

**INTEGRATED PHYSICAL NEEDS ASSESSMENT  
AND  
TECHNICAL ASSISTANCE SERVICE PROVIDER**

**2023 REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL CONSULTANT**

**Issued by: the IPNA Management Committee representing New York City Department of Housing Preservation and Development (HPS), New York City Housing Development Corporation (HDC), and New York State Home Community Renewal (HCR)**

**Release Date:** February 6, 2023

**Due Date:** March 31, 2023

## PART A

### Purpose of RFQ

The New York City Housing Development Corporation (HDC) is soliciting qualifications to expand a list of consultants who are qualified to prepare Integrated Physical Needs Assessments (IPNAs) and provide technical assistance to building owners for certain projects being financed by HDC, the New York City Department of Housing Preservation and Development (HPD) and New York State Homes and Community Renewal (HCR).

HDC seeks responses from architecture, engineering, building science and energy efficiency consulting firms. Consultants may be private (for-profit) or non-profit organizations. Respondent may include a team of multi-disciplinary sub-consultants assembled for their complementary skills if a single consultant does not have the ability to perform the comprehensive scope of services.

Consultants that are selected for the pre-qualified list will be reviewed and hired directly by building owners and/or managers, not by HDC, HPD or HCR.

### *Multi-Disciplinary Teams*

If a team consists of multi-disciplinary sub-consultants, the team must be assembled under one lead consultant that is identified in the qualification submission package. Each team member or sub-consultant's role and responsibility must be clearly defined. Pre-qualified respondents with multidisciplinary teams that want to change the firms that they were qualified with must notify HDC by submitting qualifications for the new sub-consultant, along with a new organizational chart, thirty (30) days in advance of the staffing change. The lead consultant is responsible for the quality of work for each firm that is a member of the team. **Needs Assessor and Energy Assessor are defined in the companion IPNA Standards document** located either in the Appendix of this document or on on-line Agency websites. **NYSERDA qualifies the energy efficiency credentials of the Energy Assessors and HDC qualifies the credentials of the Needs Assessors.**

### 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 obligations for the purpose of financing the construction or rehabilitation of affordable housing located within the City of New York. HDC has a multifamily mortgage portfolio of over 600 properties containing over 150,000 units.

### Description of Services

Qualified consultants or consultant teams must have the technical expertise to perform the comprehensive scope of services described below. The Standard Services will be required for all projects, some or all of the Additional Services may be requested by the building owner or HDC/HPD/HCR for certain projects.

## Standard Services: Integrated Physical Needs Assessment

Consultants shall produce an Integrated Physical Needs Assessment (IPNA) report using the Integrated Physical Needs Assessment Standard and the IPNA Template. An IPNA identifies the extent to which a property requires entire or component systems replacement or upgrading with equal emphasis on Energy Efficiency and Water Conservation (EEWC) improvements, including measures that yield deep energy savings such as on-site renewables if applicable. EEWC items will be listed with relevant payback and projected savings information so that lenders and borrowers can make decisions about financing cost effective measures. The IPNA is to be produced in accordance with the IPNA Requirements listed in the IPNA Standard.

Specific services for all projects, as further outlined in the IPNA Standard, shall include but may not be limited to:

- Convening a kick-off meeting with building owner, property manager, and maintenance staff to discuss expectations and existing building operations.
- Reviewing 24 months of building data (to optimize time, data collection and field site visit/assessment are allowed to run as parallel processes). Include historical utility data, as-built drawings, previously-conducted energy audits or physical needs assessments, and operating and maintenance records.
- Performing a roof-to-basement on-site inspection.
- Performing diagnostic testing and systems inspection of building systems
- Preparing an IPNA report using the IPNA Standard and Template, and submitting to the building owner and HDC/HPD/HCR, as required.

## Additional Services

*Note: Additional Services are not applicable to HDC Projects.*

Each consultant or consultant team must be qualified to complete all of the Additional Services listed in Part B. Some or all services may be requested by buildings owners and/or required by the lender.

When providing Additional Services, HPD expects firms to take an active role in assisting owners to complete energy efficiency and moderate rehabilitation projects by developing strong relationships with owners and providing guidance throughout the pre-development and development process.

