



Louisiana Housing
Corporation

Request for Proposals for Program Management of Disaster Response and Recovery Housing Programs

Responses to Written Inquiries

Published: April 5, 2023

The following questions were submitted to the LHC concerning the above-referenced Request for Proposals for Program Management of Disaster Response and Recovery Housing Programs, originally published on March 22, 2023.

1. In Section V.D, Page 31, the request for project details on the reference projects section includes “Size of the project in square feet.” As this is a project management contract rather than construction, can the “Size” request be changed to “Size of the project in terms of federal funds allocated”?

Response: Yes, for purposes of this RFP, the proposers can proceed as you noted.

2. In Section V.D, Page 31, the request for project details on the reference projects section includes “Street, City and state where work was performed.” As the most relevant experience is project management for housing programs, there is no single address where work was performed. Can the “Address” request be changed to either request the client address or expanded to reference areas served such as city, county, or other geographic area?

Response: Yes, for purposes of this RFP, the proposers can proceed as you noted.

3. In Section V.C, Page 31, “Current Financial statements, preferably audited” is shown as a bullet underneath the request for reference project information. Please confirm that this bullet is just asking for the firm’s current financial statement and that is it unrelated to the reference projects.

Response: The bullet refers to the firm’s current financial statements. It is unrelated to the financial condition of referenced projects.

4. “System” and “system of record” are mentioned a few times throughout the RFP. Is the vendor expected to bring their own system of record / grant management system or will we be using the State’s? If we are utilizing the State’s, what system are you currently using?

Response: LHC currently uses a variety of software and systems to maintain its records. The awarded applicant may be required to develop a system that can interface with Housing and Development Software (HDS) or other commonly used industry software. Proposers may be asked to assist with build out of current systems in use or to create additional systems.

5. In Section II.B, Page 7, will LHC accept electronic signatures in lieu of ‘wet’ signatures within the signed original proposal that is clearly marked to differentiate itself from the copies?

Response: LHC requests that one proposal have a wet signature by the individual or representative of the proposing entity duly authorized to sign the proposal on behalf of the entity. The other copies may have electronic signatures or may be copies of the original wet signature.

6. In Attachment A – Cost Proposal, Page 61, LHC requests a unit cost for “Appraisal – 1st Unit” and “Appraisal – 2nd, 3rd, 4th Unit”. Please provide a scope definition for these items.

Response Appraisal– Type 1004 (for Acquisitions): This is an estimate of value provided by a Louisiana Licensed Appraisers according to standards prescribed by the Uniform Residential Appraisal Report (URAR) format. 1004 Appraisals typically include a visual inspection of the subject property, an inspection of the neighborhood, an inspection of comparable sales, research, verification, and analysis of data, and a narrative to support conclusions.

7. In Attachment A – Cost Proposal, Page 6, LHC requests a unit cost for “Disbursals - Average 3 per structure”. Please provide a scope definition for this item.

Response: These are progress inspections to approve draw requests. More than likely in most cases, LHC Compliance Monitoring staff will do these. However, if there were such widespread disaster that our staff is overwhelmed and we have to outsource a portion of these services, at what rate could the proposer perform the inspections.

8. In Attachment A – Cost Proposal, Page 61, LHC requests a unit cost for “Appeal Cost Evaluation - 1st Unit”, “Appeal Cost Evaluation - 2nd, 3rd, 4th Unit” and “Appeal Evaluation - Cost To Repair (Cost Per Property)”. Please provide a scope definition for these items, inclusive of factors used to distinguish an “Appeal Cost Evaluation” for a “1st Unit” or “2nd, 3rd, 4th Unit”, from an “Appeal Evaluation - Cost To Repair (Cost Per Property)”.

Response: The “Appeal Cost Evaluation” would be related to appeals related to projects with single units within multifamily properties while the Appeal Evaluation - Cost To Repair (Cost Per Property)” would be for appeals regarding single family properties

9. In Attachment A – Cost Proposal, Page 61, LHC requests a unit cost for “Evaluation - Cost To Repair (Cost Per Property)”. Please provide a scope definition for this item, to include a definition/explanation of the term Property, as it is used in this context.

Response: See above.

10. In Attachment A – Cost Proposal, Page 61, please provide a detailed definition/explanation of the services to be provided in relation to the “Environmental Review Record Reviews, Site Price” unit (like those provided for the inspection/assessment unit priced services), to include a definition/explanation of the term Site Price, as it is used in this context.

Response: Please see below the scope of services regarding environmental reviews.

Environmental Reviews. The Contractor shall provide the Corporation with information and assistance to support HUD environmental assessment, statutory, and compliance checklists compiled for the Corporation to determine environmental clearances for properties receiving assistance under programs, including but not limited to the HOME Investment Partnership Program (“HOME Program”) (hereinafter referred to as the “Program”).

