



Request for Letters of Interest - Residential Backwater Valve Installations

September 6, 2017

PURPOSE

The Center for New York City Neighborhoods, Inc. (the Center) seeks to engage qualified contractors with relevant experience in plumbing work for the Residential Backwater Valve Installation Program described herein, which will install sewer backwater valves for as many as 1,000 homes in eligible New York City coastal neighborhoods. This document serves to request Letters of Interest (LOIs) from eligible firms (Applicants). Applicants must submit a timely LOI in order to be considered during the project's upcoming pre-qualification phase.

During the pre-qualification phase, Applicants who have responded timely to this Request for LOI and who meet the criteria set forth herein will be invited to respond to a Request for Qualifications (RFQ), which will be used to pre-qualify an anticipated 20 contractors based on a scoring rubric. Pre-qualified contractors will then be invited to bid on work as described in "Next Steps" below.

PROJECT BACKGROUND

The Center is the Program Administrator for the Residential Technical Assistance Pilot Program (RTAPP), which is funded by the New York State Governor's Office of Storm Recovery (GOSR) through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant - Disaster Recovery (CDBG-DR). Under RTAPP, a residential property owner in an eligible New York Rising Community Reconstruction (NYRCR) community is eligible to receive a free home resiliency audit conducted by an engineer as well as an elevation certificate prepared by a surveyor. When the audit and elevation certificate are complete, a professional resiliency counselor meets with the homeowner one-on-one to discuss the findings of the audit (the current state of the home as it relates to flood resiliency and what the homeowner can do to make the home more resilient) and to understand the impact of certain flood mitigation options on flood insurance premiums.

The Center, as a Subrecipient to GOSR, is overseeing an expansion of RTAPP that will provide free sewer backwater valve installations to residential property owners in certain NYRCR communities. The expansion is called the Residential Backwater Valve Installation Program (the RBVI program). In these communities, the engineer conducting the audit will determine whether or not installing a backwater valve on the pipe that connects the property to the municipal sewer will be a feasible and effective option. If the engineer determines that a backwater valve installation will be effective and feasible, then

the property owner will be considered eligible to receive a free backwater valve installation by a qualified contractor with relevant experience in plumbing work. The Center estimates that the RBVI program will install up to 1,000 backwater valves in total, with projects distributed amongst the selected qualified contractors. Selected firms will be required to comply with specific M/WBE utilization goals as well as specific Section 3 employment requirements, as required by GOSR.

In most cases, a NEPA Tier 2 environmental review will be required at each individual property receiving a backwater valve installation from the RBVI program. It will be the responsibility of the qualified contractor to complete the environmental reviews and any subsequent remediation work, whether by in-house staff or through subcontractors. Environmental work will be completed in close coordination with the Center and GOSR.

SCOPE OF WORK

It is anticipated that the following tasks will be required by selected firms:

1. Furnish and install backwater valves and appurtenances, selecting from a pre-approved list of specific valve manufacturers and models.
2. Provide labor, materials, and equipment required to complete the work.
3. Prepare, submit, obtain, and close out permits as required.
4. Coordinate with the NYC Department of Buildings, NYC Department of Environmental Protection, and any other local, state, or federal agencies as required to complete the work.
5. Coordinate closely with the Center to schedule pre-installation visits, valve installations, environmental reviews, and environmental remediation work.
6. When required, submit results of NEPA Tier 2 environmental review.
7. Maintain a field report for each site, including pre- and post-construction photos, valve sketch with dimensions to permanent fixtures, valve manufacturer and model, product data sheets, manufacturer's O&M instructions, and other pertinent details.
8. Provide a brief training session to each program participant to show how the valve works, where it is located, and how to maintain it.

REQUESTS FOR ADDITIONAL INFORMATION

Requests for additional information concerning the scope of work or the RBVI program shall be addressed to Stacy Clark by email at stacy.clark@cnycn.org. Only those requests for additional information submitted via e-mail will be acknowledged - no responses will be provided over the phone or in person. The Center will accept such requests until 5:00 PM on September 22, 2017. Requests submitted after this time may not be acknowledged. The Center will keep a log of all requests and responses (RFI Log), which will be e-mailed to all contractors who attend the pre-solicitation meeting, M/WBE and Section 3 Outreach Event, or submit requests for additional information prior to the LOI due date.