## Tenure of Services

Consultants and their teams will remain on the Pre-qualified Consultant list without need for re-application. Consultants, however, must update relevant information on an annual basis to retain their active status. This information includes submitting any changes to organizational charts, accreditation, resumes, insurances, and the fee proposal sheet. The IPNA Management Committee may request additional information to ensure up-to-date records. Please consult the [IPNA Standard](#) for additional guidelines surrounding on-going Consultant requirements.

## Submissions Requirement and Guidelines

The deadline to submit the RFQ is **March 31, 2023**. Questions and submission packages should be directed and sent by electronic mail to **James Yankopoulos at ipna@nychdc.com**. The subject line of the email should reference "Integrated Physical Needs Assessment + Technical Assistance Services RFQ." A complete package shall include a cover letter, references, statement of qualification and experience, and additional documentation, as further described below:

### ***Cover Letter***

One page letter on company letterhead that:

- Summarizes the consultant's ability to perform all services as described in the RFQ. For multidisciplinary teams, identify the lead consultant/point person, and include a description of the role of each firm on the team.
- Provides organizational data in the order set forth below for each firm:
  - i. Legal Name of Organization
  - ii. Primary Contact (firm's primary staff contact for this RFQ).
  - iii. Contact's Title
  - iv. Contact's Telephone and Email Address
  - v. Physical Address (specify headquarters, relevant satellite offices and geographic scope of services for each)
  - vi. Web Address
  - vii. Age of Organization
  - viii. Legal Status of Organization
  - ix. Number of Employees
  - x. Audited Financial Statement for the most recent year available
  - xi. Organizational History

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

Respondents to this RFQ for IPNA services in compliance with the IPNA Standard must provide the following information, which must include information for each subcontractor consultant participating in the team:

1. **Relevant Experience and Case Studies:** Describe experience and provide three (3) case studies of projects that demonstrate experience of the consultant team in the following areas:
  - i. Performing comprehensive building capital needs assessments and energy / water audits, including recommending scope items for overall building capital needs and energy efficiency / water conservation (EEWC) measures, and health-related

- measures when applicable. Please include a sample physical needs assessment and energy audit or integrated physical needs assessment report;
- ii. Conducting energy savings analysis and cost estimates for recommended capital needs and EEWC measures (include methodology for determining projected savings and cost estimates);
  - iii. Creating scopes of work, plans and specifications for rehabilitation projects. Please include a sample scope of work of a building(s) requiring both capital and energy upgrades (For buildings within NYC, please provide a scope of work that would allow an owner to achieve compliance with LL97 performance standards. For Buildings outside of NYC, please provide scope of work recommendations that reduce energy usage by a minimum of 20%). Include the resultant reduction in water/energy consumption from the recommended capital and EEWC measures for properties that pursued the recommended scope of work;
  - iv. Participating in or overseeing the contractor bid process for a construction project, including analyzing contractor bids and cost proposals;
  - v. Managing construction timelines and coordinating contractors, owners, and lenders, including reviewing and submitting requisitions and working with servicers;
  - vi. Making recommendations for operations and maintenance best practices to achieve energy and water efficiency and healthy homes objectives, and training staff, building owners, and residents;
  - vii. Performing post construction measurement and verification for implemented EEWC measures;
  - viii. Some familiarity with flood plain management standards.
2. **Personnel Qualifications and Resumes:** Provide an organizational chart listing all personnel who will be performing and overseeing each component of the scope of services. In cases of a multidisciplinary team, identify the point of contact who will be responsible for management of the overall team. Also list the accreditations of each participating team member. The Needs Assessor and Energy Assessor must have the credentials listed in the IPNA Standard in order to be eligible. The Energy Assessor must be an approved Provider in NYSERDA's [Multifamily Building Solutions Network](#)<sup>1</sup>. If an Energy Assessor candidate is not an approved Provider in this NYSERDA network at the time of submitting a proposal, they could receive conditional approval. The consultant will have 90 days to become an approved Provider in the NYSERDA network. Until that approval is achieved, the firm will not be allowed to complete IPNA work.
  3. **List of References:** Include at least three client references for similar projects, for each individual or firm.
  4. **Statement of Good Standing:** State whether your firm is in good standing with all divisions of City, State and Federal Government. And, if not, describe any outstanding issues in detail, including any unpaid taxes or fees owed to any governmental authority. State whether the firm, or any of its employees, or anyone acting on its behalf, has ever

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<sup>1</sup> To learn how to become an approved provider in NYSERDA's Multifamily Building Solutions Network please visit this page: <https://www.nyserda.ny.gov/All-Programs/Programs/Become-a-Contractor/Multifamily-Building-Solutions-Network>

been convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or if any of the firm's officers, directors or persons exercising substantial policy discretion have 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.

