist; and those proposals under consideration for award will be ranked in the order of lowest price per technical point. Contract award shall be subject to the timely completion of contract negotiations between HRO and the selected proposer.

Request For Proposals: Key Dates

Inquires Due to HRO:	January 26, 2021
HRO Responses to Inquires:	February 2, 2021
Proposals Due to HRO:	February 9, 2021

Questions & Answers



Vincent Sapienza
Commissioner



Amy Peterson
Program Director