Subject to the applicable requirements of HOME Program, the Contractor will perform and conduct one or more of the following non-exclusive activities (collectively, the “Services”) as requested by LHC which are related to the environmental clearance of properties identified for participation in the Program:

1. Quality Assurance/Quality Control Reviews:

- a) **Conduct a third party review of compiled environmental assessment level Environmental Review Records (“ERR”), which will be provided to Contractor electronically or in hard copy form, to verify data accuracy, validity, and completeness. For each ERR, Contractor shall complete an Environmental Assessment Completeness Review Checklist using a format agreeable to LHC following a cursory review of ERRs to verify all necessary components are included.**
- b) **Conduct a review of Phase I Environmental Assessment Reports for general consistency and conformance with the scope and limitations of ASTM International’s *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process* E1527-13. Additionally, identify potential Recognized Environmental Conditions (“REC”) or findings that could significantly impact the human and natural environment.**

- c) Conduct a review of Phase II Environmental Assessment Reports for general consistency and conformance with the scope and limitations of ASTM International E1903-11, *Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process* and/or other standard, practice or regulatory requirements to meet LHC's project objectives.
- d) Provide an endorsement of Finding of No Significant Impact ("FONSI").

2. Environmental Reports

- a) Perform Transaction Screen Assessments per ASTM 1528-14 or latest version for certain housing property transactions not requiring a full Phase I Environmental Site Assessment;
- b) Perform Phase I Environmental Site Assessments (Phase I ESA) per ASTM 1527-13 or latest version for multi-family buildings or acquisition of property to identify whether "recognized environmental conditions" exist on the property. If required based on findings, a Tier 1 Vapor Encroachment Screening shall be performed in accordance with ASTM E2600-15. In addition, certain "non-scope considerations" will be included in the Phase I ESA scope of work as outlined in the Corporation's July 30, 2019 "Environmental Services for HOME Investment Partnership Programs" Request for Proposal ("The July 2019 RFP") with modifications provided in Contractor's proposal.
- c) Conduct HUD 24 CFR Part 58 Reviews and prepare an Environmental Review Record (ERR) for the following levels of review;
 - a. Categorical Exclusion Subject to 58.5 ("Statutory Checklists); or
 - b. Environmental Assessment per 24 CFR Part 58.36;
 The ERR will include required agency correspondence, maps and calculations as required and outlined in the Corporation's July 2019 RFP.
- d) Perform 8-step process for floodplains and/or wetlands and incorporate into applicable ERR's as required per 24 CFR Part 58.5(b) including analyses and public notices;
- e) Perform Lead Paint Based Inspections and Risk Assessments on housing units in accordance with HUD requirements and applicable state and federal regulations. This work shall be performed by LDEQ certified lead inspectors and risk assessors and may include collection of soil, dust and paint chip samples with mitigation methods. The lead paint inspections/risk assessments shall be performed for the following purposes:
 - a. Initial Inspection/Risk Assessment;
 - b. Lead clearance test following mitigation and, if necessary;
 - c. Additional Lead Clearance tests;

- f) **Perform Asbestos Surveys on housing units in accordance with applicable state and federal regulations. This work shall be performed by LDEQ certified asbestos inspectors and may include collection of bulk samples and mitigation methods.**
- g) **Conduct mold assessments on housing units including level 1 observations and/or level 2 investigations;**
- h) **As outlined in Contractor's October 16, 2019 Proposal, conduct Environmental Screening of Corporation projects under consideration and prepare an Environmental Screening Report. The Environmental Screening Report shall include initial development of a template followed by future project area reports with GIS-based maps to identify potential environmental issues prior to conducting a fuller environmental review.**
- i) **Perform "Other Environmental Services" on a project-specific basis as requested including, but not limited to, the following reviews, surveys, reports and services:**
 - a. **Other levels of environmental reviews such as Exemptions, Categorical Exclusions not subject to 24 CFR Part 58.5, Broad (Tier 1) Reviews, re-evaluations of previous environmental reviews (24 CFR Part 58.47), or Environmental Impact Statements;**
 - b. **Environmental assessments, surveys, studies or investigations for non-residential property or structures;**
 - c. **Further consultations requested by agencies to resolve specific comments or determinations including resolution of unavoidable adverse effects and related treatment options after SHPO's initial review, jurisdictional determinations or permit application for development of wetlands or waters of the US by Army Corps of Engineers, or other similar requests;**
 - d. **Development of site-specific plans and specifications for hazard mitigation or abatement;**
 - e. **Permitting or obtaining approvals from agencies required for construction;**
 - f. **General administrative and program management labor;**
 - g. **Additional task requests from LHC or their contractors, labor to respond to electronic data management requirements and other efforts of information technology;**
 - h. **Additional labor requests including requested training, providing regulatory opinions or requested review of reports done by others**
 - i. **Audit and litigation support;**
 - j. **Extra copies of reports;**
 - k. **Meetings with LHC management;**
 - l. **Wetland Evaluation Services such as preliminary wetland field assessments, wetland delineations, requests for jurisdictional determinations from agencies and/or Section 404 and related coastal use permitting;**
 - m. **Noise Studies per 24 CFR Part 51 Subpart E:**
 - n. **Threatened and Endangered Species evaluations;**
 - o. **Environmental Justice evaluations per Executive Order 12898;**

