



Request for Proposals for Program Management of Disaster Response and Recovery Housing Programs *Responses to Written Inquiries from Proposers* Published: August 22, 2022

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 August 10, 2022.

1. I would like to request an electronic copy of the specifications or any other documents associated with this project:

Project Title: Program Management of Disaster Response and Recovery Housing Programs

Bid Number: Unknown

Posting Date: 8/10/2022

If a fee is required, please inform me beforehand.

Response: The only other documents associated with the RFP are the state plans which were mentioned with the link given in the RFP.

2. In the description of Unit Based Services on pages 64-65, not all items listed on page 63 are defined. Please advise as to whether all items on page 63 should be included, and if so, provide additional definitions. (Ex. Environmental Review Record Review, Appraisals, Appeal Cost Evaluations, Disbursals)

Response: Those are not defined terms. When any applicant states a price for those unit based services, he should state his assumptions and briefly describe what services his “unit based cost” for the item includes.

3. The reference to Crime Insurance/Fidelity Bond is greyed out on page 39; is this element required on this contract? (V.I.D.6)

Response: Crime insurance/fidelity bond is required for the selected applicant(s).

4. Are all subcontractors required to provide financial statements, or the prime consultant only?

Response: The applicant/prime consultant is required to provide financial statements.

5. Are all subcontractors required to meet all insurance requirements, or the prime consultant only?

Response: See IV CONTRACT TERMS AND REQUIREMENTS, Subsection G, on page 38, which reads as follows:

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Corporation reserves the right to request copies of subcontractors' certificates at any time.

6. Are all subcontractors required to complete the certification statement, or the prime consultant only?

Response: Only the applicant/prime consultant has to sign the certification statement upon application, but there are several items in the RFP that the subcontractor will have to certify before work can begin.

7. Will the contractor be responsible for establishing a contractual relationship with these vendors? Or will LHC hold these contracts?

Section 3, Scope of Services, p.10: Among other responsibilities, as requested by the LHC, the Contractor staff will be responsible for the following:

Identifying and securing contractors to respond to sheltering needs related to housing and resource identification and coordination, transportation, tracking and reporting;

Response: LHC expects the contractor to establish these relationships. Of course, this RFP is written to give LHC maximum flexibility if circumstances arise that LHC would have to hire vendors who might also work with the Contractor(s) selected under this procurement.

8. Does LHC envision the contractor managing the bank account and actually making and processing these payments, or will contractor advise the agency on appropriate reimbursements or payments to subcontractors?

Section 3, Scope of Services, p.10: Among other responsibilities, as requested by the LHC, the Contractor staff will be responsible for the following:

Processing reimbursements/payments to all subcontractors. This includes project identification, development, formulation, and processing as required for small and large scale projects;

Response: The Contractor will advise the LHC on appropriate reimbursements or payments to subcontractors. LHC's accounting staff will manage accounts and process payments.

9. How were these applications received? Does LHC have an online portal for accepting applications? Or was this done through a manual process? What process or portal will LHC utilize going forward?

Section 3, Scope of Services, p.10: Among other responsibilities, as requested by the LHC, the Contractor staff will be responsible for the following: Completing processing of all open applications;

Response: With the existing programs covered by the RFP, LHC has done paper applications for various programs, such as HOME TBRA, that were limited in size and scope (less than 20 applicants). Moving forward, online applications or a blended process would be preferred.

10. Environmental Review Records: Will the Program Management Contractor be responsible to prepare the Environmental Review Record (ERR) or whatever NEPA environmental compliance documentation will be required per program application OR will the applicant be required to supply the ERR/applicable NEPA documentation for the Program Management Contractor to review?

Response: LHC has some existing environmental review contracts for CDBG, but those may be insufficient depending on the size of any new disaster. The Program Management Contractor may be responsible to prepare the Environmental Review Record (ERR) or whatever NEPA environmental compliance documentation will be required per program application as provided in task orders.

