



KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

ADDENDA
**Request for Proposals (“RFP”) for Sustainability &
Environmental Technical Assistance Services**
Updated as of July 24, 2023

ADDENDUM No. 9 – Issued on July 24, 2023

Amendment 20: Table 2 in Section 4 of the RFP titled” Calendar of Events and Milestones” is hereby amended by deleting the table and replacing it with the following table:

TABLE 2, CALENDAR OF EVENTS AND MILESTONES

Event	Date
Issuance of RFP	June 9, 2023
Non-Mandatory Virtual Pre-Bid Conference	June 15, 2023, 11AM, EDT
Deadline for RFP Questions	July 17, 2023 , 5 PM, EDT
Deadline for Responses to RFP Questions	<u>July 24, 2023</u> <u>July 25, 2023</u>
Proposal Submission Deadline	August 4, 2023, 12PM EDT
Notification for Interview to Selected Proposers (if needed)	To Be Determined
Interview for Selected Proposers (if needed)	To Be Determined
Anticipated Notification of Tentative Selection*	September, 2023
Anticipated Date for Execution of the Contracts	November/December, 2023
Anticipated Date for Approval of Contracts by OSC and Boards*	November/December, 2023



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ADDENDA
Request for Proposals ("RFP") for Sustainability &
Environmental Technical Assistance Services
Updated as of July 20, 2023

ADDENDUM No. 8 – Issued on July 20, 2023

Amendment 19: Table 2 in Section 4 of the RFP titled "Calendar of Events and Milestones" is hereby amended by deleting the table and replacing it with the following table:

TABLE 2, CALENDAR OF EVENTS AND MILESTONES

Table with 2 columns: Event, Date. Rows include Issuance of RFP, Non-Mandatory Virtual Pre-Bid Conference, Deadline for RFP Questions, Proposal Submission Deadline, etc.



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Anticipated Date for Approval of Contracts by OSC and Boards*	November/December, 2023
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Amendment 20: Section 8.2.3 of the RFP titled “Staffing Plan” is amended to delete the requirement to include “percentage of dedicated staff time” in Attachment IV, as indicated below:

8.2.3 Staffing Plan

The Proposer must complete the Staffing Plan attached to this RFP as Attachment IV. The Proposer must list all staff who will be made available and include: (i) ~~percentage of~~ dedicated staff ~~time~~ to future solicitations for each Functional Area that Proposer is applying; (ii) their area(s) of expertise; and (iii) a brief description of their background(s). Resumes for each person listed should be attached. Attachment IV and resumes are not part of the 10-page limit for each Functional Area Proposer seeks consideration.



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ADDENDA ***Request for Proposals (“RFP”) for Sustainability & Environmental Technical Assistance Services*** ***Updated as of July 17, 2023***

ADDENDUM No. 7 – Issued on July 17, 2023

Amendment 19: Tab 4 in the Proposal Checklist was amended to exclude the Diversity and SDVOB related documents and Tab 5 in the Proposal Checklist was added to include the Diversity and SDVOB related documents.

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ADDENDA Request for Proposals ("RFP") for Sustainability & Environmental Technical Assistance Services Updated as of July 13, 2023

ADDENDUM No. 6 – Issued on July 13, 2023

Amendment 18: Table 2 in Section 4 of the RFP titled "Calendar of Events and Milestones" is hereby amended by deleting the table and replacing it with the following table:

TABLE 2, CALENDAR OF EVENTS AND MILESTONES

Table with 2 columns: Event, Date. Rows include Issuance of RFP, Non-Mandatory Virtual Pre-Bid Conference, Deadline for RFP Questions, Deadline for Responses to RFP Questions, Proposal Submission Deadline, Notification for Interview to Selected Proposers, Interview for Selected Proposers, Anticipated Notification of Tentative Selection, Anticipated Date for Execution of the Contracts, and Anticipated Date for Approval of Contracts by OSC and Boards.



