

No.	Question	Answer
1	Based upon a review of the RFP, will architects be required to submit multiple designs up front? This appears to require a significant amount of free services, especially if the architect is not selected? What is the intent?	Only a single design is required as part of a respondent's submission.
2	What role will local architects play since local architects are more familiar with the neighborhoods impacted by Sandy?	This RFP is open to all eligible applicants.
3	Will big firms with large pattern books have an advantage over small local architects who may better serve the community?	The scoring for this RFP will use only those criteria listed in the RFP; and no points will be awarded based on firm size.
4	What is your vision for the work needs to be submitted up front? Entire pattern books? Specific designs?	Only a single design is required as part of a respondent's submission.
5	Will you consider applicants based upon background, experience with the community, etc? Will there be an opportunity for smaller firms to participate if they are not selected? Will there be opportunities for small stipends, etc.?	Firms of all sizes will be considered, however only those firms selected will participate. There is no mechanism for stipends for firms not selected.
6	If an architect submits numerous patterns upfront, will the state, in essence, be using their designs for free? Specifically, what information are applicants expected to submit upfront?	The specific requirements for response to the RFP are contained within the RFP. Respondents are required to submit a single design as described within the RFP. There is no intent to utilize any design submitted by a respondent that is not selected.
7	See page 13, what are the submission requirements? How should responses be submitted?	Drawings must be submitted electronically.
8	See page 15, are you asking one architect to do one typology or different typologies? Should they focus on one community, 2 communities, only specific communities, etc?	Respondents are required to submit a single design, using a single typology for a single community of their choosing.
9	See page 16E - Design Types: Should the architect present information for one or more design types (i.e. colonial, cape, etc.)? Should the architect provide one or more schematics? Is that part of the process?	Respondents are required to submit a single design utilizing the information contained within the RFP.
10	Do you have contractors who are ready to take the next step after the design process? Will the architect need to be involved in the contractor process?	Contractors have not yet been selected.
11	Will the architect need to be involved with the building or regulatory process?	Selected respondents will need to produce designs that are achievable. Further, selected respondents may need to determine specifics for individual homes to account for locally administered processes.
12	Will the architect be allowed to be in contact with the homeowners?	If selected, it is anticipated architects may work with individual homeowners or whole communities as appropriate.

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13	New Orleans homes needed to be elevated and that required the use of structural and mechanical engineers. Should responders have access to both of these types of skills?	Respondents must only demonstrate capacity to provide those services specifically described within the RFP. A partial list is contained in the "Cost Estimate" section on page 14 of the RFP.
14	Do you know how many architects and pattern books will be used at the end of this process?	The specific number of architects and pattern books is to be determined.
15	How should we express our costs?	Respondents must submit proposals using the forms provided within or attached to the RFP, narrative as described within the RFP, and any required supporting information.
16	Can you limit this RFP to one test case scenario which DHCR/HTFC can modify based upon what you learn?	This RFP cannot be limited to a test case.
17	How do you foresee this process proceeding forward? Will the selected architect be expected to have a full book of patterns immediately? If not, what do you envision? Isn't time of the essence?	Respondents are required to demonstrate capacity to produce pattern books consistent with any timeline contained within the RFP.
18	See page 6, designs with community development & revitalization goals – how closely will this RFP be coordinated with the CRZ/NY Rising process? How closely linked is the NY Rising Program/CRZ and this program?	There is no formal link between the CRZ program and this RFP. However, selected respondents may be required to make use of data or outputs from related programs and/or work in conjunction with other programs where appropriate and as directed by the person or persons overseeing this program for the State Office of Community Renewal.
19	NY Rising/CRZ is anticipated to proceed over 8 months, how will this impact the design process?	There is no formal link between the CRZ program and this RFP. That said, implementation by selected respondents might be required to make use of data or outputs from related programs and/or work in conjunction with other programs where appropriate and as directed by the person or persons overseeing this program for the State Office of Community Renewal.
20	Page 7, Goals, reflect specific square foot standards for 1 bedroom, 2 bedroom, 3 bedroom homes. Isn't 1,000 sq. ft quite limiting for a home? Where did these guidelines come from? Will you provide the data that was used? Specifically, how rigid is the 1000 sq. ft. limit? What if a homeowner would like to expand further than 1,000 sq ft?	The representative home sizes are based on data contained in Appendix A of the RFP. Homeowners may have options to make upgrades at their own expense.
21	(P.7 B. Goal) Space standards: 1,000 sf for 2 bedroom house, 1,500 sf for 3 bedroom, 2,000 sf for 4 bedroom seem small to us. Has there been any research to support these numbers?	Yes. The data is summarized in Appendix A of the RFP.
22	Will we only be involved with homeowners that invite us?	The program is limited to participating homeowners.

