

Questions and Answers

Housing Opportunity Fund Policies and Procedures Request for Proposals

April 5, 2018

Question 1: With regard to the URA HOF RFP, I am wondering if the URA will accept attachments (i.e., project documentation) for project references.

Answer: Yes, but please be brief.

Question 2: What is the anticipated budget, or reasonable range of available funding, for completing the work described in the RFP?

Answer: We ask that each respondent propose a fee.

Question 3: Appendix B includes significant recommendations both on allocations and operational priorities. Is the URA seeking policy guidance on how to decide what projects to fund and in what form the funding should come (i.e., allocations process and decision-making), or on how to effectively administer the HOF to ensure funds are achieving the intended effects (i.e., operational/compliance/asset management policies), or both?

Answer: Both

Question 4: The RFP anticipates a project duration of 6 – 8 weeks. Is that a firm deadline, or should each consultant propose a timeframe that fits the proposed workplan?

Answer: A project duration of 6 – 8 weeks is ideal because the URA and the City would like the HOF fund to be operational as soon as possible. However, if the respondent believes that this timeframe is not sufficient to complete the project, please propose an alternative timeframe.

Question 5: Appendix B notes similar funds that exist in St. Louis, Washington D.C. and Philadelphia. Does the URA have existing contacts at these and other cities that it would like included in the stakeholder meetings, or does the URA hope that consultants will be able to leverage existing contacts at other city/regional housing trust funds?

Answer: Reviewing the Housing Trust Funds in other cities is useful for benchmarking. It is not required that other cities be included in stakeholder interviews. However, if the selected respondent does have existing contacts in other cities and would like to include interviews of staff in those cities, that would be welcomed.

Question 6: Asset management of the HOF is not mentioned in the RFP or Appendices, but is the URA also interested in determining policies that address the ongoing financial return on HOF dollars invested? Is the URA planning to structure the HOF such that some amount of the funds allocated will be repaid and that capital will be recycled over time?

Answer: This is currently beyond the project scope.

Question 7: Would the URA entertain a proposal that would deliver the “governance and decision-making” services within the desired 6-8 week timeline but deliver the “program guidelines and requirements” services after the end of the 6 – 8 week period?

Answer: Yes, the URA would entertain that request. See the answer to Question 4 for more detail.

Question 8: When and how often is the consultant expected to meet with the HOF Advisory Board during the 6-8 week engagement?

Answer: Two to three times (may be affected by the timing of the creation of the Advisory Board).

Question 9: How many meetings is the consultant expected to conduct? Will there be separate meetings with the HOF Advisory Board, City staff, URA staff, affordable housing advocates, and other stakeholders, or will some or all of the meetings include all of these groups together?

Answer: Some meetings can be combined for convenience.

Question 10: How many document drafts (including the final proposed policies and procedure document) are expected to be completed by the consultant given the requirement for soliciting feedback from the HOF Advisory Board, City staff, URA staff, affordable housing advocates, and other stakeholders?

Answer: Approximately two drafts and a final document.

Question 11: What level of detail is expected in recommending allocation of the HOF resources? Is a sample budget expected?

Answer: The creation of an allocation plan/budget is beyond the scope of this project. The RFP does, however, request guidance drafting the procedure related to creating an annual allocation plan.

Question 12: I would like to inquire whether there is flexibility related to the 6 – 8 week timeline.

Answer: Yes, there is flexibility. See the answer to Question 4 for more detail.