



**Questions and Answers ("Q&As")**

**Request for Qualifications ("RFQ") for Consulting Services relating to Davis Bacon Prevailing Wage Monitoring Services, Integrated Physical Needs Assessment Services, Construction Monitoring Services, Engineering / Architectural Services & Planning and Development Services**

Issued: November 24, 2021  
Updated: January 10, 2022

No.	Questions	Answers	Posted Round
1	Our firm provides Davis Bacon prevailing wage labor compliance consulting services only, and would be able to submit a proposal for section 7.1. Would we be able to submit a proposal for this section only?	Yes.	1
2	When is construction expected to begin?	Pursuant to Section 3 of the RFQ, "The purpose of this RFQ is to prequalify eligible firms for five (5) separate prequalified Panels for the provision of Consultant Services indicated above. Firms that respond to this RFQ must identify within their RFQ Submission the specific Panel(s) for which they seek consideration. It is the Agencies intent to contract with Firms statewide, on an as-needed basis."	1
3	With respect to required experience, can individual key personnel experience be used towards the required minimum years of firm experience?	Please refer to Sections 7.1.1, 7.2.1, 7.3.1, 7.4.1 and 7.5.1 for detailed experience requirements for the firms and personnel. If your request is for a specific Panel, please re-submit the question in writing to the designated contact in the RFQ citing the specific panel for which you seek this information.	1
4	Is this project taking place in Albany only, or will be also taking place in the 5 boroughs?	It is the Agencies' intent to prequalify Firms to service Agency-financed Projects statewide, on an as-needed basis, over a five-year period. Respondents must specify the regions of the State that they seek to service in Attachment 4 and Cover Letter of their RFQ Submission.	1
5	With respect to the MWBE participation goals of 15% for minority-owned business enterprises ("MBEs") and 15% for women-owned business enterprises ("WBEs") and 6% for Service-Disabled Veteran Owned Business Enterprises ("SDVOBs"), do these requirements apply to all five panels?	Yes.	1
6	Can we pick and choose the services we want to participate?	Respondents may apply to a singular or multiple Panel(s). Respondents must clearly state any limitations in their RFQ Submission.	1



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7	Regarding the Planning and Development Services prequalified Panel, can you please clarify if this RFQ is required for contracts directly with NYSHCR for services? Do you need to be on the prequalified panel to provide these services directly to sponsors and developers funded through HCR programs?	The RFQ is not required to perform services for clients with projects before the Agencies for financing. The RFQ for development consultant services is to establish a prequalified panel of consultants, which the Agencies can provide to housing projects/owners that have evidenced a need for assistance in restructuring. The Agencies leave open the possibility to directly engage with consultants of the prequalified panel.	1
8	If you could please tell us what firm previously held this contract and what is the anticipated budget for the contract?	This information is not publicly available.	1
9	Could you please confirm the funding source for this project: Federal, State or City.	For project development consultant services, there is no designated funding source.	2
10	What is the project budget or firm value?	Please see response to question 8.	2
11	If the Prime is an MBE or DBE, does this count towards the participation goals?	Yes, however the prime must be certified by NYS's Empire Development (ESD) to count towards the MWBE goals or NYS's Office of General Services (OGS) to count towards SDVOB goals.	2
12	For consulting firms, are we required to submit Insurance requirements as outlined in 8.3.1? Also, are we required to submit our Financial Capacity information as outlined in 8.3.2 section?	While evidence of insurance is not required to be submitted with the Statement of Qualifications, the Respondent must include a statement in its Statement of Qualifications that indicates that the Respondent agrees to provide the Agencies with the evidence of insurance outlined in Section 8.3.1 of the RFQ upon notification of award of a contract. Documents evidencing financial capacity must also be submitted as outlined in Section 8.3.2 of the RFQ.	2



