Mini-Solicitation for

NEW YORK CITY HOUSING AUTHORITY'S COORDINATOR

The New York City Housing Authority's Coordinator (**NYCHA's Mini-Solicitation Coordinator**) for ALL matters concerning this Mini-Solicitation is:

Ms Lisa Roberts Mini-Solicitation Coordinator New York City Housing Authority Capital Projects Division 90 Church Street, 10th Floor New York, New York 10007

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References herein to NYCHA's Mini-Solicitation Coordinator shall include his/her designee.

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NEW YORK CITY HOUSING AUTHORITY *Mini-Solicitation for CONSTRUCTION MANAGEMENT*

an incomplete items list of deficiencies, tasks, and deliverables from the Contract Documents that logs at a minimum their observation/recording date, reporting date, and completion date throughout the construction process.

- 2.1.11.8 The Quality Management Plan shall include requirements for onsite inspections, special inspections, etc.
- 2.1.11.9 p -11e f180 0w 2 0.0>BDC60 scn /TT2 1 TfH311.86(oite 6)ms0 Td ()Tj

- 2.2.6 <u>Cash Flow Forecast</u> With the cooperation of the CCs, the CMa shall prepare a cash flow forecast for the entire Project based on the Project Master Schedule and Project cost. The CMa shall revise the forecast, whenever there is a significant change in the schedule or Project cost that would warrant a revision to the cash flow forecast.
- 2.2.7 <u>Monitor Progress</u> The CMa shall monitor the progress of the CCs' work and prepare written daily reports documenting the type and location of work performed, each sub-contractor's labor and equipment, and all pertinent details relative to the progress of the work. The CMa shall augment the written reports with photographic documentation of the work in progress. Photographs are required when unforeseen conditions, disputed work, or deficiencies in the work are encountered. The CMa shall pro-actively monitor the progress of the work, taking such steps as are authorized under the CCs' contract, to ensure that the CCs' workforce is sufficient and the work is being diligently prosecuted. Where progress is impeded by actions/inactions of the A/E, or others, the CMa shall bring such matters promptly to the attention of NYCHA for resolution. The CMa shall ensure that project progress is in conformance with the Master Project schedule.
- 2.2.8 <u>Electronic Project Management System</u> The CMa and General Contractor along with their sub-contractors shall utilize Primavera Contract Manager, or other Electronic Project Management (**ePM**) system as directed by NYCHA. The ePM system shall be utilized to submit, track, and view Project information including, but not limited to the following:
 - 2.2.8.1 Requests For Information (RFI's) Full Access
 - 2.2.8.2 Submittals (*Tracking only*) Full Access
 - 2.2.8.3 Notices To Comply (NTC's) Full Access
 - 2.2.8.4 Change Management Proposed Change Orders (PCO's) Limited Access
 - 2.2.8.5 Meeting Minutes Full Access
 - 2.2.8.6 Issues Full Access
 - 2.2.8.7 Daily Field Reports Full Access
 - 2.2.8.8 Invoices Limited Access
 - 2.2.8.9 Contract Limited Access

NYCHA shall provide access and licenses for the ePM system at no charge to the CMa and/or their sub-contractors. NYCHA will provide an orientation session at no charge to the CMa and/or their sub-contractors. Staff hours associated with ePM training are not billable to NYCHA.

2.2.9 CCs Payments - The CMa shall receive, review, and recommend for

processing by NYCHA, all schedules of values, invoices, and requests for payments prepared by the CCs. The CMa shall correlate CCs' payment requests with the progress of the work, and take into account any deficiencies in the work for which payment is being requested, in making a payment recommendation. If a cost loaded and resource loaded schedule is required on the contract, the CMa shall provide an earned and planned value report with their recommendation. The CMa's recommendation for payment shall constitute a representation to NYCHA, which, to the best of the CMa's knowledge, information and belief, the work has progressed to the point indicated, and the quality of the work is in accordance with the Contract Documents. In addition, the CMa shall track payments to CCs, document construction expenditures, and assist NYCHA with documentation for requests for grants and/or Federal, State, and/or City aid.

