

## **RFP for Housing Technical and Consulting Services – RFP #20140114**

Questions and Answers (01/30/14) – Questions from Bidder's Conference held 1/22/14.

**Q1: If an architectural/design firm is working (or plans to work) on an HCR capital project (or other HCR project), is there a conflict of interest if the firm is also hired as a consultant under this RFP?**

A1: The facts of a specific situation have to be carefully reviewed by Program and Legal staff before a decision can be reached as to whether or not a prohibited conflict of interest exists. Therefore, HTFC is unable to respond to hypothetical conflict of interest questions.

**Q2: Are the MWBE percentage requirements goals or mandates?**

A2. The MWBE percentages are mandated goals as established by statute and the Governor's office of the State of New York.

**Q3: Must MWBE goal compliance to be demonstrated at time of application (in the RFP Application Forms) or, is it expected that the MWBE percentage compliance be fulfilled at the time of work?**

A3: Goals must be met prior to expiration of contract/scope of work.

**Q4: How is the MWBE portion of the RFP Application Form to be filled out?  
(a) Should it be based on current (actual staffing) of our firm? or  
(b) Should it be based on the staffing that would be required to meet the compliance goals required post award?**

A4: The Equal Opportunity Staffing Plan (form PROC-1) is to be filled out based on the current/actual staff of the firm and submitted with the response.

**Q5: If the primary applicant is a certified MWBE, does that fulfill the MWBE percentage requirements?**

A5: Yes, if the primary applicant is NY State Certified, the M&WBE percentage requirements will be satisfied.

**Q6: Do MWBE subs need to be identified in the application, as well, to fulfill the requirement?**

A6: No, as noted in answer 5 above, the requirement may be satisfied by the status of the primary applicant.

**Q7: If I am not an MWBE prime, is there a benefit to hiring subs that are MWBE?**

A7: Yes, utilizing State Certified enterprises will help you meet your MWBE goals and fulfill your contractual obligation.

**Q8: Section 4 says to submit all forms, but page 8 & 9 (of 11) says to submit Attachments 5, 7 and 8. What forms/attachments need to be submitted? Please clarify.**

A8: The required forms and other submission requirements are those identified in Section IV. A. Proposal Format (pages 8 & 9 of 11) and forms PROC-1 and PROC-4 in Attachment 4.

**Q9. What happens if we want to use a sub-contractor that is not listed in our application? We want to know this since it could be more cost effective to use local subs once we know where the site is, than to be held to the list included in the application. Is the work awarded under my contract limited to the sub-contractors listed in my application?**

A9: The selection process and the award of contracts can only be based on the content of the reply to this RFP. Pursuant to the requirements of the RFP, consultants must identify in their proposal, to the extent possible, sub-contractors they intend to engage.

The work awarded under the contracts will be limited to those entities (prime consultants and sub-consultants) identified in the application. However, HTFC reserves the right to modify a future contract if in the best interest of the State of New York.

**Q10: Do the specific sub-consultant firm names need to be identified, or is it acceptable to just list the proposed disciplines?**

A10: The response should specifically identify all proposed sub-consultants.

**Q11: Since various governmental programs overlap, does working for various governmental agencies correlate to a contractual overlap? In other words, can consultants work for multiple agencies at the same time? For example: Can we work as a consultant for DASNY on Sandy Relief or Community Block Grant programs, and also work under this HTFC contract simultaneously? Or work for other governmental agencies who are jointly funding a project with HTFC?**

A11: See A1.

**Q12: What is meant by “other” architectural and engineering service?**

A12: “Other” is meant to give the applicant the opportunity to identify “other” areas of expertise that may be considered in the application, and to allow HTFC to request other engineering/architectural services of consultants under contract, if the need arises.

**Q13: Is there a maximum contract dollar amount?**

A13: The total budget will be established by the HTFC Board and will be an aggregate of all services, each of which is used on an as-needed basis. It is anticipated that multiple contracts will be awarded under this budget item.

**Q14: Might multiple firms be contracted for each of the three categories in any or all regions?**

A14: Yes, it is likely-that multiple firms will be contracted within all regions. Since we can not anticipate our future needs in any one region, it is prudent of us to have more than one firm available.

**Q15: Do you anticipate giving preference to a proposal which indicates a multi-discipline prime firm, or to a specialized firm (single expertise prime) who subcontracts with experts as needed? Is there an expectation that energy consultants contract on their own, or that they be under the umbrella of an architect, or other design professional?**

See below.

**Q16: In reference to the specific list of engineering and architectural services, is it anticipated that firms will be required to have expertise in all of the services listed?**

A15 & A16: We are tasked with ensuring that HTFC has a sufficient number of consultants throughout the state that could be utilized should a future need arise. In accordance with Section III. C. of the RFP, responding firms must demonstrate expertise in one or more of the listed services. Our selection will be based upon ensuring that there is sufficient coverage of these disciplines throughout the state.

**Q17: What is the term of the contract? Is it a single year contract?**

A17: As stated in section VI. A. of the RFP, the contract term will be for an initial one year term, which may be renewed annually by HTFC for each of four subsequent years.

**Q18: Will the attendee sign-in sheet for this video conference be released?**

A18: Yes.