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13	We are a Project Management and Controls company. We wanted to obtain the plan holder list with specific emails and names that will help in soliciting services for the subject RFQ Number: HCR-RFQ-211118.	This information is not publicly available.	2
14	I am emailing you to determine if my company is already listed on the list for prequalified Davis Bacon consultants or if I should fill out and submit the RFQ?	Pursuant to Section 3 of the RFQ, Firms on any Agency existing pre-qualified list(s) should, if they wish to continue to be pre-qualified, respond to this RFQ.	2
15	Addenda No. 1 states that the revised due date is December 19th at 12pm – that is a Sunday, is that correct?	The RFQ Submission Deadline has been revised. Please refer to Addenda No. 2 which states the revised RFQ Submission Deadline dated November 30, 2021.	2
16	Page 31 of 37 under 12.2 Evaluation and Criteria for Selection paragraph C. Proposed Fees and costs – in what section of the proposal are we to include pricing and in what format?	This section has been revised. Please refer to Addenda No. 2 dated November 30, 2021.	2
17	Do we need to submit a proposal for each panel or one for all the panels we want to participate. For instance, if we decide to work on Construction Monitoring and Architecture/Engineering, do we submit one proposal (forms and all content) for CM and another for A/E?	The Respondent is not required to submit a proposal for each panel, but rather the Proposer should submit a proposal for only the panels they wish to participate.	2
18	Regarding submitting Attachment 1: Intent to Submit RFQ Submission form, do we need to do that before submitting the entire RFQ or is it submitted with the entire RFQ submission? If we need to submit before we submit the RFQ, what is the deadline for submitting the attachment 1?	Respondents are strongly encouraged to complete an Intent to Submit RFQ Submission form, attached to the RFQ as Attachment 1, and to submit the form via email to Lisa.Pagnozzi@nyshcr.org, with the subject line "Intent to Submit RFQ Submission Form" prior to the deadline of submission of RFQ responses. The submission of the Intent to Submit Proposal form, while encouraged, is discretionary and, as such, is not binding in any way. Vendors that submit an Intent to Submit RFQ Submission Form will be added to HCR's Bidders' List and will be notified of future related HCR solicitations.	2
19	Do you have a list of interested prime consultants available for outreach?	This information is not publicly available.	2



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20	Regarding Section 7.3.1, (1) Can a Firm with less than 10 years in business, but more than 10 years of experience on similar projects submit a proposal?	Yes.	2
21	Regarding Section 7.3.1, (2) Can the Architect or Engineer on the CM team be a minor role/part-time? Or substituted by a CCM?	NO – both titles must be Full-time and licensed to meet the required certifications.	2
22	Regarding Section 7.3 - What is the Anticipated Project Start Date?	This will be determined at a later date.	2
23	Regarding Sections 8.4, 8.4.1.1-8.4.1.7 - Are there any WMBE or DBE Business Goals?	Refer to Section 4 of the RFQ for MWBE and SDVOB contract participation goals. Waivers may be requested for firms who have documented good faith efforts to meet the contract participation goals.	2
24	Regarding Section 7.3.1, We would like to inquire if a valid CCM certificate can substitute the requirement for NYS Licensed RA or PE for oversight and management of all work performed under the scope of services for CM firms?	No.	2
25	Has a short-listed of qualified firms been determined from the RFP/RFQ?	No.	3
26	Who are the qualified firms?	This RFQ will determine the qualified firms.	3
27	We are interested in responding but may be better suited as a sub-consultant to a another firm. Do you have a list of interested parties we could reach out to?	Please see response to question 8.	3
28	If a WBE or MBE primes a contract, can they also sub to a non-WBE/MBE prime?	Yes, as long as the vendor meets the 30% minimum MWBE participation goal and 6% SDVOB participation goal.	3
29	If a WBE/MBE teams as a JV with one prime, can they also sub to another team?	The Agencies will only enter into a contract with a single vendor (the "Prime"). All other vendors will be subcontractors of the Prime.	3
30	Can we submit our Certification on the VendRep System instead of completing the Vendor Responsibility Questionnaire?	REVISED RESPONSE: Yes. Please include a copy of your certification page in your RFQ Submission.	3



