



Strength, Dignity, Quality of Life  
**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

May 7, 2014

## Missouri Housing Development Commission

Re: RFP for Construction Cost Analysis Services announced April 23, 2014

### RFP Questions and Answers

Below are MHDC's answers to questions received in writing between April 23 and April 30, 2014

**Jeremiah W. (Jay) Nixon**  
Governor

**Peter Kinder**  
Lieutenant Governor

**Clint Zweifel**  
State Treasurer

**Chris Koster**  
Attorney General

**Jeffrey S. Bay**  
Chairman

**Troy L. Nash**  
Vice Chairman

**Greg L. Roberts**  
Secretary-Treasurer

**Bill Miller**  
Commissioner

### Questions and Answers:

**Q:** *Would this require a licensed architect in the state of Missouri?*

**A:** Missouri licensure is not required.

**Q:** *How should a respondent proceed with questions regarding the RFP requirements? How should a respondent proceed within your organization's rules for questions and contact? I understand the competitive nature of the RFP and that there may be proprietary issues.*

**A:** A Respondent may contact Jay Mahaney at any time prior to the proposal submission deadline via written letter or email. Obviously email would be more efficient. Subsequent to the proposal submission deadline, all communication should be handled in a manner consistent with the applicable Disclosure Period and/or Quiet Period as detailed in MHDC's Standards of Conduct. There will be a 'Questions & Answers' sheet depicting questions from all respondents posted to our website prior to the proposal submittal deadline.

**Q:** *Is this RFP only open to local companies or are non-local companies also encouraged to submit an RFP package?*

**A:** Non-local companies are welcome to submit a package for this RFP with the stipulation that you must have evidence of good standing with the state of Missouri. In other words, you need to be authorized to do business in Missouri. Since you are located out-of-state we would need to know how you plan to conduct business or meetings with our staff, which will primarily be with Jay Mahaney. In addition, on some historic rehabilitation projects it may be necessary to perform a site inspection so we would need to know if that is possible. To the extent meetings with MHDC and/or site inspections would necessitate travel, you should detail the anticipated costs to MHDC associated with such travel.

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Interim  
Executive Director

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- Q:** *Is there any specific form or format for the RFI?*
- A:** No. Written or email requests for information in a format at your discretion is all that is needed.
- Q:** *Will there be a separate agreement for each housing project reviewed or will this agreement be based on a period of time which may or may not include multiple projects?*
- A:** One agreement will be used for multiple developments. The agreement will cover projects assigned to the selected respondent for the FY2014 development approvals. The period of time will begin this year and continue until all developments have been funded, though MHDC may reserve the right to extend the agreement beyond the FY2014 at its discretion.
- Q:** *As each project may vary greatly from one to another, how will these be considered in the review of the submitted proposals or in negotiations?*
- A:** MHDC appreciates the uncertainty of preparing a proposal with such potential variances between developments. Of course MHDC cannot tell each respondent how to structure their proposal and pricing. Preparation of the proposal is at the discretion of each respondent. MHDC does intend to take this difficulty into consideration during its review. If we have questions or need clarification, each respondent may be contacted directly. At that time, specifics can be discussed between both parties with the intention of clearing things up and/or making adjustments.
- Q:** **Complete Response**
- 3.1. This paragraph in the RFP refers to "proper submissions" and "format." Is there a specific form or format that respondents are to use?*
- A:** No, MHDC has no 'template' for this type of response. Proper submissions should be professionally prepared and presented in a format that is concise and easy to read. The composition or arrangement is at the discretion of each respondent.
- Q:** **Price Proposal**
- 4.1. This paragraph refers to Appendix A as a detailed guide. In what way will respondents pricing be compared to each other without knowledge of project size or complexity?*
- A:** MHDC acknowledges this difficulty. Respondents overall knowledge, experience, and proposed pricing will all be taken into consideration during review. MHDC will make its best effort to make comparisons with this complication in mind. As mentioned, each respondent may be contacted individually to obtain or discuss specific information and provide clarification as necessary to make each comparison as fair and equitable as possible.