

QUESTIONS AND ANSWERS #2

Broward County Housing Authority
Solicitation Number: RFP 20-292

Physical Needs Assessments (PNA) Services

DATE: January 6, 2021

TO ALL PROSPECTIVE PROPOSERS

There is no change in the proposal due date.

Please note the following questions/clarifications:

Questions/Clarifications:

The following questions shown in *italicized* text were submitted. BCHA's response is shown in **bold** text.

	Questions	Answers
1.	<i>In the Introduction section of the RFP, it's stated that, "The BCHA staff intends to recommend an award to the respective Board of Directors responsible to approve contracts for each multifamily property." Question: Will all developments be awarded at one time or individually?</i>	Please, refer to Section 2.3, page 2 of 15, of the Request for Proposal (RFP).
2.	<i>The submission is required to be submitted in three parts, though the list provided on the Proposal Submission Checklist (Form A) appears to indicate that each form, license, and addendum listed under Part Three is expected to be submitted as a separate file. Question: May we submit Part Three as one combined PDF?</i>	Yes
3.	<i>On page 4 of the RFP, Client References are listed as a component of Part Three of the submission. Page 8 states, "The Technical Proposal (Evaluation Factors 1 thru 4) must not exceed five (5) pages in length, excluding resumes, PNA sample and/or references when printed." Question: Should Client References be included in the Technical Proposal (Part One) or Part Three?</i>	Part Three (3)
4.	<i>On page 4 of the PDF, requirements for the Technical Proposal specify a maximum of five pages not including resumes and the sample PNA report. Question: a) Does the five-page limit include cover page, table of contents, and letter of intent as well? b) Will a tab separator be acceptable to separate resumes and the PNA report from the Technical Proposal?</i>	a) Yes b) Yes, but there is no need for Tab Separator(s) for electronic PDF files.
5.	<i>Page 8 states, "The proposals should be indexed and all pages sequentially numbered." Question: Does this mean that a Table of Contents is required?</i>	No, it is not required. By "indexed" is referring to "indicated", "referenced" or "with clear guidance".

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This Question & Answer Form **must** be returned with your proposal on the established due date. All other terms, conditions and specifications remain unchanged for RFP 20-292.

Authorized Signature:

Name of Company:
