

CHFA 298 Request for Proposals (“RFP”) – Owner’s Representative Services as of September 4, 2026:

Question: Can CHFA please confirm which fee form, or format should be used for the proposal submission? Should fees be submitted in a separate envelope or together with the full proposal?

Answer: Per the RFP, “Clearly state all fees and expenses to be charged in the performance of the services. If fees are based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel. It is anticipated that a maximum not to exceed amount will be established for the services. Be sure to itemize expenses, other than fees, for which your firm would seek reimbursement.” Fees should be submitted with the full proposal.

Question: It is our understanding that Exhibit C is not required to be submitted with the proposal. Is that correct?

Answer: Exhibit C does not have to be submitted with the proposal.

Question: Can the initial schematic and Class D survey be provided?

Answer: A link to a ShareFile folder has been created below. Please note that the initial schematics and Class D survey are preliminary and haven’t been accepted or approved.

[CHFA 298 Owner's Rep](#)

Question: We assume the design team has been selected. If so, can the name of the firm be provided?

Answer: The design team has not yet been selected.

Question: When is the design scheduled to be completed and the project ultimately bid? Or is that to be developed once the Owner’s Representative is on board?

Answer: It is anticipated that the design team will be selected after selection of the Owner’s Representative.

Question: If known, when is this project expected to go to bid for contractors and what is the expected start date for construction?

Answer: Please see the RFP for the anticipated timeline.

Question: Can CHFA provide the overall project budget?

Answer: CHFA does not have a specific budget for this project.

Question: Will there be a pre-proposal conference (optional)? If so, can you share the Zoom or Teams link?

Answer: There is no pre-proposal conference scheduled.

Question: The timeframe indicates Entitlements & Predevelopment to occur through January 2027. Have design professionals been hired, and has the design process begun, or should bidders assume this must be completed? Are there any constraints driving these milestones (i.e.: funding, etc.)? We understand that CHFA is looking for bidders to develop a preliminary schedule, but can CHFA share any critical dates relative to occupancy, etc.?

Answer: Design professionals have not been selected. There are no funding or time constraints known at this time.

Question: Has a land use attorney already been engaged for this project?

Answer: A land use attorney has not been engaged or selected.

Question: Are there any specific sustainability requirements for the project?

Answer: No specific sustainability requirements have been identified yet..

Question: Will a traffic engineer or traffic engineering scope be hired directly by CHFA or will this be under the design team's scope?

Answer: CHFA has not decided on this yet.

Question: The RFP asks the respondent to "Provide copies of sample reporting documents." Could CHFA please clarify the specific types of reporting documents that are required? For example, would representative samples such as project budgets, schedules, monthly executive reports, or other standard project reporting documents be considered acceptable?

Answer: Samples of any typical reports that are provided by an Owner's Representative would be acceptable.

Question: In the RFP, it states that the Owner's Representative will assist with building commissioning. Will a commissioning agent be hired directly by the Owner?

Answer: CHFA has not decided on this yet.