11. On Page 60 – Unit Based Price Table – Environmental Review Record Review – Site Price is mentioned. Is this price for review of an ERR provided by the applicant or for the preparation of the applicable ERR/NEPA compliance documentation?

Response: It would be for the price for the preparation of the applicable ERR/NEPA compliance documentation.

12. Does LHC expect ONE price for each ERR review – An Exempt, CEST not Subject to, CEST Subject to, and an EA require different levels of assessment and therefore, different levels of review – will LHC accept a per site review price for each level of assessment?

Response: Applicants can compile their cost proposals as they see fit, providing they state all assumptions in their proposal. Below is the Scope of Services LHC uses for Environmental review contractors currently. It shows our expectations with environmental review subcontractors. LHC will review all assessments as the Responsible Entity where LHC is in that role.

SCOPE OF SERVICES

- A. **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.

B. Review and Deliverables. Contractor agrees to provide third party Quality Assurance/Quality Control ("QA/QC") review to the LHC which will include review of the ERR, Phase I or Phase II to ensure all required components are included, review data determinations made for accuracy and completeness, concurrence with RECs or other findings, compliance with the Environmental Protection Agency ("EPA") All Appropriate Inquiry, and recommendation of a FONSI. Contractor further agrees to complete review of each ERR, Phase I or Phase II within ten (10) working days (non-inclusive of holidays or weekends) of receipt of a Notice to Proceed and the documents to be reviewed. Contractor will provide a written report that includes a checklist with the ERR, and all required components and findings, and Contractor will review complete submittals to regulatory agencies requiring additional consultation. The Contractor acknowledges that it shall not conduct third party review or QA/QC review of environmental records that the Contractor itself has compiled.

For Environmental Reports, the deliverables shall meet applicable ASTM standards, HUD guidelines, and applicable state and federal laws and regulations. Deliverables shall be completed per the schedule in Attachment A.

For "Other Environmental Services", the specific scope of work, cost estimate, schedule and deliverables shall be negotiated between Corporation and Contractor and authorized in a Work Order. The costs for this work shall be agreed upon on either a unit-priced basis or on a time and materials basis per Section IV and Attachment B.

The work performed by the Contractor will be subject to the supervision of Corporation's Environmental Manager, or other designee of the Corporation's Executive Director.

Limitations. The Contractor and LHC acknowledge that the findings and conclusions presented in written reports will be based on information made available to the Contractor, and Contractor does not warrant information derived or compiled from a third party, database, or other regulatory agency. Except as set forth in this Agreement, Contractor makes no warranties or representations of any kind, express, implied, or statutory, and Contractor makes no guarantee that the Services shall meet any particular specification or result except as specifically stated in this Agreement and then subject to all qualifications, assumptions, changes of condition and correctness of information given to Contractor.

13. Are other forms of NEPA compliance expected to be provided, prepared, and/or reviewed by the Program Management Contractor other than those under 24 CFR Part 58? If so, what would those include? Preparation OR just review OR both?

Response: See response to Question 12. The level of environmental review and what would be required is typically determined once a project's activities and funding type are known so LHC can't know this without knowing what type of potential projects would be being assisted for a given disaster.

14. Does the LHC have an expectation of the number of applicants the Program Management Contractor will be handling under this contract?

Response: No, LHC does not have an expectation because each disaster/emergency is unique. For Hurricane Ida LHC assisted with approximately 500 applicants for various Housing Choice Voucher programs from local public housing authorities and worked with close to 2,500 households in evacuation shelters.

15. Pricing on page Page 26 requests to show evidence to carry the expenses for contractor and all subcontractors for 30-day period before payment is received: How will LHC measure the contractor's 30 day financial ability?

Response: LHC will review provided financial statements and any explanation provided by applicant. See RFP language below.

RFP Page 30

C. Company Background and Experience

The Proposer should give a brief description of its company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited.