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31	My question is, should we submit a separate individual proposal for each category or should we include separate Tabs for the individual categories we are submitting on in one (1) submitted proposal?	Vendor should submit one Response, with separate tab 2's for the individual categories, clearly labeled. As per the instructions in Section 8.2 of the RFQ, for Sections 8.2.2 through 8.2.4 of this RFQ, your Firm's Technical Proposal must include responses to the items listed in the following subsections for EACH pre-qualified panel that your firm seeks consideration. Therefore, if your firm is seeking inclusion on multiple pre-qualified panels, please provide the requested information for EACH panel.	3
32	With respect to Section 7.4 of the RFP, are we required to submit as a full team with engineering and other specialty consultants, or are we able to submit independently for architectural services only?	Firms are encouraged to submit as full or combined team including both Engineering & Architecture.	3
33	Will 5 firms be qualified for each category, so that there could be potentially 25 firms prequalified, 5 for Davis bacon, 5 for IPNA, etc?	Qualified firms will be added for each category.	3
34	How many firms are currently prequalified?	The Agencies respectfully decline to provide a response.	3
35	Will the Agencies engage the pre-qualified firm for a specific task/ specific project or will the prequalified firms be recommended to developers, agencies, etc for a specific task/ specific project?	The Agencies may use either option.	3
36	Please provide list of currently pre-qualified firms.	The Agencies respectfully decline to provide a response.	3
37	Would you be so kind as to clarify if a firm can submit a proposal as a prime and also be sub to another firm for the same category?	Yes, providing that there is no conflict of interest.	3



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38	To whom should the cover letter be address to, and what is the address?	RFQ Submissions must be submitted by email to: Nyhomes.proposal@nyshcr.org on or before the RFQ Submission Deadline. Respondents may address their RFQ Submissions to: Lisa G. Pagnozzi VP of Contracts and Administration, NYS Homes and Community Renewal 641 Lexington Avenue New York, NY 10022	3
39	I see the WMBE or DBE Business Goals in the RFQ but is there a contract value we should be assuming for the Planning and Development Consulting Services to complete the utilization plan in Tab 4 of the RFQ?	Contract values will be established when work is assigned. At this time, you may leave the contract value and all relevant cells blank and complete all other information, including the identification of your MWBE and SDVOB subcontractors. Respondents will have an opportunity to add all pertinent information at a later date if your firm is selected.	4
40	Do we attach resumes of all staff or just key staff? How is key staff defined?	Resumes for key staff must be included in your RFQ Submission. Key staff is defined as the employees primarily responsible for providing Consultant Services to the Agencies during the engagement.	4
41	Are design and engineering services for solar energy and energy storage systems included within the scope of work?	Not at this time; however, Respondents should include details in their RFQ Submissions if they have the ability to perform those services.	4
42	What is the anticipated yearly dollar value of the following categories of services: IPNA, CM Services and E&A Services?	See response to question 10.	4
43	What is the maximum file size that can be emailed?	The maximum size of an email is 150 Megabytes.	4
44	What forms are required to be submitted by our subconsultant (M/WBE) team members?	All forms required at the time of RFQ Submission must be completed by the Primary Contractor.	4
45	If a Consultant is submitting to be prequalified on more than one prequalified panel– do we have to meet the 36% M/WBE & SDVOB goal for each panel?	Yes.	4



