

July 18, 2025

RE: Request for Proposals: Builder & Developer Services

1. **Question:** What is the procedure and anticipated timeline from the close of bidding to actual endorsement and commencement of the selected project?

Answer: Section 5 of the RFP details the project timeline. The submission deadline is July 29, 2025. Selected respondents will be notified, and projects are expected to begin in August 2025.

2. **Question:** What are the primary criteria or attributes that typically lead to higher consideration among respondents? For example, does prior experience with HLB, firm size, or technical approach weigh more heavily?

Answer: Section 4 of the RFP outlines the evaluation categories and scoring criteria. The top scoring categories are:

- Relevant Experience & Expertise (30 points)
- Clarity of Methodology (20 points)
- Floodplain Construction Knowledge (20 points)

Firm size is not explicitly scored, but strong qualifications and demonstrated expertise carry the most weight.

3. **Question:** Are there specific formats or templates that HLB prefers for cost estimates and lot readiness reports?

Answer: No specific templates are required, but submissions should follow professional standards. Cost estimates should include line items for base, standard, and resilient finishes, and lot readiness reports should provide a clear scoring matrix or brief builder-oriented report covering utility access, topography, remediation needs, and plan fit.

4. **Question:** Will HLB provide access to utility maps, floodplain data, or prior lot surveys, or is it the respondent's responsibility to obtain these independently?

Answer: It is the respondent's responsibility to obtain these independently.

5. **Question:** Will a site walk be allowed or coordinated for lots that require evaluation?

Answer: Yes, site walks may be coordinated upon request. Respondents should contact HLB to discuss access to specific lots of interest.

6. **Question:** Is there a defined scoring rubric for how different finish levels (e.g., base vs. resilient) should be evaluated or compared?

Answer: The RFP does not include a scoring rubric for finish levels. However, respondents are expected to include pricing for base, standard, and resilient/fortified finish options, and recommendations that reflect site-specific needs (e.g., floodplain resilience) will be evaluated for thoughtfulness and feasibility.

7. **Question:** How will price competitiveness be assessed, considering there is no explicit “Cost & Fee” section in the RFP?

Answer: While there is no standalone “Cost & Fee” section, cost considerations are part of the evaluation rubric (10 points). HLB will assess price competitiveness through the clarity, realism, and cost-efficiency of the proposed estimates and methodology.

8. **Question:** Does HLB require or prefer the involvement of a licensed Professional Engineer (PE) for site evaluations and reporting?

Answer: The RFP does not require a PE; however, qualifications and expertise are evaluated under “Team Qualifications” (10 points). Including a PE—particularly for floodplain-related analysis—may strengthen the submission.

9. **Question:** Are MBE/WBE/DBE certifications or subcontracting goals considered relevant to evaluation scoring or contract eligibility?

Answer: Section 4 of the RFP, details the evaluation categories and criteria in regard to scoring.