

HOUSING TRUST FUND CORPORATION
Discretionary Solicitation
Davis Bacon Prevailing Wage Consultant Services
Solicitation Issued: January 6, 2026
Questions & Answers: January 21, 2026

#	Questions	Answers
1	Does the certified payroll review services require any in-person/on-site work? Or can it be done remotely?	Certified payrolls services review can be done remotely.
2	How often are visits to the projects required?	Only as requested by the WAP Subgrantee Network.
3	Can the confirmation of posting of wage determinations be done via video conference?	Wages will be assigned on LCPtracker by the WAP subgrantee or contractor once reviewed by the contractor.
4	Other than confirming the posting of wage determinations on site, are any other tasks anticipated on site?	No, wages can be posted by WAP Subgrantee as well.
5	Does the Agency anticipate that the selected Firm will be required to be on site for the project kick-off meetings?	No, this will not be required.
6	Does the Agency anticipate that the selected Firm will be required to perform site visits to interview workers?	No, this will not be required and can be performed by the WAP Subgrantees.
7	Can the Agency clarify if these investigations are desktop audits or field investigations?	Desktop audits.
8	Can the Agency confirm if the "projects" are single-family homes or large multifamily projects?	Only Multifamily projects and DB requirements are only subject to buildings with 5 or more units.
9	Can the Agency clarify if the "WAP Network" includes contractors performing work on single-family homes?	This work is only for multifamily projects.
10	How many active projects does the Agency anticipate having at any one time?	There will be an estimated of 50 multifamily projects subject to Davis Bacon.
11	How many projects are currently ongoing?	There are currently 30 projects occurring across the state that are subject to Davis Bacon.
12	What is the anticipated volume of certified payrolls for each region?	The vast majority are in the New York City Region with 20+ projects.
13	How many project locations are in each region?	There is no set number and there are currently 49 WAP Subgrantees across the state who can do multifamily projects.
14	Can the Agency provide a list of the 49 subgrantees and their locations?	https://hcr.ny.gov/system/files/documents/2025/04/weatherization-brochure_english_4_17_2025.pdf
15	Can you provide how the 49 subgrantees are spread across each region?	See brochure in link above. Each county in NYS is represented.
16	Is the selected Firm required to provide LCPtracker licenses?	Licenses are already granted from the Department of Energy.
17	Will the selected Firm be responsible for setting up the projects in LCPtracker?	Yes, please reference the RFP.
18	Are subgrantees responsible for uploading their own payrolls?	Yes, subgrantees and their subcontractors must upload their payroll.
19	Can the "Retention" requirement be met by maintaining information in LCPtracker?	Yes.
20	Will the training be in person or virtual?	Virtual.
21	How many training courses do you anticipate each year?	Monthly trainings hosted by the selected contractor.
22	Is the consultant required to provide training on weatherization assessments?	The contractor should provide training on LCPtracker and how to select the accurate wage classifications.
23	Can you provide more detailed information for the trainings outlined in Section D.6.A?	This is on as need basis to supply trainings on how to use LCPtracker and technical assistance on Davis Bacon compliance.
24	Are Grantees expected to require contractors to complete training, or is it advisory only?	No, this is not required.
25	Is there an incumbent for this contract?	The position is temporarily being filled by state staff.
26	If so, who is the incumbent and what are their current rates?	N/A

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27	Is there a maximum contract award amount (Discretionary)?	The total value for contracts resulting from a discretionary procurement may not exceed \$1,500,000.
28	Can the Agency provide an estimated budget?	The Agency is unable to provide an estimated budget.
29	How many contracts do you intend to award?	While it is the intent of the Agency to award one contract, the Agency reserves its right to award more than one contract.
30	Can we propose for one region, or must we include all regions?	Proposals must cover all regions. (RFP Sec D: "Must have capacity to service Regions 1-4").
31	Can the Agency confirm the expected start date?	Contract start date is expected April 1, 2026.
32	What levels of staffing do you anticipate?	That is up to the discretion of the proposer.
33	Are MWBEs permitted to include non-certified subcontractors?	Yes, as long as the overall goals attached to the contract are still being met.
34	If yes, what percentage is permitted to be subcontracted?	Depends on the contract goals.
35	Can we submit reviewed/internal financial statements instead of audited?	Yes.
36	Where is the Intent to Bid form?	Please check our Procurement Opportunities Website here: https://hcr.ny.gov/procurement-opportunities for an addenda which includes the [non-mandatory] Intent to Bid Form. The form is also included in and made part of the Solicitation.
37	Can we add additional staff categories to the Cost Proposal Template?	NO. The template is not to be altered.
38	Is there a specific format required for the "Project Plan"?	No, there is no specific format required.
39	Can references be from other state housing finance agencies?	Yes, references from state agencies for similar work are acceptable.
40	What does "qualification to manage federal funds" mean?	Experience working with Davis Bacon wage compliance projects. These are federally funded requirements.
41	Will we be distributing federal funds?	No.
42	Will we be holding federal funds?	No.
43	Or is this in reference to making recommendations?	Federal funds are not held by the contractor at any time.
44	What is the deadline for questions?	January 15, 2026, at 12:00 PM EST.
45	What is the deadline for proposals?	January 29, 2026, at 12:00 PM EST.
46	When will answers be posted?	January 21, 2026.
47	Is the Pre-Bid Conference mandatory?	This Solicitation did not include a pre-bid conference.