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23	Is the Architectural respondent expected to include on the team the land surveyor, geotechnical and civil engineer for all regulatory permitting and land use issues such as storm water management, utility connections, foundation supports. Will each individual lot need its own property survey?	It is not currently known which, if any, properties will require an updated survey. There is no requirement that respondents to this RFP demonstrate team member skill sets, expertise, education, experience or professional credentials beyond those specifically requested within the RFP.
24	Are the drawings noted in VI. Submission Requirements on page 13 to be submitted as part of the proposal? If the answer is yes; Design Description on page 14, 2nd bullet item – have any community outreach meetings been held to date? If so where can this info be found?	There is no expectation that a community outreach meeting will have been conducted by respondents, nor is there an expectation that the single design submission by a respondent would be based on such meeting.
25	Will those on the conference call be added to the sign in sheet for this conference?	Those providing their contact information were added.
26	What is the extent of the site design? Is it limited to zoning only (i.e. lot restrictions, shapes, s.f. requirements, pervious & non-pervious areas) as it appears in the RFP or is site engineering (new septic, gas, water, grading & drainage, etc.) required?	Responses need address only those items specifically outlined within the RFP.
27	I currently work for private developers on projects funded by HTFC. If I submit a proposal for the Home Design Services RFP and am selected, will I be allowed to enter into a contract with HTFC under this RFP while maintaining my role as the architect of record on other projects funded by HTFC?	A consultant may be permitted to complete work on existing contracts with HTFC awardees, but may not enter into new contracts once they have entered into a contract with HTFC.
28	(P.7 B. Goal) Many of the homes with significant damage in Nassau County were built in the early 1900's. Lifestyles and patterns of daily living were quite different. Now, residential consumers seek open floor plans, materials which are easier to clean and maintain, and different amenities such as front porches and balconies. FEMA requires elevating homes, and restricts ground floor uses. The terms, colonial, hi-ranch, etc. seem anachronistic. Will this project accommodate alternate, more contemporary housing styles	The homestyles listed are provided to suggest a number of different types that may be needed, but is not intended to be an exhaustive list. Such list will be developed by selected respondents in consultation with the State, taking into consideration feedback from the community engagement process, participating homeowners and other stakeholders.
29	Is there an approach for dealing with raised sidewalks, and utilities to comply with new Base Flood Elevations?	Approaches may vary by community, and will be answered through the community engagement process.
30	What will be the approach for integrating new elevated homes with those that remain due to a lesser degree of damage (i.e. under 50% damaged)?	It is anticipated that similar issues will be addressed through the community engagement process. Final designs will need to be sensitive to and reflect the nature, character, architectural needs, and desires of the communities in which the designs are utilized.

