



Request for Proposals: Engineer Resiliency Audits

May 2025

Overview

Thanks to the generous support of the NYC Department of Housing Preservation and Development, the Center for New York City Neighborhoods, Inc. (the “Center”) is now seeking proposals from licensed and qualified Engineering Firms (“Respondents”) to perform Flood Resilience Audit services for 105 New York City residential properties (the “Program”). Funding for this program is provided by the US Department of Housing and Urban Development’s (HUD) Community Development Block Grant-Disaster Recovery (CDBG-DR) and all engineer vendors will be required to adhere to federal requirements by participating in this program. The Flood Resilience Audit services are a component of the greater FloodHelp NY program and, in response to residential property damages from Hurricane Ida, aims to educate and empower 1-4 unit Residential property owners to take informed action in hardening their homes against flood, storm, and sewer backflow damage.

Through this RFP process, the Center plans to select an Engineering Firm to facilitate survey team data collection, the drafting of home resiliency profile reports, and the creation of formal Elevation Certificates for eligible participants.

Scope of Work

The selected engineering vendor will conduct home resiliency audits for eligible program participants. The Center expects 84 participants will receive full home resiliency audits and elevation certificates stamped by a licensed engineer, and an additional 21 participants will receive home resiliency audits without the accompanying elevation certificate. The Center will utilize a pre-existing Flood Resilience Audit template (Attached as Exhibit 1, developed through the Residential Technical Assistance Pilot Program, funded by the former Governor’s Office of Storm Recovery) as the basis for data collection and presentation. The vendor will complete the following activities for each resiliency audit:

- Measure the home elevation for each participant using North American Vertical Datum of 1988 (or NAVD ‘88) and prepare a National Flood Insurance Program (NFIP) compliant elevation certificate for eligible participants.
 - Homeowners outside of coastal flood zones, surveyor and engineer audits will consider home’s relative vulnerability to property and street flooding during heavy rainfall events.



- Determine the structural feasibility and estimated cost of effective flood hazard mitigation options that will decrease risk of flood damage or potentially reduce flood insurance premiums. Engineers are to provide general cost ranges for these interventions: detailed product, designs or means of construction are not to be provided through these audit services, and will be provided through future program service referrals. The goal of these services is to educate homeowners on their retrofit options most likely to benefit their property's layout and building type. These recommendations include, but not limited to:
 - Replacing or raising utilities or other machinery 2-3 feet above Base Flood Elevation (BFE), including to the Design Flood Elevation (DFE), in the case of coastal flood-prone sites. Recommendations should be consistent with current Federal Flood Risk Management Standards.
 - Replacing or raising utilities or other machinery out of cellars or basements to above grade or 2-3 feet above estimated stormwater flood depths, in the case of stormwater flood-prone sites. Recommendations should be consistent with current Federal Flood Risk Management Standards.
 - Raising of low lying electrical outlets.
 - Relocating active ground floor uses and filling in crawlspace or basement.
 - Installing flood vents or flood resistant construction materials.
 - Installation of a backwater valve on waste line.
 - Installation of residential flood gates or active flood mitigation systems.
 - Wet- or dry-proofing sub-BFE space.
 - Property-scale improvements that modify drainage to reduce flood risk to a home
- Input feasible options into a Flood Resilience Audit Template for eligible participants. Homeowners will receive their audit, and the option to receive flood resilience counseling and/or a referral to Center home repair programs, where grant or loan funding may be available to implement the recommendations identified by engineers.
- Elevation Certificates (EC): Homeowners who have not participated in previous Center Flood Resiliency Programs (RTAPP & RBVIP) or have not received an Elevation Certificate through any other means, will receive the EC document as a part of program services. Participants who have received an EC through other means, or have a potential Duplication of Benefits, will receive the Home Flood Resiliency Audit without the accompanying EC document.
- Engineer Vendor must be prepared to engage referred clients to schedule surveyor and engineer appointments. Administrative training and support will be provided by the Center's program staff.

