

## QUESTIONS & ANSWERS:

### Professional Services: Scope of Work Development & Cost Estimation for Multi-Family Rental Properties

1. Are there floor plans for the buildings to-be-assessed?
  - a. If they are not, is our team expected to site measure the buildings and produce plans for reporting as part of this task? - **No and No**

2. Are addresses and building sizes available – are these 2 family buildings or larger multi-family properties? - ***We are still in the process of reviewing all property submissions and making formal rehab awards, however, the following have preliminarily been approved:***

***18-20 Cook Ave***

***909 N Main St***

***227 Winsor Street***

***302 E. 2nd St.***

***18 Strong Street***

***128 Van Buren Street***

***49 Hopkins St.***

***288 Willard St.***

***1086 E 2nd Street***

***6 Newland Avenue***

***As we finalize our review of the applications from the property owners, there is a possibility that an address or two may change so please take that into consideration when formulating your estimates.***

3. Are there records for when these buildings were accepted as code compliant? - **No, these properties are not currently code compliant as they are grant recipients of the city's Vacant Rental Property rehabilitation grant. The intent of the grant is to add**

***additional units to the city's habitable housing stock and in several cases, the properties may not have been habitable for some time.***

4. Is this scope to follow an ASTM standard for reporting, or is this more of an initial fact-finding exercise with our own excel based estimating? -***Your own excel-based estimating is sufficient for this exercise. Once the Scopes of Work are determined and your initial "best guess" estimates are developed, our Project Manager or the property owner will solicit contractor bids. This Scope of Work and estimating contract will help the Department of Development work through a back log of SOW writeups that our one Rehab Project Manager does not have the capacity to complete within the VRP grant program's required deadline given a significant influx of projects.***

An integrated project needs assessment requires a specific format (typically using an HCR template). This is not the same as a high level cost estimate and analysis and will drastically impact price. – ***While VRP funding is provided through HCR, the successful bidder for the SOW and estimating contract will not be required to utilize HCR's template.***

5. If following the IPNA format, an energy assessor would have to be carried in our contract. - ***NA***