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Q&A No. 3

**REQUEST FOR PROPOSALS (RFP)
SOLICITATION NO. S00R7400002**

CONSTRUCTION MANAGEMENT FOR THIRD-PARTY (NON-STATE PROPERTY), MULTIFAMILY RENTAL HOUSING PROJECTS FUNDED BY DHCD

The following questions regarding the subject IFB have been submitted. The answers provided by DHCD are intended to clarify the IFB’s requirements and **do not** constitute an amendment.

Vendor Question	DHCD Answer
3.2.4.1 - Will reports be required after each progress meeting or only after the progress/draw meetings?	We require an inspection report for requisitions only, which occurs once a month. The progress meeting reports are done by the architect or contractor.
3.3.2 - Are criminal background checks required for sole proprietors or single member LLC's?	Yes. The awarded vendor is responsible for complying with the complete scope of work in Section 3.
3.4 - Insurance requirements - A. Coverage amounts seem very high for what amounts to verification and/or approval of other firms work. Are these amounts really necessary? B. Is crime insurance required for sole proprietors or single member LLC's?	A. The insurance requirements have been set in the best interest of the State to meet the risks involved with contracting the services being solicited under this RFP. B. Yes, all Offerors must meet the same requirements in order to be reasonably susceptible of being selected for award.
4.2 - Proposals - Should the 4 copies of the proposals be bound or loose?	They should be bound.
Financial Proposal - Attachment F – This shows possibly 30 projects being assigned in a year's time. Is this a true reflection of the anticipated work load? This could make a big difference in staffing requirements.	Per the Financial Proposal Form, “The number of projects represents the majority of project size of 100 units and [is] used for evaluation purposes only.” Both the project size and number of projects are estimates; actual assignments may be more or less.
Financial Proposal - Attachment F - The estimated hours per task is not given on the proposal form. It would seem the various bids would be difficult to analyze as this these may vary greatly as a result - i.e - "apples to oranges". Should the estimated hours per task be given with the hourly rate the multiplying factor?	By providing the estimated number of units – 100 – the Department finds that Offerors have sufficient information to provide an accurate financial proposal.
Section 4.4.2.7 - This sections notes "Letters of intended commitment to work on the project shall be included in this section." What is a letter of intended commitment? Never seen this before.	This section refers to proposed key personnel and subcontractors. Each individual or business named as part of the Offeror’s team must commit in writing to being part of that team should a contract be awarded. The technical evaluation includes an assessment of all parties proposed to work with the Offeror after contract award. Thus, the technical proposal must accurately and completely list all team members.

