



New York–Connecticut Sustainable Communities Consortium

Wednesday, February 01, 2012

These are the following questions received by Regional Plan Association as of Tuesday, January 17, 2012 pertaining to the **New Haven Union Station Study** Request for Proposals.

Submission of Proposal:

What time of day on February 3, 2012 is the proposal due?

- Proposals are due on Friday, February 10, 2012 at 5pm delivered to:
David Kooris
Regional Plan Association
Two Landmark Square, Suite 108
Stamford, CT 06901

Is it acceptable to submit the proposals in 3-hole binders?

- It is acceptable, but every effort should be made to reduce the amount of paper used for each submission. No proposal (bound or in binder) should exceed 1” width.

Project Scope and General Issues:

How much and what type of involvement will RPA have with these initial tasks?

- RPA staff will participate as requested by City of New Haven staff in an advisory and stakeholder capacity but will not have a formal role in completing any of the tasks outlined in the RFP scope.

The effort to prepare the RFQ documents could vary greatly depending on implementation strategy selected (design-bid-build vs. design build, vs. Public-private partnership) and may require multiple complex packages. Can you describe the task and assumptions in greater detail for section 2.4.5?

- The structure of the RFQ will be defined based on outcomes of earlier tasks and, therefore, we cannot provide more specificity at this time.

How is “detailed development pro-forma” being defined (as distinct from financing plan)? We could interpret this in multiple ways from economic impacts to financial pro forma for private development. Can you please elaborate? Does this sub-task include economic impact analysis of jobs and business sales?

- For the purposes of this project, a “detailed development pro-forma” is defined as a financial pro-forma for a private development. Examples can be found in the Jones Lang LaSalle study from 2008, referenced in the RFP.

On Page 6 of the RFP under Section 2.2 (Community Setting and Project Background) there is a statement about the City of New Haven issuing an RFP for a residential market study for potential development sites with a .5 mile radius. Can you tell me if that work is part of the scope on your RFP and to be included in your budget of \$150,000 to \$200,000?

- The market study is a completely independent scope of work managed by the Livable City Initiative of the City of New Haven and, as available, outputs from that work may be of value to the consultants conducting this scope of work.

Supplemental Tasks

On Page 9 of the RFP under Section 2.4.6 (Supplemental Tasks) there are additional tasks outline that are to be funded by the State of Connecticut. Are these tasks to be completed under this RFP or will the State be issuing a separate RFP and is this work to be included in your budget of \$150,000 to \$200,000.

Can you clarify about the Supplemental Tasks (2.4.6) in this RFP? When will we know if the ConnDOT grant is included?

Is it possible to elaborate on the likelihood/intent of the supplemental tasks being funded and advanced as an integral part of this contract?

- The supplemental tasks will be funded by a grant from the Connecticut Department of Transportation that was awarded to the City of New Haven in 2011 for the amount of \$390,000. The City and the State are currently in negotiations to determine the precise means of procurement for that scope of work.

The RFP indicates that the Supplemental Tasks may be funded by the Connecticut DOT. Should the consultant submit a separate proposal to the Connecticut DOT for this work?

- We are asking that, at this time, consultant teams submit Qualifications for the supplemental scope of work along with their Proposal for the base scope of work in this RFP. It is recognized that additional team members may be necessary to complete the supplemental scope even though they may not have a role for the base scope of work outlined in the proposal. As a reminder, one or more consultant teams may be selected and consultants are under no obligation to submit as part of a team, nor for all of the anticipated tasks listed in the base scope or the supplemental tasks.

Does the RPA or another entity own a license for the REMI model or should this be included in the expenses budget for the project?

- The consultant team will be expected to provide the REMI model necessary to complete the Supplemental Tasks.

Project Timeline

Is there a contemplated outside completion target date for the Final Report .e.g. specific calendar date or number months after Notice to Proceed? If so, what is the date?

- It is anticipated that the primary scope of work will take approximately nine months from the date of contract completion.