The Program's pipeline of potentially eligible homeowners may be obtained from homeowners participating in other Center programs identified as living in high-risk coastal flood zones and/or having confirmed history of flood incidents or reported flood damages at their property; confirmed damages connected to Hurricane Ida (regardless of property's location within/outside of 100 year floodplain); or from applying directly to the program; or applicants targeted for outreach through reference to NYC



Stormwater flood maps. The Center will be responsible for building the participant pipeline and determining eligibility.

Note: Following Hurricane Ida impacting NYC in September 2021, the Center has aimed to expand Flood Resilience services outside traditional flood plains, as sewer and storm water flood risk has expanded to more inland neighborhoods. The program will serve a representative set of homeowners subject to the spectrum of NYC flood risks, with a deliberate approach to engage and serve both coastal flood plain homeowners and homeowners outside the traditional floodplain regions prone to storm water flooding.

Current funding from NYC HPD aims to provide services through June 2026, with target deliverables increasing annually. Successful implementation of services and/or additional funding may allow expansion of the resiliency audit program to serve a larger pool of NYC residents.

Qualifications and Proposal

The full proposal response should be a maximum of 5 pages (excluding attachments and question text) and must contain all requested document information. After the application period is closed, the Center will review all proposal materials and score each proposal component according to the following:

1. **Firm:** Describe respondent's areas of expertise, length of time in business, number of employees and contact information for the person authorized to contractually obligate the Respondent and for the person administratively responsible for the Proposal. Please provide a copy of your firm's General Liability Insurance Policy, Professional Liability Insurance, Worker's Compensation Plan and Auto Liability Insurance Policy (Attachment 1).
2. **Subconsultants/Subcontractors:** Identify any Subconsultants or Subcontractors, including a summary of the organization, experience and technical skills. Respondent shall not employ, contract with, or use the services of any consultant for the work of this Contract (except such third parties which may be used by the Respondent in the normal course of business, such as couriers, imaging services, etc.) without obtaining the prior written approval of the Center.
3. **Relevant Experience:** Describe previous projects that demonstrate relevant experience and identify clients for whom Respondent has provided similar work. Respondents are encouraged to include any projects conducted for New York City or New York State **(20 points)**.
4. **Technical Approach and Work Plan:** Describe respondent's understanding of the scope, including a detailed work plan to complete the design services **(15 points)**.
5. **Staffing Plan:** Describe respondent's capacity to provide services, and key personnel to provide services and the proposed staffing plan. Outline the resumes of key personnel who will be



assigned to the project, including their years of experience and functions on this project. Please provide a copy of Engineer staff's Licenses to ensure eligibility (Attachment 2) **(20 points)**.

6. **Organizational Capacity and Historic Performance:** Describe firm's capacity to complete the proposed work, provide narrative of past projects demonstrating ability to meet goals and navigate potential obstacles **(15 points)**.

7. **Commitment to Comply with All Applicable Federal, State, and Local Regulations, including Minority and Women-Owned Business Enterprise (M/WBE):** Describe firm's commitment to and plan for complying with all applicable Federal, State, and local regulations, including, as described below, M/WBE obligations. This is a factor for firm selection, and Respondents who demonstrate a commitment to comply will receive the most points (as described herein under "Selection Process") **(10 points)**.

8. **Total Costs:** Complete the Cost Proposal (Attachment 3) by providing a price summary of audit services per residential property, including administrative staff time and program training **(20 points)**.

Please add the following attachments:

- Attachment 1 — General Liability Insurance Policy, Professional Liability Insurance, Worker's Compensation Plan and Auto Liability Insurance Policy.
- Attachment 2 — Engineering License.
- Attachment 3 — Cost Proposal.
- Attachment 4 — Resumes and material helpful to the technical evaluation may also be attached.

In order to be considered for qualification, please submit responses to

christopher.zimmermann@cnycn.org with the subject line 'Center 2025 Resilience Engineer RFP'.

Interested firms should direct any questions via email to christopher.zimmermann@cnycn.org with the subject line "Center 2025 Resilience Engineer RFP Question" prior to **May 9, 2025, 10 am**. Applications (and revised applications, if an organization changes its capabilities) will be accepted until **May 23, 2025, 1 pm**.

Reference Documents

[Flood Resiliency Audit Template](#)

[Flood Resiliency Audit Cost Template](#)

[Engineer Vendor Scoring Rubric 2025](#)