BUFFALO URBAN RENEWAL AGENCY
The Honorable Byron W. Brown, Chairman

REQUEST FOR PROPOSALS (RFP)

2015 Buffalo Weatherization Assistance Program

ISSUE DATE:  Friday, March 13, 2015
DUE DATE:  Monday, March 30, 2015
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REQUEST FOR PROPOSALS – OVERVIEW
2015 BUFFALO WEATHERIZATION ASSISTANCE PROGRAM

INTRODUCTION: This Request for Proposals (RFP) is issued by the Buffalo Urban Renewal Agency (BURA) and requires the contractual services of a qualified Program Administrator to weatherize a minimum of 100 homes in the City of Buffalo, from May 1, 2015 through May 30, 2016. The funds for this program are available through the Community Development Block Grant (CDBG) Program.

All respondents interested in applying to provide services under this contract must meet the requirements specified in this Request for Proposals (RFP). Respondents must have qualified staff on hand for this contract and be ready to begin work on the anticipated contract start-up date. It is anticipated that a minimum of up 1 to 2 administrators will be selected to work on the prepared scope of services.

NOTICE OF INTENT TO RESPOND TO RFP: Any firm or agency interested in responding to this RFP is required to submit a brief letter to the Buffalo Urban Renewal Agency that expresses the respondent’s intention to submit a package for consideration. The letter must be addressed to the Buffalo Urban Renewal Agency (BURA) contact person, include contact information and be received and time stamped by BURA no later than March 20, 2015 - 4:00 P.M.

Contact person:
Ms. Yvonne McCray, Director of Housing
Buffalo Urban Renewal Agency
Room 315 City Hall
Buffalo, N.Y. 14202
Fax: 851-5168
Ymccray@city-buffalo.com

Administrator contact information:

(Name of Authorized Contact Person) (Title)

(Full Legal Name of Organization)

(Street Address)

(City) (State) (Zip Code)

(Telephone) (Fax) (Email)

OBTAINING A COPY OF THE RFP: To obtain a copy of the RFP, respondents can visit our website at http://www.city-buffalo.com, or contact the City of Buffalo Urban Renewal Agency at 851-4769, or pick-up a copy in Room 920 or Room 315 City Hall. Any addenda issued for this RFP will be published at the above-referenced website and will be provided to all administrators that have submitted a Notice of Intent to Response letter to the Buffalo Urban Renewal Agency.
**TECHNICAL ASSISTANCE:** A meeting will be scheduled by the City of Buffalo Urban Renewal Agency to discuss the RFP. All agencies or firms responding with a Notice to Intent to respond to the RFP will be notified of the date, time and location of this meeting. BURA staff will discuss the overall contract scope of services, possible partnerships, and the questions submitted to Ms. McCray pertaining to the RFP.

**QUESTIONS AND INQUIRIES:** All questions and inquiries must be submitted in writing no later than **March 6, 2015**. Staff will prepare written responses to all respondents. Written questions can be sent via email directly to the BURA contact person, Ms. McCray, at the address cited above. No questions will be accepted by phone inquiries. Written answers will be sent to all groups listed by the BURA as receiving a copy of this Request for Proposals (RFP).

**SUBMISSION DEADLINE:** Sealed submittals (one original and two unbound, single-sided copies - clipped or in three ring binders) must be received not later than 4:00 PM on **March 30, 2015**. Submittals send by the U.S. mail must be **sent and received** by the deadline stated above. Faxed or email submittals will not be accepted. The sealed package must be clearly marked: **RFP – 2015 Weatherization Assistance Program. Late Proposals will not be considered.** Packages must be submitted to:

Mayor’s Office of Strategic Planning  
Buffalo Urban Renewal Agency  
Attention: Ms. Yvonne McCray, Director of Housing  
Room 315 City Hall  
Buffalo, N.Y. 14202

**RIGHTS RESERVED:** BURA reserves the right to accept or reject any and all responses, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Furthermore, BURA reserves the right to make a whole award, partial award, or no award at all.

