Questions & Answers

Capital Needs Assessment Services & Energy Audit Services RFP

1. **Question (Q): Are the CNAs and Energy Audits for multifamily buildings or single-family residential homes?**
    - Answer (A): All properties assessed will be multi-unit developments. PHDC anticipates that assessments will be required for a range of property types, sizes, and configurations, including multifamily buildings with 50 or more units, multifamily buildings with 20 to 50 units, and scattered-site portfolios in which multiple single-family homes or rowhomes are assessed as part of a single portfolio.

2. **Q: Is your preference to select a vendor who can perform both CNAs and EAs, or are you expecting vendor candidates who do one of each?**
    - A: PHDC has no preference for firms that provide both services over firms that provide only one service. Applicants should propose the services for which they have the appropriate qualifications and experience.

3. **Q: Are qualifications, credentials, and comparable references scored at the team level (prime and subcontractors combined), or for the prime firm only?**
    - A: PHDC will review the qualifications, credentials, and relevant experience of the proposed project team, including the prime vendor and any identified subcontractors or technical specialists. The prime vendor should demonstrate the knowledge, experience, and capacity necessary to manage the proposed scope of work and any proposed subcontractors or technical specialists.

4. **Q: Approximately how many vendors does PHDC expect to select for the bench, and is there any minimum number of assignments per selected vendor?**
    - A: The number of firms selected, and the number of assignments awarded, will depend on the number of proposals received. PHDC anticipates that each awarded vendor may be assigned a minimum of two (2) CNAs and/or Energy Audits.

5. **Q: On what basis will assignments be priced — per building, per unit, or a rate schedule submitted with the proposal? Should unit pricing be included in the proposal?**
    - A: Applicants should submit pricing in accordance with the cost proposal form included with the RFP. This pricing will be used to establish the cost of assignments

based on the characteristics of the properties to be assessed. The proposed pricing should address the applicable property types and project sizes identified in the form.

6. **Q: If a firm participates as a technical subconsultant, must it be identified in the prime consultant's initial proposal, or may selected vendors engage qualified technical specialists following contract award, subject to PHDC approval?**
    - A: PHDC strongly encourages applicants to identify all proposed technical specialists and subcontractors in their applications so that their qualifications and experience can be considered during evaluation. Any subsequent changes to the proposed project team will be subject to applicable contract requirements and PHDC approval.

7. **Q: Are teaming or subcontractor commitment letters required with the proposal, and if so, in what form?**
    - A: Applicants are encouraged to demonstrate the availability and interest of proposed subcontractors and technical specialists. A formal commitment letter is welcome but not required.

8. **Q: The cost proposal form, under Project Size (Units), specifies (<75') or (>75') for the Mid-Rise and High Rise property types. What does that refer to?**
    - A: The thresholds refer to building height, measured in feet. Applicants should provide separate pricing for buildings below and above 75 feet, respectively, to reflect any differences in the cost of conducting CNAs and/or Energy Audits for buildings of different sizes. Buildings taller than 75 feet are considered 'high-rise' in the Philadelphia Fire Code.

9. **Q: My company has experience in construction, property rehabilitation, project management, and facilities maintenance. I would like to understand what additional qualifications, equipment, and resources are needed to provide energy auditing services that meet PHDC's requirements.**
    - A: Applicants interested in providing Energy Auditing services should review the qualifications and scope of work outlined in the RFP.

10. **Q: I see the energy audit portion of your RFP includes a requirement for a BPI Certified Multifamily Building Analyst on the project team. Is this a firm requirement? And are there acceptable alternative certifications such as a Certified Energy Manager (CEM)? The CEM certification is issued by the Association of Energy Engineers and is widely respected for conducting energy audits in various types of commercial buildings, including multifamily residential.**
    - A: Applicants may include personnel on their project teams with a range of energy auditing certifications, including Certified Energy Managers (CEMs). PHDC will evaluate proposed project teams in the context of prior experience with the

property types described in the RFP, including scattered site rowhouses, mid-rise multifamily buildings, and larger multifamily properties.

11. **Q: Does participation in the CNA or Energy Audit preclude the consultant from being involved in the eventual renovation project?**
    - A: No, participation does not preclude a consultant from subsequently participating in a renovation project. Any such participation remains subject to applicable procurement requirements and contractual obligations.

12. **Q: Are there MBE/WBE/DBE participation goals or scoring preferences that apply to the prime or to subcontractors?**
    - A: No MBE/WBE/DBE participation goals or scoring preferences apply to this procurement.

13. **Q: For CNA deliverables, which version of the HUD CNA e-Tool is required, and are sample deliverable formats available?**
    - A: Vendors will not be required to submit the CNA through the HUD CNA e-tool itself. Deliverables must follow the *approach* reflected in HUD's CNA e-Tool and applicable HUD CNA guidance.

