

**RFP No. 2020-04 Public Housing Real Estate Financial Consulting Services
Questions and Answers**

1. How many properties are in the Public Housing portfolio?
Answer: There are 376 units in its Public Housing (PH) Development, six large parcels of land ranging from 4 – 29 acres and 17 small parcels averaging 0.21 acre.
2. Are the PH property's designated as family and/or elderly?
Answer: Yes, the PH Development is designated as family and elderly/disabled.
3. The Evaluation Criteria on page 10 of the RFP includes points for a Section 3 Plan and MBE/WBE/ Local Business Plan; however, these requirements are not listed in the Proposal section of the RFP on page 9:
 - a. What should be submitted for the Section 3 Plan and MBE/WBE/ Local Business Plan?
Answer: The HAPGC provided Section 3 requirements on pp. 4-7. HAPGC is not limiting an Offeror's presentation of its Section 3 and MBE/WBE/ Local Business Plans. HAPGC, however, will evaluate the plans according to the minimum requirements as indicated in the RFP.
 - b. Do these plans count towards the 25 page limit?
Answer: Yes, these plans are counted towards the 25-page limit.
4. Do resumes count towards the 25 page limit?
Answer: Yes, unless the resumes are part of the Appendix.
5. Appendix F – the DBE/MBE/WBE Certification form references the Housing Authority of Annapolis. Shouldn't this be PG County?
Answer: Yes. See attached amended Appendix F that has been posted in HAPGC's website.
6. Do the forms in the Appendices need to be submitted with the proposal? If so, do they count towards the 25 page limit?
Answer: Yes, the forms in the Appendices must be submitted with the proposal. No, they do not count towards the page limit.

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



7. The Evaluation Criteria references an attached Cost Proposal Page; however, no page was included in the RFP documents. Is there a specific form that HAPGC would like us to use or should rates be included as a page in the proposal?

Answer: HAPGC does not require a specific form for an Offeror to use for Cost Proposal. The Cost Proposal, however, must clearly indicate a breakdown of the total cost for the consultation services, including but not limited to hourly labor costs and indirect costs.

8. Is the cost proposal included in the page count?

Answer: No, it is an attachment.