RFP Page 23

E. Determination of Responsibility

Determination of the Proposer's responsibility will be made by LHC based on information submitted in the proposal and/or otherwise available to LHC. The Corporation must find that the selected Proposer has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

Proposers should ensure that their Proposals contain sufficient information for the Corporation to make its determination by presenting acceptable evidence of the above to perform the contracted services.

16. Is there a minimum dollar amount LHC expects contractors to provide?

Response: 4 to 6 month of operating expenses of cash on hand for that particular business. There could be other pertinent facts that may change this somewhat. Those should be explained by the applicant.

17. Pricing on Page 26: Should LHC decide to stand up a program in response to a future disaster prior to federal approval of the program, is it LHC expectation that a contractor will extend its resources at risk pending federal approval?

Response Yes, within reason, as defined in the task order. Any selected contractor can refuse to accept a task order.

18. Would a contractor that is currently performing services for other Louisiana agencies listed in the RFP be conflicted out of this program, or is this program providing consultation not direction? (Introduction, page 10)

Response: Any conflict disclosed will be examined to see if it is permissible. See RFP Page 64:

Attachment B – Certification Statement

Proposer shall certify that the above information is true and shall grant permission to the Louisiana Housing Corporation to contact the above-named person or otherwise verify the information provided.

Proposer shall certify that:

15. Proposer has no contracts currently in effect with any Louisiana governmental entity or a list of such contracts, including the contracting party, a short description of services, beginning and ending dates and contact name, title, phone and email for the contracting party is attached.

19. The text states “The following Evaluation Criteria with a point system of relative importance with an aggregate total of two hundred and fifteen (215) points will be utilized to evaluate the qualifications of each proposer.”
The table indicates an aggregate total of 200 points.
Please clarify. (Scoring Breakdown, page 28)

Response: The aggregate total score utilized to evaluate the proposer qualifications is 200 points. We are aware of this textual discrepancy. Please use the table on page 28 when putting your application together as the scoring panel will use it for scoring the RFP responses.

20. Are we reading the RFP correctly to understand that the selected vendor will **not** be required to (a) provide application software and / or a system of record (SOR) or will instead (b) by utilizing an existing application software / system of record (SOR) for the processing of applications on the programs referenced in this RFP? (Section VI, Contract Terms & Requirement, Item EEE, Cybersecurity Training)

Response: The selected vendor will be required to (a) provide application software and / or a system of record (SOR); however, if there is a future funding source that requires participants to be pulled from Coordinated Entry, they will need to use the Homeless Management Information System (HMIS) for homelessness prevention type programs. Some systems of records for legacy programs may already be in place.

21. Should the potential vendor provide (a) one proposal (with fully burdened rates) to include all items detailed in Section III, Item F and (b) a separate proposal (without fully burdened rates) to account for other direct costs (ODC's). The question is raised as a request for clarification between the language in Section III (p. 23-24) and that in Section V (p. 32-33). (Section III, Scope of Services, Item F, Facility Requirement -- (p. 23 -24) versus Section V, Proposal Response Format, Item G, Cost Proposal -- (p. 32-33))

Response: There should only be one cost proposal, which should thoroughly explain any assumptions.

22. Is LHC anticipating that there will be a Senior Project Manager or a Project Manager assigned to each of the eighteen (18) programs identified? (Section III, Scope of Services, Item C, Program Details -- (p. 12))

Response: It is doubtful that each of the legacy programs would need its own Project Manager, but there could be new disaster programs over the length of the term of the awarded contract that would require such.

23. Is LHC anticipating that the Staffing Plan will include all staff needed for each of the eighteen (18) programs identified in the RFP? (Section III, Scope of Services, Item D, Tasks & Services – Org & Staffing Plan -- (p. 14))

Response: Yes, but the staffing plan submitted can add other positions to increase affordability/efficiency. Please see RFP Page 15:

Organizational and Staffing Plan

The Proposer's organization and staffing plan shall specifically include the roles and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. The Proposer should demonstrate their ability to adequately staff and scale each functional area to maintain agreed upon service levels throughout the life of the Program.