Project budget and Funding:

The RFP indicates that funding is from HUD. When is funding expected to be secured? Is the expectation that the consultant would commence services prior to the RPA securing HUD funding?

- HUD Funding for this project is secured as a component of the NY-CT Sustainable Communities Consortium regional planning grant approved in November 2010. It is a reimbursement grant and payment will be made to the consultant by RPA as invoices are paid by HUD and funds are received.

RFP Sec. 3.3 asks for the number of labor hour by hourly rate category, but then asks for a 'total price proposal', but then Att. A Sec. II says 'This is a cost reimbursement award.' And then it says 'In the event the grantee incurs costs in excess of the prescribed amount, the excess shall be borne entirely by the Grantee.' So, what is the type of price term for the contract to be awarded – (a) firm fixed price ("lump sum"); (b) time & materials; (c) time & materials with guaranteed max price; or (d) cost reimbursement?

- The price term for this contract is "time & materials with guaranteed maximum price."

Can you clarify how much money is available for tasks in the first phase, which includes the Market Analysis; Architectural, Merchandising and Marketing Approach; Community Participation; and the Final Report. The RFP states that there is a range of between \$150,000 and \$200,000. Why is there such a large range?

- The exact budget for this project will be informed by the price proposals included in the RFP, though the range of available resources is known and is \$150,000 - \$200,000.

The RFP references funding sought from public sources as well as an anticipated fee of \$150-200,000. Is that fee inclusive of the supplemental scope of work or are there additional funds to cover that supplemental scope and if so, how much?

- The \$150,000 - \$200,000 is anticipated to cover just the base scope of work.

Does the price proposal section need to enumerate the supplemental items? What is the budget for Supplemental Tasks (Section 2.4.6)?

- Only Qualifications are requested at this time for the Supplemental Tasks and no price proposal is necessary. The City was awarded a grant in 2011 by the State of Connecticut in the amount of \$390,000.

Do we need to submit Scope of Services, Budget, and Proposed Team for Supplemental Tasks (Section 2.4.6)?

- Team and Qualifications are requested for the Supplemental Tasks but no additional items.

If the supplemental items are added, would the Personnel Costs still be subject to the HUD's Cooperative Agreement Provisions?

- Though a price proposal is not due at this time for the Supplemental Tasks, when awarded they will not be subject to HUD's Personnel Cost restrictions.

Minority/Disadvantaged Business Enterprise (M/DBE) requirements:

Is there a specific requirement for a MBE/WBE or SBE under the terms of agreement with HUD?

What are the specific percentages of WMBE requirements?

- No specific M/DBE requirements or goals have been set for this study. However, the inclusion of M/DBE firms is strongly encouraged, and the evaluation will consider the Minority and Women-Owned Business Enterprise (MWBE) status of the proposer, as well as its subcontractors. For the supplemental tasks, it is anticipated that the State of Connecticut will provide a M/DBE participation rate.

Preclusions

Will the lead team (prime) or any member of the team (sub-consultants) be precluded from future development or implementation?

The RFP indicates that the consultant will prepare the RFQ for implementation of the TOD. Will the consultant be excluded from proposing to be the developer? If yes, would the same result apply if mitigating steps were taken, such as internal conflict controls established, work product resulting from this RFP were made public, and/or an entirely different group of persons were to propose on the RFQ for implementation of the TOD?

Does preparation of the Request for Qualifications for implementation of the TOD preclude the Consulting team from pursuing the implementation work?

- At this time, it is not known whether firms will be precluded from applying for subsequent implementation work.

Should Connecticut not allow New Haven to add the supplemental items would the City and RPA allow the RPA consultant to participate in the separate procurement or would the consultant be precluded from participating?

If the supplemental tasks are not funded as an integral part of the contract, is there any possibility that the successful responder to this initial RFP could be precluded from the supplemental tasks, or any future work, associated with implementing the TOD Plan for the New Haven Station?

- At this time, it is not known whether firms will be precluded from applying for subsequent implementation work.