

Answers to Questions – RFP for Legal Services
May 24, 2021

1. We understand that the award will be made in June; however, it would be helpful to know when would you expect the actual work to be released to the successful bidder(s)?

Answer: Once the contract is awarded, we likely will release the work toward the end of June 2021.

2. After the work commences, what timeline does the BPHC anticipate for the work's completion?

Answer: This is fairly large project. BPHC will work with the vendor to determine a reasonable timeline for completion.

3. Do you anticipate awarding the work to one firm or dividing it between more than one bidder?

Answer: Ideally, we would like to award the work to one entity.

4. How will the transaction documents be delivered/viewable to/by the successful bidder and the work product returned to the BPHD (hard copies or scanned files; by shared online database or otherwise)?

Answer: We have almost all of the relevant documents in PDF format and we will share them electronically.

5. Will the transactions files already be well organized by project with a table of contents of all the documents or is that review and organization of transaction documents and files part of the scope of work?

Answer: Yes. They are closing documents for various real estate transactions that are labeled properly and with a table of contents.

6. What is the anticipated scope of analysis for the material documents (namely, how detailed a scope for the review and analysis)? For instance, would you want summaries of all material provisions in each document? Abstracts of only economic terms or each parties' obligations? Legal analysis of particular issues in every material document? The range of what BPHD is seeking will help us determine whether much of the work is appropriate for paralegals, junior attorneys or senior attorneys.

Answer: We do not need any summaries of the documents. We are looking for the specific payment obligations of the other party to these transactions. Each transaction includes a series of mortgages, notes, and lender agreements. The various payment obligations have many contingencies and we are trying to determine when payment would be due.

7. Does the BPHC have a preferred method for the analysis and conclusions to be delivered (abstract summary form, spreadsheet, etc)?

Answer: We are flexible regarding the most appropriate format of the work product.

8. Will there be a single point of contact within BPHC for questions and for this project generally or several points of contact?

Answer: Tim Harrington, General Counsel, will be the main source of contact and will gather any relevant information and documents for the project.

9. For the tenant dispute over utility payments, does the commission already have a utility analyst in mind for review of past bills and shared usage or would this be something the winning bidder would also be undertaking (e.g., engaging a third party provider for these services)?

Answer: BPHC does not have an analyst at this time and will discuss potential third party providers with the winning vendor for this project.