

# Method of Operation

G8037

## Department of Community Affairs – Housing Strategy Advisor

### **I - Purpose and Intent**

This contract provides the State of New Jersey with a contractor, CDM Smith, Inc (Contractor) who can perform as a housing strategy advisor to support all facets of intermediate and long-term housing recovery efforts as the State moves into the recovery phase in the aftermath of Super Storm Sandy.

The State Contract Manager for this contract will be Paul Macchia and he can be reached at 609-292-6420.

### **II – Task Execution Plan (TEP)**

Upon receipt of a written task order from the State Contract Manager (SCM), the Contractor will prepare a “not to exceed” TEP with milestones, deliverables, appropriate personnel and proposed pricing based upon contract rates (or lower) and submit it to the SCM within the timeframe requested. The SCM will review/negotiate/modify the TEP as necessary. Upon approval, a written task order will be issued with a TEP and a not-to-exceed price. All billing statements for payment under an approved task order will reference the approved task order.

### **III – Scope of Work**

Work will be assigned by written task order with pricing based on a not-to-exceed clause.

Contractor shall, under the direction of the DCA, prepare the State's HUD Action Plan or Plans for the utilization of CDBG funds in accordance with the relevant Federal Register Notice related to Superstorm Sandy disaster relief funds; plans shall include scope of work, budget estimates and timelines for recommended programs. The first draft of the Action Plan shall be completed within ten (10) business days of the Contractor starting work under this contract.

Contractor shall provide assistance to DCA in evaluating options for recovery programs, including general assistance with development of policies and programs relating to the rebuilding of communities impacted by Superstorm Sandy, which are not specifically housing programs, but can be funded with CDBG-DR funds, including programs related to infrastructure, economic revitalization, coastal restoration, planning, public services, etc.

Contractor shall, under the direction of the DCA and in conjunction with relevant state departments or agencies, assist in the review of all relevant federal programs, including both disaster recovery and general assistance programs, and specify how these programs can be most efficiently leveraged by the State in responding to Superstorm Sandy.

Contractor shall, under the direction of the DCA, work with the New Jersey State-led Disaster Housing Task Force and other state departments and federal agencies to develop a statewide policy that drives overall housing recovery and other CDBG-DR-funded priorities and programs.

Contractor shall, under the direction of the DCA, complete a comprehensive needs assessment that is data-driven and that will identify and assess emerging and unmet housing needs and related challenges. This needs assessment shall include but is not limited to participation in local meetings and interaction with non-profits and/or other local and state organizations.

Contractor shall, under the direction of the DCA, create and/or utilize a data management system compatible with HUD's DRGR system and submit all reports required of the State by that system.

Contractor shall, under the direction of the DCA, develop a housing recovery strategy, both single family and

multifamily, including defining and prioritizing the specific needs of communities and tailoring programs to address those needs based upon Contractor's detailed analysis of those needs, damage assessments, demographic data and any other relevant data. Contractor shall also, under the direction of the DCA, develop economic revitalization and infrastructure recovery strategies, including defining and prioritizing the specific needs of communities and tailoring programs to address those needs based upon Contractor's detailed analysis of those needs, damage assessments, demographic data and any other relevant data.

Contractor shall, under the direction of the DCA, have a continuing advisory role in supporting DCA staff and its audit/compliance service provider in overseeing the grant administration and program management/delivery of services for all recovery activities/programs recommended by the Contractor in its housing recovery strategy and related HUD action plans.

Contractor shall assist the State with its interactions with HUD in order to support the housing recovery strategy.

Contractor shall, under the direction of the DCA, identify all waivers that the State should consider requesting under the Stafford Act, the CDBG-DR program and other relevant federal programs.

Contractor shall, under the direction of the DCA, assess and account for the interaction of FEMA Public Assistance (PA) programs with HUD CDBG-DR programs and related disaster recovery resources.

Contractor shall recommend and assist in the development and review of solicitations (RFP, RFQ, or other) for additional services needed by the State in connection with recovery activities and/or activities funded by CDBG-DR funds and to provide support to the State during the proposal evaluation process; additional services could include, but are not limited to, the augmentation of State management and staff needed to carry out recovery activities or program/project management services related to the implementation of disaster recovery programs.

