



Ned Lamont
Governor

STATE OF CONNECTICUT DEPARTMENT OF HOUSING



Michael C. Santoro
Acting Commissioner

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REQUEST FOR PROPOSALS Architectural, Engineering and Environmental Services Single and Multifamily Housing Rehabilitation & Development

Frequently Asked Questions

1. In regard to the Proposed Fee Schedule as stated on page 13 of the RFP: #5.1 and page 7 section VI: Are you looking for flat fees for each task outlined on Page 7 / section IV or hourly rates for the A/E team? Or is the fee/per project determined after designation using hourly rates approved at the RFP stage?

Given the diversity of skill sets the Department will be reviewing proposed fee schedules but will not limited both hourly and flat fee.

2. If you would like flat fees / project, would that be based on your estimate of 90 days to 18 months duration for each project? (Pg 5 - Observation)
In all fairness some projects may exceed 18 months given various stages of development and services requested per project.

3. Do you have standard reimbursable expenses? And do you want the fee to include reimbursable expenses?

There is no standard reimbursable expenses. You may proposal may include reimbursable expenses and should clearly identify them.

4. Page 3 A: Do you require each A/E team have to have all disciplines in order for DOH to have a single contracting source?

The Department of Housing is aware of the complexity of skill sets identified in the RFP. We are anticipating respondents to submit proposals that could include but not limited to collaborations of teams of professionals or just services currently offered by entities.

5. Page 5 #3: Do you prefer we include an Architectural Historical for this proposal or after designation?

Please include appropriate information at time of proposal.

6. Page 8 #VII Proposal Format: Do you require the proposal format to follow the outline on pages 12 and 13 of the RFP?

Yes.

7. Page 3, Section I: Statement of Objectives - Is there a pipeline of sites/projects already identified? If so what is the approximate number of single family and multifamily buildings expected per year?
Currently there are no projects identified. The Department thus reserve the right to identify sites/projects from prior funding rounds to be included in this new services.
8. Page 3, Section I: Statement of Objectives - Is DOH in need of a consultant to assist in reviewing activities proposed in connection with an existing portfolio of buildings currently owned by DOH? Or would the consultant be responsible for assisting DOH with new funding applications submitted by private/nonprofit entities on a rolling basis? Or are both situations applicable?
Both situation may be applicable.
9. Page 3, Section I: Statement of Objectives - Approximately what percentage of activities/programs are state/locally funded vs. federally funded?
Three of the five potential funding sources are federal entitlement programs. Here are the currently identified funding sources:
- Community Development Block Grant (CDBG) Small Cities
 - HOME Investment Partnership Program (HOME)
 - National Housing Trust Fund (NHTF)
 - Affordable Housing Program (FLEX)
 - Connecticut Housing Trust Fund Program (CTHTF)
10. Page 3, Section II - Scope of Services - The RFP makes reference to a "list of approved consultants." Is there more information on how this arrangement would work? Would the selected consultant(s) be conflicted out of being hired privately by a developer applying for funding or otherwise seeking to work with DOH on a project?
Conflict of Interest rules would be followed to avoid consultants and private developers from overlapping projects.
11. Page 3, Section II.A - General Services - Please define the term "Architect's Consultant Team." Is this referring to a DOH in-house architect, the winning architect from this RFP, or the architect of a private applicant's project?
The term is referring to a DOH in-house architect, and the consultants identified through the RFP.
12. Pages 3 through 5, Section II.A - General Services - Does one consultant/team need to cover everything referenced in the RFP scope of services to be considered, or can a firm bid on a specific component of the scope without collaborating with another firm? For example, can firm A submit a proposal to cover only single/multifamily cost estimates, while firm B submits a proposal to cover multifamily environmental reviews? Or would firm A and B need to be identified as subcontractors in a larger team's single proposal?
The Department of Housing is aware of the complexity of skill sets identified in the RFP. We are anticipating respondents to submit proposals that could include but not

limited to collaborations of teams of professionals or just services currently offered by entities.

13. Pages 3 through 5, Section II.A – General Services, Initial Evaluation of Properties - What is the general timeframe between when notice is given to inspect a building, and when deliverables are expected?

Currently, we anticipate a turnaround of approximately 20 business days (or calendar month) for a task such as evaluation of property.

14. Page 4 - Environmental Review: Multifamily - For 24 CFR Part 58 environmental reviews on new multifamily buildings, does DOH serve as the Responsible Entity (RE), post required notices, and submit completed ERRs to the HUD regional office for final approval?

Yes. The Department of Housing does serve as the Responsible Entity (RE), post required notices, and submit completed ERRs to the HUD regional office for final approval.

15. Page 5 - Section III - Respondent Qualifications, General, #8: When referencing "up to 12 multifamily projects at a time" - based on past pipelines of projects does DOH have an approximate range in unit count expected for such projects? Do different programs have a minimum/maximum unit count that needs to be met in order to be eligible for funding?

Currently identified funding sources no maximum unit count that needs to be met in order to be eligible for funding. This may change in the future.

16. Page 2, Section II Scope of Services – is it the intent of the DOH to have the proposer provide a comprehensive team of professionals, or just submit for certain categories based on our in-house credentials? In other words, as an architecture/interior design firm, should we team with other consultants to provide all of the services requested under this section, or just those that we would provide?

The Department of Housing is aware of the complexity of skill sets identified in the RFP. We are anticipating respondents to submit proposals that could include but not limited to collaborations of teams of professionals or just services currently offered by entities.

17. Page 7, Section VII Proposal Format – are Section 1 and 3 the same? 1 asks for an original; 3 asks for the materials to be bound. Should the original be in a format that is in a 3-ring binder and easily reproducible? Or should the original be bound with another copy provided that is reproducible (or not).

Thank you for this question. The Department of Housing would appreciate 1 original in a 3-ring binder and easily reproducible. Additionally, 1 electronic copy would be ideal.

18. Page 12, Item 6.1 – although MBE/WBE material is requested, should we fill out the form (or provide information) if we are an SBE, especially since “small” businesses are also listed as an encouraged entity? Or just skip this section (or indicate N/A)?

The Department of Housing would encourage you to provide information regarding SBE designation.

19. Page 12, Item 6.2 requested is the same as item 3.5. Should this be provided in one section so as not to be a duplicate request?

The Department of Housing would encourage you to provide information in both sections as indicated.