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ADDENDA
Request for Proposals (“RFP”) for Sustainability & Environmental Technical Assistance Services
Updated as of July 6, 2023

ADDENDUM No. 5 – Issued on July 06, 2023

Amendment 15: Table 2 in Section 4 of the RFP titled “Calendar of Events and Milestones” is hereby amended by deleting the table and replacing it with the following table:

TABLE 2, CALENDAR OF EVENTS AND MILESTONES

Event	Date
Issuance of RFP	June 9, 2023
Non-Mandatory Virtual Pre-Bid Conference	June 15, 2023, 11AM, EDT
Deadline for RFP Questions	July 6, 2023, 12PM, EDT July 13, 2023, 12PM, EDT
Deadline for Responses to RFP Questions	July 13, 2023 July 20, 2023
Proposal Submission Deadline	July 19, 2023, 12PM EDT July 26, 2023, 12PM EDT
Notification for Interview to Selected Proposers (if needed)	To Be Determined
Interview for Selected Proposers (if needed)	To Be Determined
Anticipated Notification of Tentative Selection*	September, 2023
Anticipated Date for Execution of the Contracts	November/December, 2023
Anticipated Date for Approval of Contracts by OSC and Boards*	November/December, 2023



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Amendment 16: Number 8.2 of the RFP’s Table of Contents titled “Tab 2: Technical Proposal,” the page limit for each Functional Area Proposer seeks consideration is hereby amended from 7 pages to 10 pages.

Amendment 17: Section 11.2.3 of the RFP titled “MWBE and EEO Scoring – 5 points” is hereby amended to include MBEs and/or WBEs together with MWBEs as eligible to receive five percentage points if Proposer meets the Scope of Services.

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ADDENDA
***Request for Proposals (“RFP”) for Sustainability &
Environmental Technical Assistance Services***
Updated as of June 27, 2023

ADDENDUM No. 4 – Issued on June 27, 2023

Amendment 14: The RFP was amended by adding the Appendices, Attachments and Forms referenced in the RFP.

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ADDENDA **Request for Proposals (“RFP”) for Sustainability & Environmental Technical Assistance Services** *Updated as of June 14, 2023*

ADDENDUM No. 3 – Issued on June 14, 2023

Amendment 3:

The first paragraph in Section 2.2 of the RFP titled “*Assignment of Work*” was amended as follows:

The Agencies anticipate establishing three Panels of SVs, one for each of the three Functional Areas. Proposals will be evaluated on the best value concept and proposals with a composite score of 65 points or more will be expect to awarded contracts to the highest scoring best value Proposers in each Functional Area that they applied in accordance with Section 11 of this RFP titled “*Evaluation and Selection Process.*” Contracts resulting from this RFP will be established as umbrella contracts (or backdrop contracts) that will cover each of the Functional Areas defined in the Scope of Work section of this RFP. While the method of award for future engagements (i.e., projects) will vary based on the nature of the project, awards for future engagements will be based on the options outlined in this RFP since multiple methods of awards will be possible. Future engagements for Sustainability Services will be designated as either an Upstate engagement or a Downstate engagement. Projects in the Upstate Region will include projects in all the Regions noted on Table 1 above **EXCEPT** (i) Region 4.A., Hudson Valley – Rockland and Westchester Counties, (ii) Region 5, Long Island – Nassau and Suffolk Counties and (iii) Region 7, New York City – Bronx, Kings, New York, Queens and Richmond Counties. Projects in the Downstate Region **will include** projects in the Regions of (x) Region 4.A., Hudson Valley – Rockland and Westchester Counties, (y) Region 5, Long Island – Nassau and Suffolk Counties and (z) Region 7, New York City – Bronx, Kings, New York, Queens and Richmond Counties. Proposers will be required to complete the Regional Checklist attached hereto as Attachment 2 to indicate the Regions that they are willing to serve. If applying for more than one Functional Area, and if the Regional Area(s) the proposer/bidder is willing to serve varies from one Functional Area to another, then the proposer/bidder should complete the Regional Checklist for each Functional Area that they apply. If a future project is located in the Upstate Region, then all Proposers willing to serve in the Region of the project, as indicated on the Proposer’s Regional Checklist (Attachment II), will be eligible for award of the future engagement. If a future project is located in the Downstate Region, then all Proposers willing to serve in the Region of the project, as indicated on the Proposer’s Regional Checklist (Attachment II), will be eligible for award of the future engagement. After the project is designated as either an Upstate Region engagement or a Downstate Region engagement, Sustainability Services will be assigned in one of two ways: (i) by fixed rates, or (ii) by way of issuing a mini-bid solicitation.