**TENTATIVE SCHEDULE OF KEY ACTION DATES:** The following schedule is subject to change.

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<td>3/1315</td>
<td>Release Request for Proposals</td>
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<tr>
<td>3/30/15 – 4/6/15, 4:00 PM</td>
<td>Review RFP and submit questions to BURA</td>
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<tr>
<td>3/20/15 4:00 PM</td>
<td>Notice of Intent to Respond due to BURA</td>
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<tr>
<td>Week of 3/20/15</td>
<td>Technical Assistance Meeting</td>
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<td>RFP response due to BURA</td>
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<td>4/22/15</td>
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SECTION I – INTRODUCTION

1.1 **SUMMARY STATEMENT:** The City of Buffalo Urban Renewal Agency (hereinafter referred to as “BURA”) is a public benefit corporation created in part to eliminate or prevent the spread of deterioration through residential rehabilitation and to act in the public interest on behalf of the citizens of the City of Buffalo. BURA manages the City of Buffalo’s Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

The purpose of this RFP is to select a Weatherization Program Administrator. The firm will provide weatherization services to program eligible homeowners. Funds, up to $5,000 per structure, are available to address conditions identified in an energy audit and to help weatherize owner-occupant homes.

In order to be considered for an award of the contract, the administrator must:

- document by its immediate past and current activities that it has the ability to implement the eligible activities and tasks; and
- document the experience and the capacity of the staff to implement the proposed scope of services and expend program funds in a timely manner.

It is anticipated that this RFP will result in the selection of 1-2 Program Administrators who will work on a prepared scope of services. One or more agencies or organizations may choose to partner in applying for this RFP. The lead administrator must be designated in the response to the RFP. The lead administrator will receive the contract and will be responsible and remain fully liable for the work done by the support agencies or organizations.

A fixed fee schedule will be negotiated for each contract and the selected Program Administrator will be compensated for the satisfactory performance and completion of the minimum tasks associated with the program. The contract will not guarantee a specific volume of work.

The term of the contract will be for an initial period of one year (tentative dates are May 1, 2015 through April 30, 2011). The BURA shall have the sole exclusive right to offer the option to extend the period of the contract for up to a six month extension.

II – GENERAL INFORMATION

2.1 **NOTICE TO ADMINISTRATOR:** The Program Administrator before submitting a proposal shall become fully informed as to the extent and character of the work required and is expected to completely familiarize themselves with the requirements of the solicitation and specifications. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.

2.2 **DURATION OF PROPOSAL OFFER:** Proposals are to be held valid for 60 calendar days following the closing date for this Request for Proposals. This period may be extended by mutual written agreement between the administrator and BURA.
2.3 **ECONOMY OF PREPARATION/INCURRED EXPENSES:** Proposals should be prepared simply and provide a straightforward, concise delineation of the administrator’s capabilities and description of the offer to meet the requirements of this RFP. BURA will not be responsible for any costs incurred by any administrator in preparing and submitting a response to this solicitation.

2.4 **ORAL PRESENTATIONS:** BURA reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Each administrator may be required to provide oral presentations to discuss their proposed management techniques, answer questions from BURA, and/or clarify their technical submittal.

2.5 **CONFIDENTIALITY/PROPRIETARY INFORMATION:** The administrator must specifically identify those portions of their proposal, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the BURA in accordance with the New York Freedom of Information Act, New York State Public Officers Law Sec. 81 et seq. New York State Annotated Code. Administrator(s) must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it IS NOT sufficient to preface your proposal with a proprietary statement).

2.6 **ALLOWANCE OF IN-HOUSE WORK:** No section or portion of this RFP or the contract shall be construed or interpreted to preclude the BURA from accomplishing any task or undertaking of any operation or project utilizing its own work force.

2.7 **WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn upon written request from the administrator prior to the proposal closing date. Negligence on the part of the administrator in preparing the proposals confers no right of withdrawal after time fixed for closing of the proposals.

