

# HPD Planning and Development Resources RFQ FAQ

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## HPD Owner's Representative RFQ and Pre-Qualified List

### 1. Q: How is the Planning and Development Resources RFQ different from the Owner's Representative RFQ?

A: The Planning and Development Resources RFQ and the resulting List is intended as a more flexible, user-friendly update to the Owner's Representative RFQ. Instead of requiring expertise in a broad array of specialties, now Planning and Development Entities can identify their specific areas of expertise.

Entities that can perform at least five of the seven services identified in the RFQ can further identify as a "Comprehensive Owner's Representative."

The update will also allow owners to filter entities on the List by service category, specialized experience, and target borough.

### 2. Q: My firm is already on the Owner's Representative Pre-Qualified List (PQL). Do I need to reapply?

A: Pre-existing firms do not need to reapply. However, Qualified Owner's Representatives currently included on the PQL must submit the online update form, updated financial statements, and an Affidavit of No Change. In the online update form, pre-existing firms must specify their service areas of specialization. If they specify five out of the seven services areas, they may also check off "Comprehensive Owner's Representative."

If a pre-existing firm has significant changes to its qualifications or team composition, the firm must reapply and submit the full online Application Form.

The deadline for submission of either form is September 30, 2019.

### 3. What is considered a substantive change for a pre-existing entity currently on the Owner's Representative PQL?

A: A substantive change is a change in the entity's qualifications or team composition (i.e., a key staff member specializing in one of the service categories has departed the firm).

## Lead Applicants, Sub-Applicants, & Joint Ventures

### 4. Q: Can the same sub-applicant be listed for different lead applicants?

A: Yes.

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5. **Q: Can a lead applicant also be listed as a sub-applicant on someone else's application?**

A: Yes.

6. **Q: How many of the specialties listed must an entity have experience with in order to be considered a Comprehensive Owner's Representative.**

A: Five out of the seven.

7. **Q: Can applicants respond as a joint-venture in order to qualify as a Comprehensive Owner's Representative (i.e., so that they can provide coverage of 5 of the 7 sub specialties)?**

A: Yes, but if a team applies as a joint venture, they must identify a lead-applicant.

### Qualification Requirements and Relevant Experience

8. **Q: Must an entity be able to perform all the services described in Appendix A, in each category for which they are applying?**

A: Generally, an applicant should be comfortable providing the services as they are described in Appendix A: Description of Services. However, the Descriptions of Services provided in Appendix A are not meant to be exhaustive. If an applicant is providing a subset of the services as they are described, the applicant should further elaborate on their specific experience in the Relevant Experience narrative section of the RFQ application. Ultimately, it is up to the entity and the owner to agree upon a scope of services suitable to both parties.

9. **Q: My firm provides environmental consulting, but is not experienced with the City Environmental Quality Review (CEQR). Will our application be competitive?**

A: It is strongly preferred that entities indicating expertise in the Environmental Consultant specialization be familiar with CEQR, as it is often required in projects doing business with HPD. However, entities with experience assisting owners with HPD's Enterprise Green Communities, benchmarking requirements, and any additional environmental and energy performance requirements as necessary are encouraged to apply and elaborate on their specific experience with HPD projects.

10. **Q: Can law firms apply under the new Planning and Development Resources RFQ?**

A: Yes. Law firms are encouraged to respond to the RFQ. Law firms can apply under the service categories of Site Due Diligence and Land Use Related Approvals or Financial Consultant Service Categories or both depending on firm expertise and experience as defined in Appendix A of the RFQ.

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**11. Q: Can an entity qualified through this process later join as a development partner on a deal?**

A: Yes. The business relationship between the owner and Planning and Development Entity is up to the two parties. Being on the Pre-Qualified List of Planning and Development Entities (the List) does not preclude an ownership interest in the resulting development.

**12. Q: On the form listing experience, if the entity has a long list of projects, should they limit the list to those projects most closely matching those likely to arise from a deal with a faith- or mission-based organization?**

A: We will rely on the judgment of the entity as to what type of experience to include. We want to see that the entity has experience managing complex projects. Prior experience with faith- or mission-based organizations, while not required, is strongly preferred.

**13. Q: What should an entity do about experience working on projects where the owner wishes to remain confidential?**

A: We recommend using an assumed name (e.g. "ACME") and providing the project details that represent the experience gained, and type of client (e.g. "cultural organization"), without necessarily identifying the client.