24. Is LHC anticipating that a Project Plan will be due for each of the eighteen (18) programs under LHC, and that each of those programs are due within seven (7) days of the contract execution? (Attachment C, Service Level Deliverables & Performance Measure -- (p. 66-69))

Response: The Project Plan should be comprehensive of all of the eighteen programs, not necessarily one for each area.

25. 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"? (Section V.C, Page 30)

Response: Applicants responding to the RFP can make this distinction as long as they explain such in their applications.

26. 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? (Section V.C, Page 30)

Response: Applicants responding to the RFP can make this distinction as long as they explain such in their applications.

27. “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. (Section V.C, Page 30)

Response: This bullet is just asking for the firm’s current financial statement and is unrelated to the reference projects.

28. “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? (General)

Response: Currently, there is no set system of record being utilized, but if there is a funding source that comes available that requires a particular system to be used, such as HMIS, that will be a requirement of the vendor as well.

29. 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? (Section II.B, Page 6)

Response: Yes, however, the signed original and required attachments to the original have to have wet signatures.

30. LHC requests a unit cost for “Appraisal – 1st Unit” and “Appraisal – 2nd, 3rd, 4th Unit”. Please provide a scope definition for these items. (Attachment A – Cost Proposal, Page 60)

Response: These aren’t defined. Applicants should include their assumptions in their cost proposals.

31. LHC requests a unit cost for “Disbursals - Average 3 per structure”. Please provide a scope definition for this item. (Attachment A – Cost Proposal, Page 60)

Response: For this RFP, disbursals are draw requests, usually associated with rehabilitation funds, after meeting certain construction/inspection milestones.

32. 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)”. (Attachment A – Cost Proposal, Page 60)

Response: Appeal cost evaluations are conducted when a dispute arises between scope developed (Evaluation-Cost to Repair) versus preference of Homeowner and/or Developer. This could be related to contractor preference or material selection.

33. 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. (Attachment A – Cost Proposal, Page 60)

Response: Scope: Includes a physical needs assessment of the property. Items related to code compliance, HUD HQS and UPCS must be included in repairable items.

34. 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. (Attachment A – Cost Proposal, Page 60)

Response: See response to FAQ question 12. The chart below has been used by LHC before in for environmental review tasks. The timeline for deliverables in the chart is subject to change based on the emergency at hand. It is for reference. Actual timelines would be set in the task order or other contracts.

Deliverable	Timeline for Deliverable (work days)
QA/QC Review of Environmental Review Record (Per Report)	10
QA/QC Review of Phase I ESA Report (Per Report)	10
QA/QC Review of Phase II ESA Report (Per Report)	10
Transaction Screening Assessment per ASTM 1528-14	15
Phase I Environmental Site Assessment per ASTM 1527-13	30
Vapor Encroachment Tier 1 Screening per ASTM E2600-15	30
Categorical Exclusion Subject to 58.5 per 24 CFR 58.35(a)	90
Environmental Assessment per 24 CFR Part 58.36	110
“8-Step Process” per 24 CFR Part 58.5(b)	40
Lead Risk Assessment with Mitigation Methods	20
Lead Clearance Test	20

Additional Lead Clearance Test	20
Asbestos Survey	20
Mold Investigation	20

35. 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)? (Attachment A – Cost Proposal, Page 61)

Response: Yes

36. For Appeal Cost Evaluations, Appraisals, and Follow Up Final Inspections, costs for the “1st Unit” and “2nd, 3rd, 4th Unit” are listed as separate items. Please provide an explanation on how LHC expects these 2 scope items to differ in cost. (Attachment A – Cost Proposal, Page 60)

Response: Sliding scale. 1st should cost the most with lesser cost for each subsequent verification since the items reviewed should be less each trip.

