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## **Construction Site Visits & Observation RFP Questions & Answers**

- Q Is this a single-award contract or multiple consultants selected?
- A As stated in 1.1 Introduction of the RFP “Based on the proposals received, OHFA may award more than one contract to fulfill the scope of work outlined in this RFP.
- Q How are projects assigned (geographic region, workload, rotation, etc.)?
- A In general projects are assigned based on workload and when OHFA has approved funding although a variety of factors are considered. 4.6 Approach includes “Proposals can identify a geographic area that will be serviced by the organization”, and in these cases if such a proposal is awarded, this contract would likely either have priority or exclusive coverage of this region.
- Q Is there a guaranteed minimum number of projects per consultant?
- A No, this is dependent on how many contracts are awarded, and if the contracts are covering only a specific region or the whole state.
- Q Approximately how many projects will be active at any given time?
- A Exhibit B – Summary of Projects & Visits identifies how many projects will likely be covered by the contract(s). OHFA has around 150-200 projects under construction at any given time; however, the contract is limited to roughly 300 total projects. Once the contract is fully underway it is anticipated that anywhere between 75-125 projects will be active under the contract.
- Q What is the typical duration of a project (months)?
- A Projects typically take between 9-14 months from the start of construction to completion.
- Q Are projects geographically grouped or spread statewide?
- A OHFA has projects across the whole state. Occasionally some areas are a focus in particular funding round, but those are only a small portion of the funded projects.
- Q Can consultants be assigned to specific regions?
- A Yes, this has occurred with prior contracts. The consultant can also specify a region. 4.6 Approach includes “Proposals can identify a geographic area that will be serviced by the organization”.



Construction Observation RFP Q&A

- Q What is the expected number of visits per project (total and per month)?
- A Refer to Sections 3.2. and 3.3. and Exhibit B of the RFP for additional details. Milestone visits would occur across several months. OHFA may assign additional visits identified as supplemental/follow-up.
- Q Are visits milestone-based or required on a monthly basis?
- A Visits are milestone-based or if needed supplemental/follow-up. Refer to Section 3 – Scope of Services for more details.
- Q Are follow-up or re-visits included in the base scope or billed separately?
- A Proposals should cover the cost of both follow-up/re-visits as well milestone visits. Refer to 4.7 Cost Proposal and Exhibit E – Cost Estimate Fee Template for more details.
- Q What is the expected turnaround time for reports after each visit?
- A Refer to Sections 3.2. and 3.3. for more information.

6. A copy of the completed on-site inspection should be submitted to OHFA within 7 business days of the completed inspection and formatted to include: a completed report form template ([Exhibit D](#)) titled "Construction Monitoring Report" with photographs included and notes from visit ([Exhibit C](#)) titled "Field Notes" as Microsoft Word documents.

- OHFA will provide samples of completed monitoring report and field notes to selected consultants.

- Q Is the contract structured as hourly, per-visit, or per-project pricing?
- A Costs are based on per-visit and hourly if additional time is required. Refer to 4.7 Cost Proposal Exhibit E – Cost Estimate Fee Template for more details.
- Q Is travel time billable?
- A No. From 4.7. Cost Proposal, "Travel cost will not be reimbursed, and therefore, all travel costs will be the responsibility of the consultant and should be accounted for in the cost estimate."
- Q Are there any caps on billable hours per project or per month?
- A No. Invoicing submitted to OHFA should be based on work completed during the period covered by the invoice.
- Q What is the expected travel range for assigned projects?
- A This is dependent on the coverage area of the contract or proposal and the location the assigned projects.
- Q Are there any limits on how far a consultant may be assigned?
- A No, but a consultant may select a specific region based on their location.



Construction Observation RFP Q&A

Q Does OHFA provide a standard reporting template?

A Reporting Templates are provided in Exhibits C. and D. OHFA will provide updated templates as needed to any consultants awarded a contract.

Q What level of detail is expected in reports (checklist vs narrative)?

A Review the templates in Exhibit C. and D. for report templates, additional description of the report is provided under Report Format within 3.2. Milestone Visits and 3.3. Supplemental/Follow-up Visits.

Q What are the photo documentation requirements?

A Review item 5. Photographs under Sections 3.2. Milestone Visits and 3.3. Supplemental/Follow-up Visits for description of photo documentation requirements.

Q How are reports submitted (email, portal, software system)?

A Refer to Sections 3.2. and 3.3. for more information.

8. An electronic copy of the Report and Field Notes is required to be submitted to [OHFA's Multifamily Development FTS](#) with an email notification sent to the assigned OHFA Construction Project Specialist.

Q Are inspectors responsible for verifying compliance with OHFA DAS, or only documenting observations?