2.8 **NEW YORK STATE LOBBYING ACT:** All Program Administrators are required to execute an Affirmation of Understanding and Agreement that the Bidder will comply with the procedures and restrictions under the New York State Lobbying Act (Act), including but not limited to permitted contacts during the bidding and award process. Administrators must also execute a disclosure regarding any prior findings that the Bidder violated the Act.

2.9 **CONTRACTING WITH SMALL AND MINORITY FIRMS, WOMAN’S BUSINESS ENTERPRISE AND LABOR SURPLUS AREA FIRMS:**

BURA, per HUD Regulations Section 85.36(e), requires the prime administrator to take affirmative steps to select such small and minority firms, women’s business enterprise and labor surplus area firms as sub-contractors.

(1) The grantee (BURA) and the contractors will take all necessary affirmative steps to assure that minority firms, women’s business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
(vi) Requiring the prime administrator, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

2.10 **SUBCONTRACTING:** Any person undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the administrator, must receive approval of the Vice-Chairman prior to any such undertaking. In the event the administrator desires to subcontract some part of the work specified herein, the administrator shall furnish BURA with their proposal the names, qualifications, and experience of their proposed partners. Partners shall conform, in all respects to the provisions specified for the administrator. The administrator shall, however, remain fully liable and responsible for the work done by their partners. The BURA may terminate the Contract if the subcontracting is done without the Vice-Chairman's prior approval.

2.11 **RESIDENCY GOAL:** The selected administrator agrees that (i) in the hiring of any Administrator, sub-contractor, or a person acting on behalf of the administrator or sub-contractor, preference shall first be given to qualified local administrators who have resided in the City of Buffalo for at least six (6) consecutive months immediately prior to the commencement of their employment for the performance of work and (ii) any administrator or sub-contractor will work towards ensuring a minimum residency goal of 25% of workforce to include qualified residents in the City of Buffalo.

2.12 **EVIDENCE OF SUBCONTRACTING:** The selected administrator(s) is required to submit to the BURA copies of executed subcontracts as a condition of the BURA executing the contract with the administrator.

2.13 **COLLABORATIONS:** A respondent with limited experience is encouraged to partner with another more experienced provider in order to make sure the needs of the residents of the City of Buffalo or the designated geographic area are met. The Program Administrator awarded the contract, however, will remain fully liable and responsible for the work done by their partners.

2.14 **PROVISION FOR OTHER AGENCIES:** Unless otherwise stipulated by the administrator, the Program Administrator agrees when submitting their proposal that they will make available to all City agencies and departments, and other City authorities, the resulting Contract in accordance with its terms and conditions, should any said department or agency wish to contract for similar services under this proposal.

2.15 **RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR:** The Program Administrator shall be responsible for the professional quality and technical accuracy of their advice and
other services furnished by them. The Program Administrator will perform services with the
degree of skill, which is normally exercised by recognized professionals with respect to
services of a similar nature. Neither the BURA’s review, approval or acceptance of, nor
payment for, any of the services required under the Contract shall be construed to operate
as a waiver of any rights under the Contract or of any cause of action arising out of the
performance of this Contract, and the administrator shall be and remain liable to the BURA
in accordance with applicable law for all damages to the BURA caused by the
administrator’s negligent performance of any of the services furnished under the contract.
The rights of the BURA provided for under the contract are in addition to any rights and
remedies provided by law.

2.16 **AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS:** Program Administrator(s) are
required to submit with their proposal certain certifications, affirmations and affidavits.
These forms, which should be completed by all administrator(s), are included as part of this
RFP.

2.17 **FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL ADMINISTRATOR:**
The contract to be negotiated as a result of this RFP shall be by and between the selected
Program Administrator and BURA, and shall contain but shall not be limited to provisions
included in this RFP. By submitting a proposal in response to the RFP, the Program
Administrator accepts the terms and conditions set forth herein, as well as any additional
terms and conditions required for adherence to federal regulations, sound fiscal
management principles and the policies of the Office of Strategic Planning and the Buffalo
Urban Renewal Agency.