37. Please provide clarification as to which unit costs are anticipated to be applicable to all applications. Will lead risk assessments be required for all houses regardless of structure age? Does LHC intend for the contractor to perform a review of 100% of the Environmental Review Records prepared by subrecipients across all programs? (Attachment A – Cost Proposal, Page 60)

Response: No, lead assessments requirements based upon HUD protocols.

38. What category(ies) of environmental review records does LHC intend for the contractor to review under the “Environmental Review Record Reviews, Site Price” unit rate? (Attachment A – Cost Proposal, Page 60)

Response: See FAQ response to question 12.

39. Within the Inspections/Assessment Definitions, both a Final Inspection and a Follow Up Final Inspection are defined, however only the Follow Up Final Inspection is listed in the Unit-Based Services table. Is this table line item assumed to pertain to both inspections? Are Final Inspections an invoiceable unit-based service? (Attachment A – Cost Proposal, Page 61)

Response: Yes and yes.

40. 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? (Attachment A – Cost Proposal, Page 60-61)

Response: Probably some derivative. We cannot use true averages because we allow applicants to state their assumptions in their cost proposal. Some may give more details and have more costs categories than others.

41. The RFP states that the same methodology will be used to calculate the Costs Points for both components of the Cost Proposal (labor and unitbased 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? (Attachment A – Cost Proposal, Page 60-61)

Response: It will be some derivative. See question 40.

42. In Attachment A, a 20-point value is assigned to the Unit Based Services component and a 40-point value to the Labor Cost component of the Cost Proposal. In Section IV. Evaluation Criteria, the RFP states “Cost Proposals will be evaluated separately by the evaluation team and can be awarded up to fifty (50) points.” In Section IV.C Scoring Breakdown, a 10- point value is assigned to the Unit Based Services component and a 40- point value is assigned to the Labor Cost component of the Cost Proposal (for a combined 50-point maximum value). Please clarify the point values associated with each component of the Cost Proposal and the Cost Proposal as a whole. (Attachment A – Cost Proposal, Page 60-61 / Section IV. Evaluation Criteria, Page 25 / Section IV.C Cost Proposal, Page 27 Section IV.F Scoring Breakdown, Page 28)

Response: Only up to 10 points will be given for the Unit Based Services component of the Cost Proposal as provided in the Section IV. Evaluation Criteria, Page 25 / Section IV.C Cost Proposal, Page 27 Section IV.F Scoring Breakdown, Page 28. Where it was noted at 20 points in Attachment A is in error.

43. Section IV.F Scoring Breakdown in the RFP states, “The following Evaluation Criteria with a point system of relative importance with an aggregate total of two hundred and fifteen (215) points will be utilized to evaluate the qualifications of each proposer.”; however, in the supporting table, the sum of the “Maximum Score” for all proposal components equates to a “Total Score” of 200 points. Please clarify the correct point value for the aggregate “Total Score”, as well as the “Maximum Score” point values associated with each component of the proposal, as necessary to equal the aggregate “Total Score”. (Section IV.F Scoring Breakdown, Page 28)

Response: The aggregate total score utilized to evaluate the proposer qualifications is 200 points.

44. III Scopes Of Services, F. Facility Requirements paragraph 3 page 24 states the Contractor must supply its own supplies including postage, envelopes, etc. Are we to understand that any materials (postage) needed to communicate with the various stakeholders be included in our hourly rates? (III Scopes Of Services, F. Facility Requirements paragraph 3 page 24)

Response: Include in the fully burdened hourly rates.

45. Are there currently contractors providing support to any or all of the programs listed? If so can LHC provide those contractors and the programs they support? (III Scopes Of Services, C. Programs, items 1 -18, Pages 12 – 14)

Response CSRS, LLC provides program support for many of the same programs listed in this RFP and ERAP. Team Title provides title services for many of the same programs listed in this RFP. Emphysys Software has contract for application intake. LHC has active environmental review contracts with Ramboll US Corporation, Inc., CSRS, LLC, and Leaf Environmental, LLC.