**14. Q: How can an entity know what construction contractor to include on its team without first knowing the scope of the deals presented?**

A: It was not HPD's intent to require the identification of an actual construction contractor, but rather a representative familiar with construction administration.

**15. What kind of organizational chart is required to be uploaded as part of the application?**

A: The organizational chart is meant to demonstrate capacity for the service categories selected. Please provide a chart demonstrating key staff and support staff for the services that the applicant is offering.

**16. Is there a competitive advantage of applying as a Comprehensive Owner's Representative as opposed to applying for individual services?**

A: No. Applicants may apply as teams or individually. The scope of services will ultimately be negotiated between the owner and the entity.

**17. Is HPD looking for experience with non-residential development experience?**

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A: No. The goal of the RFQ and resulting PQL is to assist property owners with the development of affordable housing and mixed-use projects.

**18. Is there any specific liquidity requirement for the entity to be considered for the pre-qualified list based on the financial statements?**

A: No. The financial statements are meant to demonstrate the overall size and the health of the organization.

**19. Is the Planning and Development Resources RFQ intended for entities interested in providing services to HPD?**

A: No. Planning and Development Entities on the PQL will serve as a resource for owners interested in development services. Payment is negotiated between the owner and the consultant. This is a business assessment and decision that the entities would make independently.

**20. Is the principal of the entity required to have all of the required experience or can staff members also have the required experience?**

A: No. The Principals of the firm are not required to have experience in every service category selected so long as employees of the entity can have the experience necessary to for the individual service categories selected.

**21. What type of specialized experience is required for the Planning and Development Resources RFQ? Is experience working on public housing, HUD-assisted properties, HFA-financed properties, or DHCR-financed properties relevant to include in the application?**

A: Previous experience on projects that have received financing from HPD or the New York City Housing Development Corporation (“HDC”) is a threshold requirement to apply for the HPD’s Planning and Development Resources RFQ. Applicants may also specify other public financing sources (HDC, HFA, Other, etc.) and specialized experience (HUD-assisted properties, etc.) when listing projects in the “Relevant Experience” section of the application. Applicants are encouraged to provide any additional experience in the narrative description section as well.

**22. What is defined as Project Management Consulting experience?**

A: The Planning and Development RFQ is seeking firms with project management consulting experience in the development of affordable housing in New York City.

**23. Are there any specific service areas that HPD is looking for?**

A: No. Applicants may apply for any service categories for which they qualify, multiple service categories, or as Comprehensive Owner’s Representative.

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**24. If applying as a team, should the lead applicant check every service category?**

A: Yes.

**25. If the lead applicant has threshold experience, does every sub-applicant also need the threshold HPD/HDC experience?**

A: No.

**26. Any preference given for M/WBE or not-for-profit applicants?**

A: No. However, Owner's seeking entities on the new pre-qualified list will be able to filter entities by M/WBE or not-for-profit entity based on their preference.

**27. What if my entity is in the process of applying for MWBE status but has not yet received it?**

A: Entities in the process of applying for M/WBE certification should not check the M/WBE box until their M/WBE application has been approved. Once the application has been approved, please notify HPD by sending an email to [PlanningandDevRFQ@hpd.nyc.gov](mailto:PlanningandDevRFQ@hpd.nyc.gov) and we will be able to make the update to the application.

### Pre-Qualified List of Planning and Development Entities

**28. Q: How will the list be displayed? How can owners use the list to find potential entities?**

A: This version of the list will include search filters that owners can use to target consultants for areas of specialization, borough, and status as a for-profit, non-profit, or M/WBE.

**29. Q: How will the entities get paid?**

A: Payment is negotiated between the owner and the consultant. This is a business assessment and decision that the entities would make independently. (Note: There are various pre-development funding sources available from intermediary community development lenders, which the entity may assist in securing. In addition, fees for services may be included in total development cost line items, or development fees. These terms would be negotiated between the owner and entity, and would need to meet financial source's term sheets.)

**30. Q: Will the List be for the exclusive use of faith-based organizations?**

A: No. The List will be published on the HPD website for public consumption. We are spreading the word about the List and it will be available to any and all owners who could benefit from the professional services of a planning and development entity.