- 2.2.10 <u>Meetings</u> The CMa shall schedule, conduct, and document regular weekly meetings with the CCs, the A/E, NYCHA, and others, where necessary to plan and coordinate the work, discuss progress, and solve problems related to the Project. In addition, the CMa shall also attend weekly meetings with NYCHA and/or the A/E. Prepare and timely distribute meeting minutes and agendas. Special meetings will be scheduled as the need arises.
- 2.2.11 <u>Reporting</u> The CMa shall prepare monthly written progress reports and deliver five (5) copies of same to NYCHA, no later than the 10th
 - 2.2.11.1 Executive Summary high level summary of the current progress and event changes from the previous month's report. The Summary must indicate whethe(u)2(vi)-2(ous)-4(P)-26,bSuExo-1 Tc24. iumf(di)-6,ne

the changed work. Evaluate the CCs' proposed adjustment to construction contract price and time, and assist NYCHA in negotiating change orders. Where changes are or may be the result of the A/E's error or omission, the

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5.2 The selected CMa(s) and their sub-contractors and sub-consultants will be required to demonstrate, during their responses to the Mini-1006(ca8703eb6os).89(189)

Project to ensure the Project remains on schedule. The CMa should demonstrate a

SECTION III: EVALUATION CRITERIA OF PROPOSERS' RESPONSE

1. <u>MIMINUM QUALIFICATION REQUIREMENTS</u>

NYCHA will consider only those Proposers that are able to demonstrate their qualifications and experience in providing the services described in this Mini-Solicitation. At least one (1) of the Proposer's Principals who will be primarily responsible for the performance of the services under the CMa Contract must be a Professional Engineer, or Certified Construction Manager.

2.

Proposals will be evaluated by a committee consisting of selected NYCHA personnel (Evaluation Committee

EXHIBIT D: SECTION 3 CLARIFICATIONS (Included for <u>INFORMATIONAL PURPOSES</u> only; <u>NOT</u> required in response to Construction Management as Agent Services RFP)

A. <u>Section 3 Residents</u>

1. **Definition of "Section 3 Residents"**:

- a. A resident; or
- b. An individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 Covered Assistance is expended and who is:
 - (i) A "Low-Income Person," as this term is defined in section 3(b) (2) of the 1937 Act [42 U.S.C. 1437a (b) (2)]. Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary of HUD (with adjustments in the income ceilings by the Secretary of HUD from time to time); or
 - (ii) A "Very-Low Income Person," as this term is defined in section 3(b) (2) of the 1937
 Act [42 U.S.C. 1437a (b) (2)], which defines this term to mean families (including o8(:as)6(t)-mfiathermous five fiberelopment o17(m)]TJ 0.002 Tc 0.35 Tw -24.193 -1.157 Td [(d)-4(d)

carried out in the metropolitan statistical area in 004 0.00(h)-7(ic)-3(h)5(004 th)5(e)-3()-12(S)1(e)-3(c)-3(tio)-7(n).

B.

1. Definition of "Section 3 usiness Concen"

Section 3 Business Concens

Section 3usiness Concern shall mean a business conce rn 004 that mee004 ts either one of th**g** followin descriptions:

a. that is 51% o17(m)-12(m)25(o17(me))- o0.07(n)-nmed by Sectionesidens; o17]TJ 0 Tc 0 Tw 21.651 0 Td

- a. **Category 1 Business** shall mean business concerns that are 51% or more owned by residents of the housing development or developments for which the Section 3 Covered Assistance is expended, or whose full-time, permanent workforce includes at least 30% of these persons as employees;
- b. **Category 2 Business** shall mean business concerns that are 51% or more owned by residents of other housing developments or developments managed by the public housing authority that is expending the Section 3 Covered Assistance, or whose full-time, permanent workforce includes at least 30% of these persons as employees;
- c. **Category 3 Business** shall mean HUD Youthbuild programs being carried out in the metropolitan area (or non-metropolitan county) in which the Section 3 Covered Assistance is expended; and
- d. **Category 4 Business** shall mean business concerns that are 51% or more owned by Section 3 Residents, or whose permanent, full-time workforce includes at least 30% of Section 3 Residents, or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified as Category 1 Business or Category 2 Business.

*** End of Exhibit D ***