46. Can LHC provide actual or estimated number of applicants / participants for each of the programs? (III Scopes Of Services, C. Programs, items 1 -18, Pages 12 – 14)

Response: LHC can only estimate based on past disasters. There is no guaranteed of work or minimums.

Piggyback programs will depend on the amount of funding for each round, however, one can expect between 20 to 30 applications for review for scoring per funding cycle and expect 12 to 14 of those to be approved and awarded per round.

Hurricanes Gustav/Ike Programs are funded and in the closeout process

Hurricane Isaac Programs are fully funded and in the closeout process

2016 Flood Programs

NLRP I

Allowed each applicant to submit up to 3 applications and up to 7 rental units per application. LHC received 79 applications, representing 302 units. Over 27 applications, representing 125 units are still in the active pipeline.

NLRP II

Allowed each applicant to submit up to 3 applications, but no more than 4 units per application. LHC received 42 applications representing 74 rental units. Over 17 applications and over 38 units are still in the active pipeline.

NLRP III

LHC is accepting applications through September 28th

Evacuation Shelter Demobilization had a couple thousand come through the emergency shelters. We had another 500 households apply for Housing Choice Vouchers with housing authorities that we assisted with. A rough ballpark could be between 2,500 to 10,000 participants, depending on how widespread the disaster is.

The rental assistance programs can target between 200-300 Households. Housing Locator servers will vary depend on the parish and the size of the disaster, on the low end 500 and the high end 2,500. The number of RFP's in the past disaster average 5-8 non-profits.

47. Will LHC provide the number of facilities and headcounts at those facilities currently in operation for the programs in scope? (Task (1): Start Up of Operations, Page 19)

Response: There are currently no facilities in operation with headcounts.

48. V. Proposal Response Format G. Cost Proposal 2nd paragraph states LHC will not pay other direct costs so that should be considered in your cost proposal.” Yet paragraph 4 seems to indicate that other direct costs can be submitted with the response for consideration. Will LHC reimburse for Other Direct Costs that are approved? (V. Proposal Response Format G. Cost Proposal 2nd paragraph, 4th paragraph)

Response: Any proposed Other Direct Costs must be clearly stated in your application. LHC may not agree to them.

49. V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33 states in part “Prior to the purchasing or leasing any ODCs, the Contractor shall provide a list of ODCs to the Project Manager.” Will LHC allow facility rental as an ODC or is the contractor required to calculate these into our hourly rates and Unit costs? (V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33)

Response: Calculate into hourly rates and unit costs.

RFP Page 23:

F. Facility Requirements

The Contractor awarded through this offering is responsible for providing the necessary facilities to carry out the duties of the contract. These facilities and equipment should be included in the fully burdened hourly rates.

50. V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33 states in part “Prior to the purchasing or leasing any ODCs, the Contractor shall provide a list of ODCs to the Project Manager.” Will LHC allow computer and office equipment lease / procurement as an ODC or is the contractor required to calculate these into our hourly rates and Unit costs? (V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33)

Response: Calculate into hourly rates and unit costs.

RFP Page 23:

F. Facility Requirements

The Contractor awarded through this offering is responsible for providing the necessary facilities to carry out the duties of the contract. These facilities and equipment should be included in the fully burdened hourly rates.

51. V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33 states in part “Prior to the purchasing or leasing any ODCs, the Contractor shall provide a list of ODCs to the Project Manager.” Will LHC allow applicant communication expenses (i.e. postage, envelopes, etc as an ODC or is the contractor required to calculate these into our hourly rates and Unit costs? (V. Proposal Response Format G. Cost Proposal item 4 Other Direct Costs (OCD) page 33)

Response:

RFP Page 23:

F. Facility Requirements

The Contractor awarded through this offering is responsible for providing the necessary facilities to carry out the duties of the contract. These facilities and equipment should be included in the fully burdened hourly rates.

