

## NYC HDC 2015 RFQ GPNA & TA Service Provider - Addendum 1

1. On the included Fee Proposal worksheet “Base Price (Single Building)” is listed under small-mid and large building sections. What are the initial Base Price building parameters? What is the area and/or unit count that should be assumed as the starting point?

Small to midsized buildings includes properties less than 50,000 square feet or containing 5-50 units. Large buildings include properties greater than 50,000 SF or containing 51 or more units. Firms may include the assumptions, if any, that they use for completing Fee Proposal worksheet. Firms should assume that certain projects will include one building (single) while others will include multiple buildings that may be scattered sites or adjacent and provide fees accordingly.

2. Is the pricing that is submitted on the initial Fee Proposal for reference or is this price set for the duration of the program? Is there a separate bid process by approved consultants for each project?

The pricing information that is required to be submitted with the proposal will be used for reference only. The actual price for each scope of work will then be evaluated on individual project basis. It is expected that the firms provide pricing information such that the actual prices in future will be within a reasonable range of information that is submitted with the proposal now. HDC reserves the right to reassess qualifications of firms if actual pricing varies significantly from ranges submitted. HPD or HDC, if financing a property, may limit the cost that can be included in financing especially where prices vary significantly outside of reasonable ranges submitted.

3. Can you clarify the aspirations of the implementation of the workforce development program and provide specific areas of focus within the program scope for this program? Any specific goals that should be considered?

The City is seeking concepts that incorporate local employment and training opportunities, with goals connected to such efforts. Consultants are encouraged to consider leveraging existing community organizations and opportunities, NYC workforce linkages such as Workforce1 Centers and pathways for students in NYC educational programs including Career and Technical Education initiatives.

4. In the Statement of Qualifications and Experience section under relative experience and case studies, is a detailed narrative type description all that is required or is any additional documentation needed for verification?

The Statement of Qualifications section of the RFQ provides the details that have to be included in the proposal. The presentation of all relevant details is left open to be addressed by the applying firms at their own discretion and chosen format.

5. Further to Disclosure and Conflict of Interest Forms, is there a specific form we should be using? Can HDC provide that form?

Selected firms will be required to submit HPD/HDC provided Disclosure and Conflict of Interest Forms at a later date.

6. Within the RFP, page 66, Attachment “C” lists a Fee Proposal. What is the intended use of the fee in evaluation of each qualified consultant?

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- 7.** How many buildings are anticipated for each category (HPD and HDC)?  
The GPNA will be used in all preservation programs at HPD and HDC, including but not limited to the Low Income Housing Tax Credit Preservation/Year 15 Program, Participation Loan Program, HPD HUD Multi-family Program, new Green Preservation Program, and HDC programs. In total, this represents more than 5,000 housing units and more than 200 buildings annually.
- 8.** How many consultant teams does each group anticipate contracting with?  
Each project will work with one consultant, selected by the borrower from the qualified list.