



**Community Residence-Single Room Occupancy Housing for Adults with Serious Mental Illness
Development and Operation of a CR-SRO on the Creedmoor Psychiatric Center Campus RFP**

Questions and Answers

- 1. Can our agency apply to this RFP if we do not have any licensed housing programs?**
No, Section 2.6 Eligible Agencies states: Eligible applicants are not-for-profit agencies with 501(c) (3) incorporation that have demonstrable experience in: a) operating an OMH-licensed, congregate, mental health housing program, and b) developing housing for persons with serious mental illness.
- 2. Is there a preference as to which meal should be served?**
The preference is the evening meal.
- 3. Can a site visit be conducted?**
Creedmoor's South Campus is open, bidders may drive through to view the building from the outside.
- 4. Is there an average length of stay (LOS) for this program?**
The anticipated average length of stay is five (5) to seven (7) years, though actual length of stay should be based on an individual's needs and may be shorter or longer.
- 5. Will this program be able to participate in Rehabilitation and Tenancy Services (RTS) to receive a rate enhancement?**
Yes.
- 6. If opting in to RTS, should this be reflected in the budget?**
Yes.
- 7. Is the program development grant (PDG) for start-up expenses?**
Yes.
- 8. Is there outdoor space for this site?**
There is parking along the east side of Building 21. There will be landscaped areas along the North and South of the new addition. There is also an outdoor seating area adjacent to the South of the new addition.
- 9. What architectural firm drafted the design documents?**
CannonDesign
- 10. Is the architect known to OMH?**
Yes, CannonDesign is a reputable firm.
- 11. Did OMH have input on the design documents?**
Yes, the New York City Field Office Housing Unit was involved in developing the design.
- 12. Are the design plans filed yet?**
OMH is not subject to NYC Department of Building requirements.
- 13. Can there be changes to the design?**
OMH will entertain some slight changes in design.
- 14. Are the number of units capped at 48?**
Yes.
- 15. Can the agency select their own Architect?**

Agencies are free to select their own architect. However, it is recommended that the successful applicant consider using Cannon Design. Alternate architects may resist utilizing the existing design documents, and the project may be slowed as a result.

16. What is involved with construction?

This will be a gut renovation.

17. Is there a time frame for construction completion?

Once awards are made OMH will collaborate with the provider to develop a timeline which is anticipated to be approximately 3 years from award to program opening.

18. What is the staffing model for this program?

There is no prescribed staffing model for this program. However, a minimum of one staff must be present onsite at all times.

19. Who do we contractor with for construction?

OMH will provide assistant to the selected applicant with the OMH bidding process and selecting a qualified general contractor.

20. Have you had any interaction with contractors with the cost increases?

OMH is aware of the current status of the construction market and will make available capital to fund the entire project to completion.

21. What is the MWBE expectation for capitol?

MWBE expectations are 30% on the capital funding.

22. Community engagement are we expecting any community opposition?

That is unknown.

23. Is there Community Board approval?

No

24. Is the contract term 5 years?

Both the capital contract and operating contract will be 5-year terms.

25. Are there any environmental issues that have been addressed?

There are 30 and 60% design plans for the major renovation of Building 21 which include environmental considerations.

26. Is the addition part of this project?

Yes.

27. Has the addition started?

No.

28. Is OMH providing all the funding?

Yes.

29. Was this designed as a State operated project?

Pre-design, this site was considered for a State Operated program. OMH instead decided to utilize this site for a community provider operated program. The New York City Field Office Housing Unit, with expertise in community residential programs, consulted on the design.

30. Will the lease term match with contract period?

Typically, 30 or 35 years has been the norm for voluntary provider lease terms.

31. Can you elaborate on the PAR process?

A PAR application will be required for licensure of this program. The type of PAR required will be determined closer to when the program is ready to open.

32. What do you imagine program exits to be?

Individuals exiting this program should be discharged to the setting most appropriate for their needs. Most individuals exiting CR-SROs transition to another residential program in the OMH housing continuum.

33. What kind of signage can appear on the building?

The agency name and/or the program name but nothing should identify the site as one housing individuals with disabilities.

34. Is there any stipulations on the property because it is on the campus?

There are no stipulations, bidders are reminded this will be a prevailing wage job.