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Amendment 4:

The Minimum Qualifications in Section 7 of the RFP titled “*Scope of Services (“Scope of Work”)*” was amended as follows:

Minimum Qualifications. Proposer must have at least one-year of relevant experience in the Functional Area(s) Proposer is seeking consideration ~~together with possessing at least one of the preferred qualifications indicated in the Functional Area(s) that Proposer is applying.~~ In addition, the Proposer must have completed, within the past five (5) years, at least one (1) engagement, comparable in nature, to the Function Area(s) that Proposer seeks consideration.

Amendment 5:

The second sentence in the first paragraph of Section 8.3 of the RFP titled “*TAB 3: FORM A: Cost Proposal Form (Budget)*” was amended as follows:

The Proposer must complete the Cost Proposal Tab, attached hereto as **Attachment V, RFP Forms A.1, A.2 & A.3 of the RFP**, inserting a fixed fee on a per unit basis for each Functional Area within the Scope of Work for which they intend to bid. The Cost Proposal contemplates a 10-year term for contracts; ~~however, prior to the execution of awarded contracts, the Agencies reserve the right to indicate a pricing escalator, such as a capped Consumer Price Index increase, that will be applied for years six to ten of the contract.~~

Amendment 6:

Section 8.4.1 (i) of the RFP titled “*General Forms*” was amended as follows:

8.4.1 General Forms

- (i) RFP Form A ~~is not applicable to this RFP process~~ – Cost Proposal Form – see Section 8.3 of the RFP titled “*TAB 3: FORM A: Cost Proposal Form (Budget)*”.



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Amendment 7:

The first two paragraphs in subsection 11.1 of Section 11 of the RFP titled “*Evaluation Process*” were amended as follows:

11. Evaluation and Selection Process

11.1 Evaluation Process

This RFP seeks to make multiple contract awards, and in doing so, to establish three Panels of SVs to perform Sustainability Services for each Functional Area outlined in the Scope of Services section of this RFP. Contracts resulting from this RFP process will be established as umbrella contracts (or backdrop contracts) that will cover each of the Functional Areas defined in the Scope of Work section of this RFP. While the method of award for future engagements (i.e., projects) will vary based on the nature of the project, awards for future engagements will be based on the options outlined in this RFP since multiple methods of award will be possible.

The Agencies expect to award contracts to the ~~highest scoring best value~~ Proposers in each Functional Area with a composite score of 65 points or more. ~~Future projects will be awarded and then by each Region (i.e., Upstate Region or Downstate Region OR Upstate and Downstate) in accordance with Section 2.2 of this RFP.~~ The evaluation of proposals shall be based on the “Best Value” concept. The proposal which “optimizes quality, cost, and efficiency” among the responsive and responsible Proposers with a composite score of 65 points or more will be selected for award of a backdrop contract.

Amendment 8:

Subsection 11.2.3 of the RFP titled “*MWBE and EEO Scoring – 5 Points*” was amended as follows:

11.2.3 MWBE and EEO Scoring – 5 Points

The Agencies’ Office of Economic Opportunity & Partnership Development (“**OEOPD**”) will examine the MWBE documents and review them for responsiveness to MWBE and OSC requirements. Proposals that have identified MWBEs as the Proposer to meet the Scope of Services are eligible to receive ~~three-five~~ percentage points. ~~MWBEs that receive the three percentage points are eligible to receive an additional two points if their Staffing Plan, PROC 1 form demonstrates minority and women comprising a majority of the workforce.~~



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Amendment 9:

The fifth sentence of the first paragraph in Section 14 of the RFP titled “*Contract Award*” was amended as follows:

14. Contract Award

It is the intent of the Agencies to make multiple contract awards. The Agencies anticipate establishing three pre-qualified lists of firms, one for each of the three Functional Areas (each prequalified list of SVs hereinafter referred to as a “**Panel**”). Each Agency will enter into its own contract with the SVs on the Panel(s). For example, Company A, eligible to serve both Upstate and Downstate on the Energy Audits and Energy Benchmarking Services Functional Area Panel would enter into three contracts, one contract with DHCR, a second contract with HTFC and a third contract with HFA. The term of the contracts with SVs on each Panel will be for a five-year period with an optional five-year renewal.

