

Addendum # AD002

RFP for On-Call Critical Needs Assessment, Physical Needs Assessment Consultant
RFP # 5832

Date of Addendum: August 22, 2023

The RFP for the above named project is amended as noted in this Addendum. This Addendum consists of 2 page(s).

This Addendum lists questions received from vendors and SHA's responses. Following is a list of questions received and SHA's responses to those questions.

Question 1. For SHA's purposes, what is the difference between a Critical Needs Assessment (CNA), Physical Needs Assessment (PNA), or Physical Condition Assessment (PCA)? Are there particular industry standards (ASTM E 2018-15) or specific HUD programs (RAD, Section 18) for which each report should be compliant? (A.1, page 4)

Response:

- CNA and PNA are interchangeable terms for the same kind of assessment. CNA/PNAs related to HUD funding need to meet HUD's terms as described in the e-tool here;
https://www.hud.gov/program_offices/housing/mfh/cna?aid=196e6e8b-eabe-49ee-8b4c-6a72fc65b216 (mandatory now for multifamily loans); both RAD and Section 18 are potential uses for this contract's CNA/PNAs.
- Physical Condition Assessments (PCA) are used most often for us in evaluating properties for acquisition. These do need to follow the latest ASTM standard (currently E2018-15) follow the link for more details;
<https://www.astm.org/e2018-15.html>
- Depending on the property, we would specify when HUD program requirements apply, like for Section 18 and RAD

Question 2. How many properties are to be assessed under this contract? (A.1, page 4)

Response: We're seeking an on-call contract, so this is not fully certain yet.

For repositioning, a PCNA will be completed only after a property has been prioritized for repositioning. Property prioritization will likely not take place until mid/late 2024.

Question 3. Please confirm required inspection density for each type of report. (C. Scope of Work)

Question 4. A 20% inspection density is noted for occupied units. This density is lower than the 25% required by most HUD programs. Please advise. (C. Scope of Work)

Response: The inspection density must match the minimum sample requirements of the applicable HUD program.

Question 5. As a hard rule, does SHA anticipated intrusive/forensic investigations on all properties older than 15 years? This will significantly increase costs and in many cases would not be necessary. Should the awarded contractor(s) instead recommend potential forensic investigations to be completed in their initial findings, with any forensic investigations to be completed later per the discretion of SHA? (Scope of Work)

Response:

- SHA would anticipate forensic investigations for all of our potential acquisitions (PCAs). For acquisitions, it really depends on the property. It would greatly depend on the results of the Phase 1 and whether SHA has concerns of hazardous based material or microbial growth issues. It would say a forensic investigation would be evaluated on a building by building basis.
- SHA expects the firm to be able to do reports for obsolescence for section 18 purposes. For internal use CNAs, SHA does not require forensic investigations as a hard rule but may on a case by case basis.

Question 6. Please confirm what “invasive investigation” is being referenced. (D. Information To Be Provided in Your Proposal, Criterion 4)

Response: This is the intrusive investigation.

Question 7. The cost of this needs assessment reporting can vary depending on the purpose of the reporting, financing path (if applicable), the size and type of property, and other factors. Can you provide a list of all properties to be assessed with the purpose of each assessment? (D. Information To Be Provided in Your Proposal, Criterion 5)

Response: Refer to question #2, we do not have a current list of properties at the moment.

END OF RFP ADDENDUM