35. Does this site have to comply with Joint Commission requirements?

No.

36. How long will Creedmoor Psychiatric Center (CPC) follow an individual?

CPC will be available for support and consultation for a 90-day period following admission to the CR-SRO.

37. Does an individual go directly back to CPC?

In circumstances where a return to CPC has been determined to be warranted, a return to a residential program would be direct. Return to inpatient would typically occur through collaboration with a local hospital.

38. What is the development time?

Once awards are made OMH will collaborate with the provider to develop a timeline which will likely be 3 years.

39. Is the construction budget fixed or negotiable? If fixed, when was the construction budget prepared and will there be adjustment for inflation and current pricing and supply chain availability impacts?

After an award is made, OMH will work with the successful applicant to develop a construction budget that accounts for current reasonable capital costs.

40. Does Local Law 97 apply to this project?

OMH is not subject to NYC Department of Building requirements

41. Is LL97 applicable to this building and if so, has the architect taking this into account? Please provide any / all analysis of Local Law 97 requirements to comply with Calendar year 2024 upcoming requirements.

See Question 40.

42. Can you please provide last inspection and certification of the exterior building façade and documentation regarding Local Law 11 requirements? Is the building in compliance with Local Law 11?

See Question 40.

43. Please confirm whether New York City local laws regarding energy efficiency, solar panels, etc. apply to buildings on the Creedmoor campus.

See Question 40.

44. Were the utility allowance rates calculated based on unoccupied building? If so, will the utility rates be recalculated?

Rates are calculated based on current and projected market utility rates for the fiscal year. Since publishing the RFP, new rates have been calculated. 2022/23 utility rate for electric and water/sewer is \$2.23/square foot (\$76,888). The rate for heat, should the applicant choose to utilize campus infrastructure, is \$1.45/square foot (\$49,995)

45. What are the costs of utilities, is OMH covering the cost of utilities?

See question 44 for costs. Utilities and other property costs should be paid with SSI revenue and state aid. OMH will cover eligible property costs in excess of revenue through property pass through.

46. Which utilities are included, and which are not?

See question 44.

**47. What type of fuel or energy source does the building presently use for heat, hot water, cooking, etc.?
Electric, natural gas, other?**

A new boiler will need to be installed as part of this renovation project. It is believed that most tenants on this campus utilize natural gas, but oil may be an available option via the local utility provider, Con Edison.

48. Can you please confirm type of heat – we believe it is natural gas?

See question 47.

49. Please clarify the utilities expenses we should anticipate in the operating budget. The RFP notes that the property is connected to NYC water, electric, gas and utilities; yet also states that electric service and water/sewer must be provided via the campus utility infrastructure at a cost (2021 rate) of \$75,164. Please confirm whether the campus infrastructure rate includes of electricity and water itself, or whether it is an additional fee on top the cost of utilizing the NYC connections for water/sewer, gas and electric.

The rate of \$75,164 reflects an estimate for the cost of Electric and Water/Sewer, which must be accessed through the campus utility infrastructure. Providers may also choose to utilize the campus utility infrastructure for heat at an estimated \$44,833 annually. Any additional utility costs should be reflected separately in the budget.

50. Currently OMH pays for campus utilities as well as the debt service on the capital mortgage on behalf of on campus providers. Please confirm whether this will be the case or whether we must include the (current) \$75,164 cost in our operating budget.

You must include the cost of utilities in your operating budget.

51. Will building 21 be standalone for this purpose, or will any part of the building or any connected structure serve a different purpose?

This CR-SRO will occupy the entire building.

52. Will potential applications get to see the design/drawings references in Section 5.2.1 prior to submitting a proposal? If so, when will these be made available?

Applicants who attended the bidders conference will be provided a copy of the design documents.

53. Are the grounds of the Creedmoor campus available to CR-SRO for program use or client use?

Yes.

54. Is there going to be set aside parking for CR staff, clients, visitors etc?

Yes.

55. Does capital funding include appliances?

Yes

56. Please confirm that residents of the CR-SRO will be eligible, when discharge ready, for ESSHI housing.

Yes, this CR-SRO is a transitional model therefore individuals being discharge would be eligible to ESSHI housing.

