



Request for Proposals – Multifamily Weatherization Policy Subject Matter Expert
Respondent Questions & IHCDA Answers

- 1. Section 3, Paragraph 1 regarding "envisioning the completion of no more than 10 multifamily structures, including an initial pilot building." Are structures to be interpreted at properties? For example, if a low-rise garden-style apartment complex is comprised of 5 individual buildings, would this count as 1 structure instead of 5 structures?**
 - a. Each building in the complex would be considered a separate structure. One structure should be interpreted as one structure containing 5 or more units. Therefore, using the example provided, the low-rise garden-style apartment complex, composed of 5 individual buildings each with 5 or more units, would be regarded as 5 separate structures with 25 or more units.

- 2. Should large multifamily be interpreted as mid-rise/high-rise buildings (25+ units attached) with centralized HVAC and/or water heating?**
 - a. According to Department of Energy (DOE), Weatherization Program Notice 22-12, residential buildings with 25+ units or are more than three stories with centralized HVAC/water are usually referred to as large multifamily buildings. Residential buildings with 5-24 units that are 3-stories or fewer with individual HVAC/water are usually referred to as small multifamily or low-rise multifamily buildings.

- 3. Does IHCDA anticipate there being any constraints working with electric and/or gas utilities that are master-metered versus individual metered? Will properties with both metering types need to be incorporated in the policies and guidelines for the deliverables?**
 - a. While IHCDA does not anticipate any constraints working with electric and/or gas utilities that are master-metered or individually metered, we will ensure that the policies and guidelines incorporate and address both metering types. This approach will facilitate comprehensive and effective deliverables for all property configurations.

- 4. Are there other State or utility funds that could be leveraged or should be considered for serving multifamily properties with weatherization.**
 - a. While there are options for funding multifamily weatherization, large multifamily production will primarily utilize Bipartisan Infrastructure Law (BIL) funding. The state of Indiana has access to very limited utility funds to use with Weatherization. Projects funded through BIL require adherence to specific actions by federal funding agencies, funding recipients, and construction contractors to ensure compliance with Davis-Bacon Related Acts.

5. **Section 4, Item 6 states Respondent must "Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them." A request for a SME suggests IHCDCA is seeking a knowledge worker on a remote basis as opposed to a more Training & Technical Assistance (T&TA) provider which may warrant equipment and therefore more on-site availability. Does this requirement indicate there is a T&TA component not made explicit in the RFP or that there may potentially be a T&TA component the Respondent may be expected to perform down the line?**
 - a. The RFP is for an SME, which could be a knowledge worker on a remote basis. Stating that the Respondent must have construction and technical equipment and facilities does fall outside of the intended scope of this RFP. If the opportunity for a T&TA component becomes available at a later time, that would be handled separately from this specific RFP.

6. **Section 4, Item 8 states Respondent must "Be legally qualified to contract in the State of Indiana..." Is this to be interpreted that a qualified Respondent must be a licensed contractor with the State of Indiana? If so, are any specific licensing designations required?**
 - a. A qualified Respondent does not need to be a licensed contractor in the State of Indiana; rather, they must be qualified to contract in the State, which, in part, means they must be registered with the Indiana Secretary of State or be willing to register if selected. The Respondent must also owe no outstanding reports to the Indiana Secretary of State.

7. **While not explicitly stated in the RFP, does the IHCDCA require any specific insurance requirements?**
 - a. In IHCDCA's Professional Services Contract Boilerplate, we do specify applicable insurance requirements. Please see the example contract which is posted on IHCDCA's Public Notices webpage along with this Q&A document.

8. **Is there an expectation that anything in the SOW will warrant on-site visitation or is it expected to be performed remotely? If on-site is later determined to be required, could that be billed supplemental to the RFP prescribed budget?**
 - a. While most of the deliverables for this position can be completed remotely, there may be instances where on-site presence is determined to be advantageous and may be requested. Please factor estimated travel costs in your proposed budget in Appendix C of the RFP.

9. **Can IHCDCA share any expectations they have for Respondent billing in terms of frequency or basis? (e.g., retainer versus hourly versus milestone)**
 - a. IHCDCA will process payments based on the successful completion and acceptance of the deliverables outlined in the Policy SME RFP.