2.18 **WORKPLACE DIVERSITY:** The City of Buffalo Urban Renewal Agency and the City of
Buffalo (collectively, the City) are committed to achieving excellence in workplace diversity
that encompasses the equity and social justice principles of the local, state and federal
Equal Employment Opportunity laws and the City of Buffalo’s policies that promote
participation by minority and women owned business enterprises. The City encourages
our contracting partners to adopt business methods and models that foster and strive for
diversity within their workplaces as a matter of course.

In managing and valuing diversity, the City recognizes that it is the key component of
effective people management as well as it is the key to significant organizational benefits
such as enhancing productivity of all staff, enhanced equality of opportunity, recruitment
and selection from a wider pool of talents, improved service and client satisfaction and a
positive community image. It gives effect to the principles of Equal Employment
Opportunity. The City encourages our contracting partners to achieve a workforce that
reflects the profile of the broader community and capitalizes on this City’s vibrant diversity
of people.
SECTION III – SCOPE & REQUIREMENTS

3.1 SCOPE OF WORK: BURA seeks proposals from experienced Program Administrators to implement the 2015 Buffalo Weatherization Assistance Program on behalf of the City of Buffalo. The goal of this program is to help homeowners reduce energy consumption due to structural heat loss by installing weatherization measures and related repairs.

Funds, up to $5,000 per structure, are available to weatherize owner-occupied homes. The program will be marketed city-wide and made available to income-eligible, owner occupants, who meet the program application guidelines. Applicants, in order to apply for the program, must be classified as one of the following:

- elderly (household income 80% or less of median income),
- disabled (household income 80% or less of median income),
- families with children (household income 80% or less of median income) or
- very-low income individuals or families (household income 50% or less of median income).

The Program Administrator selected from this RFP will perform the following tasks in implementing the 2015 Buffalo Weatherization Program, including, but not limited to the following activities:

- meeting with owners and accepting completed applications; confirming the income eligibility of applicant and tenant households and recertification of eligibility prior to closing as needed. The Administrator will use the 24 CFR Part 5 definition of income in determining eligibility, supplemented by the City of Buffalo Office of Strategic Planning Housing Program Policies and Procedures. The Program Administrator will make every possible effort to ensure that applications for weatherization assistance are processed in a timely manner. Specifically, no longer than four weeks should elapse between the acceptance of the application and the issuance of the Notice to Proceed to the contractor. All required application forms and guidance will be provided by BURA.

- conducting the initial inspection of the applicant's property, interview with the homeowner and obtaining the energy audit;
  - The energy audit of the property must minimally include an assessment of the following items:
    - Attic insulation
    - Storm windows
    - Storm door(s)
    - Thermostat
    - Heating system
    - Water heater
- preparing the work write-ups and rehabilitation specifications, including safe work practices necessary to deal with lead based paint hazards according to HUD and EPA requirements. Specifications should be prepared in such a way as to ensure that both the contractor and the homeowner have a full and clear understanding of the work to be completed and the materials to be used. Specifications must include estimates of...
material quantities needed for each component item, as appropriate (square footage, square yardage, linear feet, etc.);