57. Please confirm the MWBE requirements for the capital and PDG contracts.

The capital contact has a 30% MWBE component. While there are no defined goals for PDG contracts, it is OMH's expectation that awardees demonstrate good faith efforts to participate in MWBE.

58. Please confirm that the capital costs will be fully funded by OMH, with no expectation for LIHTC equity funding.

OMH will fund the entire construction project there is no expectations for the selected applicant to obtain LIHTC.

59. Can a copy of the architectural drawings (actual design documents as slides provided are blurry and incomplete) be provided to all potential applicants so that we can develop the staffing pattern taking into account the layout of the building?

The architectural drawings were shared with the providers who attended the mandatory bidders conference via email from MySend on February 22, 2023.

60. Can information about the architect of record's experience designing OMH projects, either CR-SROs or SP-SROs be shared?

OMH has no additional information to share at this time.

61. Will the selected party be eligible to charge an administrative fee during the initial phases including but not limited to: Design & Construction?

OMH will support architectural services for this project which includes minimal design change, bid document development and construction oversight. OMH is unable to fund the costs associated with selected bidders staffing expenses.

62. Will the selected party be required to contribute to the construction costs by way of a sponsor loan or cost share or other similar mechanism?

OMH will fully fund the construction costs.

63. Are there any fees or penalties anticipated to be included in the awarded contract for design or construction delays which will be paid by the selected party?

No.

64. Will DMH provide all necessary support to the selected party should any additional approvals be required from NYC or NYS?

OMH will provide support to the selected applicant if approvals from NYC or NYS are required.

65. Will the State include in its construction budget funds to support a full time project manager for 30 months to "oversee the development" (pre-development to conversion of the construction loan) plus expenses. This would come to approximately \$115,000 a year.

OMH will fund on-going architectural services. During the construction phase OMH will fund an owner's representative if needed.

66. Please confirm that there will be no bond payment associated with the development of the project built into the funding and that the amount CR-SRO is strictly for services and on-going building costs. If there is a bond payment due from the property? If so, how large is it projected to be? Is it paid for out of the per bed operating fees, or by some other source?

Debt service will be paid by OMH on the selected provider's behalf to DASNY. No bond debt should be included in the operating budget.

67. Please provide more detail on the bidding process - OMH involvement, pre-approved contractor lists, etc.

OMH will work with the selected applicant throughout the entire project. OMH project managers (PM) from both the NYC Field Office and Central Office Housing Bureau of Housing Development and Support will be assigned to support the selected applicant. Design documents have been completed; an architect will have to develop bid documents which can take from 6 to 9 months. The pre-approved contractor list will be shared with the applicant while bid documents are being developed. The applicant will work with the

architect and NYC FO PM to develop a list of contractors invited to bid the project. General contractors are typically given a minimum of 30 days to respond.

68. Who will pay ongoing costs for the architects for any plan modifications, and construction monitoring?

OMH will fund on-going architectural services.

69. How are other construction period costs like insurance being budgeted and paid?

Additional costs such as insurance will be included in the capital budget.

70. Can we see a copy of the renovation plans?

The architectural drawings were shared with the providers who attended the mandatory bidders conference via email from MySend on February 22, 2023.

71. How will they be reimbursing for provider's administrative costs during the construction period and the cost to secure the license? Will there be some sort of developer fee involved?

OMH does not reimburse for a provider's administrative cost during the construction period or the cost to secure an operating license. There are not developer's fees associated with this project.

72. Are we correct that the total annual operating fees per bed will be \$22,958 with the additional consumer fees of \$7,002 and \$12,000 Medicaid (assuming \$1,200 per month) for a total of \$44,360?

No. Providers opting to participate in RTS receive a rate enhancement of \$1,200 annually, not monthly. State funding for participating providers is currently \$24,158 plus consumer fees.

73. Confirm if the operating fees per bed will pay for all social services and the costs of property operations - repairs, maintenance, utilities, insurance, reserves, etc.

This is correct.

74. Is the rate noted in the RFP the current update rate we should use in our budget submission? Please confirm exact rate.

The rate noted in the RFP is correct. See question 72 for the rate if providers are opting to participate in RTS.

75. Will the selected party be eligible to charge an administrative fee during the initial phases including but not limited to: Design & Construction?

OMH will fund on-going architectural services.

76. Are there additional plans, surveys or reports on the property that can be shared?

No