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**31. Q: Will HPD provide guidelines for pricing?**

A: While we will consider the prices presented in the RFQ applications as indicators of an entities appropriateness to do business with faith- and mission-based organizations, we will not publish prices or fee structures on the List. Those will be negotiated privately between the owner and entity.

**32. Q: Will HPD also publish a list of institutions looking for OR services?**

A: We may keep a running list for internal use, but we will not be publishing such a list on our website.

**33. Q: How will HPD update the List?**

A: HPD will continue to accept applications on a rolling basis; HPD anticipates updating the List as it deems necessary and no less than bi-annually. Every 2 years, HPD will review the qualifications of entities on the List in order to determine their ongoing eligibility. At such time, entities will be required to provide any information requested by HPD in order to remain on the List.

**34. Q: Will exclusion from the List preclude doing a deal with HPD in the future?**

A: No. The List is not meant to establish an exclusive list of Owner's Representatives. HPD recognizes that owners may wish to work with owner's representatives who are not on the List (or never applied to be). The List is merely intended as a resource for owners.

**35. Are individuals with no real estate experience but developable land? who are not developers but have land?**

A: Individuals with no real estate experiences will be able to reach out to entities on the new Planning and Development Resources Pre-Qualified List once it is published in November 2019. Individuals may review HPD's current Owner's Representative Pre-Qualified List available on HPD's website for assistance with developing affordable housing on their land.

**36. How will HPD market the pre-qualified list once it is established?**

A: HPD will often receive requests for recommendations from organizations or individuals with developable land. We will be spreading the word about the List and it will be available to any and all owners who could benefit from the professional services of a planning and development entity.

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Additionally, if your firm have success stories from working as a Qualified Owner's Representative on an HPD or HDC deal that you would like to share, please let us know so that we can spread the message to publicize this exciting initiative.

## References

### **37. What type of references are required?**

A: It is recommended that applicants provide references who are knowledgeable about the applicant's experience in the service category or categories for which they are applying.

### **38. Can references be HPD or HDC staff?**

A: Yes. An applicant may provide HPD or HDC staff as references.

## Application Process

### **39. Do entities need to register with HPD to apply to the Planning and Development Resources RFQ?**

A: Yes. All applicants must register [here](#) to receive access to the Planning and Development Resources RFQ and Application.

### **40. How can I access the Online Application Portal?**

A: Applicants must register [here](#) to receive access to the Online Application Portal and Planning and Development Resources RFQ document. Applicants are encouraged to bookmark the webpage following the submission of the registration form to access the online portal without re-registering.

### **41. Can an applicant save or edit the online application?**

A: No. Submissions may not be saved or modified through the online application portal. We encourage applicants to complete and save responses offline before completing the online application.

### **42. Is there a receipt if an entity is submitting online?**

A: Yes, upon submission through the online portal, applicants will be redirected to a webpage confirming receipt of the application with a correspondence number for reference. However, this webpage will not include a copy of the applicant's submission. HPD encourages applicants to print out a copy of their final submission for their records.

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### **43. Can applicants edit an application after it is submitted?**

A: No. If an applicant has significant changes to an application once it is submitted, the applicant may submit a new application through the online application portal and notify HPD to review the latest submission by emailing [PlanningandDevRFQ@hpd.nyc.gov](mailto:PlanningandDevRFQ@hpd.nyc.gov). All final applications are due on Monday, September 30, 2019 no later than 5:00 pm.

### **44. How can attachment be submitted? Is there a size limit for the attachments?**

A: For file uploads, you may submit the required documents by providing a link to an external file sharing service (Dropbox, Google Drive, WeTransfer, etc.) where HPD can download the files, or by submitting the required documents via Direct Upload to the form (the maximum total file size for all uploads through this option is 2MB).

### **45. Can an applicant submit a hard copy application?**

A: Electronic submissions are strongly preferred. For those who are unable to submit electronically, hard copy submissions may be delivered by hand to the attention of:

Elena Sytcheva  
100 Gold Street, Area 9A  
New York, NY 10038

### **46. If an entity is submitting a hard copy, how many hard copies are required? Are entities required to submit a flash drive with a hard copy application?**

A: If an entity is submitting a hard copy, an applicant may submit one copy. A flash drive with the application materials is encouraged but not required.