

REQUEST FOR PROPOSALS
MULTIFAMILY HOUSING DEVELOPER SURVEY
FOR THE WASHINGTON STATE HOUSING FINANCE COMMISSION

RESPONSES TO REQUESTS FOR CLARIFICATIONS AND INQUIRIES

Posted May 23, 2019

Q1: The RFP specifies that the project will begin on July 15, and that all services must be completed by September 30. Is this timeline negotiable? Given the scope of services (which includes survey development, survey administration, potential focus groups, reporting, and a presentation), we are concerned that such an aggressive timeline will not leave time to obtain a sufficient number of survey responses.

A1: *The timeline is not negotiable. Focus groups were identified as a potential requirement. We have determined that focus groups will not be required for this project.*

Q2: Could the WSHFC please elaborate on what is meant by the service requirement on page 12: “Identify any specific demographic groups for which quality improvement strategies need to be developed.”

A2: *This service requirement has been removed.*

Q3: Does WSHFC have a target sample size and/or number of completed surveys? (An estimate would be helpful for budgeting.)

A3: *We do not. However, we expect to provide 300-400 potential contacts. Please respond to the Request for Proposal as you deem appropriate.*

Q4: Does a proposal cover page and table of contents count toward the 10-page limit?

A4: *Yes.*

Q5: The RFP says the state wishes to survey local, state, regional and national developers. Is one of these sectors a greater priority? It seems that developers located in the state and region (bordering states) might be more feasible and realistic given which companies have shown interest in the past (i.e., they may have a national footprint but be headquartered in the region)?

A5: *We expect to provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q6: The RFP says, “the selected Contractor must have the ability to administer each of the following survey methods: telephone, mail, internet, and in-person.” Is the expectation that each of these methods will be used?

A6: *This question is related to your experience. In-person survey methods will not be required for this project. Please respond to the Request for Proposal as you deem appropriate.*

Q7: Does the state have lists of developers to be used as sample?

A7: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q8: Did the state “market” the program and/or changes to the program? If yes, how? And, if it was mail/email, do those marketing lists exist?

A8: *The Commission will provide 300-400 potential contacts. Please respond to the Request for Proposal as you deem appropriate.*

Q9: To confirm: WSHFC is specifically interested in an online-only survey instrument, and qualitative (conversational) interviews will not be part of this project?

A9: *Qualitative (conversational) interviews are not part of the scope of work for this project.*

Q10: Does WSHFC have a target budget and/or a specific format in which fee proposals should be submitted? Specifically, would WSHFC like to see hourly rates for staff assigned to the project, or a flat-fee? Is it permissible to provide a separate fee associated with any post-survey focus group sessions, should they be requested by WSHFC’s project manager?

A10: *Please respond to the Request for Proposal as you deem appropriate.*

Q11: Is the Washington State Housing Finance Commission (WSHFC) expecting the successful consultant to attempt to survey all potential developers who might operate in Washington or would surveying a statistically valid random sample of evaluators be considered sufficient?

A11: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q12: The RFP calls for conducting “...a survey of local, state, regional, and national multifamily housing developers regarding their use, or lack thereof, of the Commission’s program(s) that allocate the Low-Income Housing Tax Credit in Washington State.” Are you intending that the consultant include in its survey developers in other states or nationally who have never developed any multifamily properties in Washington State to date or only those that have previously developed some such properties in Washington State?

A12: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q13: If WSHFC wishes to concentrate only on those developers who have previously developed multifamily properties within Washington State (whether they have used MSHF Low-Income Housing Tax Credit programs), how many such developers has the state identified?

A13: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q14: Is the survey intended to be only of private for-profit developers, as recommended in the Washington State Joint Legislative Audit and Research Committee report, or of private for-profit, nonprofit and government housing authority multifamily housing developers?

A14: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome. Please respond to the Request for Proposal as you deem appropriate.*

Q15: Would the state be providing the successful bidder with a list of multifamily developers to survey, including contact information, or is the successful bidder expected to develop such a list?

A15: *The Commission will provide 300-400 potential contacts. However, identification of additional contacts is welcome.*

Q16: Is WSHFC interested in developer interest and use or lack of use of only the straight 9% tax credit option or also of the state 4% tax credit plus bond money option for multifamily housing development?

A16: *This request is specifically focused on the 9% tax credit program. Refer to page 2 of the RFP.*

Q17: What communications and standards does the Commission prefer? Would internet, webmail, or telephone communication be acceptable to WSHFC for some meetings? How many visits does WSHFC expect the successful bidder to make to WSHFC offices?

A17: *Please respond to the Request for Proposal as you deem appropriate.*

Q18: What kinds of collaboration protocols and standards does the Commission prefer? If the consultant will be working with a state project team, who or what kinds of people will be on the team?

A18: *Any teams established will consist of Commission staff members. Please respond to the Request for Proposal as you deem appropriate.*

Q19: What accounting protocols and standards does the Commission prefer or require?

A19: *Please respond to the Request for Proposal as you deem appropriate.*

Q20: Attachment C refers to “conduct follow-up focus group discussions as deemed necessary by project manager.” Should the cost of potential follow-up focus groups be included in the basic budget proposal or as “additional work at additional cost”?

A20: *Attachment C is titled, “Minimum Qualifications, Possible Requirements, & Expectations”. Please respond to the Request for Proposal as you deem appropriate.*

Q21: What is the budget or anticipated approvable bid range for this project?

A21: *Please respond to the Request for Proposal as you deem appropriate.*

Q22: Would the possible interviewing of the top two or three candidates on June 19 or 20 be in person or would virtual interviewing (web conference, conference call) be acceptable to WSHFC?

A22: *Yes. However, we would prefer to interview finalists in person.*