



**NEW YORK CITY**

**HOUSING DEVELOPMENT CORPORATION**

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL CONSULTING SERVICES**

**ISSUE DATE: MAY 1, 2018.**

**RFQ RESPONSE DUE DATE: MAY 25, 2018.**

The New York City Housing Development Corporation (HDC) is soliciting qualifications to establish a list of qualified consultants to provide construction monitoring services for rehabilitation projects financed by HDC.

The program shall include developments that vary in size and number of buildings, ranging from a single building to thirty or more buildings. All properties will be located within the five boroughs of New York City. The majority of buildings will be non-fireproof structures that are four to six stories high. Building sites may not be adjacent and could be scattered over a large area or across the boroughs. Additionally, developments shall include buildings that are to remain occupied during the construction process (in general +95% occupied), have wide-ranging existing conditions and require varied scopes of work. The scope of work may include, but shall not be limited to: 1. Masonry, waterproofing, façade work; 2. Roof replacement; 3. Building systems, resiliency, energy efficiency, heating system & equipment upgrades; 4. Window replacement and/or repair; 5. Elevator controller & cab upgrades; 6. Lobby and public corridor upgrades; 7. Electrical capacity & equipment upgrades; 8. Plumbing system (valve, fixture) upgrades; 9. Apartment rehabilitation (including kitchen & bath renovations); 10. Security & access control system upgrades; 11. Site work (concrete & sidewalk repair and replacement).

## **DESCRIPTION OF HDC**

HDC is a public benefit corporation created pursuant to Article XII of the New York State Private Housing Finance Law for the purpose of financing affordable multi-family housing in the City of New York. HDC has the authority to issue bonds for the purpose of financing the construction or rehabilitation of affordable housing located within the City of New York. HDC has a multi-family mortgage portfolio of over 1,200 properties containing over 225,000 units.

Visit HDC's website at [www.nychdc.com](http://www.nychdc.com) for more information about HDC.

## **QUALIFICATION REQUIREMENTS**

Qualified consulting firms must demonstrate the technical expertise to perform the scope of services described in detail in the section 'DESCRIPTION OF SERVICES' at the end of this document. Additionally, at least one member (either part owner or partner) of a qualified firm must be a licensed New York State Registered Architect or Professional Engineer with current registration. Firms are required to identify and provide license number, county and state of issuance information of individual responsible for signing-off completed work and construction requests. Firms shall notify HDC of all subsequent changes which shall be subject to HDC's approval.

## **SUBMISSION REQUIREMENTS**

Interested firms are encouraged to submit a response to this RFQ by May 25, 2018. Submissions packages shall be sent by electronic mail to [RFQConstructionMonitoring@NYCHDC.com](mailto:RFQConstructionMonitoring@NYCHDC.com). Questions should be submitted in writing and directed to the same email address. Responses to questions will be sent by electronic mail prior to the RFQ deadline. The subject line of the emails should reference "RFQ – Multifamily Preservation". A complete package shall include a cover letter, references, statement of qualification, proof of insurance, "Doing Business with HDC" packet, and the fee proposal in the 'Scope of Services Fee Schedule' worksheet supplied in "Attachment A". Refer to 'CONTENTS OF SUBMISSION PACKAGE' section that follows for more detailed information.

HDC will review responses to this RFQ and determine qualified applicants. Incomplete responses will be disqualified with no further review or evaluation. Responses that are complete will be evaluated based on experience; capacity and methodology to determine which applicants best meet the needs of the program. Qualified applicants will be included on a list of 'Qualified Firms' for the program. Please note that inclusion on the list of 'Qualified Firms' under this RFQ does not guarantee that a contract will be awarded. Applications for Qualified Firms (including the Fee Schedule) will be required to be updated yearly.

## **CONTENTS OF SUBMISSION PACKAGE**

### **Cover Letter**

Consisting of one page on company letterhead that contains:

1. The firm's business and organizational profile, including:
  - a. Legal name of organization
  - b. Firm's Physical & Web Addresses
  - c. Age of Organization
  - d. Legal Status
  - e. Number of Employees (describe how many employees will be assigned to HDC's work)
  - f. Firm's Primary Contact for this RFQ, Contact Title, Telephone and Email Address

### **Statement of Qualifications and Experience**

Interested firms must provide the following additional information to demonstrate qualifications to perform services described in the RFQ:

1. Describe the firm's experience in affordable housing and multifamily construction/rehabilitation in the past five years.

