



**Property Needs Assessment Request for Proposals  
Frequently Asked Questions  
As of 2021-11-15**

1. Will the RFP deadline be extended?
  - a. Yes, THA has been extended the RFP deadline to January 3, 2022
  - b. See version Property Needs Assessment RFP v.3 2021-11-15
  
2. In Section 1, Notice and Introduction, the RFP includes an industrial hygienist in the list of individuals or firms that may be needed. Can you clarify what specific tasks the scope includes that may need that expertise? The scope is not clear on this matter.
  - a. This is just a precaution in case the proposer believes this may be necessary. It can be disregarded if not necessary.
  
3. In Section 3.3, Scope of Services, the RFP provides some details on the survey to be completed. Is THA intending that the survey include the interior of individual units in each building? If so, will that be every unit, or a representative sample?
  - a. A representative sample will be 25% of each unit type and all ADA units- unless there is a reason to check all (i.e. fear of some wide scale breach of some sort, such as rotting balconies, or for a building to assess and check if the old electrical panels have been replaced). This will include 100% of all common and mechanical areas
  
4. Exhibit A includes the list of properties to be surveyed. Is any more information regarding these properties available prior to the submittal deadline, including the number of units in the last three properties, square footage and/or floor plans for the properties, details on site features to be surveyed (areas or number of stalls in parking lots, etc.)?
  - a. Floor plans have been posted on THA's web site with the RFP
  - b. Walk-thru tours could be scheduled with limitations (COVID protocols)
  - c. Exhibit A of the RFP has been updated with the unit count for all properties plus the inclusion of the properties community rooms and at Alberta J Canada the commercial spaces.
  
5. Section 3.3 also includes a requirement for data to be provided in Excel form. Does THA have a data template that can be provided prior to the submittal deadline?

- a. Previously THA has received PNAs have included both a narrative, along with a 20-year spreadsheet in excel format that listed each item / scope of work that would need attention, showing which year it would need the attention, and the cost. The excel format allows us to change out the price as necessary, as well as the year, depending upon budget available. We don't have a template. There are several examples available including from the US Department of Housing and Urban Development for the Rental Assistance Demonstration.
6. Should the provided Physical Needs Assessments be in compliance with HUD's Capital Fund Program? No specific HUD protocol is specified. Are there any other potential HUD programs the reports might be used for, such as RAD?
  - a. Most, but not all, of the portfolio has already converted to RAD and while this PNA is not specific to any HUD plan at this time, it should be in compliance with HUD's Capital Fund Program
7. Please confirm that fees to complete the Physical Needs Assessments should be included in proposals, as they are not specifically referenced in the evaluation criteria. If so, is there a specific format?
  - a. Please include fees to complete the Physical Needs Assessments in the proposal. There is not specific format.
8. Will HUD CNA e-Tools be required in addition to the narrative reports?
  - a. An excel spreadsheet identifying each scope/area of work needing repair/replacement over a 20-year period, along with a cost for that work, annual escalation of cost, etc. is required in addition to the narrative reports. You can use a HUD CAN e-tool format, though that is not required at this time.
9. Please confirm that Energy Audit reports are required?
  - a. An Energy Audit is required
10. Will a list of all improvements identified in previous Physical Needs Assessments that have been completed be provided?
  - a. Upon award of the proposal the previous PNAs will be provided. Most of these were completed for the RAD conversion. Some properties do not have previous PNAs.
11. Please confirm that all developments are considered contiguous and not "scattered sites."

- a. The properties are scattered across Tacoma, for a total of **27** distinct properties. Nine properties (senior/disabled, +Alberta J Canada and Prairie Oaks properties) contain a single residential building on one site, with the occasional ancillary building or two, such as a garage or shed. Other properties contain multiple buildings on each site: some with 5-6 multifamily buildings per site (Outrigger, Highland Crest, Bergerson Terrace), and others with multiple duplexes, triplexes and fourplexes in a neighborhood site (Salishan and Dixon)
  
12. Can building counts (including any non-residential buildings that should be assessed) be provided for all developments?
  - a. Please see Exhibit A of the RFP (updated RFP as of 2021-11-15)
  
13. Are unit counts available for The Rise at 19th, Arlington Apartments, and Alberta Canada Apartments?
  - a. Please see Exhibit A of the RFP (updated RFP as of 2021-11-15)
  
14. If this is a No Hire Opportunity where the awarded contractor does not need to hire any subcontractors, please confirm contractor exemption from HUD Section 3 requirements.
  - a. This award is exempt from Section 3 requirements
  
15. Regarding the requirement of a Five Year Plan and Twenty Year Plan, will Excel versions of the HUD-required 20-year Replacement Reserve Schedule, Critical Repair list, and Non-Critical Repair list for each property suffice, or is an alternative report to the PNAs required? A traditional Physical Needs Assessment would include a 20-year Replacement Reserve Schedule, Critical Repair list, and Non-Critical Repair list. While these are not specifically labeled as a “Five-Year Plan” or “Twenty-Year Plan,” the data in these tables would serve such a purpose.
  - a. Excel versions of the HUD-required 20-year Replacement Reserve Schedule, Critical Repair list, and Non-Critical Repair list are required
  
16. Regarding meetings to address the most serious of problems described in the Five-Year Plans, how long after report delivery do you expect vendor participation?
  - a. Within three (3) months, unless emergency needs identified that the maintenance can't be completed within that time frame.