- p. Historical and/or archaeological surveys per Section 106 of the National Historic Preservation Act;
- q. Air and surface water quality assessments of project impacts including permitting assistance;
- r. Environmental compliance services;
- s. Assistance with GIS environmental or other databases and file management for Corporation's self-implementation of environmental reviews; and
- t. Any other environmental services that the Corporation may request.

11. In Attachment A – Cost Proposal, Page 62 Within the Inspections/Assessment Definitions, would it be accurate to say the definition of “Unit” in this context is consistent with the HUD definition for “Housing Unit” (a house, apartment, group of rooms, or single room occupied or intended for occupancy as separate living quarters)?

Response: Yes.

12. In Attachment A – Cost Proposal, Page 60-61, please clarify the value to be used for the variable “Hourly Rate of Proposal Being Evaluated” in the Costs Points formulas. Is this an average, weighted average, or some derivative of the hourly labor rates provided?

Response: It will be a weighted average and be computed as described on the top of page 61 with the lowest proposer receiving 100% of the available points (40 for that category) and the others receiving point based on the listed formula.

13. In Attachment A – Cost Proposal, Page 60-61, the RFP states that the same methodology will be used to calculate the Costs Points for both components of the Cost Proposal (labor and unit-based services); however, both instances of the Costs Points formulas refer to the Proposer's “Hourly Rate”. Please provide the formula to be used in scoring the Unit Based Services component of the Cost Proposal. If the intended equation contains “Unit Rate of Proposal Being Evaluated” as a variable, please clarify the value to be used for this variable. Is this an average, weighted average, or some derivative of the unit rates provided?

Response: The proposer with the lowest points will receive 100 percent of the available points for this category (10). The formula for the unit based services will be based on lowest costs per unit/total unit costs as listed in the chart on page 61 (opposed to hourly rates).

Cost Points = (Lowest total unit points/total unit points of the proposal being evaluated) multiplied by 10 (total points available).

14. In Section II C. Programs, the RFP provides a list of specific programs. Has LHC designated any of these programs to be operationally finished and moved into either a) a long-term compliance period, or 2) ready for program closeout?

Response: The programs referenced above are in varying stages of operation. An awarded applicant may be asked to assist with program development, program administration and/or closeout for any of the above programs and/or programs not yet existing.

15. In Section II D. Tasks and Services, the RFP states an “IT Service Desk Technician” position that will “resolve client-side issues with hardware and software including troubleshooting, hardware replacement, software installation, networking and configuration.” Is this position intended to supplement LHC IT Support staff? If not, can you clarify the delineation between what this IT Technician will be responsible for compared to an LHC-employed IT Technician?

Response: This would be for any technology built out that is not HDS or currently supported by LHC Tech Service staff, if necessary.

16. In Task (8) Document Management and Records Retention states management and retention of records is for 5 years after the closeout of federal grant funding...” and also states “the Contractor will provide the necessary secure space and storage equipment to perform such function.” For the purposes of hard copy documents that need to be retained, would LHC consider an RFP modification where the Contractor will provide recommendations for storage and management, but space and storage equipment will be provided in LHC procured facilities in order for the State to maintain custody?

Response: LHC will not amend the RFP at this time. When responding to this provision, proposers should state their plan and protocols for document management and storage and keeping soft copy backups of data/documents for 5 years after closeout of federal grant funding. LHC prefers electronic soft copies to be retained by the vendor with any hard files returned to LHC at closeout.

17. In Section II. C., Programs within the RFP includes the Rental Restoration and Development Program (RRDP). What is the source of funding for this program and is there an established program allocation?

Response: RRDP is funded with grants from HUD for Hurricanes Laura, Delta, Ida and the May 2021 funds. The program allocation is currently approximately forty million dollars.

18. Is the Proposer required to provide all the services detailed in the RFP?

Response: Yes, the proposer needs to be able and willing to provide all the services listed.

19. Can a Proposer submit a proposal for specific areas outlined in the scope of works?

Response: No. See previous question.

20. What is the budget established for this project?

Response: The budget is unknown. Budgets will be created at the time of each task order assigned under the awarded contracts. The contract not-to-exceed amounts will be part of the contract negotiation process post-award.

21. Is there a breakdown of the budget for various components of the project e.g., software, staffing, equipment, or property lease?

Response: No.

22. Is there a preference for the organization to be local or on site at LHC?

Response: No, there is no preference.