### ***Additional Documentation***

The Respondent must include the following additional documentation:

1. **Insurance:** Proof of Professional Liability Insurance, as well as Worker's Compensation and Employers Liability Insurance.
2. **Disclosure and Conflict of Interest Forms:** Forms are required for the firm itself, its employees, and anyone acting on its behalf.
3. **Fee Proposal:** Pricing is for informational purposes only at this time. Use the provided Fee Proposal sheet (Part C) to provide cost estimations for the IPNA and TA Services. For multidisciplinary teams, ensure the fees quoted on the Fee Proposal sheet is aggregate and include the costs associated with each consultant. Supplemental information for fee proposals and/or alternative fee structures may be included in addition to the provided form. Please include relevant assumptions for fee proposals and provide all assumptions used in calculating the fee proposal in the Notes section. A range of costs for each item may be included, however please include an explanation for the range in the Notes section. If the proposed pricing structure differs from your standard, an alternative pricing structure proposal may also be included in the Notes section in addition to the requested pricing structure.
  - Integrated Physical Needs Assessment: Provide fee proposal for the scope of services contained in Part C. Fee proposals should be differentiated for small- to mid-sized buildings smaller than 50,000 square feet and large buildings over 50,000.
  - Technical Assistance Provider: Provide fee proposal for the scope of services contained in Part C. Fee proposals should be provided for each scope item, and differentiated for small- to mid-sized buildings smaller than 50,000 square feet and large buildings over 50,000.

### **Evaluation Criteria**

HDC plans to evaluate the quality of submissions as well as respondents' experience and ability to perform all required services. In addition, HDC reserves the right to request interviews with respondents and additional documentation to aid in the evaluation process, and reject any or all submissions in its sole and absolute discretion.

### **Pre-Qualified Respondent Startup Period**

Pre-Qualified Respondents will be subject to a preliminary start-up period during where:

Staff inspectors from NYSERDA, HDC Engineering, HCR's Design, Construction and Environmental Unit & HCR's Sustainability Unit, and/or HPD's Building and Land Development

Services (BLDS) department will participate in the first inspection undertaken by each new pre-qualified firm, and provide feedback on the first IPNA inspection reports prior to finalization. Thereafter, staff inspectors will review two more reports conducted by the firm and, if deemed necessary, further shadow two additional inspections based on the firm's performance, or if multiple deficiencies were identified during the first inspection. Firms must notify HDC their first inspection at least one (1) week before an assessment has been scheduled and provide reports to NYSERDA, HDC, HPD, and HCR during their start-up period. If firms hold more than two inspections without notifying the City and sharing reports, HDC/HPD/HCR may place a hold on the firm's qualification status.

### **Legal Disclaimer**

The issuance of the RFQ and the submission of qualifications by the Respondent or the acceptance of such submission by HDC does not obligate HDC in any manner whatsoever. HDC reserves the right to amend, modify or withdraw this RFQ; to waive or revise any requirements of this RFQ; to require supplemental statements or information from any responding party; to accept or reject any or all submissions received in response hereto; to extend the deadline for submission of qualification; to 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. HDC may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of submissions or otherwise. Submissions in response hereto will be prepared at the sole cost and expense of the responding party.

### ***General Conditions, Terms and Limitations***

In addition to those stated elsewhere, this Request for Qualification ("RFQ") is subject to the specific conditions, terms and limitations stated below and those annexed hereto on Appendix "A"):

1. The information set forth in this RFQ is believed to be accurate. However, HDC, their officers, agents and employees assume no responsibility for errors or omissions contained herein.
2. Any contract entered into pursuant to this RFQ process and all services performed thereunder shall conform to, and be subject to all applicable laws, regulations, executive orders, policies, procedures and ordinances of all Federal, State and City authorities, as the same may be amended from time to time, including without limitation, equal employment laws without limitations.
3. HDC is not obligated to pay and shall not pay any cost incurred by any Respondent at any time for the preparation of its submission.
4. This is a Request for Qualifications not a Request for Bids. Notwithstanding anything to the contrary contained herein, HDC reserves the right to waive any conditions or modify any provision of the RFQ with respect to one or more Respondents, to establish additional terms and conditions, to encourage Respondents to work together, or reject any or all Proposals if in its judgment it is in the best interest of HDC to do so. In all cases, HDC shall be the sole judge of the acceptability of the submission.

