



TENNESSEE HOUSING DEVELOPMENT AGENCY
REQUEST FOR QUALIFICATIONS # 31620-00601
FOR APPROVED MARKET STUDY ANALYSTS LIST
AMENDMENT NUMBER ONE

DATE: September 21, 2020

RFQ # 31620-00601 is amended as follows:

1. THDA responses to questions and comments in the table below amend and clarify this RFQ.

Any restatement of RFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFQ document.

QUESTION / COMMENT	THDA RESPONSE
<ul style="list-style-type: none">• In regard to the Reference questionnaire that is required, does this need to be completed and signed in ink and then mailed back to us? With current mail delivery delays, we have concern that these letters will not get to our chosen references in time for them to complete and mail back to us prior to this package needing to be mailed to THDA. Is there any other acceptable form of reference?	<ul style="list-style-type: none">• THDA suggests having the References utilize FedEx, UPS, or similar services if this is a concern for your organization.
<ul style="list-style-type: none">• Is there any exception for analysts who are active on the current THDA list of approved analysts?	<ul style="list-style-type: none">• Existing vendors will need to apply/reapply the same as new vendors.
<ul style="list-style-type: none">• On page 5, Item 3.3.2.2. (referencing the cost proposal) states we need to provide “one (1) copy in the form of a digital document in XLS format properly recorded on a separate, blank, standard CD-R recordable disk”. Do we need to convert the PDF cost proposal attachment that was sent into an Excel (XLS) file somehow?	<ul style="list-style-type: none">• THDA prefers to have the cost proposals in XLS files.
<ul style="list-style-type: none">• We would like to receive clarification on item 3.3.2.2. Cost Proposal regarding “RFQ #31620-00601 COST PROPOSAL COPY” - Can the “Cost Proposal Copy” digital document be recorded on a USB Flash Drive instead of a CD-R recordable disc?	<ul style="list-style-type: none">• USB flash drive submissions are acceptable
<ul style="list-style-type: none">• In the technical response, two (2) samples of market studies including shapefiles of the market area are required. Should the samples be submitted as hardbound copies or in digital format only? If hardbound copies are requested, should there be six copies of each report included with the response package?	<ul style="list-style-type: none">• These can be submitted via USB flash drive or CD-R

QUESTION / COMMENT	THDA RESPONSE
<ul style="list-style-type: none"> I wanted to mention that our organization has done several appraisals associated with THDA. We also attend THDA conferences. Should we note that in the qualifications section? If so, is there any pertinent information we should add? 	<ul style="list-style-type: none"> Vendors can list these items if they wish, however THDA cannot assist with drafting this information. Vendors will have to pull this information together independently.
<ul style="list-style-type: none"> Could you also tell me how many market studies were ordered last year? 	<ul style="list-style-type: none"> There were 15 bond applications and 43 competitive LIHC applications, altogether approximately 58 market studies.
<ul style="list-style-type: none"> The instructions do not specify how to submit the shape files. Should they be put onto the CD-R labeled “RFQ #31620-00601 TECHNICAL RESPONSE COPY”? 	<ul style="list-style-type: none"> A USB flash drive or CD-R would be the way to submit the shape files. A USB flash drive is preferred.
<ul style="list-style-type: none"> Item C6 asks for proof of appraiser license in the State of Tennessee. Is that a requirement to submit? Our firm is not an appraisal firm. 	<ul style="list-style-type: none"> This is not a requirement
<ul style="list-style-type: none"> Item B9 requires a list of all applications that have received credits for which we performed the market study. Our firm has been conducting tax credit market studies in Tennessee since 1992. We do not keep track of what happens after the studies are submitted. Can the list be limited to the last five years? Alternatively can we provide a list of all the studies that we have conducted (whether approved or not)? We only have project names going back to about 2012. Prior to that we only know the name of the town—at the time the names weren’t always known prior to the completion of the study. 	<ul style="list-style-type: none"> The last 5 years will be sufficient.
<ul style="list-style-type: none"> Should the sample market studies be bound into the response in the location suggested by the Appendices (i.e., inline at C.2) or separate attachments? 	<ul style="list-style-type: none"> Separate attachments
<ul style="list-style-type: none"> Can the market studies be printed back to back? 	<ul style="list-style-type: none"> Yes, submitting on a USB flash drive or CD-R is also acceptable
<ul style="list-style-type: none"> Can we submit only electronic copies of the market studies? 	<ul style="list-style-type: none"> A USB flash drive or CD-R would be fine. A USB flash drive is preferred.