

RFP 2024-03 INDEFINITE DELIVERY CONTRACT (Indefinite Planning, Managing, Architectural & Engineering Services)
Q&A's

Below is a list of questions submitted in response to RFP 2024-03 and the answers provided by Franklin Housing Authority.

Q: The RFP asks for three copies of the proposal submittal. Should we also provide a digital copy?

A: Yes.

Q: There wasn't a page limit mentioned in the RFP, is there a page limit to the proposal?

A: There isn't a page limit for the proposal.

Q: Is there a cap on rates?

A: There is no cap on rates.

Q: Explanation of anticipated projects.

A: FHA currently has known plans for two existing sites.

- 38-unit site in Franklin, TN that will be demolished and replaced with 80 units
- 34-unit in Franklin, TN site that will be demolished and replaced with 80-100 units

These projects will most likely be completed in phases.

Q: RFP asks for the proposer to provide a "Peer Review Report". Please define peer review.

A: Peer review report is providing a consolidated report of any award or recognition your organization has received. Examples can be awards, supportive news articles and recognition of individual staff or the company as a whole as it pertains to a specific project or the firm as an entity.

Q: Section 3 clarification.

A: Section 3 is a requirement of us to include in all of our contracts when federal money is involved. Section 3 contains goals of outreach and hiring of Section 3 workers. Impact on Architect/Engineering will likely be minimal. Contractors/trades would be impacted more during construction.

Q. What happens if Section 3 quotas can't be met?

A: If the goals of Section 3 cannot be met, you must be able to show documentation of outreach to the community. You will need to have documentation of extensive, local, public outreach for Section 3 workers to satisfy Section 3 in the event Section 3 workers are not available or responsive.

Q. The RFP states that part of the services will be grant writing. Please clarify.

A. The proposer will not be responsible for writing or preparing grant applications. Franklin Housing Authority will write all grant applications. FHA may ask the proposer for input/assistance when compiling project data for grant purposes.

Q. On page 5, you request a completed Cost Proposal Form. With this being an Indefinite Delivery Contract with no specific task/job/project or delivery date we cannot provide an estimated hourly, not-to-exceed maximum cost for services. We have the same question regarding reimbursable fees, including travel, printing, shipping, etc. We can, however provide hourly rates for our Team Members for use when they are needed - and a basic estimate of reimbursable costs as a percentage of the construction (or overall) cost of the task/job/project. Is this an acceptable response?

A: The Indefinite Delivery Contract is designed to cover affordable housing program activities. Line items a, h, i & j included in Page 3, Section A.1 of the solicitation will most likely not apply to work that will be performed under this solicitation. The exception to this would be surveys.

Provide an hourly rate sheet for employees anticipated on participating with these projects, including (but not limited to): Principals of the Firm, Survey Party, Engineers, Designers, Program Manager, Professional Land Surveyor, CADD Technicians, Administrative, etc.

For reimbursable fees, include any percentage adjustment. For example:

- Mileage rates for travel at a per mile rate (typically use the current federal reimbursement rate at the time of billing).
- In-house plots & printing for color & black and white: Include cost plus any rate adjustment listed.
- 3rd Party printing & plan reproduction rates (color and black & white): Include cost plus any rate adjustment listed.
- Postage cost would be quoted as the cost of the current postage rate plus any rate adjustment listed.
- Specialized sub consultants plus any rate adjustment listed.

(Any rate adjustment must be quoted in RFP along with the actual cost).

Costs for A&E design/inspection services will be negotiated (based on the hourly rate schedules provided) once a specific project has been defined. If we require certain work activities that the selected firm is unable to perform in-house (i.e. Surveying or Environmental Assessments), the firm can subcontract the work out to others. Costs associated with these work items are generally negotiated upon the issuance of a task order.

Q. A “Proposed Work Plan” is required. With this being an Indefinite Delivery Contract with no specific task/job/project, how can we provide a Proposed Work Plan? Can you please explain what you are looking for in response to this question?

A. The work plan summary should include consultants anticipated on partnering with your firm for the projects. The Proposed Work Plan Summary should be a general summary of typical project milestones and your firm's approach to successfully meeting and completing them. Providing information on your firm's approach and referencing previous projects utilizing these methods would be beneficial.

Project milestone examples are: Planning, Boundary & Topographic Survey, Environmental Assessment, Funding, Code Compliance in Design, Permitting, Bidding & Negotiations, Construction Administration, and Project Closeout