



Procurement Department

## ADDENDUM 1

**File: 2001-918-04-4932**

**Title: Consulting and Guidance on HUD and Other Affordable Housing Programs**

**Please Note the following Changes:**

**The Pre-Submittal Meeting has been canceled.**

**The last date for questions will be March 27, 2020**

**The Bid opening has changed to April 14, 2020 at 2:00 p.m.**

**The following questions have been asked:**

**Question 1:** My firm is a single-member LLC and I do not anticipate hiring any subcontractors during the course of the contract. Do you still need the SWMBE and Section 3 forms included or is it sufficient to state that they do not apply?

**Answer 1:** For this RFP, the Section 3 and the (SWMBE Utilization plans which has the subcontracting questions), are required to include and a bid will be considered as non-responsive if any sections are left at n/a or left blank. If a business is well integrated and does not need to subcontract, the business still needs to include in the subcontractor section, as to who your suppliers are because some of them may be considered as SWMBE business establishments which is fine and acceptable for the bid.

**Question 2:** Section C of the RFP describes the required contents of the RFP response. C.1 includes the firm's reference projects, including reference contact information. However, similar information is requested under C.4:

a.)The second paragraph under C.4.A also asks for references and says "See Section C1". Are you expecting three separate references in this section, the same information as provided in Section C.1, or just a reference to Section C.1 without repeating the information?



b.) Section C.4.B also asks for three reference projects. Are you expecting three separate references in this section, the same information as provided in Section C.1, or just a reference to Section C.1 without repeating the information?

**Answer 2:** a.) The references may be the same as in Section C.1 but should be included in this section as well

b.) This section requests three examples, not references

**Question 3:** Exhibit A item 1.2 states that “Consultant shall provide assistance in developing analyses and planning for any Public Housing conversion calculations such as HUD’s Rental Assistance Demonstration program...”. Can you please provide the types of analysis required in more detail? Are you looking for a RAD financial consultant specifically or are you looking for a consultant to analyze RAD options and help strategize an approach? Or something else?

**Answer 3:** The type of analysis would depend on the type of housing conversion being considered. We are not looking specifically for a RAD consultant.

**Question 4:** Exhibit A item 1.3 references “operating subsidy applications”. Specifically, what type of operating subsidy application are you referring to?

**Answer 4:** Public Housing

**Question 5:** You reference LAMP in the Scope of Work, pg 24 number 1.5. Are you able to elaborate on what this acronym stands for? We are unfamiliar with the term.

**Answer 5:** It stands for Local Asset Management Plan.

**Question 6:** What is the budget range that you are looking for in a proposal?

**Answer 6:** There is not a budget range for this service, as it will be on an as needed basis however, this is a formal solicitation, so it is expected to be over \$50,000.

**Question 7:** Can you provide some clarification on the Schedule of fees portion of the RFP? Is this referring to a rate sheet that identifies the rates of all those that would be working on the project or is this referring to a breakdown of the proposed fees?

**Answer 7:** The fee charged will be a fully burdened, flat rate, per hour fee. See page 68.

**Question 8:** As a large company, some of the requested information changes on a day-to-day basis. For the Company Biography, would it be acceptable to list in the “Number



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of Full-Time Staff” and “Texas Projects and/or Clients” prompts either a range or a snapshot in time as of the day we submit our response to the RFP?

**Answer 8:** Please complete the Company Biography, page 44, with current information.

**Question 9:** Because we expect to be working remotely through the RFP response deadline, will SAHA accept a response package wherein Forms and Exhibits have been filled in and signed using an electronic signature solution such as DocuSign or Adobe?

**Answer 9:** The signatures on the Forms and Exhibits can be done in docusign, however the signed documents will need to be included in the hand delivered response, per the submittal requirements.

**Question 10:** Similarly, will SAHA accept a fully electronic submission? If so, please advise where we can email or upload that.

**Answer 10:** At this time, SAHA cannot accept electronic submissions. We are extending the deadline to allow more time for responses to be submitted.

**Question 11:** It is our understanding that these questions will be noted and addressed at the Pre-Submittal Conference on March 24<sup>th</sup>, please confirm that this is correct.

**Answer 11:** Questions are not addressed at a pre-submittal meeting. They must be sent in writing (email) and will be addressed in addenda. Please note the pre-submittal meeting for this solicitation has been canceled.

**Question 12:** We usually include a scope of work in our proposals but did not see anything specifically asking for this in the RFP, is that expected?

**Answer 12:** Please see Exhibit A, Scope of Services. This is not for a specific project. SAHA is requesting Consulting Services on an as needed basis.

**By: Patti Keller**

**Date: March 23, 2020**

**Purchasing Agent**