



**Harlem Community
Development
Corporation**

FOR CONSIDERATION

February 6, 2015

TO: The Directors

FROM: Curtis L. Archer

REQUEST FOR: Weatherization Assistance Program — Authorization to Enter into a Subcontract with Taylor Made Contracting LLC in an Amount not to Exceed \$200,000 (Two Hundred Thousand Dollars) for the Installation of Replacement Windows; Authorization to Take Related Actions

Contract Need And Justification

I. Contract Summary

Contractor: Taylor Made Contracting LLC
1205 Remsen Avenue
Brooklyn, New York 11236

Scope of Services: Window Replacement at 237-241 East 115th Street (a 77-unit residential apartment building)

Building Owner: 239 East 115th Street HDFC
Contact: Paul Segal

Contract Term: February 1, 2015 to March 25, 2015

Contract Amount: Not to exceed \$200,000, including \$16,060 contingency

Funding Sources: New York State Homes & Community Renewal
Weatherization Assistance Program contract funding
\$100,100.00 total and up to \$99,900 of owner's
contribution

II. Background

Program

The Weatherization Assistance Program (“WAP”) is a nation-wide program, funded by the US Department of Energy and the US Department of Health and Human Services. Its mission is to reduce heating and cooling costs for low-income families by improving the energy efficiency of their homes and ensuring their health and safety. Harlem CDC (and HUDAC before it) has participated in the program since its inception 35 years ago.

The WAP is a needs-based program that provides assistance to single and multi-family building owners with tenants that meet certain income-eligibility requirements. The services provided are based on energy audits of project sites conducted by WAP staff to determine specific needs and projected energy savings. The property owners are required to make investments towards the cost of improvements, unless financial hardship can be proved. WAP is administered in New York State by the NYS Homes and Community Renewal (HCR). Harlem CDC’s WAP is a subgrantee to HCR and facilitates the program within its catchment area.

Harlem CDC is in year one of a current three year contract with HCR, with funding for the 2014/2015 program year set at \$920,731.00. Harlem CDC sub contracts with various entities that perform the work required to fulfill Harlem’s CDC’s obligation to provide the improvements funded by the program, including installation of energy-efficient windows, heating systems upgrades and/or replacements and roof insulation.

Project

Harlem CDC will enter into sub-contract for the installation of replacement windows at a 77-unit residential building located at 237-241 East 115th Street (the “Project”). The owner of the project site, *239 East 115th Street HDFC*, is a low income Housing Development Fund Corporation (“HDFC”), which is a New York corporation organized under Article XI of the New York State Housing Finance Law. The building’s tenants meet the WAP income eligibility requirements.

Harlem CDC’s WAP staff performed an audit of the building and determined that the replacement of approximately 400 windows was necessary in order to reduce energy costs and ensure the health and safety of the building’s residents.

III. Contractor Selection Process

Bid packages were sent to twenty-three (23) window replacement contractors listed in the 2014/2015 WAP Bidders list. The list consists of contractors who have requested notification of contracting opportunities with WAP. Harlem CDC conducted a pre-bid

conference and six of the contractors that attended the conference submitted bids. The bid opening was held on November 5, 2014.

Harlem CDC's staff reviewed the capacity, references, MWBE status, performance and compliance on other weatherization jobs and estimated costs for the bidders. On the basis of these considerations and the receipt of satisfactory references provided by the contractor, Taylor Made Contracting LLC was deemed to be the lowest responsible bidder.

Taylor Made Contracting LLC is a NYS certified MWBE, which for more than two years has specialized in commercial and residential construction and rehabilitation projects.

IV. Scope of Work

Under the supervision of Harlem CDC's WAP staff, Taylor Made will provide and install more than 400 replacement windows at the project site.

V. Contract Term, Price and Funding

Window replacement costs for the project are estimated at \$183,940. The requested contract amount includes a \$16,060 contingency, for a total contract amount not to exceed \$200,000. The total amount that will be funded by the WAP is \$100,100. The building owner is required to fund the remaining window replacement costs (up to \$99,900).

VI. Non-Discrimination and Contractor & Supplier Diversity

ESD's Non-Discrimination and Contractor & Supplier Diversity policies will apply to this Project. The Recipient shall be required to include minorities and women in any job opportunities created, to solicit and utilize Minority and Women Business Enterprise (MWBEs) for any contractual opportunities generated in connection with the Project and shall be required to use Good Faith Efforts (pursuant to 5 NYCRR §142.8) to achieve an overall MWBE Participation Goal of 30%. The overall goal shall include a Minority Business Enterprise Participation Goal of 22% and a Women Business Enterprise Participation Goal of 8% related to the total value of ESD's funding.

VII. Environmental Review

ESD staff on behalf of the Harlem Community Development Corporation has determined that the authorization to enter into a subcontract for window replacement services constitutes a Type II action as defined by the New York State Environmental Quality Review Act ("SEQRA") and the implementing regulations of the New York State Department of Environmental Conservation. No further environmental review is required

in connection with the authorization.

VIII. Requested Action

The Directors are requested to (1) make a determination of responsibility with respect to Taylor Made Contracting LLC; and (2) authorize the Corporation to enter into a subcontract with Taylor Made Contracting LLC substantially in accordance with the terms and conditions set forth in these materials for an amount not to exceed \$200,000, and to authorize related actions.

IX. Recommendation

Based on the foregoing, I recommend approval of the requested actions.



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RESOLVED, that based upon the materials presented to this meeting (the "Materials"), copies of which are ordered to be filed with the corporate records, the Corporation hereby authorizes the President to enter into subcontract with Taylor Made Contracting LLC, in an amount not to exceed \$200,000 (Two Hundred Thousand Dollars) for Window Replacement at 237-241 East 115th Street (the "Property"); and be it further

RESOLVED, that the President or his designee (s) be, and each of them hereby is, authorized to take such actions or to execute on behalf of the Corporation such documents as he or she may deem necessary or appropriate to carry out the foregoing resolution.