PRE-SOLICITATION MEETINGS

The Center will hold two pre-solicitation meetings as described below. Questions and answers from both events will be recorded and included in the RFI Log, which will be e-mailed to contractors in attendance at either event and/or contractors who submit requests for additional information prior to the LOI due

date. Attendance is not mandatory, but interested contractors are encouraged to attend in order to gain an adequate understanding of the program for the cover letter portion of the LOI (see “Letter of Interest Format” section below).

Pre-Solicitation Meeting will be held at the Center for New York City Neighborhoods at 17 Battery Place, Suite 728, New York, NY 10004 on September 19, 2017 from 4:00 PM to 7:00 PM. There will be three separate presentations, each one hour long. Presentations will be from 4:00 PM to 5:00 PM, 5:00 PM to 6:00 PM, and 6:00 PM to 7:00 PM. In order to attend, contractors must RSVP no later than 12:00 PM on September 18, 2017 by e-mailing Stacy Clark at stacy.clark@cnycn.org. Please indicate your time preference in your RSVP e-mail. Your submitted time preference is not guaranteed. The Center will confirm your attendance and assign a presentation time via e-mail by 3:00 PM on September 18, 2017. The event is limited to two representatives per firm.

M/WBE & Section 3 Outreach Event will be held at GOSR’s office located at 25 Beaver Street, 5th Floor Conference Room 536, New York, NY 10004 on September 20, 2017 from 9:00 AM to 11:00 AM. This event is only open to New York State certified M/WBE and/or Section 3 firms. The event is limited to two representatives per firm. Questions about this event can be submitted to Victoria Cooper at victoria.cooper@stormrecovery.ny.gov. Attendees are encouraged to RSVP by 5:00 PM on September 15, 2017 by using the link below:
<https://www.eventbrite.com/e/gosr-diversity-mwbe-and-section-3-business-outreach-event-plumbers-and-environmental-contractors-tickets-37538214811>.

LETTER OF INTEREST SUBMISSION

In order to be considered to move on to the pre-qualification (RFQ) phase, letters of interest must be received by the Center no later than 3:00 PM on September 29, 2017. Any letter of interest received by the Center after this time will not be opened or considered. The person identified as the Applicant’s contact in the letter of interest will receive an email confirmation of receipt from the Center. Letters of interest may be submitted in one of the following ways:

- Email to Stacy Clark at stacy.clark@cnycn.org
- Deliver in person to the Center’s office located at 17 Battery Place, Suite 728, New York, NY 10004. Address to Stacy Clark and leave with front-desk staff.
- Mail or overnight courier to (must be received by 9/29/2017 - not postmarked by 9/29/2017):
Center for NYC Neighborhoods
ATTN: Stacy Clark
17 Battery Place, Suite 728
New York, NY 10004

LETTER OF INTEREST FORMAT

Letters of interest shall consist of two parts:

1. Cover Letter: Please provide a written summary of project understanding and relevant experience. Maximum of one 8.5” x 11” page (double-sided, single-spaced).

2. Completed **APPENDIX B: LETTER OF INTEREST FORM** provided at the end of this document (must be filled out in its entirety)

NEXT STEPS

Eligible Applicants complying with the requirements herein and demonstrating adequate knowledge of the program in their cover letters, in the sole discretion of the Center, will be invited to respond to a RFQ. In order to be invited to respond to the RFQ, an Applicant must, at a minimum, meet all qualifications identified in **APPENDIX B: LETTER OF INTEREST FORM**.

Contractors who are invited to respond to the RFQ and who submit a response to the RFQ may be considered and scored by the Center using a rubric which will be detailed in the RFQ. The Center anticipates pre-qualifying the 20 highest-scoring contractors who respond to the RFQ using this rubric. Pre-qualified selected contractors will be assigned to a particular neighborhood or neighborhoods. When a group of approximately five backwater valve installations in a particular neighborhood is ready to advance to the installation phase of the RBVI program, the pre-qualified selected firms assigned to the relevant neighborhood may be invited to bid on the work. The Center will evaluate the bids and award the work to the bidder with the best bid, considering price, availability, and other relevant factors.

DISCLOSURE

As a provider of the portion of the funding for the contract to result from this procurement activity, GOSR requires that Applicants disclose allegations or claims of substandard work, unethical or illegal practices or debarment or suspension from State- or Federally-funded projects, and provide documentation as to the resolution of these matters. Applicants must not be suspended or debarred from participation in State- or Federally-funded projects. Respondent must complete and submit the NYS Vendor Responsibility Questionnaire, with notarized certification available here: <http://www.osc.state.ny.us/vendrep/>.