5. HDC reserves the right to reissue, amend, modify, or withdraw this RFQ at any time without cause if it is deemed to be in the best interest of HDC, or if, in the judgment of HDC, all the submissions are unacceptable.
6. All submissions 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.
7. If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as attachment to the submission. Please state how many women and minorities work for your firm.
8. HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All Respondents are urged to include in their submissions 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, submissions intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, submissions from minority and women-owned Respondents are encouraged. As described above, Respondents must also include plans to promote employment opportunities for local residents.
9. At any point in time, providers that cease to meet the qualifications described or are unable to maintain prices as described in the cost sheets proposed may be removed from the qualified list at the sole discretion of HDC. HDC reserves the right to remove respondents from the selected list at HDC's sole discretion, at any time, without cause.



**Part B**

**Technical Assistance Services**

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## **OVERVIEW**

The following guidelines are for qualified consultants to provide technical assistance to building owners for rehabilitation projects. The scope of services includes developing a comprehensive scope of work, including drawings, specifications and plans, based on an Integrated Physical Needs Assessment (IPNA), performing owner's representative services throughout the predevelopment and development process, and training the building owner, maintenance staff and residents on proper operations of building systems and maintenance and operating best practices.

Some or all services may be requested by building owners and/or required by the lender. Please note that when working with owners, HPD expects firms to take an active role in assisting owners to complete energy efficiency and moderate rehabilitation projects by developing strong relationships and providing guidance throughout the pre-development and development process.

## **SCOPE OF SERVICES**

### **I. Development of Project Scope of Work, Drawings, Plans and Specifications**

Create scope of work and, where applicable, plans, drawings and specifications for the project based on the recommended scope of work in the IPNA and as approved by the lender. The Technical Assistance ("TA") provider is responsible for managing the DOB permit process through the owner's representative services, as described below in Section II. The scope of work, drawings, plans and specifications must adhere to all applicable codes and regulations, including the NYC Building Code, Americans with Disabilities Act-Title III, Fair Housing Accessibility Guidelines, Life Safety Code/ National Fire Protection Association (NFPA), Minimum Property Standards (MPS) HUD Handbook 4910.1 and Uniform Federal Accessibility Standards (UFAS)/Section 504. The scope of work, drawings, plans and specifications must be produced using the applicable codes and regulations listed above and the HPD Standard Specifications (<https://www1.nyc.gov/site/hpd/services-and-information/master-guide-specifications-for-rehabilitation-projects.page>).

The scope of work must include a cover sheet / bid breakdown and separate scopes for the general construction and the energy efficiency and water conservation (EEWC) items. Scope items must include quantities, units, unit costs, and total amounts.

The final scope of work, drawings, plans and specifications for the project will be subject to approval by the lender.

### **II. Facilitation of the Contractor Bid Process**

Firms will assist owners with the contractor bid process by:

1. Explaining what to look for in a general contractor
2. Sending out bid packages to qualified contractors of the owner's choosing (HPD will provide firms with the complete bid package)
3. Coordinating and leading a contractor pre-bid walk-through

4. Ensuring submission of at least 3 reasonable sealed bids from qualified contractors to HPD or private lender for cost reasonableness review

Firms cannot assist owners in identifying qualified general contractors. It is the owner's responsibility to identify and vet general contractors to complete the scope of work.

### **III. Owner's Representative Services**

Owner's Representative services include ensuring that all construction work is done in conformance with the drawings, plans and specifications outlined in the scope of work; managing and coordinating the construction schedule; addressing any issues among the general contractor, sub-contractors (where relevant) and utility companies; representing the owner at construction meetings; and reviewing contractor requisition requests prior to signoff by the owner and submission to the lender(s).

Please note that firms are not expected to be on-site every day or monitor construction for the purposes of requisitions. The lender will monitor construction for the purposes of requisition.

### **IV. Maintenance Staff, Owner, and Resident Training**

Train residents, property management and maintenance staff, and building owner on proper operations of new and existing building systems; sustainable maintenance and janitorial best practices, including sustainable cleaning products and methods; and integrated pest management, including trash management, exclusion strategies, selected applications and use of pesticides, and ongoing monitoring for pest activity.

The trainings should include instructions for minimizing energy and water consumption. The trainings should draw from existing industry training manuals.