14. **Q: Which requirements (insurance, tax clearance, CDBG-related documentation) apply to subcontractors as well as to the prime?**
    - A: The insurance requirements and CDBG-related requirements detailed in the RFP apply to both the prime contractor and any subcontractors. PHDC will run tax clearances on only the prime contractor.

15. **Q: Will funding be provided on the basis of actual cost reimbursements (direct costs) or on a flat fee basis per unit of service delivered? If the former, how should the vendor(s) who do not have a pre-negotiated indirect cost rate treat indirect costs?**
    - A: Funding will be provided on a flat fee basis. Applicants should submit proposed pricing in accordance with the cost proposal form included with the RFP.

16. **Q: Would it be accurate to assume that the completed CNA report will be available to assist in the development of the Energy Audit findings (sequential workflow), or will these workflows be assumed to occur in parallel simultaneously?**
    - A: Applicants should describe their preferred approach to coordinating these services and identify any dependencies in their applications. The sequencing of individual assignments will be determined by PHDC based on project need and vendor availability.

17. **Q: Energy audits frequently rely upon historic utility bills, which are often difficult to obtain. What if the results of the audit cannot be delivered in the requested time due to factors outside of the vendor's control, including but not limited to the availability of prior utility bills?**

- A: Vendors shall complete each study and submit the required deliverables to PHDC within thirty (30) calendar days of receipt of a Notice to Proceed unless otherwise approved in writing by PHDC. PHDC will make reasonable efforts to facilitate timely access to necessary documentation, including historical utility bills, from property owners. PHDC will work with vendors and property owners to address any issues related to document availability or building access that may affect the schedule.

18. **Q: Are there specific programs or funding sources that the properties may pursue after the audit that would impact our deliverables or data collected on-site? For instance, should vendors anticipate the need to use specific whole-building energy modeling software/tools as a condition for accessing HUD funding?**
    - A: At this time, applicants should base their proposed scope, data collection, analytical methods, and deliverables on the requirements specified in the RFP. No additional software or modelling should be assumed unless subsequently communicated by PHDC in writing.

19. **Q: How does the work produced by the CNAs and Energy Audit Services intend to be used in support of the separate SOW for the RFP Preservation Feasibility Study? And what is the order to the workflow between the two RFP SOWs?**
    - A: The Preservation Feasibility Studies will rely on the CNAs and Energy Audits along with other property and financial information made available to PHDC and the selected vendors.

Questions & Answers
Financial Feasibility Study Services RFP

20. **Q: Will selected feasibility study providers be responsible for completing new physical property assessments, or will they primarily rely on existing property condition assessments and capital needs documentation supplied by PHDC?**
    - A: Selected feasibility study providers can expect to receive the CNAs and Energy Audits completed by the vendors selected through the separate RFP for Capital Needs Assessment Services & Energy Audit Services, as well as on other property and financial information made available to PHDC and the selected vendors.

21. **Q: Does PHDC anticipate procuring Owner's Representative, construction cost estimating, or related technical assessment services independently of the comprehensive feasibility study contracts?**
    - A: No, PHDC will not procure any additional services separately. The selected feasibility study provider will be responsible for coordinating the technical services necessary to complete the feasibility study, consistent with the RFP's scope of work.

22. **Q: Can PHDC pull a title report on each property involved in the project?**
    - A: PHDC expects the selected prime consultant to obtain title reports for the properties included in its assignments. The associated costs should be included in the consultant's proposed pricing, consistent with the RFP's cost proposal guidelines. PHDC will not independently obtain title reports for the properties.

23. **Q: Often a comprehensive CNA will have costs associated with each item that needs to be addressed. Does PHDC see the additional cost estimate from the owner's rep/GC being different from what is in the CNA?**
    - A: The feasibility-level cost estimate prepared by the owner's rep/GC is expected to refine and supplement the CNA cost estimates by accounting for the full scope of the proposed rehabilitation and current construction pricing. The costs associated with each item in a CNA are often underestimated and do not capture the full scope of work expected or current construction pricing.

24. **Q: The RFP identifies funding for an Owner's Representative or qualified construction professional to prepare feasibility-level hard-cost estimates. Will PHDC permit firms to participate specifically in this technical capacity as subconsultants to a selected feasibility study provider?**
    - A: PHDC will not procure any additional services separately, so firms that do not provide Financial Feasibility Study services should not provide individual proposals in response to this RFP. Firms interested in using Owner's Representative services, construction cost estimating, or related technical expertise from outside their firm to complete the required development budget should contact prospective consultants to explore teaming arrangements.