

Germantown/Mt Airy Properties: PCNA RFP Questions

- 1- Would being awarded the bid for the PCNA preclude the bid recipient from being considered as a developer, or part of a development team, on future work on these same properties?
 - a. No.
- 2- Are any properties imminently dangerous?
 - a. Code violations do not show properties in danger of collapse, but inspectors should exercise caution. Several properties are sealed and deemed unfit for habitation, some townhome properties are missing roofs.
- 3- How will building access work?
 - a. Maintenance crew from PHDC will meet inspector and remove plywood for firm. Roof access will be on a case by case basis. Ladders or other equipment could possibly be provided by PHDC but should primarily be provided by the firm. PHDC staff should be onsite to assist in accessing the properties. You will also need to sign an entry authorization form from PHDC/PRA.
- 4- What is the schedule for when the PCNA should be completed?
 - a. Respondents should provide their estimate of a schedule to complete the PCNA. While we have discussed community engagement in the fall, PHDC's priority is that the process is done thoroughly and correctly. We can shift our timeline for community engagement and other tasks as necessary.
- 5- Should respondents use HUD's guidelines for a PCNA?
 - a. While they are not required, PHDC would appreciate Respondents' use of HUD's guidelines.
- 6- In multifamily buildings, will 100% of units need to be inspected?
 - a. Yes.
- 7- What is the Respondent's role in community engagement?
 - a. Any participation in the community engagement aspect of this process is beyond the scope of the current RFP.
- 8- In cost estimations, should prevailing union wages be used?
 - a. Yes, please use Davis Bacon prevailing residential wage rates.
- 9- Are there existing drawings or plans available?
 - a. No.
- 10- Are Respondents required to provide plans?
 - a. No.
- 11- Do all units need to meet HUD's Section 504 requirements?
 - a. These properties are varied in their ability to be retrofit to ADA requirements. Respondents should help PHDC determine which units could be available to conversion to Section 504 compliance.
- 12- Can you explain the M/W/DSBE requirements?
 - a. There are not specific M/W/DSBE goals listed in this RFP. Respondents should submit information relating to their past experience engaging diverse contractors, vendors, and workforce, as well as stating whether their company is an M/W/DSBE firm listed in the Philadelphia Office of Economic Opportunity's Registry and/or whether any subcontractors on this job are listed in the Registry.
- 13- Are all of the addresses included within the RFP electronically dated 2/25/2020?
 - a. Yes.

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- 14- Does PHDC expect every unit to be assessed?
 - a. Yes, provided Entry Authorization form has been signed.
- 15- Was the pre-bid meeting mandatory?
 - a. No.
- 16- Will you accept environmental testing allowance instead of a lump sum, based on the unknowns of sample quantities and capability to collect sample data?
 - a. Yes?
- 17- Will PHDC provide a description of each property, e.g., single family duplex, triplex or multifamily; and if multifamily, how many units?
 - a. Yes.
- 18- Is a separate PCNA desired for each property, or a single PCNA for the entire portfolio? If the latter, how is the scope of work, cost estimate and reserve analysis to be itemized?
 - a. This is up to the Respondent. If your firm is more comfortable separating each property, that is acceptable.
- 19- Would it be possible to visit each property ahead of the response deadline?
 - a. There will not be the opportunity to tour the interior of the properties; however, respondents are encouraged to view the properties from the exterior.
- 20- With respect to the fee proposal, it seems that both a lump sum fee for each property type is desired as well as an hourly rate and breakdown. Is the hourly breakdown required by building or the entire portfolio? Should each property be priced separately? Please clarify the fee proposal format.
 - a. A lump sum not-to-exceed fee for the entire job is acceptable. The hourly fee schedule should provide the hourly rate for the personnel on the job.
- 21- With respect to the fee proposal, what is meant by "...various forms of standardized PCNAs?"
 - a. However you choose to respond, be consistent for each property.
- 22- Is an energy audit report required for each building or the entire portfolio? If so, please clarify audit report standards.
 - a. This is not required, but PHDC would expect the report to contain any deficiencies deemed necessary to repair the properties to achieve standard energy benchmarks utilized in affordable housing projects in Pennsylvania.
- 23- Will we need to develop floor plans for code review and cost estimating?
 - a. Not at this time.
- 24- Radon Testing: radon testing requirements are for the premises to be in a closed condition. Windows, doors, etc. are to be closed to the outside environment and the HVAC system operating normally. Since only 18 of the units are occupied and presumably the HVAC systems are operating normally, do you want to test the other units that are not occupied and presumably not closed nor are HVAC units operational?
 - a. We understand the limitations of the properties in this regard and will accept radon testing only where reasonably possible.
- 25- Do you want to test the unoccupied units for Lead in Water? If so, how?
 - a. Yes, where applicable/possible.
- 26- How will the eighteen (18) occupied units and associated properties be made available for inspection, and will there be any access or schedule restrictions?
 - a. Access will be provided to these units, and these inspections will be scheduled with at least 24-hour notification to the tenants.

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- 27- Will any of the interviewees be accessible or made available in-person at the time of inspection for the purpose of gathering necessary information?
- We will work with parties who may be part of interviews to coordinate with site visits when possible, and generally to reduce the number of separate meetings/visits necessary on the part of the selected contractor.
- 28- Will any of the interviewees be accessible via phone calls prior to, during, or after the inspection for the purpose of gathering necessary information?
- Yes, that is likely.
- 29- Will asbestos sampling be allowed in occupied units?
- According to inspections by PAPMC, occupied units do not have asbestos.
- 30- Is roof sampling for asbestos included in the scope?
- Yes.
- 31- Is destructive or invasive sampling for asbestos allowed? If so, is damage repair required as part of the scope?
- No. No friable materials should be exposed.
- 32- Is expedited turnaround time for asbestos laboratory analysis anticipated for any of the units or properties?
- No.
- 33- Are sample location drawings required as part of the final report?
- Yes.
- 34- Is mold a known or potential concern in any of the units or properties?
- Yes.
- 35- The sampling for lead in water is required at a minimum of two locations per Property/building and based on two samples from each location. It is our understanding that the requirement is not for minimum two locations per "unit" as there are multiple units per Property or building.
- Lead testing is to be done per Property.
- 36- Is there a page limit or preferred format for Resumes of Key Personnel?
- Please provide succinct and pertinent information regarding key personnel. Resumes should not exceed two pages per person.
- 37- It is our understanding that the proposed schedule of fees as part of the Fee Proposal will be on a time and materials basis, based on the proposed schedule of hourly fees and estimated number of hours? Please clarify.
- Fee proposals should include both (a) schedule of fees for time and materials with a not-to-exceed lump sum fee; and (b) proposed schedule of hourly fees broken out by individual performing work on the project and estimated number of hours per individual.
- 38- On Page 4, it says that the properties consist of 45 buildings. However, there are 25 or 26 properties listed to be undergone the PCNA. Please confirm that only listed properties are in scope of work.
- Confirmed. There are multifamily and single-family properties included. The list within the RFP includes all properties, which together represents about 45 individual structures.
- 39- On Page 5, item #4, Does PCNA include a full reserve study for each property? if yes, what building components should be included?
- The PCNA should include an approximate cost of monthly deposit to a Reserve for Replacement Account ("RRA") needed to support the upkeep of the Properties and major building systems during PRA's holding period (up to five (5) years) before the assets can be disposed to a long-term owner/operator.