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31	(P.15 bottom) "Schematic designs for each housing typology in each community...must be provided..." This requires the respondent to do the job to get the job. Please clarify.	This relates to the anticipated work product by selected respondents, and would be compensated. Only a single design using a single typology must be submitted in responding to this RFP.
32	(P.7 B. Goal, P8 C. Objectives) In providing the various home types of affected communities, and with respondents demonstrating "capacity to provide a full pattern book rather than individual designs", is it your intent to have homeowners select homes (plans, elevations, aesthetic, etc.) from a pattern book prepared by the selected architect for a given community? There is a cost attached to the intellectual property that must be developed, yet you seem to not be asking for a fee to provide this service. Please clarify.	Proposals should include all costs associated with producing one or more pattern books. If additional detail is necessary beyond the included cost schedules, respondents can include narrative to describe costs for producing pattern books.
33	(P21 J) This condition suggests that the pattern book "designer" and the architect-of-record could be two separate entities and that you are looking only for the designer in this RFP. An architect would then develop the owner-preferred pattern book design on his/her site and file the plans and administer the construction contract. But this would be a separate service perhaps not required by this RFP. Or, alternatively, you could read this as providing the pattern book designs free of charge against the hope of being selected as architect. Please clarify.	This RFP seeks designer/architects to produce one or more pattern books, and would be compensated for that service. It is further intended that there would be a continuing relationship with the selected designer(s)/architect(s) to produce full construction drawings, alter designs to meet the needs of individual homeowners, lots, community requirements, etc.
34	(P. 19, VIIIa) Annual Reports: If the respondent is a joint-venture without a two-year history and financial statements, will 2-year financial statements of each joint venture partner suffice?	Yes.
35	All respondents will want to know the size and scope of the project before they expend the level of effort required. For example: 1. How many houses? 2. How many neighborhoods? 3. How many community engagement plans? 4. What level of involvement? Schematic design only? CDs and CA too, as Architect-of-Record? (P21, X.J.) That respondents may not be selected to be architect-of-record is a distinct disincentive. It suggests that the pattern book is your goal, rather than having architects take the project to completion. Please clarify.	Homeowners will be entering a case management program and as part of that engagement will develop a recovery plan that may involve repair or construction. The number of homeowners opting for construction of a new home or the communities where they are located is not known at this time. Regarding part 4 of this question, this RFP is for design services and the production of pattern books. Further, it is the intent to have selected respondents also serve as the architect-of-record for the design(s) they provide and are compensated for.

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36	This RFP should be written for Architects (not design teams), unless your goal is only the pattern book. If not, the lead principle of each selected respondent must be a licensed Architect in NYS, and carry appropriate insurances, especially errors and omissions, as each homeowner is a potential litigant. Pattern book designers cannot act as Architects-of-Record unless they are Architects. Please clarify.	This RFP seeks designer(s)/architect(s) to produce one or more pattern books. It is further intended that there would be a continuing relationship with the selected designer(s)/architect(s) to produce full construction drawings. However, this RFP does not exclude non-licensed individuals to participate only in the design services required for production of pattern books and to then include a licensed professional to produce the construction drawings as the architect of record.
37	Architects will want to know they will be paid. (P12B), "...OCR will...assess the Respondent's capacity to fund design costs." What does that mean?	Selected respondents will be paid for work performed pursuant to a contract with OCR; however OCR will not pre-pay or make loans to selected respondents.
38	As the answers to these questions are coming on the 14th and our submissions are due the 30th, can the deadline be extended by two weeks?	Responses to this RFP are due on Friday August 30th.
39	Can you please provide a checklist of all items that need to be included in responding to this RFP?	<ol style="list-style-type: none"> 1. A single design as described on page 13 of the RFP. 2. A written description of the design, including approach, as described on page 14 of the RFP. 3. Cost estimates consistent with the description on page 14 of the RFP, the cost 4. Narrative describing an understanding of resilient design, and the approach of the respondent for designing resilient homes. 5. A detailed narrative outlining general approach and timeline. 6. Design team résumés and qualifications detailing applicable residential design experience. Respondents should also describe their experience designing resilient and sustainable structures, if applicable. 7. Narrative detailing a plan for engaging stakeholders. 8. Identification of home types for which the respondent can provide design services. 9. Narrative describing a capacity to, if selected, produce full pattern books. 10. Items numbered 1 through 11 in the Required Documentation section (RFP pages 17-19). 11. All forms in the "Attachments" section. 12. Any additional supporting documentation or narrative required.