Contractor shall, under the direction of the DCA, support the State's communications strategy related to the disaster housing recovery plan and the other priority recovery program areas coordinated by DCA.

Contractor shall station an adequate number of key personnel, whose bios shall be included with Contractor's bid proposal, at the offices of the DCA and other state departments and agencies as needed.

#### **IV – Reporting and Documentation**

The Contractor shall provide and submit to the State all reports and documents as may be necessary to support the provisions of the State's HUD Action Plan in accordance with all relevant requirements, including but not limited to those imposed by HUD, FEMA and the State.

The Contractor shall be responsible for ensuring that all relevant data is compatible with the DRGR system.

The Contractor shall retain all records, documents, and communications of any kind (including electronic in disk or print form) that relate in any manner to the award and performance of this Contract.

The Contractor shall maintain all records related to products, transactions or services under this Contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the Comptroller, for audit and review, upon request pursuant to N.J.A.C. 17:44-2.2 and disclose to other parties for audit and review. Record retention beyond the five (5) year mark may be necessary and will be directed by the State.

#### **V – Labor Category Descriptions**

For definitions of the various labor categories the Contractor can provide under this contract please refer to the "Job Title Description" link on the Notice of Award webpage.

[http://www.state.nj.us/treasury/purchase/noa/contracts/G8034\\_13-r-23004.shtml](http://www.state.nj.us/treasury/purchase/noa/contracts/G8034_13-r-23004.shtml)

#### **VI – Travel and Reimbursement Expenses**

The State will reimburse the Contractor only for the expenses outlined below.

The contractor agrees to adhere to the General Services Administration (GSA) published travel rules and rates to include disaster specific amendments. Reimbursable expenses are limited to the following:

- a) Coach class air fare purchased at the lowest reasonably available rate and baggage fees, to include Consultant Deployment and Demobilization Travel;
- b) Meals limited to the maximum current GSA per diem rate (receipts not required but will be supplied if FEMA or other funding agencies require same);
- c) Lodging limited to the maximum current GSA per diem rate to include GSA- or FEMA approved lodging waivers;
- d) Rotation airfare for Consultant employees or approved Sub-consultants will be reimbursed based on the Consultant travel policy which limits each individual to a maximum of one (1) extended weekend trip every two (2) weeks, with up to one (1) trip up every quarter being a trip that can extend up to a week in duration; coach class air fare purchased at the lowest reasonably available rate plus baggage fees. Additional rotations or extensions of rotation duration may also be allowed outside of this rotation policy if deemed cost-effective or for client-recognized holidays, as long as they are approved by the Client;
- e) Mileage for Consultant privately owned vehicles at the current New Jersey rate of 31 cents per mile;
- f) Car rental, only as approved by State Contract Manager, at rates equal to or lower than the State's rental car contract, M0064.  
[http://www.state.nj.us/treasury/purchase/noa/contracts/m0064\\_12-r-22550.shtml](http://www.state.nj.us/treasury/purchase/noa/contracts/m0064_12-r-22550.shtml).

# Governor's Recovery & Rebuilding Office

## Coordination Request for Contractor Support

Date of Request: \_\_\_\_\_

### Requesting Agency Information:

Agency Name: \_\_\_\_\_ Office / Division: \_\_\_\_\_

Project POC: \_\_\_\_\_

POC Contact Info.: Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Summary of Need (2-3 Sentences; attach detail sheet if required): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Anticipated Contractor Functions/Tasks:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### When Contract Support is Needed (Estimated, Month/Year):

Start: \_\_\_\_\_ End: \_\_\_\_\_

### Funding Information:

Source(s) of Funding for Contractor Support:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Funding Source Availability:

Approved & Available Now: Yes  No

If No, Est. Date of Funding Availability: \_\_\_\_\_

Estimated Funding Required (if known):

2013: \$ \_\_\_\_\_ 2015: \$ \_\_\_\_\_ 2017: \$ \_\_\_\_\_

2014: \$ \_\_\_\_\_ 2016: \$ \_\_\_\_\_ 2018: \$ \_\_\_\_\_