



**Humanitarian Emergency Response and Relief Centers
Request for Proposals
Project #10348
Questions & Answers #5
February 27, 2023**

In connection with the **Request for Proposals** relating to the **Humanitarian Emergency Response and Relief Centers ("HERRC")** released by NYCEDC on **December 22, 2022**, the questions from potential Respondents and answers provided by NYCEDC are below.

1. **Q:** Is there a minimum square footage that is needed for this RFP? Will NYCEDC consider buildings that are smaller than the minimum square footage?
A: The HERRC(s) should be no less than 60,000 usable square feet. However, a variety of proposals and building typologies including sites that partially or completely satisfy the Tenant's needs will be considered.
2. **Q:** Where can I find the definitive parameters (number of units, geography, timeline, etc.) of the RFP?
A: The parameters are defined in the body and appendices of the RFP. Please review the Executive Summary, Overview, Proposal Requirements, Space Specifications, Appendices, and all other sections of the RFP for the Premises Requirements and Preferred Characteristics. The RFP and appendices for this RFP can be found at the link posted here <https://edc.nyc/humanitarian-emergency-response-and-relief-centers-rfp>.
3. **Q:** What groups can apply for the RFP?
A: Any individuals or groups with sites that partially or completely satisfy the Tenant's space needs may respond to the RFP. The City is seeking to enter into a license agreement or lease or other agreement with landlord(s) and/or developer(s) to provide space for the HERRC(s).
4. **Q:** Can these centers be placed anywhere in New York City?
A: Preference will be given to proposals in which the Premises are in a transit-accessible location.
5. **Q:** Are there any geographic restrictions on the locations submitted for this RFP? Do they have to be in the 5 boroughs or can they be outside in the City or in other states (New Jersey)?
A: There are no geographic restrictions within New York State. All proposals within New York State will be considered.
6. **Q:** Is it required for the building to have a loading dock?
A: A loading dock(s) is not required of the building, but preference may be given to proposals that meet the Premises Preferred Characteristics.
7. **Q:** Can open space floor plans be allowed? Or is it congregate style housing only?

A: Proposals for Premises that cannot accommodate congregate-style housing may also be submitted and will be considered.

8. **Q:** Can floors be a combination of open floors, and congregate style?

A: Yes, a variety of proposals and building typologies including sites that partially or completely satisfy the Tenant's needs will be considered.

9. **Q:** Will proposals that do not conform to current construction codes be considered?

A: Proposals that do not conform to current code may be considered. Please provide details on the code item and the alternative approach or solution, if applicable.

10. **Q:** Will there be a way for subcontractors and firms to approach some of the interested proposers?

A: The RFP's Subcontractor and Suppliers list and sign up link can be found at the bottom of the RFP webpage here: <https://edc.nyc/humanitarian-emergency-response-and-relief-centers-rfp>.

11. **Q:** Can Respondents propose edits/modifications to the Agreement outside of the highlighted blanks?

A: It was intended that the Agreement will not be modified beyond the blanks that need to be filled in, but proposals that have minor modifications to the Agreement will be reviewed.

12. **Q:** If additional showers and bathrooms are required, does Licensor or Licensee pay for the construction?

A: If the Premises require additional sinks/showers/bathrooms and the Licensor elects to add them, please include the cost in the License Fee. Please also detail the cost in the Site Specification form (found in Appendix 2 of the RFP).

13. **Q:** Is the City requiring actual beds at sites identified for this RFP or are cots acceptable?

A: Respondents may provide cots or beds, with a preference for cots. Respondents who are able to provide/source cots/beds and other items as listed in Space Specifications may receive preference during the review/selection process, though providing these items is not required.

14. **Q:** Are dividers (e.g., pipe and drape, temporary walls, etc.) between beds/cots required?

A: Separation between cots/beds (e.g., pipe and drape, etc.) are not required, but are permissible.

15. **Q:** In reference to Addendum #1, can we resubmit if we need to modify the terms in our proposal that was already submitted?

A: Yes, proposals may be resubmitted to account for the updated terms referenced in Addendum #1. Please make sure that Addendum #1 is signed and attached to your resubmission.

16. **Q:** Is the HERRC use intended to be temporary?

A: The Tenant is seeking proposals at this time for a period of up to five years, with two (2) options to renew the term each for an additional one-year option period; however, Respondents may propose any term length shorter than five years.

17. Q: How much will the program pay for the site?

A: Respondents should propose their best offer for their site(s) in the Agreement (Article 2, Section 1) of the RFP.

18. Q: Do sleeping quarters require natural light?

A: As noted on Page 9 of the RFP, the provision of natural light (minimum 10% of floor area) and natural ventilation (minimum 5% of floor area) are among the “Premises Preferred Characteristics.” Proposals that do not meet those preferences may still be submitted for consideration.

19. Q: Article 7, Section 1 of the License Agreement (Appendix 1 on the RFP webpage, [here](#)) includes a bracketed note, “TBD Between the Parties Post-RFP Submission.” What does that mean?

A: After the respondent has submitted its proposal, the City will work with the respondent to evaluate the existing services, heating, and cooling at the proposed site(s).

20. Q: Article 7, Section 1(d) of the License Agreement references the provision of additional services; is there a list of additional services required by the City?

A: Licensor is not required to provide services but may elect to provide certain services as indicated in Appendix 2 (found on the Project website, [here](#)).

21. Q: Does the City have a sample of the desired layout / floorplan for proposed sites?

A: The City does not have a sample of the desired layout/floorplan; the City’s requirements and preferences for the layout and floorplan are outlined on Pages 8-9 of the RFP (found on the Project website, [here](#)).

22. Q: Does the ongoing Emergency Executive Order 30 (link, [here](#)) allow for special permits to be issued related to any construction required at the site(s)?

A: Please refer to Article 9, Section 2 of the License Agreement for information related to alterations that would be required to prepare a site(s) for use as a HERRC.

23. Q: Does the City use a standard ratio to convert “Usable” square footage into “Rentable” square footage (and vice versa)?

A: No, the City does not use a standard ratio.

24. Q: Will preference be given for proposals submitted by Minority and Women-Owned Business Enterprises (“M/WBE” firms)?

A: As noted in Item #3 of the HERRC Q&A, any individuals or groups with sites that partially or completely satisfy the Tenant’s space needs may respond to the RFP. The City and NYCEDC are committed to increasing the participation of non-profit developers and/or service providers and emerging developers in development projects. Responses including such groups within the development team are encouraged. All proposals will be evaluated based on the Selection Criteria outlined on Page 14 of the RFP.

25. Q: Page 13 of the RFP requests that respondents complete and mail a Standard Doing Business Data Form. What address should the “Doing Business Form” be mailed to?



A: The “Doing Business Form” form should be submitted electronically as part of the respondent’s Proposal (see Page 16 of the RFP for instructions).