

Below are the written questions received by 5:00 p.m. December 16, 2015.

Answers (in red) published on December 18, 2015

1. Is there an incumbent Contractor currently providing these services solicited under this RFP? If so, will the LHC provide the name of the Contractor?
  - No
2. Is there a potential for LHC to issue an order for a joint effort to be performed by multiple contractors for this RFP?
  - As stated on page 27 of the RFP, “LHC reserves the right to select more than one Proposer, to select Proposer(s) for specific purposes or for any combination of specific purposes...”
3. Has a contract similar to this one been awarded in the past and if so, to whom and for what dollar amount?
  - No, a contract has not been awarded for these services in the past. The duties have been performed by staff in-house.
4. Out of the entire portfolio, what is the percentage (or approximate percentage) of single family homes?
  - 18%
5. Out of the entire portfolio, what is the percentage of Multifamily homes? (I.e. multiple unit)
  - 82%
6. On page 22 of 55, there is a requirement to provide an annual orientation to LHC, Owners, Managing Agents, et al. Does LHC house the event or would the Contractor be responsible for renting out a place to conduct the annual orientation?
  - The venue could be LHC.
7. Are you able to provide a breakdown of program types for the portfolio? Number of HC properties, HOME, CDBG, et al.
  - Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under ‘Public Comments and Notices’.
8. Is LHC looking to split the portfolio between more than one Contractor?
  - Refer to answer #2.
9. With reference to pricing, is there a minimum and/or maximum annual fee structure?
  - No.

10. With respect to required inspections that are outsourced, such as Construction Inspections, HUD UPCS, and REAC inspections, are these covered by LHC? In other words, for the Cost Proposal would it be the billable hourly rate + the cost of inspections?
- Please provide a total cost for the tasks as outlined in the Scope of Work. Also, provide an itemized breakdown of billing rates and hourly costs and a list of key personnel and their hourly rates.
11. On page 26 of 55 under Cost Proposal. Does LHC want the billable hourly rate only with respect to the total contract? The instructions are unclear as to how one would submit their bid.
- Refer to answer #10.
12. Is the LHC open to basis points for each loan program in addition to per unit cost as part of the pricing proposal?
- No.
13. What area of the state is the new construction?
- The entire state of Louisiana
14. Is an architect required to complete the construction monitoring?
- Monitoring should be performed by a professional with demonstrated experience in construction such as but not limited to an Architect, Engineer, Construction Manager or ICC certified Inspector/plans reviewer.
15. B. Overview #2
- Will LHC provide the contractor with remote access into LHC's systems to review governing documents (Regulatory Agreements, etc.)?
- Yes.
16. C.5 Physical Condition Standards #A1, #A2, & #A4
- Must the UPCS severity level be used?
- Yes, per the Qualified Allocation Plan (QAP) requirements and the Final HOME Rule.
17. C.5 Physical Condition Standards #A5
- Please confirm that the HUD REAC UPCS system must be used.
- The HUD systems do not have to be used for the LHC portfolio, but the UPCS protocol is LHC's adopted standard.
18. C.5 Physical Condition Standards
- Does the inspector have to be a HUD UPCS inspector or can the inspector have a current UPCS certification?
- The inspector must be a HUD Certified UPCS inspector.

19. C.7 Tenant File Audits

Does LHC have the ability to provide the contractor with remote access to the tenant files? Can the contractor perform remote tenant file reviews?

- No, the Corporation's monitoring process requires site reviews to be conducted at the individual property sites; this includes a review of the tenant files.

20. RFP page 11

Can we get a breakdown of the 4,500 units that require physical inspection and file audits? In other words, approximately how many of the units will be only one program and how many will be blended with multiple programs?

- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.

21. RFP page 11

There is a footnote under the 2,200 units that require construction monitoring that says that that number takes into account multiple site visits. How many actual units are there?

- Construction monitoring is determined by the number of funding announcements made during the year and those awarded projects are posted on our website. Currently, the Corporation is monitoring the construction of 750 units.

22. RFP page 16

Do re-inspections of findings from a physical inspection have to be through a physical onsite re-inspection or may the contractor accept third-party verification such as invoices, work orders, etc. from the owner as evidence of completion?

- For HOME funded properties, an onsite re-inspection is required within 12 months; other programs allow third party verification.

23. Can LHC provide a geographic breakdown of the projects (with unit counts) to be monitored/inspected in 2016?

- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.

24. Of the projects and units to be monitored/inspected in 2016, how many are blended projects (projects with multiple funding sources such as LIHTC + HOME)?

- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.

25. Can LHC provide a geographic breakdown of the projects (with unit counts) to be monitored/inspection in year(s) 2017 and 2018?
- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.
26. Of the projects and units to be monitored/inspected in 2017 and 2018, how many are blended projects (projects with multiple funding sources such as LIHTC + HOME)?
- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.
27. The footnote on page 11 states that the total number of units shown for construction monitoring activities includes multiple site visits per property during construction. How many actual units and projects are to be monitored/inspected in 2016?
- Refer to answer #21.
28. How far in advance, will LHC provide the contractor with a list of specific projects to be audited during a given year?
- Not less than 30 days.
29. Is the contractor required to provide the housing development software (HDS) or is this provided by LHC?
- HDS is provided by LHC and will available to the Contractor via remote access.
30. Is there an incumbent service provider? Section 3, Letter B
- No, the services are currently provided by LHC's staff.
31. If so, what is the current staffing level? Section 3, Letter B
- Currently, the duties are performed by a staff of eight.
32. How many new units are scheduled to start construction in the 2016 calendar year? Section 3, B
- 750 units are on the 2016 construction monitoring schedule.
33. Will LHC provide a list of the properties in the portfolio, and the Developer who is part of the project, so that we can ensure there are no conflicts of interest?
- Please refer to the link to the Asset Management Master Portfolio at [www.lhc.la.gov](http://www.lhc.la.gov) under 'Public Comments and Notices'.
  - Conflicts of interest will be handled on a case-by-case basis at the time of issuance of task orders.

34. P 11, Section III. SOW, Subsection B, Overview: How many properties are part of the 2200 units to be inspected in 2016?

- Please refer to the 2015 awards lists at [www.lhc.la.gov](http://www.lhc.la.gov) .

35. Is there a standard schedule that the construction inspections follow?

- Properties are to be inspected at 30, 60 & 100% stages. HOME funded developments require inspections as draws are made.

36. P. 21, Section III. SOW, Subsection C. 12.A.1: How many audit reports are expected to be reviewed annually? What is the anticipated output for each annual financial audit report that is reviewed?

- Please refer to the Asset Management procedures located in the Appendix in the RFP.

37. How many staff are currently assigned to this department/function?

- Refer to answer #31.