2. Provide examples to demonstrate your organization's ability to successfully budget and schedule a construction project.
3. Describe your firm's role in the construction monitoring process. Name three (min.) to five (max.) recent projects involving construction monitoring. Describe each project's scope of work and specify whether projects consisted of one building, multiple buildings and if the sites are adjacent or scattered. Did your role include a plan review and cost estimate? What other pre-construction tasks has your firm performed?
4. Name recent projects that incorporate green technology, energy efficiency & sustainable energy generation technologies such as wind turbine, solar photovoltaic, geothermal and CHP systems.
5. Describe experience and name recent projects involving compliance with federal and local accessibility regulations, e.g. Section 504 of the Rehabilitation Act.
6. Describe any other previous relevant experience.
7. Include at least three client references for projects completed in the past year or currently ongoing.
8. List the firm's team members that will be assigned to HDC's work and provide their resumes, credentials & accreditations.
9. List any sub-consultants, if applicable, along with their organizational profile.
10. Provide a summary of your organization's cost estimating and plan review procedures.
11. Identify if your organization is certified as 'Minority and Woman-Owned Business' (MWBE).
12. Provide a copy of Insurance Certificate.
13. Attach a completed "Doing Business with HDC" form which can be accessed here:

[DOING BUSINESS WITH HDC](#)

## **INSURANCE REQUIREMENTS**

Qualified consulting firms shall provide proof of Liability Insurance with a minimum coverage of \$2,000,000.00 aggregate and \$1,000,000.00 per occurrence. In addition, qualified firms shall be required to carry a separate Professional Liability Insurance policy (Errors and Omissions) with a minimum coverage of \$1,000,000.00 aggregate and \$1,000,000.00 per occurrence.

## **DESCRIPTION OF SERVICES**

### **Phase I:**

1. **Review of Preliminary Documents** – This shall include reviewing the proposal summary and site assessments (including but not limited to IPNA, PNA, Phase 1 ESA) to get an overall understanding of the proposed project. Conducting a walkthrough of the building(s) and

grounds to verify existing site conditions. And, preparing a summary of review comments and preliminary scope recommendations.

2. **Assisting the Scope Development Process** – Reviewing the proposed scope of work, budget and timetable for acceptability.
3. **Reviewing Contract Documents** – Perform a ‘Plan & Cost Review’, including a cost reasonableness analysis; and, review of final plans and specs to verify consistency with the approved scope of work, the quality and appropriateness of proposed materials, systems, and assemblies. And, verify compliance with regulations and building code.
4. **Review Summary** – Generating a report that summarizes comments on pre-closing activities.
5. **Reviewing Contractor Bids** – Overseeing the process for procuring the general contractor; and, reviewing the schedule of values and trade payment breakdown in the contract.

## **Phase II:**

6. **Construction Monitoring** –
  - a. Coordinate and attend the kick-off meeting with all relevant participants.
  - b. Verify that proper DOB permits were obtained prior to the start of construction; get copies of obtained DOB Permits.
  - c. Request and review records of any submittals and laboratory test. Record any issues in the submitted monthly report.
  - d. Evaluate proposed revision/upgrades, if any.
  - e. Coordinate site visits to be present when testing is ongoing.
  - f. Review scheduling and monitor progress.
  - g. Attend monthly job meetings and facilitate resolution of issues.
  - h. Review and discuss progress reports and meeting minutes.
  - i. Coordinate, review, process and revise as necessary payment applications to ensure invoices, Lien Waivers (Contractor’s Affidavit), and payment application in AIA Form G702/703 are accurate.
  - j. Organize and perform site inspections (at a min. interval of once a month); inspect all buildings, grounds, on site - work and apartments (if needed) to verify satisfactory performance of all trades.
  - k. State agreement or recommended modifications on the appropriateness of the amount of payment requested by the GC for each payment application. Approve and sign off on each monthly application. Then Submit to HDC’s project Architect /Engineer (A/E) for final approval.
  - l. Review and discuss GC’s proposed change order request in AIA Form G701 and inform HDC’s project Architect /Engineer (A/E).

