

## ADDENDUM TO RFP DOCUMENT

**SOLICITATION TITLE:** WV STATEWIDE HOUSING NEEDS ASSESSMENT

**ADDENDUM NO:** 1

**DATE:** November 27, 2018

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To All Potential Bidders:

This addendum is issued to respond to questions presented regarding the RFP documents released on November 1, 2018 and is hereby made a part of the RFP documents. Please attach this addendum to the documents in your possession. The following responses are providing mostly clarification. However, there may be some responses that affect the original RFP content. Similar questions may only appear once below.

***Per the RFP, the proposer shall acknowledge receipt of any and all addenda by completing Attachment E, Addendum Acknowledgement Form, contained in the RFP documents and include with bid proposal.***

Document Citation	Description		Question/Answer
Overall	General	<b>Q1</b>	Can you disclose a not-to-exceed budget for this assignment?
		<b>A1</b>	<ul style="list-style-type: none"> <li>We have not set a not-to exceed amount. We are basing the selection mainly on the technical portion of the proposal. The evaluation criteria are based on a 75/25 technical to cost split.</li> </ul>
		<b>NOTE 1</b>	If a requirement is unable to be met, but you have an alternate approach, please describe why the requirement cannot be met, define your alternate approach, and explain how it serves the same or similar purpose.
		<b>NOTE 2</b>	If there are alternate approaches to meeting a requirement (one is with bells & whistles and the other just the bells), you may enter the difference and price change on the Alternate Cost Sheet that will be included on our website. Include the section reference, a description, and the increase or decrease in cost.

Document Citation	Description		Question/Answer
1.2	RFP Schedule of Events	Q2	In terms of the 12 Declared Counties, does WVHDF need the entirety of each county's draft assessment completed no later than April 30, 2019, or are there certain work elements you specifically need at that time?
		A2	<ul style="list-style-type: none"> <li>Per the RFP, the entire draft for the 12 Declared Counties is desired by April 30, 2019, with the final being completed by May 31, 2019.</li> <li>However, if this timeline cannot be met, please submit alternate dates.</li> </ul>
4.2.2	Mandatory Project Requirements	Q3	WVHDF bases their demand methodology on a 30% rent-to-income ratio. Does this need to be utilized throughout the assessment, or can the consultant present an alternative demand methodology?
		A3	<ul style="list-style-type: none"> <li>WVHDF programs use a 30% rent-to-income ratio. If a different methodology is desired, describe the methodology and provide an explanation why the alternate method is being used.</li> </ul>
4.2.2.1	Mandatory Project Requirements	Q4	Please clarify the level of detail being requested for analyzing housing stock "condition".
		A4	<ul style="list-style-type: none"> <li>For condition, we are looking for a classification based on quality and overall appearance. For example:  A-High/upscale quality B-Good quality &amp; condition C-Fair condition (needs minor improvements) D-Poor condition (needs major improvements) E-Dilapidated, in serious disrepair</li> </ul>
		Q5	What are the evaluation metrics the state is looking for with respect to quality?
		A5	<ul style="list-style-type: none"> <li>A property level evaluation is not required. A macro level evaluation is acceptable for county/state.</li> </ul>
4.2.2.2	Mandatory Project Requirements	Q6	Can an overall market vacancy rate be presented rather than by product class?
		Q7	Please clarify if you mean finding median rents and vacancy rates for the housing stock overall, and then finding a count of income-restricted units and market-rate units at each affordability level. We wouldn't be able to find median rents/vacancy rates of market-rate units alone because all relevant data is inclusive of both market-rate and income-restricted units.

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4.2.2.2 (cont'd)	Mandatory Project Requirements (cont'd)	A6&7	<ul style="list-style-type: none"> <li>• We want the information as follows for each county (using Kanawha County-KC as an example):               <ul style="list-style-type: none"> <li>a. Median rent and vacancy rates for entire KC</li> <li>b. Median rent and vacancy rates for all income-restricted housing in KC</li> <li>c. Number of income restricted units in each income bracket in KC</li> <li>d. Number of market-rate units in KC</li> </ul> </li> </ul>
		Q8	Rather than the specific AMI set-asides referenced in the RFP, would the WVHDF consider the categories be segmented into subsidized, tax credit, and market-rate?
		A8	<ul style="list-style-type: none"> <li>• Our preference is to use the AMI categories as referenced in the RFP because they directly relate to the WVHDF programs.</li> <li>• However, we will consider other categories which must be defined within your proposal.</li> <li>• If your bid uses other categories, however you are able to obtain the information as requested in the RFP but at an additional price, please include the additional cost on the Alternate Cost Sheet that will be included on the WVHDF website.</li> </ul>
4.2.2.3	Mandatory Project Requirements	Q9	<ul style="list-style-type: none"> <li>a. We assume the state implies the demand/needs for new housing. Is this correct?</li> <li>b. Would there be an expectation that the consultant would need to define what it costs to build new housing?</li> <li>c. What is the expectation related to “absorption”? Does this mean – What would the consultant expect the market to absorb assuming adequate supply?</li> </ul>
		A9	<ul style="list-style-type: none"> <li>a &amp; b. Yes, we are implying the demand/needs for new housing, but we do not expect housing costs to be included in this determination because we are primarily focused on determining the unmet housing needs of each county as defined in this section of the RFP.</li> <li>c. Yes</li> </ul>

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4.2.2.4	Mandatory Project Requirements	Q10	Does WVHDF have available data on the inventory of income-restricted units across the state? If so, would this be available to the Vendor at no cost?
		A10	<ul style="list-style-type: none"> <li>The WVHDF has a great deal of information regarding income-restricted units that can be shared at no cost. However, this is not an exhaustive list of income-restricted units. The bidder will need to perform additional research to complete the list.</li> </ul>
4.2.2.5	Mandatory Project Requirements	Q11	The requested data is possibly available for purchase (from a third-party vendor) at a cost of \$300/county. Is this a cost that WVHDF is willing to incur?
		A11	<ul style="list-style-type: none"> <li>WVHDF anticipates that in completing the assessment, some information may need to be purchased. If this is your desired method, such costs should be included in your proposal.</li> </ul>
4.2.3.1	Other Project Requests	Q12	Regarding to this section, do you have any thoughts on what “reasonably possible” means?
		A12	<ul style="list-style-type: none"> <li>We have identified that this is beneficial information. As noted in the RFP, the WVHDF has information on certain residential rental properties that it will provide to assist the selected Vendor, at no cost.</li> <li>This item can be disclosed as a separate cost in the proposal. The section reference, a description, and the cost can be entered on the Alternate Cost Sheet that will be included on the WVHDF website.</li> </ul>
Attach B	Gen Terms & Conditions #28 Licensing	Q13	Is the Vendor required to be licensed and in good standing in WV as part of the proposal submission process, or is it required of the selected vendor upon selection as part of the contracting phase?
		A13	<ul style="list-style-type: none"> <li>It is not required as part of the proposal submission process; however, it will be required prior to the WVHDF entering into contract with the selected vendor.</li> </ul>