A Inspectors responsible for documenting observations related to OHFA's DAS. The Scope of Services includes the following language, "Consultant will be responsible for working with OHFA to understand the Design and Architectural Standards for which the project was funded under," to facilitate such observations. OHFA will work with the projects as needed to verify compliance with OHFA requirements based on the observations provided by consultants.

Q Is verification of pay applications or percent complete required?

A There is no requirement for verification of pay applications. An estimation of percent complete must be provided with each milestone report.

Q What level of responsibility is expected for identifying code or accessibility issues?

A OHFA does have some accessibility related items included within the DAS, and these should be part of observations. Full review for accessibility is not required. Refer to the Section 3 Scope of Services for more details.

d. Accessibility compliance with regulations or building code violations are not specifically part of the scope of the inspections, however, glaring violations should be noted.



Construction Observation RFP Q&A

- Q What certifications or qualifications are required (ICC, OSHA, etc.)?  
A There are no specific certification or qualification requirements identified in the RFP.
- Q Is prior LIHTC or HUD-related experience required or preferred?  
A Prior experience with LIHTC or HUD is not specifically required; however, under 4.3 Work Samples, reports provided should be for multifamily projects.
- Q Will OHFA review and approve the proposed staff?  
A OHFA will not approve staff for the consultant, however, OHFA will review the details provided on the organization and staff as part of the RFP scoring process.
- Q How are additional visits or out-of-scope requests handled?  
A Section 3. Scope of Services discusses all visit types included under the contract, including Supplemental/Follow-up Visits. Any out-of-scope services will be handled by OHFA.
- Q Is prior approval required for additional billable work?  
A Consultant must identify to OHFA prior to completion of a visit if it is anticipated to exceed the hours covered by the flat rate fee for milestone visits. Consultants may identify supplemental/follow-up visits as either a flat rate fee or hourly.
- Q What are the insurance requirements (coverage limits)?  
A There are not insurance requirements specific to the contract.
- Q Are there indemnification or liability clauses consultants should be aware of?  
A See Item 14 in Exhibit A – Sample Agreement of Services.

14. Indemnification. The Contractor agrees to indemnify and to hold the Sponsor and State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement and the Contractor's performance of the obligations or activities in furtherance of the Agreement which are attributable to the Contractor's own actions or omissions or those of its trustees, officers, employees, subcontractors, suppliers, third parties utilized by the Contractor, or joint venturers while acting under this Agreement. Claims that the Contractor will indemnify the Sponsor and State of Ohio include, but are not limited to, any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks. The Contractor will bear all costs associated with defending the Sponsor and the State of Ohio against any claims.

- Q Are there any penalties for delayed reporting or missed visits?  
A In the event of noncompliance under the agreement, OHFA will have the ability to terminate the agreement along with other remedies available under applicable law.
- Q What are the termination terms?  
A See item 9. Termination in Exhibit A – Sample Agreement of Services.



Construction Observation RFP Q&A

Q How does OHFA evaluate consultant performance?

A Performance is evaluated based on the completion of the scope of work identified in the contract, this includes but is not limited to timeliness of deliverables as well as quality of reports or documentation provided.

Q Will consultants receive a forecast of upcoming projects?

A To the extent that it is available to OHFA, yes information about anticipated number of projects will be provided to consultants prior to their assignment.

Q How far in advance are assignments typically made?

A Please refer to Section 2.3. Timeliness and Number of Projects for more information.

OHFA expects all construction monitoring reports to be completed within 7 business days of the site visit. For 2026 and 2027 projects, applications, construction drawings, and other project information will be forwarded to the Consultant(s) after notification of the LIHTC equity or HDAP closing. Projects funded prior to 2026 will be distributed to the consultants selected within 30 days of the contract execution. The priority for review will be determined based on the progress of projects through construction, or as otherwise noted by OHFA.

Q What level of coordination or meetings is expected?

A Consultants are responsible for coordinating with the project teams on any site visits scheduled for OHFA under the contract. The consultant should coordinate with OHFA for any meetings needed to confirm progression of contract work. As stated in 2.4 Reporting “Provide status updates bi-weekly to OHFA on scheduling of visits.”

Q Does OHFA prefer proactive issue reporting or strictly documentation?

A In general documentation of project progression should be sufficient. However, OHFA will provide additional details to consultants awarded contracts on types of concerns or issues that should be reported within 48hrs. See Section 3. Scope of Services for OHFA expectations on reporting.

5. Report submitted by email to OHFA within 48 hours of the completion of the inspection, if any issues or concerns are noted.

Q On pg. 28, it states the number of projects for 2024 and 2025. Does the number listed represent the number for each year, or is it a combined number of total projects for both 2024 and 2025?

A In Exhibit B – Summary of Projects & Visits (pg. 28), the Number of Project chart lists the total number of projects per year that are anticipated to be part of the contract. Also in this exhibit, the Projects & Sample Size by Region chart lists the combined totals for 2024 and 2025 by region.