- m. Observe and document (by way of monthly narrative reports and photographs) quality of the work being performed and that it conforms to the drawings and specifications for the project. Document any deficiencies, problems, or deviations from the contract documents.
- n. Review soft cost invoices such as Architect's fees, Owner's Representative fees, survey fees, inspection fees, professional fees, and other soft costs submitted for payment.
- o. Participate in and/or coordinate punch-list walk-through with the project Architect /Engineer (A/E), owner, management, GC and owner's representative to perform a final inspection and certify substantial completion.
- p. Ensure that all equipment warranties are obtained.
- q. Verify that all permits are signed off by the DOB, and all construction violations are closed.
- r. Recommend release of retained funds when the project reaches completion.

#### **Disclosures**

1. Has the firm, or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or has any of the firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
2. Please disclose any other employment of situation which may create a conflict of interest if your firm were to be selected, including any relationship that the firm or any of its employees may have with HDC. Please describe any such relationship in your proposal, or affirmatively state that no such relationship exists.
3. The issuance of this RFQ, and the submission of a proposal by the firm or the acceptance of such proposal by HDC, does not obligate HDC in any manner whatsoever. HDC is not obligated to pay and shall not pay any cost incurred by any Firm at any time for the preparation of its Proposal. Legal obligations will only arise upon the execution of formal agreements by HDC and the firm selected to render services described herein.
4. All Proposals submitted to HDC in response to this RFQ may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York.

### **Local Law 34 Compliance**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFQ is required to include a completed Doing Business Data Form (the "Data Form"), which is attached hereto. The Data Form should be sealed in a separate envelope marked "Doing Business Data Form." The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.

### **Equal Employment**

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

### **Minority and Women Owned Business Enterprise (MWBE)**

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a respondent considers appropriate including, but not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

**HDC reserves the right to amend, modify or withdraw this RFQ; to waive or revise any requirements of this RFQ; to select for its consultant groups as many or as few responding firms as it may choose; to accept or reject any or all proposals received in response hereto; to extend the deadline for submission of proposals; to negotiate or hold discussions with any responding party; and to cancel, in whole or in part, the RFQ if HDC deems it to be in its best interest to do so.**

**ATTACHMENT A**  
**CONSTRUCTION MONITORING SCOPE OF SERVICES FEE SCHEDULE**

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**Phase I - (Pre-closing Services)**

Fee for Services Set Out in Description of Services Items #1 through #5. Fees for services in Phase I are a lump sum price per contract.

**Base Price**

1a. Single Building Up to 60,000 SF \_\_\_\_\_(hours) X \_\_\_\_\_(Rate) = \$ \_\_\_\_\_

1b. Incremental Cost per Additional Building \$ \_\_\_\_\_

**Total 1a + 1b= \$ \_\_\_\_\_**

2a. Buildings ≥ 60,000 SF \_\_\_\_\_(hours) X \_\_\_\_\_(Rate) = \$ \_\_\_\_\_

2b. Incremental Cost per Additional Building \$ \_\_\_\_\_

**Total 2a + 2b= \$ \_\_\_\_\_**

**Phase II - (Construction Monitoring)**

Fees for Services Set Out in Description of Services Items #6, (not including item 6j / Site Inspections). Fees in Phase II (Construction Monitoring) are monthly fees.

**Base Price**

3a. Single Building Up to 60,000 SF \_\_\_\_\_(hours) X \_\_\_\_\_(Rate) = \$ \_\_\_\_\_

3b. Incremental Cost per Additional Building \$ \_\_\_\_\_

**Total 3a + 3b= \$ \_\_\_\_\_**

4a. Buildings ≥ 60,000 SF \_\_\_\_\_(hours) X \_\_\_\_\_(Rate) = \$ \_\_\_\_\_

4b. Incremental Cost per Additional Building \$ \_\_\_\_\_

**Total 4a + 4b= \$ \_\_\_\_\_**

4c. Incremental Cost per Additional Building (Scattered sites) \$ \_\_\_\_\_

**Phase II - (Site Inspections)**

Fee for Services Detailed in Item #6j \_\_\_\_\_ (Per Visit) X \_\_\_\_\_(visits) = \$ \_\_\_\_\_

Fees in Phase II (Site Inspections) are monthly fees.

**Fee per Additional Site Inspection (Above Base Contract) \_\_\_\_\_ (Per Visit) \$ \_\_\_\_\_**

**Notes:**

**Date**

**Authorized Signature**

**Printed Name & Title**

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