

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

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Date: July 10, 2009

To: Interested Parties: Environmental Consulting Request for Proposals

From: Lisa Vergolini, Deputy Director

Subject: Questions and Answers: RFP CTCAC04-09

The following is a summary of questions and answers that came out of the Pre-bid Conference for Request for Proposal CTCAC04-09 held on July 9, 2009 in addition to questions received other than at the meeting:

**1. Will you consider hiring more than one consultant if more than half of the consultants reviewed NEPA documents?**

It is The California Tax Credit Allocation Committee's (TCAC) intention to hire one consultant from the Request for Proposal competition. If the firm with the winning proposal has a significant amount of conflicts of interest, TCAC may consider awarding more than one contract.

**2. How many projects have CEQA completed?**

It is assumed that most of the project will need to comply with CEQA as well as NEPA. Many will have already completed a CEQA review. Neither TCAC, nor the contractor, will have responsibility for overseeing the CEQA review. CEQA oversight in not included in the scope of work.

**3. How many NEPA reviews does TCAC expect to receive?**

It is anticipated that 75 NEPA packages will be submitted. Bids should be based on a total cost to review 75 NEPA packages.

**4. What if TCAC receives 100 NEPA reviews instead of 75?**

If the NEPA reviews exceed 75 by a small amount, TCAC may consider augmenting the contract.

## Q&A

**5. Is it a conflict of interest to help a sponsor prepare their NEPA review?**

Yes. It is a conflict of interest if the applicant has assisted in the preparation of the NEPA review, whether for a public agency or for the housing developer.

**6. Is it a conflict of interest if one member of the firm's team has a relationship with the Developer or has participated in the NEPA review preparation? Does that affect the entire team or does that one person need to be removed?**

Yes. If anyone in the applicants firm (team) has a relationship with the developer, it would be a conflict of interest for the entire firm.

**7. How many NEPA packages does TCAC expect to receive at one time?**

TCAC expects to receive NEPA packages on a flow basis. Approval of funds is being made at several committee meetings. The first 13 approvals were made on July 8, 2009. It is anticipated that additional approvals will be made on August 5, 2009 and September 10, 2009.

**8. What's the time frame?**

It is anticipated that all reviews will be submitted by January 31, 2010. the contract will be for one year.

**9. What is the final filing date?**

The correct due date for proposals is July 27, 2009. Please note that the RFP contained a typographical error on page 6 where it stated the due date was July 17, 2009.

**10. Clarify work plan and work schedule?**

Your work plan should include a description of how work will be assigned, tracking mechanisms to ensure timeliness, processes, etc. to perform the scope of work.

**11. Will the reviews be hard copies or soft?**

We anticipate we will receive some packages in hard copy form and some in electronic copies.

**12. How will TCAC get the information to the consultant?**

If electronic, items may be emailed. If hard copies, items will be sent via FedEx.

**13. Will the consultant be expected to come to Sacramento?**

There will be an initial kick-off meeting with the winning bidder. After that it is not anticipated that the consultant will need to come to Sacramento unless there is a pressing issue that arises.

## Q&A

**14. What if the consultant and sponsor can not agree?**

TCAC will have the final decision in all matters.

**15. Who is considered the lead agency?**

The California Tax Credit Allocation Committee

**16. Will the consultant be responsible for other reviews besides NEPA, i.e., CEQA?**

No.

**17. What does Report filing mean? Pg 5 under fee schedule**

Those would be reports from the consultant to TCAC on the current status of workload and any other reports necessary for TCAC to comply with NEPA requirements as the Responsible Entity.

**18. Will HUD also be evaluating the reports?**

HUD will monitor TCAC in all matters related to NEPA compliance.

**19. Who is the retainer of the Environmental Review Record (ERR)?**

TCAC.

**20. Who will consult on the public comments?**

Public comments will be sent to the project sponsor. TCAC and their consultant will assist with responses where necessary.

**21. What if the reviews take longer than expected, is the consultant held to the bid?**

The consultant is bidding on the review of 75 NEPA packages. Compensation will be limited to the bid amount.

**22. Will there be a consultation before each project?**

This is not anticipated. The project sponsor will hire subject matter experts to prepare the NEPA documents.

## Q&A

**23. Will you pay the entire contract if only 50 reviews are needed?**

No. Your total cost bid will be for 75 reviews. If only 50 reviews are completed, the amount of payment will be pro-rated.

**24. On page 5, (2)(a)(i) can we include federal?**

No, since that was not initially included in the RFP.

**25. Will the consultants be making any site visits?**

It is not anticipated that the consultant will need to make site visits unless there is something very unusual and the developer's on-site NEPA expert cannot explain or provide adequate information about it.