- developing the line item cost estimates for work required and providing a determination of feasibility within 5 days of the initial inspection;
- providing for lead based paint visual assessments, or risk assessments, as needed, and ensuring resident notification as required by regulations;
- assisting homeowners in securing estimates from contractors;
- bid evaluation and contractor selection support, including ensuring acceptable contractor training and certification for Lead Safe Work Practices, as needed; to provide for the clear separation of duties, bids will be not be reviewed by the same construction analyst who prepared the specifications;
- preparation and submission of funding encumbrance packages to the Division of Housing of the Office of Strategic Planning;
- submission of reports providing names, address, beneficiary data and income eligibility of each participant for use in grant reporting and approval of loan issuance;
- preparing standard loan closing documents, as provided by the City of Buffalo Office of Strategic Planning or BURA, and conducting loan closings;
- conducting pre-construction meetings with the contractor and the owner to review work specifications and scheduling issues. The Program Administrator will ensure that a lead based paint hazard reduction standards monitor is available to address safe work practices and interim requirements as needed;
- conducting interim and final inspections in accordance with City Codes and HUD regulations; to ensure impartiality in the review of contractor work, the construction analyst who conducts the job inspections for any single property will not be the same individual who prepared the specs or reviewed the contractor bids for that property;
- preparing contractor payment requests and submitting requisitions to the Division of Housing. Each initial payment request must include a copy of any permits required for the job;
- preparing performance reports on no less than a quarterly basis, which tracks the progress of applications and ensures proper file maintenance
- participating in HUD review meetings; and
- working with BURA Community Partners and the local Community Based Organizations, when needed, for assistance or referrals to other available programs or services.

3.2 NEGOTIATION OF WORKPLAN AND BENCHMARKS: The Program administrator selected under this RFP will be notified and will meet with BURA staff to finalize their individual work plans, benchmarks, geographic priority areas and fee for services schedule.

3.3 INSURANCE REQUIREMENTS: The Program Administrator shall have in force and shall maintain, at its own expense, insurance in not less than the following amounts during the performance of service called for under the contract. The administrator must, prior to the contract execution, and for each extension of the contract, furnish to BURA certificates of insurance as evidence of such coverage stated below. In addition, the City of Buffalo and the Buffalo Urban Renewal Agency must be named as additional insureds on the
policy; and the certificate holder must be the City of Buffalo and the Buffalo Urban Renewal Agency, 214 City Hall, Buffalo, NY.

- Workmen’s Compensation and Disability Insurance - covering the administrator’s employees as required by New York State Law.

- Comprehensive Bodily Injury and Property Damage Liability Insurance -:
  a. General Aggregate (Other than Products-Completed Operations) $2,000,000
  b. Products-Completed Operations Aggregate Limit $1,000,000
  c. Personal & Advertising Injury Limit $1,000,000
  d. Each Occurrence Limit $1,000,000

- Comprehensive Automobile Liability Insurance - Combined single limit of $1,000,000 covering bodily injury and property damage.

- Professional Liability/Errors and Omissions - $1,000,000 per occurrence if required in the sole discretion of BURA.

No contract will be executed with the administrator until the current certificates of insurance have been received and approved by the Office of Strategic Planning. If the insurance as evidenced by the certificates furnished by the administrator expires or is cancelled during the term of the contract, services and related payments will be suspended.

SECTION IV – CONTENT OF SUBMISSIONS

4.1 GENERAL INSTRUCTIONS: To receive consideration under this RFP, submissions must be made in accordance with the following general instructions. All RFP packages must contain the following information in the order shown and numbered as followed. The Program Administrator may not change the order to the questions for the page formatting. All responses to the questions should be typed, single or double spaced, using not less than 12 point font and 1 inch margins. Facsimile copies of the submission will not be accepted.

Respondents must complete the entire application and the package will be reviewed and scored on the basis of the information provided by the organization.

1. A cover letter, on business stationery, which provides the official proposal with the name, email address, telephone number and facsimile number of the individual with whom BURA personnel may communicate about the RFP. The signature of the person signing the submission shall be in long hand. The RFP submission must be signed by a person with the legal authority to enter into a contractual relationship in the name of the respondent organization.

2. A statement that the RFP response will be valid for at least 60 days.

3. A table of contents with pages numbers indicated.

4. Requested Forms/Attachments:
   - Attachment I – Program Administrator Information
4.2 **PRE-CONTRACTUAL EXPENSES:** BURA shall not be liable for any pre-contractual expenses incurred by the respondent. BURA shall be held harmless and free from any and all liability, claims or expenses whatsoever, incurred by, or on behalf of, any persons or organization responding to this RFP related to pre-contractual actions and or omissions of the respondent.