52. Attachment A – Cost Proposal Unit based services page 60 has several items that do not have corresponding definitions / LHC expectations found starting on page 61. Can LHC provide definitions for those unit cost items not found in the definition section? (Attachment A – Cost Proposal Unit based services page 60)

Response:

Please use common industry standards and explain in your RFP response your assumptions for these service items.

53. Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 61 defines Final Inspection, 1st Unit but the unit cost table does not have a place to put that pricing. Should we include pricing for this unit? (Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 61)

Response:

Proposers may include this in their response to the RFP, stating all assumptions relating to the unit price.

54. Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 62 defines Final Inspection – 2nd, 3rd, 4th Unit but the unit cost table does not have a place to put that pricing. Should we include pricing for this unit? (Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 62)

Response: Yes.

55. Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 63 defines Lead Hazard Clearance Inspection but the unit cost table does not have a place to put that pricing. Are we to understand that Lead Hazard Clearance Inspection is the same as Lead Clearance Inspection found in the table. (Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 63)

Response: Proposers may list differing prices if the proposer feels these are different and state his or her assumptions in the RFP response.

56. Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 63 defines Lead Hazard Pass/Fail Report but the unit cost table does not have a place to put that pricing. Are we to understand that Lead Hazard Pass/Fail Report is the same as Lead Clearance Inspection found in the table. (Attachment A – Cost Proposal Definitions or Explanation of Unit Priced Services Page 63)

Response: Yes that would be correct. However, proposers may list differing prices if they feel these are different and state any assumptions in their RFP response.

57. Are the units found in Attachment A attributable to these or do these measures monitor something differently? (Attachment III Performance Service Level Deliverables and Performance Measures items 12 & 13 Appeals)

Response: LHC can't answer this question because it can't determine what "these" refers to in this context, but restates that applicants should state any assumptions on which they are basing their pricing in their proposals.

58. Please confirm the Louisiana Housing Corporation accepts DocuSign for proposal signature requirements? (II. Submission Requirements, B. Numbers of Copies, Page 6)

Response: Yes, except the one original copy that requires wet signatures.

59. The RFP states, "The LHC reserves the right to verify all information provided by a proposer via direct contact with the proposer's clients and prior project personnel and proposers must agree to provide necessary authorizations for the LHC to verify any of the proposer's previous work. As described elsewhere in this RFP, each proposer will be required to submit a detailed résumé for all key personnel. Misstatements of experience and scope of prior projects shall be grounds for disqualification of the proposer from further consideration." Please identify which personnel listed in Section III: Scope of Services subsection D: Tasks and Services of the RFP the Louisiana Housing Corporation considers key personnel. (II. Submission Requirements, O. References, Page 9)

Response: Key personnel includes Program Director, Senior Project Managers, and Project Managers.

60. The RFP states, "the Contractor staff will be responsible for the following:..". The bullets below this statement include a box bullet and a black bullet but contain the same indentation. Please confirm if the black bullets are subtasks of the box bullets. (III. Scope of Services, A. Introduction, Pages 10-11)

Response: There are no subtasks.

61. The RFP states, "The Corporation reserves the right to increase or decrease quantities and labor hours, as appropriate, at the prices the Corporation agrees to in the contract resulting from this

RFP.” How would Contractors handle covering costs for unforeseen/additional tasks added to the work other than those originally agreed upon? (III. Scope of Services, A. Introduction, Page 11)

Response: That is why LHC is requiring proof financial capacity and experience with this type of service-provision. Task orders also provide the contractor a budget amount.

62. The RFP states, “Customer references (name, title, company name, address, email addresses, and telephone number) should be provided for the cited projects in the individual resumes.” Please confirm customer references are only required for key staff resumes (III. Scope of Services, D. Tasks and Services, Staff Experience and Qualifications, Page 15)

Response: Yes, customer references are only required for key staff resumes.

63. Please confirm Proposers are permitted to include 11 by 17 foldouts in their proposals for graphical elements (such as organizational charts, staffing plans, timelines, etc.). (III. Scope of Services, D. Tasks and Services, Organizational and Staffing Plan, Page 15)

Response: Yes, this is allowed if an applicant feels it assists in meeting the requirements of the RFP.