## **Technical Assistance Services Sample Scope**

### **1. Development of Plans and Specifications**

- Develop project scope of work, drawings and plans (if plans are not available please indicate why) based on the existing physical conditions and cost-effective energy efficiency and water conservation measures (including the ability to develop a scope of work that achieves compliance with LL97 performance standards) identified in the Integrated Physical Needs Assessment and in accordance with HPD Standard Specifications,
- Submit recommended scope of work with projected prices to lender(s) for review,
- File all appropriate drawings and plans for the project with DOB and LPC (if plans are not available please indicate why) for approval.

### **2. Facilitation of Contractor Bid Process**

- Send the bid package to qualified contractors of the owner's choosing,
- Confirm contractor attendance to ensure that at least 3-7 contractors will attend,
- Coordinate and lead the contractor pre-bid walk-through. Note any amendments to the project scope and submit an amended project scope to lender(s) for review following the walk through,
- Ensure submission of at least three reasonable bids from qualified contractors to lender(s) for cost reasonableness review,
- Communicate on behalf of the owner with the bidders and selected contractor, and collect any necessary documentation or forms required by the lender from the selected contractor.

### **3. Owner's Representative Services**

- Develop and manage the project construction timeline and coordinate with the GC, subcontractors (where relevant) and utility companies to ensure all phases of the construction process happen smoothly and according to the established plan,
- Represent the owner in meetings with contractors, lender(s), engineers or inspectors,
- Ensure that all equipment warranties are obtained,
- Assist the building owner in reviewing and submitting requisition requests from contractors and facilitate timely sign-off,
- Sign off that work not financed by the lender is completed pursuant to the Homeowner Repair Agreement or equivalent.

#### **4. On Site Maintenance Staff, Owner and Resident Training**

- Provide training as needed on existing systems, newly installed systems and general maintenance practices to residents, property management staff, and building owner; trainings should follow a template provided by HPD or draw from existing industry training manuals and templates acceptable to HPD,
- Train residents on the cost and environmental benefits of green living best practices, as well as specific training in proper use of appliances and in-unit systems,
- Train property management staff in proper operations of new and existing building systems and sustainable maintenance and janitorial best practices including sustainable cleaning products and methods as well as integrated pest management processes,
- Train building owners in how to monitor energy and water consumption and to use the tools available to ensure the building is managed in a sustainable manner.

**Part C**

**Fee Proposal**

Please use the form below to indicate estimated pricing for each scope item. Include a base price for the scope item plus an incremental cost per unit (as applicable). Please explain any additional costs associated with multiple building projects in the Notes section. Please provide all assumptions used in calculating the fee proposal in the Notes section. A range of costs for each item may be included, however, please include an explanation for the range in the Notes section. If the proposed pricing structure differs from your standard, an alternative structure proposal may also be included in the Notes section in addition to the requested pricing structure.

**INTEGRATED PHYSICAL NEEDS ASSESSMENT**

<b>Buildings Below 50,000 SF</b>		<b>Buildings Above than 50,000 SF</b>	
Base Price	Incremental Cost Per Unit	Base Price	Incremental Cost Per Unit
\$ _____	\$ _____	\$ _____	\$ _____

**TECHNICAL ASSISTANCE PROVIDER SCOPE OF SERVICES**

	<b>Buildings Below 50,000 SF</b>	<b>Buildings Above than 50,000 SF</b>
	Base Price or Percentage of Hard Costs	Base Price or Percentage of Hard Costs
Development of Scope, Plans, and Specifications		
Facilitation of Bid Process		
Owner's Representative Services		
Training of Maintenance Staff, Owner and Residents		

**NOTES ON BID PRICING**

## APPENDIX A

### 1. 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.

### 2. 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.

### 3. New York City Location

- a) State whether the firm maintains its headquarters, or other offices, in New York City, and the number of the firm's employees who are employed in New York City. Describe the firm's commitment to its location in New York City. Since January 1, 2017, has the firm relocated any employees from offices in New York City to locations outside New York City? Does the firm have any plans to relocate any employees or offices outside of New York City in the next two years?
- b) Describe the firm's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

### 4. Credit Ratings

If any, provide a copy of the firm's most recent credit agency analyses. Include in your response the firm's current ratings. If these ratings have changed in the last three years, please explain in detail the reason for such change.

### 5. 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 RFP 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.