**SECTION V – EVALUATION & SELECTION**

5.1 **SELECTION PROCESS:** BURA reserves the right to accept any application and negotiate an agreement with any respondent. The successful respondents will be required to comply with all applicable equal opportunity laws and regulations. BURA reserves the right to reject any or all submissions or to waive any defect or irregularity. At its sole discretion, BURA reserves the right to contact bidders and ask them for required information omitted from the bid package. BURA may contact bidders by telephone or by facsimile during its review of a bid package in order to clarify submitted information.

BURA further reserves the right to award contracts to the respondents that, in its judgment that best serves the need of the residents of the City of Buffalo.

5.2 **EVALUATION AND SELECTION:** BURA will independently evaluate each proposal. BURA may make such investigations as deemed necessary to determine the ability of the contractor to perform the work and the administrator shall furnish to BURA all such information for this purpose as the BURA may request.

Finalist may be selected for interviews. BURA may request additional technical assistance from any source within BURA and the City of Buffalo.

5.3 **QUALIFYING PROPOSALS:** BURA shall first review each Proposal for compliance with the mandatory requirements of this RFP. Failure to comply with any requirements of this procurement may disqualify an administrator’s Proposal. BURA reserves the right to waive a requirement and/or minor irregularities when it is in BURA’s best interest to do so. **Proposals will not be opened publicly.**

5.4 **FINAL BENCHMARKING AND SELECTION:** Selection criteria contained herein shall be evaluated by BURA based upon a pass/fail rating for each category. BURA will then make recommendations to the Chairman of BURA or his designee (including but not limited to the Vice-Chairman of BURA as the Executive Director of the Office of Strategic Planning) for award of the contract to the responsible administrator whose proposal is determined to be the most advantageous to BURA considering technical factors set forth in the RFP. Based
on the initial review of proposals, BURA may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. BURA reserves the right to make an award with or without negotiations or to request best and final offers. Only those administrator(s) who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. A contract will be awarded to those administrators whose proposal best meets with BURA's requirements at the time of award.

5.5 **PROPOSALS PROPERTY OF BURA:** All Proposals submitted in response to this Request for Proposals become the property of BURA and may be appended to any formal documentation that would further define or expand the contractual relationship between BURA and the successful ADMINISTRATOR.

5.6 **CONTRACT NEGOTIATIONS:** BURA shall negotiate with the most qualified respondents to this RFP, as determined by evaluation of the responses and, if applicable, interviews, and recommendations to the BURA Chairman and/or his designee and the successful respondents as selected by the Chairman or his designee.

5.7 **EVALUATION CRITERIA:** After determining compliance with the requirements of this RFP, BURA shall conduct its evaluation of each Program Administrator proposal. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. Proposals will be evaluated using a pass/fail rating:

<table>
<thead>
<tr>
<th>Meets or exceeds requirements</th>
<th>Partially meets requirements</th>
<th>Does not meet requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASS (+)</td>
<td>PASS (−)</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

The evaluation will include the review of the proposal to determine if the Respondent has:

- documented by its track record that the firm understands the proposed program and has the ability to implement the program; and
- documented the experience and capacity of the current staff to implement the scope of services and expend the program funds in a timely manner.
### SECTION VI – REQUIRED INFORMATION

#### 6.1 - ATTACHMENT I – Program Administrator Information

**Directions:** Insert the requested information in the space provided.

**Agency/Firm Name:**

**Address:**

**Business Phone Number:**  
**Business Fax Number:**

**Business E-mail address:**  
**Web Site:**

**Contact Person:**

**Title:**

**Federal Tax Identification Number:**

This firm is a (check one):

- Corporation  
- Partnership  
- Sole Proprietorship  
- Not for Profit  
- LLC

State Certified Woman or Minority Owned Firm? Answer Yes or No

If yes, Certification Number:

Names and address of **all** principals, partners, officers, etc.:

**Name:**

**Address:**

**Name:**

**Address:**

If additional space is needed to list all principals, etc., please attach a separate sheet listing all the information.