APPENDIX A: STANDARD INSURANCE REQUIREMENTS

The successful vendor will be required to provide the types and amounts of insurance as listed below, for the duration of its performance of the work. Should any work be subcontracted to another party then the subcontractor must also comply with the following requirements:

1. Commercial General Liability Insurance, written on ISO Form CG 00 001 or its equivalent and with no modification to the contractual liability coverage provided therein, shall be provided on an occurrence basis and limits shall not be less than: \$1,000,000 per occurrence, \$2,000,000 General Aggregate, which must apply on a per project basis, \$2,000,000 Products / Completed Operations Aggregate. The Center for New York City Neighborhoods, Inc. and New York State, the New York State Housing Trust Fund Corporation must be protected as additional insured on ISO Form CG 2010 (11/85) or its equivalent on policies held by the successful vendor and any of its subcontractors.
2. Automobile Liability Insurance with a Combined Single Limit of not less than \$1,000,000. Coverage must apply to the Proposer's owned, hired, and non-owned vehicles and protect the Center for New York City Neighborhoods, Inc. and New York State, the New York State Housing Trust Fund Corporation as additional insured.
3. Workers' Compensation, Employer's Liability, and Disability Benefits shall not be less than statutory limits, including United States Longshore and Harbor Workers Act coverage as applicable to the operations of the Proposer.
4. Umbrella Liability Insurance at a limit not less than \$5,000,000 per occurrence and in the aggregate. The Center for New York City Neighborhoods, Inc. must be protected as additional insured on policies held by the successful Respondent and any of its subcontractors.
5. If the Contractor is engaged in providing professional services, Professional Liability ("Errors & Omissions") Insurance must be maintained at a limit of not less than \$3,000,000 each claim.
6. Excess Liability Insurance. Not less than Eight Million Dollars (\$8,000,000) in the aggregate and per occurrence or per claim. This insurance shall be excess of the items above and shall be written on an occurrence and follow form basis. The Center for New York City Neighborhoods, and New York State, the New York State Housing Trust Fund Corporation must each be named as an additional insured for excess coverage with respect to the type of coverage set forth in item 1 above.

The total cost of the insurance, as listed above, must be incorporated into the vendor's quote, proposal or response. The additional insured protection afforded the Center must be on a primary and non-contributory basis. All policies must include a waiver of subrogation in favor of the Center and New York State, the New York State Housing Trust Fund Corporation and all of either of their former, current, or future officers, directors, and employee. No policies may contain any limitations / exclusions for New York Labor Law claims.

No deductible of more than \$50,000 shall be permitted without advance written approval by the Governor's Office of Storm Recovery (GOSR), which GOSR may withhold, condition or deny in its sole and exclusive discretion.

All of the carriers that provide the above required insurance must provide direct written notice of cancellation or non-renewal to the Center at least 30 days before such cancellation or non-renewal is effective, except for cancellations due to non-payment of premium, in which case 10 days written notice is acceptable.

The Center may, in its sole discretion and with approval from GOSR, on a case by case basis, waive or modify any of the above insurance requirements.

-- END OF APPENDIX A --

APPENDIX B: LETTER OF INTEREST FORM

Applicant Information

Name of Firm (Applicant)

Contact Name, Title

Contact Phone Number, E-mail Address

Qualification Checklist: In order to be invited to respond to the RFQ, the Applicant must, at a minimum, meet all of the following qualifications:

_____ Applicant is able to comply with insurance requirements in Appendix A as well as the disclosure statement provided in the Request for Letters of Interest

_____ Applicant has a place of business (does not have to be a home office) in New York City (NYC)

_____ Applicant employs a licensed master plumber (LMP) with experience installing sewer backwater valves in NYC (must be in-house)

_____ Applicant employs or has a subcontracting relationship with professionals appropriately certified, in accordance with NYC Department of Environmental Protection and NYC Department of Buildings, to survey for, sample, and remove lead and/or asbestos

_____ If subcontracting, Applicant has experience managing subcontractors (if not subcontracting, write "N/A")

_____ Applicant is eligible to work on prevailing wage contracts

Agreement

I, the undersigned, hereby affirm that I am qualified to represent the firm identified above and that I have provided accurate information in this Letter of Interest to the best of my knowledge. I understand that the qualifications listed herein are minimal and are subject to change, and that proof of qualifications may be required at the request of the Center for NYC Neighborhoods.

Applicant Representative, Title (Print)

Applicant Representative Signature

Date