

## **Addenda to RFP for Housing Conditions Survey Consulting Services Answers to Questions received as of 10-25-18 and Corrections to the RFP**

1. **Question:** On page 6, the RFP states that the deliverable will be a "Compilation of Housing Conditions Data and Presentation of Report that evaluates all housing structures within the town." And on page 7, the RFP states that "the final document should [...] quantify the data elements on a structure-by-structure basis on the included map." This seems to imply that every housing unit in the town (approximately 6,500) must be physically assessed? In many housing conditions surveys, a representative sample of housing units is randomly selected and assessed (for example, 10-20% of units), and those findings are then extrapolated. Please confirm whether this is an acceptable methodology, or whether all 6,500 units must be physically assessed.

**Answer: In order to focus on areas of the Town that may be appropriate for housing rehabilitation treatment this study should focus on one and two family residential structures and all such structures within the service area should be assessed. Mobile home parks and newer, suburban-type subdivisions and multi-family apartment complexes plainly inappropriate for rehabilitation action should not be included. See correction to service area below.**

2. **Question:** On page 6, the RFP states: "Selected consultant must evaluate structures based on current, specific definitions for standard, substandard and dilapidated housing as per the CDBG program under New York State." Based on our experience, these definitions can be applied to housing units based on a survey of exterior housing conditions (also known as a "windshield survey"). Please confirm that the surveyors will not be expected to survey the interiors of housing units, and that the surveyors also will not be required to collect information about the occupants of each unit (household incomes, tenure, etc.). Please also confirm that if the Town desires to have demographic information incorporated into the report and maps (such as household incomes or tenure), it will suffice to use Census data at the Census tract/block group/neighborhood level.

**Answer: Yes this study is not expected to rely on interior surveys nor on information about the occupants of each unit. Yes the data can be presented at the census tract/block group/neighborhood level.**

3. How can I obtain a copy of the 2017 CDBG report, as well as the 1998 housing conditions survey.

**Answer: The 2017 CDBG application can be found [here](#). For the 1998 Housing Survey the raw data from the survey is not available. However excerpts from a 1998 CDBG application allude to the study and can be are found [here](#). A map of the results is [here](#).**

4. **Question:** We're assuming that the assessment of housing conditions is limited to exterior conditions of housing properties only (i.e., not commercial and non-residential properties, and interior conditions of housing units).

**Answer:** See answers to #1 and #2 above.

5. **Question:** Would the Town be interested in a quick housing market scan as part of this study?

**Answer:** While this is not explicitly part of the conditions survey, you may include it if you feel that it strengthens your final analysis. Be sure to break out any related costs for this portion from the rest of the housing conditions survey.

6. **Question:** Would the consultant be able to obtain a comprehensive database of all the parcels in the Town?

**Answer:** Metadata and links to 2014 parcel data can be found [here](#). You may be able to obtain more recent data from Tompkins County.

### **Correction to "Service Area"**

The service area for the survey that was specified on page 6 of the RFP should exclude both the Village of Dryden and the Village of Freeville.