If a not-for-profit, include a copy of your current board members.

How long has your organization been in business? Number of years:
6.1 - ATTACHMENT II – Program Administrator Qualification Detail

1. Describe your past experience with administrating weatherization activities.

2. Describe the qualifications of key staff who will administer this program. Include any weatherization, rehab or lead safe work practices training attended by these employee(s) during the past two years.

3. **List and attach** the certification(s) or license(s) held by the key staff who will work with this program:

4. Describe your administrative systems and list the financial software used by your company.

5. Describe how you propose to implement the 2015 Buffalo Weatherization Program. What are your current policies and procedures?
   - List each step or provide a flow chart.
   - Include staff and anticipated time frames needed to complete the program.

6. Describe the energy audit that will be conducted on the property.

7. Describe any partnerships that exist or will be created to administer the program. Describe how you will contract with and monitor your partner’s work.

8. If your agency/organization or firm has an established track record of administering a Weatherization Program, list the addresses of five homes that your company has provided weatherization services within the past two years. Information provided for each property must include:
   - Customer Name:
   - Address:
   - Funding Agency:
   - Amount of Contract:
   - Description of weatherization work:
6.1 - ATTACHMENT III – Understanding of Safe Work Practices

The Program Administer acknowledges their understanding of Safe Work Practices and how it will be addressed for work funded from the 2015 Buffalo Weatherization Assistance Program.

**EPA Lead: Renovation, Repair and Paint Program:**

The EPA’s Lead-Based Paint Renovation, Repair, and Painting Program (RRP) is a federal regulatory program that affects contractors, property managers, and others whose work may disturb painted surfaces. The program applies to those individuals that conduct renovation, remodeling, or paint removal activities on residential houses, apartments, and child-occupied facilities such as schools and day care centers built before 1978. The RRP includes pre-renovation education as well as training, certification, and work practice requirements.

**Pre-renovation education requirements are effective now:**

Contractors, property managers, and others who perform renovations for compensation in residential housing, apartments, and child-occupied facilities built before 1978 are required to distribute the lead pamphlet, “Renovate Right” before starting renovation work.

**Training, certification, and work practice requirements become effective April 22, 2015:**

Firms are required to be certified, their employees must be trained in the use of lead-safe work practices, and lead-safe work practices that minimize occupants’ exposure to lead hazards must be followed. A firms’ employees must take an EPA approved 8 hour training course in order to obtain certification and become a “certified renovator”.

If individuals had previously taken an 8 hour approved lead safe work practices training course, then a 4 hour EPA approved RRP refresher course is required.

The undersigned representative of:

__________________________________________
Program Administrator’s Signature (date)

__________________________________________
(Print name)
This Agreement of Understanding of Technical Assistance Requirements will serve as notice to applicants and subsequent Program Administrators of the Request for Proposals (RFP) – 2015 Buffalo Weatherization Assistance Program that their participation/attendance in upcoming Technical Assistance training and/or meeting seminars may be mandatory. The training will serve to promote ethical practices, sound management, and public accountability. Failure to attend training and/or meeting seminars may result in the suspension of current funding or the barring of future funding awards.

The undersigned representative of:

has read the above agreement and acknowledge that their participation/attendance in upcoming Technical Assistance training and/or meeting seminars may be mandatory and may affect the organization’s current and/or future funding awards.

__________________________________________
Program Administrator’s Signature (date)

__________________________________________
(Print name)

__________________________________________
(Print name)
6.1 - ATTACHMENT V – Conflict of Interest Disclosure -
to be completed by all Staff and Board Members

The PROGRAM ADMINISTRATOR represents that none of its employees, officers, compensated members, Administrators or consultants are, or for the duration of this agreement will be, employees of the City of Buffalo Urban Renewal Agency (BURA) or City of Buffalo nor are their family members or business relationships employees of BURA or the City of Buffalo nor will their employees, officers, compensated members, Administrators or consultants obtain a financial interest either for themselves or those whom they have immediate family or business ties, during their tenure or for one year thereafter.