64. The RFP states, “The Proposer’s organization and staffing plan shall specifically include the roles and responsibilities of each person on the project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.” Please provide clarification on the different requirements between the organizational structure and staffing plan. For instance, the organizational chart should depict the staffing structure, identity of each person, and whether employed by Contractor or a subcontractor. Alternately, the staffing plan should include each proposed staff member’s roles and responsibilities, their planned level of effort, their anticipated duration of involvement, and their on-site availability. (III. Scope of Services, D. Tasks and Services, Organizational and Staffing Plan, Page 15)

Response: The staffing plan should include each proposed staff member’s roles and responsibilities, their planned level of effort, their anticipated duration of involvement, and their on-site availability.

65. The RFP states, “The Proposer should give a brief description of its company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited.” Are Proposers permitted to include financial statements in an appendix following Section H: Attachments since this document is about 20 pages? This may help for evaluation purposes and help with the flow of the proposal. (V. Proposal Response Format, C. Company Background and Experience, Page 30)

Response: Yes, Proposers are permitted to include financial statements in an appendix following Section H.

66. The RFP requests current financial statements, preferably audited for the three professional references. Professional references may be opposed to providing this information. Would the

Louisiana Housing Corporation consider removing this requirement? (V. Proposal Response Format, C. Company Background and Experience, Page 30)

Response: LHC expects applicants to provide their current financial statements. The financial statements aren't required for the applicant's professional references, but for the applicant entity.

RFP / Page 30:

C. Company Background and Experience

The Proposer should give a brief description of its company including brief history, corporate or organization structure, number of years in business, and copies of its latest financial statement, preferably audited.

Proposers should describe their experience in other states or with corporate and governmental entities of comparable size and diversity with at least three (3) professional references from previous clients.

67. The RFP states, "The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel/content creator(s) considered key to the success of the project." Please define "content creator." (V. Proposal Response Format, E. Proposed Staff Qualifications, Page 31)

Response: A content creator is involved in digital content creation/tech services.

68. The RFP mentions a Project Leader or Point of Contact. But page 15 of the RFP states, "The Program Director provides oversight of the contract and serves as the principal point of contact on behalf of the Contractor." And page 24 states "Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned Project Manager shall be the principal point of contact on behalf of the LHC and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract." Please confirm if the Project Director or Project Manager is also considered the Project Leader or Point of Contact or if the Project Leader or Point of Contact is an additional staffing position. If it is an additional staffing position, will Attachment A be revised to include this labor category. (V. Proposal Response Format, E. Proposed Staff Qualifications, Page 31)

Response: Project Director will be the chief point of contact; the Project Manager would be considered a second-line point of contact. "Project leader" will not be an additional position.

69. The RFP states, "The Proposer may include in this section any appropriate information necessary to demonstrate the Proposer's qualifications and experience, including business and/or personal references, and any other information deemed pertinent by the Proposer, including terms and conditions which the Proposer wishes the Corporation to consider." According to Section V. Proposal Response Format, professional references for the firm should be included in Section C. Company Background and Experience of the proposal and personal references should be included resumes in Section E. Proposed Staff Qualifications of the proposal. Please confirm if the Louisiana Housing Corporation wants references in both Section C and Section E of the proposal as well as

Section F. Supplementary and Miscellaneous Information (V. Proposal Response Format, F. Supplementary and Miscellaneous Information, Page 32)

Response: Company Background and Experience would speak more to the overall applicant entity's provision of service of this type in the past. Proposed Staff Qualifications would be for the individual staff members who will be working under the RFP. Those persons may have worked for other entities in the past besides the entity they work for at application. This allowance for references in two places allows separate references for the entity and staff members.

70. Please confirm Proposers can add additional labor categories to Attachment A. (Attachment A – Cost Proposal, Page 59)

Response: Yes, Proposers can add additional labor categories to Attachment A.