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46	Regarding RFQ Section 8.4: Page 29; Tab 4: Diversity and SDVOB Proposal indicates we are to submit a Utilization Plan (PROC-2 form). This form is set up for the firms to add in dollar values for the subconsultants and contract start and end dates. Please advise how Respondents are to fill in this form since this RFQ is only resulting in a list of prequalified firms and not actual contracts with values.	See response to question 39.	4
47	Regarding RFQ Section 8.4: Page 29; Tab 4: Diversity and SDVOB Proposal – Utilization Plan (PROC-2 form) – If the respondent is submitting to be on more than one prequalified panel with different subconsultants on each team, are we to provide separate Utilization Plans for each? Or one overall plan with all subconsultants named?	If the subconsultants are different for each panel, please submit one Utilization Plan per panel, clearly labeled. However, if the subconsultants are the same, you may submit one Utilization Plan.	4
48	RFQ Section 8.2: Page 21 Tab 2: Technical Proposal - Experience, Qualifications, and Performance - #3 Indicates we are to provide a summary for the professional qualifications of the firm’s principals, project managements, key personnel and staff to be assigned to provide the services and under #11 we are asked to provide resumes, org charts, etc.; however under the subheader Staffing Capabilities #1 we are asked to provide the principals and key staff (and roles) who will be primarily responsible for providing the Consultant Services and are also asked to provide the org chart and resumes - Please clarify which subsection the Respondent is to provide this information? Or can the references and resumes be submitted at the very end of Tab 2 following the information provided that is within the 10-page limit?	As stated in Section 8.2 TAB 2 of the Technical Proposal section, the ten-page limit in TAB 2 does not include resumes, references, organizational charts, etc., all of which may be submitted at the end of TAB 2.	4
49	Regarding RFQ Section 8.2: Page 24; Tab 2: Technical Proposal – Work Plan #4 indicates the Respondent must provide a timeline that identifies the earliest date upon which the Respondent can commence its work subsequent to its receipt of an executed contract. It also indicates the timeline should be as precise as possible in estimating dates for the completion of each of the tasks described in the Scope of Work – Please clarify how the Respondent is to respond to this request when we are not sure of the types of contracts that will result from this RFQ and we are also not sure as to the date a contract will potentially be executed.	For a timeline approach, Respondents shall specify the lead time that your firm may need to perform services from the date that the work is assigned.	4



KATHY HOCHUL  
Governor

# Homes and Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

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50	I need assistance finding the required forms on the Proposal Checklist for download. I've attached a list of the forms and highlighted them in yellow. Would you be able to point me in the right direction?	Please click on the blue underlined hyperlinks to access the individual forms on the RFQ Submission Checklist, currently posted to: <a href="https://hcr.ny.gov/procurement-opportunities">https://hcr.ny.gov/procurement-opportunities</a> . Forms required for the TAB 3 and TAB 4 proposals may also be found in Sections 8.3 and 8.4, respectively.	4
51	With regards to the Davis Bacon Services, what are the number of anticipated contracts to be awarded by each agency? If possible, include a breakdown by general contractor and subcontractors? If possible, by year. If possible, by Region.	This information is not yet available, as the projects vary with availability of funds.	4
52	For the Davis Bacon Services, under 7.1 A. (3), would the consultant have access to the Vendor Questionnaire that each contractor/subcontractor would be required to complete for the projects? Would the contracting agencies be interested in the consultant performing additional due diligence on the contractors and subcontracts, for example, negative social media? Or is that performed by the agencies?	The Agencies are unaware of any project questionnaires. If required in the future, only the contractors and subcontractors would be required to submit completed questionnaires. No additional due diligence services are required at this time.	4
53	Are electronic certified payrolls utilized for the projects? If so, what is the software application used?	Yes, electronic payrolls will be submitted for all projects by all contractors. The name of the application is Elation Systems.	4
54	Would the Agencies be amenable to selecting two companies for the "Davis Bacon Prevailing Wage Monitoring Consultant Services" portion of the RFQ—one company to provide an electronic software solution and a second company to utilize the software (or perhaps internal agency staff to utilize the software)?	The provision of services relating to the implementation of an electronic software solution is not within scope.	4
55	Is it the intent of the Agencies selecting consultants from the pre-qualified panels to issue "on-call" contracts to the selected firms, or stand-alone contracts on an "as-needed" basis?	See response to question 35.	4
56	If you there was an RFI list generated from the questions due by 12/3, I would greatly appreciate your sharing that with us as well.	The Agencies respectfully decline to respond.	4