The Program Administrator must formally disclose all potential Conflicts of Interest BURA.

Disclosure: Are you, or are you related to (by blood, marriage, act of law, or business relationship) any person who is an employee of the City of Buffalo, the City of Buffalo Urban Renewal Agency (BURA), the Municipal Housing Authority (BMHA), Board of Education, Sewer Authority or any other entity funded by Community Development Block Grant (CDBG)?

☐ YES ☐ NO

If yes, a full disclosure must be forwarded on official letterhead to the City of Buffalo Urban Renewal Agency (BURA). The notice must include:

Name:__________________________________________________________

Job Title or Position:____________________________________________

Disclosure must include:

1. Name of Relation
2. Department
3. Position
4. Relationship

The Program Administrator acknowledges receipt of this policy and verifies that all appropriate parties have been apprised of their obligation to disclose all potential conflicts of interest.

__________________________________________  __________________________
Board President’s Signature                                Date
Summary of Permitted Contacts Under New York State Lobbying Act

Pursuant to State Finance Law §§139-j and 139-k, this “Request for Proposal” includes and imposes certain restrictions on communications between the City of Buffalo Urban Renewal Agency and a Bidder during the procurement process. A Bidder is restricted from making contacts from the earliest notice of intent to solicit offers or “Requests for Proposal” through final award and approval of the Procurement Contract by the City of Buffalo Urban Renewal Agency and, if applicable, the City of Buffalo Department of Administration and Finance (“restricted period”) to other than designated staff or consultants unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff are identified in this Request for Proposals. City of Buffalo Urban Renewal Agency employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to the State Finance Law. Certain findings of non-responsibility can result in rejection of a contract award and in the event of two findings within a 4-year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found at:

http://wwwogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html

Each bidder that contracts with a governmental entity, and in this case the City of Buffalo Urban Renewal Agency, about a governmental procurement shall only make permissible contacts with respect to the governmental procurement, which shall mean that the bidder shall contact only the persons or persons designated by the City of Buffalo Urban Renewal Agency relative to the procurement, except that the following contacts are permitted:

1. submission of written proposals in the response to a request for proposals;
2. submission of written questions to a designated contact set forth in a request for proposals, when all written questions and responses are to be disseminated to all bidders who have expressed and interest in the request for proposals;
3. participation in a conference provided for in a request for proposals;
4. complaints by a bidder regarding the failure of the person or persons designated by the procuring governmental entity pursuant to this section to respond in a timely manner to authorized bidder contacts made in writing to the office of general counsel of the procuring governmental entity, provided that any such written complaints shall become a part of the procurement record;
5. bidders who have been tentatively awarded a contract and are engaged in communications with a governmental entity staff of the procuring governmental solely for the purpose of negotiating the terms of the procurement contract after being notified of tentative award;
6. contacts between designated governmental entity staff of the procuring governmental entity and a bidder to request the review of a procurement contract award;
7. (a) contacts by bidders in protests, appeals or other review proceedings (including
the apparent successful bidder or proposer and his or her representatives) before the governmental entity conducting the procurement seeking a final administrative determination;

(b) complaints of alleged improper conduct in a governmental procurement to the attorney general, district attorney, or court of competent jurisdiction; or

(c) complaints of alleged improper conduct in a governmental procurement conducted by a municipal agency or local legislative body to the state comptroller’s office.
ATTACHMENT VI – New York State Lobbying Act - continued

Bidder’s Affirmation of Understanding and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)

Bidder affirms that it understands and agrees to comply with the procedures of the City of Buffalo Urban Renewal Agency relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b) commonly known as the New York State Lobbying Act (Act). A summary of the Act regarding permitted contacts during the bid process is attached.

By: ___________________________________ Date:________________________
Name: ________________________________
Title: _________________________________
Administrator Name: ________________________________
Administrator Address: ___________________________________________________
____________________________________________________________________
____________________________________________________________________