Amendment 10:

The fourth paragraph in Section 14 of the RFP titled “*Contract Award*” was amended as follows:

For HFA and HTFC contracts, prior to the assignment of an engagement, successful Proposers will be required to execute a contract(s) with each respective Agency that incorporates the [Agencies’ Standard Clauses for Contracts](#) and the [Agencies’ MWBE Participation Requirements and Procedures for Contracts](#), hyperlinked hereto, respectively, as Appendices I and II, that may also include DOE’s Federal Terms and Conditions, attached hereto as Appendix B. The agreement(s) may include additional (+) State and federal terms and conditions including, but not limited to, requirements not specifically referenced in this RFP. Any additional Terms and Conditions including, but not limited to, requirements, will be outlined in future solicitations and/or assignments of engagements.

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Amendment 11:

The last paragraph in Section 14 of the RFP titled “*Contract Award*” was amended as follows:

The Agencies reserve the right to hold Periodic Solicitations during the Contract period if it is deemed to be in the best interest of the Agencies by either expanding the number of contract awards for any Functional Area beyond the contract awards or to replace SVs on a prequalified list for any Functional Area. The meaning “best interest of the Agencies” shall mean to include, but is not limited to, an Agency determination that the demand for Sustainability Services exceeds the capacity of the contracts awarded in any Functional Area or SVs that are removed from a prequalified list in any Functional Area. Vendors shall be required to submit this original solicitation document, which may include an addendum containing additional applicable statutory requirements currently in effect at the time of the new solicitation. Proposals shall be evaluated under similar terms and conditions. Once awarded a Contract, a vendor may not resubmit a proposal for future consideration under a Periodic Solicitation relating to fixed fees or any titles in a Functional Area and Region (i.e., ~~Upstate or Downstate OR Upstate and Downstate~~ in accordance with the Proposer’s Regional Checklist, Attachment II submission), etc. previously awarded to that Contractor. Contractors may, however, submit a proposal for fixed fees and titles, Functional Areas and Regions, etc. not previously awarded to that Contractor. Notice of such Periodic Solicitation will be posted in the NYS Contract Reporter for a minimum of 15 Business Days prior to the submission due date.

Amendment 12:

Attachment IV of the RFP titled “Staffing Plan” was amended to include Instruction together with Job Categories and applicable Functional Area.

Amendment 13:

A3 of Attachment V of the RFP titled “*Forms A1, A2 and A3 Cost Proposal*” was amended by deleting the provision indicated below for each job title:

(provide blended rate if more than one person).



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ADDENDA
**Request for Proposals (“RFP”) for Sustainability &
Environmental Technical Assistance Services**
Updated as of June 12, 2023

ADDENDUM No. 2 – Issued on June 12, 2023

Amendment 2:

Amendment 1 is replaced in its entirety by this Amendment 2 as follows:

The “Pre-Bid Conference” in Section 4, page 14 of the RFP titled “*Calendar of Events and Milestones*” relating to the table with Webex information for the pre-bid conference is hereby amended by adding the following provision to this section:

Registration is required for each attendee at the Pre-Bid Conference on June 15, 2023 at 11:00 AM, Eastern Daylight Time (EDT).

To register, please use the following link:

<https://meetny.webex.com/weblink/register/r393845ef2e0d8654d681f5e1984eb1d6>

or you can receive a registration form via email. To receive a registration form, please email Mike Branigan, Senior Contract Specialist, at Michael.Branigan@hcr.ny.gov .

The subject line of the email should indicate” Sustainability RFP Pre-bid Conference - Registration Request”.

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ADDENDA
**Request for Proposals (“RFP”) for Sustainability &
Environmental Technical Assistance Services**
Updated as of June 9, 2023

ADDENDUM No. 1 - Issued on June 9, 2023

Amendment 1:

The “Pre-Bid Conference” in Section 4, page 14 of the RFP titled “*Calendar of Events and Milestones*” relating to the table with Webex information for the pre-bid conference is hereby amended by adding the following provision to this section:

Registration is required for each attendee at the Pre-Bid Conference on June 15 2023 at 11:00 PM, Eastern Daylight Time (EDT).

To register, please use the following link:

<https://meetny.webex.com/weblink/register/r393845ef2e0d8654d681f5e1984eb1d6>

or you can receive a registration form via email. Please email Monika Lekarczyk, Senior Procurement Specialist, at Monika.Lekarczyk@hcr.ny.gov .

The subject line of the email should indicate” Sustainability RFP Pre-bid Conference - Registration Request”.

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