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57	We are interested in applying for this RFQ and are wondering if there is a way to sign up for notifications of updates.	It is recommended that Respondents check HCR's website frequently for notices of clarifications, changes, additions, or deletions to this RFQ.	4
58	Section 8.2.4 – Work Plan Item #1, how can we provide a timeline of the tasks when we do not know what the assignment is as this stage?	See response to question 49.	5
59	The Non-Collusive Bidding Certification is asking firms to certify information related to the pricing of the bids. It is our understanding that prices (bid information) are not being submitted with our RFQ response, and that this RFQ is only to create a prequalified list of consultants. Can you please provide some clarification as to how the Respondents can certify pricing that is not being included in our responses?	The Non-Collusive Bidding Certification is not required for the RFQ process.	5
60	The Non-Collusive Bidding Certification Form is hereby removed as a requirement of Section 8.3 of the RFQ (TAB 3: Administrative Proposal) and is hereby removed from Attachment 2 of the RFQ Submission Checklist. - Will a new checklist be provided for submittal?	The website now has an updated with an updated RFQ Submission Checklist.	5
61	In reference to section 4.1 and 4,2 of the RFQ, If a prime contractor submitting a proposal is an ESD certified MBE for 100% of the MWBE goal then: (i) Do they still have to meet the 15% WBE goal?; and (ii) Do they still have to meet the 6% SDVOB goal?; (iii) Are all Tab 4 – Diversity and SDVOB Proposal forms still applicable if the prime meets these goals?	(i) They would not have to meet the 15% WBE goal or submit a waiver. (ii) Yes. A certified MWBE firm must still meet the SDVOB 6% goal or submit a completed waiver form.	5
62	RFP Page #20, Section 8.2 Tab 2: Technical Proposal indicates the Respondent is to use 12 point font. Is it acceptable to use a font size smaller than 12 for the team organization chart?	The organization chart may include a font size not smaller than 10.	5
63	RFQ Page 20, Section 8.1.1 Respondent Cover Letter - #6 indicates we are to provide the names of subconsultants and their Principals. Please clarify if the Respondent is to provide the names of ALL Principals of the subconsultant firms or just name the Key Individuals that will be a part of the contract.	Provide the name(s) of the primary staff (including titles) who will provide services to the Agencies.	5
64	For Vendor Responsibility Questionnaire, Can we submit the online Certification Page OR do we have to submit the Form with the submission?	See response to question 31.	5
65	8.3.2 – If we have audited financial statements, do we have to provide tax returns also?	Audited Financial Statements for the two most recent tax years are acceptable.	5



