

**Questions and Answers for RFP 2011-04**  
Capital Needs Assessment

**Question 1:**

Page 7, Item #6 – providing an energy audit using EnergyGauge, REM/Rate or other residential energy analysis software. It is our understanding that both of these tools were designed primarily for single family houses or small (2-4 units) multi-family buildings. They are not optimal for use with large multi-family properties like those that will be included in this project. TREAT (Targeted Retrofit Energy Analysis Tool) is a comprehensive energy analysis tool that models whole building energy consumption and identifies the most cost-effective energy efficiency upgrades for large multi-family buildings. Is it acceptable for the chosen provider to use TREAT as opposed to the others listed?

**Answer:**

Yes, it would be acceptable to use TREAT for this project.

**Question 2:**

Page 7, Item #9 – Description of directly observed or potential environmental hazards. Is a visual inspection acceptable with notations of possible hazards? Or is hazardous materials testing required?

**Answer:**

A visual inspection is acceptable with notations of possible hazards, and with recommendations for further expert evaluation as needed.

**Question 3:**

Page 7, Item #10 – Description of any building code violations – What is the level of detail that is expected for this item? Is it acceptable that the reports just indicate known violations that are on record as indicated by the local code office? Or is the inspector expected to research local codes and note any violations that he or she sees at the property that may or may not already be known by the code office?

**Answer:**

The inspector is expected to contact the local building, zoning, and fire department / authorities to identify any currently outstanding building or fire code violations at the property. If a violation(s) has occurred, the inspector must obtain a copy of the local health, safety, or building code violation reports or notices for any and all violations issued. If violations have been issued, the inspector must inspect the area(s) and include in the Inspection Report a description of the issue(s) and whether or not the issues have been resolved.

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**Question 4:**

Page 8, Item #5 – Offerer shall be available to FH to make up to two one-hour presentations of the findings. Is this requirement a per property requirement? Or will the presentations be for the entire project? i.e. Is the offerer expected to make 2 presentations of each report (20-50 presentations) or two general over-all presentations of the entire project’s findings?

**Answer:**

This requirement is for just two presentations covering the entire scope of the project.

**Question 5:**

Page 10, Section E – Fees. Is it acceptable to provide a pricing grid indicating fixed fees determined by the number of units at each property? i.e. show set prices for: 50-99 units, 100-149 units, 150-199 units, 200-249, etc.

**Answer:**

Yes.

**Question 6:**

Section 4.C - Assessment Process: The RFP identifies that “No less than 10% of dwelling units” be inspected, and that ”100% of the units under Section 504, The Americans with Disabilities Act, and The Fair Housing Act shall be inspected.” Whereas Section 504 accessibility requirements typically only affect a small number of total units (< 10% of units); the question is the Fair Housing Act unit density inspection requirements. The Florida Accessibility Code, which enforces Fair Housing Act Compliance, addresses all “covered dwelling units” constructed for occupancy after March 13, 1991. As such, the statement within the RFP would require 100% unit access in elevator buildings, and access to all ground floor units within walk-up buildings (e.g. typically 33% of units within 3 story buildings and 50% of units within 2-story buildings). Therefore, to uphold the specified interior unit access requirement it is imperative to know the types and size of buildings to be selected under the proposed assessment, or the RFP should address a defined interior unit threshold requirement.

**Answer:**

Florida Housing's interior unit threshold requirement for units built under the Florida Accessibility Code is 10% of units (in addition to Section 504 units), whether in elevator buildings or on the ground floor of walk-up buildings.

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**Question 7:**

When the RFP refers to “blanket fidelity insurance” coverage, what type of policy is required? Are you referring to an “employee dishonesty” policy (also called a “first party crime” policy), a “third party crime” policy, or both?

**Answer:**

For purposes of this RFP, and subject to all other applicable requirements for such insurance under Section Five, Florida Housing would accept so-called third party fidelity insurance or what is known as crime insurance (i.e., insurance that would provide fidelity coverage to the owner of a property selected for a CNA) as meeting the fidelity insurance requirement. Of course, what is commonly called blanket fidelity insurance is acceptable.

**Question 8:**

If you want a third party crime policy, there is one type (“third party contract specific coverage”) that would protect Florida Housing but would not protect any of our other clients. There is another type (“third party blanket coverage”) that would cover all of our clients under all of our contracts. The RFP used the term “blanket”, but it seems more likely that what you want is contract specific coverage, please clarify.

**Answer:**

See Answer #7 above.

*Submitted by:  
Sherry Green  
Contracts Administrator  
Florida Housing Finance Corp.  
227 N. Bronough St., Ste. 5000  
Tallahassee, Fl 32301  
850-488-4198 x 1266*