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66	Regarding Section 4, if a prime contractor submitting a proposal is an ESD certified MBE for 100% of the MWBE goal then: (i) do they still have to meet the 15% WBE goal or should we complete the Waiver form to waive the 15% WBE? (ii) Are all Tab 4 – Diversity and SDVOB Proposal forms still applicable?	(i) They would not have to meet the 15% WBE goal or submit a waiver. (ii) Yes. A certified MWBE firm must still meet the SDVOB 6% goal or submit a completed waiver form.	5
67	Does the "Respondent" generally refer to the Primary Contractor and all subcontractors? Specifically, do all companies that comprise the "Respondent" provide the forms in Tab 3, tax returns and audited financials, and the forms in Tab 4; or do these requirements apply only to the Primary Contractor (unless specified)?	All Forms required within TAB 3 must be completed by the Respondent / Primary Contractor.	5
68	Can you please describe the anticipated format or potential interviews?	This will be determined at a later date.	6
69	The RFQ states that TAB 2 is limited to 10 letter-size pages "for each of the five scopes of services and related Panels" but then later states that Respondents submitting responses for more than one scope of services have 10 pages for the first scope and that they may add five for each additional scope. Can you please clarify whether the page limit for each additional scope of service is only 5 pages or 5 additional pages up to 15 pages?	Respondents may submit up to 10 pages for one scope and up to 5 additional pages per panel for each scope that your firm seeks consideration. Therefore, if you are applying to 3 panels, your technical response to the first panel should not exceed 10 pages and the response to the two additional panels are limited to an additional 10 pages (20 pages in total).	6
70	If a firm is proposing in more than one category, does the firm has to submit forms for each category OR only one set of forms will be accepted for all proposing categories?	Only one set of forms is required for the Administrative and MWBE proposals (i.e., Tabs 4 and 5), regardless of the number of proposals that are submitted.	6
71	Are respondents encouraged or required to have 6% SDVOB?	Respondents are required to have 6% SDVOB utilization.	6
72	If a contractor is not a MWBE or SDVOB concern and can complete all required services in house, making this a No Hire Opportunity, is that contractor exempt from MWBE and SDVOB subcontractor goals?	No.	6
73	Can we submit our capabilities for certain panels and parts of panels as a certified MBE without a Prime?	No.	6
74	Also, we have several WBEs that want to join us. Can we submit credentials as several companies again without a prime?	No. One of the firms must be identified as the Prime.	6



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75	Regarding Page 7, Section 7.1 of the RFQ indicates that the awarded bidder for the Davis Bacon Prevailing Wage Services will be expected to monitor multiple projects across the specific region/state. At this time, is there an anticipated range for the size (i.e. dollar value) of the projects? Is there a maximum number of projects the winning bidder will be permitted to monitor at one time?	At this time we do not know the maximum number of projects or dollar value of projects to monitor at one time. On average, I would say up to 4 projects annually.	6
76	Regarding Section 7.1 of the RFQ - For a singular project, how often would field investigators be expected to conduct on-site interviews as described on pages 9-10 of the RFQ?	Field Investigators do not have a set amount of times they need to be on-site. It is at the discretion of the consultant based on the course of the project. At least one to two times at minimum would be the suggestion.	6
77	Would any travel expenses (i.e. gas, tolls, etc.) used in relation to this contract, particularly as it relates to the Davis Bacon prevailing wage and field investigator services listed on pages 9-10 of the RFQ, be reimbursable?	Field investigations are usually performed at the expense of the consulting firm. Any reimbursements are handled by the consulting firm.	6
78	Page 10, section (vii) of Conduct On-Site Interviews for the Davis Bacon Prevailing Wage Services, indicates that the winning bidder should upload all original paper documents pertinent to onsite interviews into the Elations platform. Does this include weekly certified payroll reports submitted by the general contractor and/or subcontractors? If the winning bidder must also ensure submission of certified payroll information onto the Elations platform, will the awardee be responsible for the costs and set up coordination for the Elations account(s)?	All weekly payrolls and interviews are submitted in Elation Systems by the GC & Subcontractors. The awardee will not be responsible for any Elation Systems costs.	6
79	Section 8.2.2. #8 – For Davis Bacon category are subcontractor references required?	They are not required, however, they may be included.	6
80	For the IPNA panel, please confirm what details should be included in reported descriptions of any visible potential hazardous materials.	The Needs assessor should follow ASTM E2018-15 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. The assessor should specifically (at a minimum) list Hazardous Operations that include Explosive or flammable operations and/or storage.	6



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81	Can you elaborate on what scale of multi-family housing projects you anticipate. For example will this be somewhere in the range of 50 to 100 units or 500-800 units, etc. Also, how many locations do you anticipate in Region Area 4?	(i) Firms should identify their experience in both size ranges. Both size ranges are possible within the HCR portfolio; (ii) 200 locations for Region Area 4; however, this is only an estimate.	6
82	For Federally funded projects will there be a section 3 component in the Construction Monitoring ?	It is possible that there would be a Section 3 component on projects.	6