



Procurement Department

ADDENDUM 2

File: 2001-918-04-4932

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

Please replace the solicitation Fee Sheet with the Fee Sheet following this addendum.

The revised fee sheet must be used in your submission.

The following questions have been asked:

Question 1: On page 12, the RFP refers to a fixed fee contract, while on page 38, the RFP provides for an hourly rate contract. Can you clarify as to the type of fee requirement?

Answer 1: The fee(s) will be a fixed hourly rate and will be paid for completed work, on an as needed basis.

Question 2: Does SAHA have a projection of the number of annual hours or tasks that will be assigned to the contractor on an annual basis?

Answer 2: No, it will be on an as needed basis.

Question 3: Is there a requirement as to an on-site presence for the completion of tasks or is there an estimated number of site visits that SAHA will require and can SAHA provide an estimate of the number of days per site visit?

Answer 3: There is not an anticipated requirement for on-site visits.

Question 4: If site visits are expected and the proposing firm will need to incur travel costs, how should these costs be shown on the Fee Sheet?

Answer 4: There is not an anticipated requirement for on-site visits.

Question 5: Will the contractor be granted access to SAHA's operating system for data extraction and analysis? Will this access be granted on a remote basis?

Answer 5: Yes

Question 6: Which system(s) does SAHA use for financial and tenant-related functions?



Answer 6: JDE for financial. Elite for Public Housing and Section 8. Yardi for our other affordable properties.

Question 7: With reference to the Low-Income Affordable Marketplace Program (LAMP), how does SAHA envision that the LAMP would operate?

Answer 7: LAMP in this case is Local Asset Management Plan.

Question 8: Does SAHA anticipate issuing underwritten bonds for the LAMP? If so, does SAHA already have a model for issuing such instruments?

Answer 8: N/A, see response to question 7, above.

Question 9: Is SAHA already on the (bb) list or is this in preparation to be added to the list?

Answer 9: In preparation.

Question 10: Can SAHA provide examples of the type of financial analyses or services that may be requested?

Answer 10: Consultant shall provide assistance with the review of SAHA's operations as a MTW agency, assist in developing SAHA's strategy for utilizing flexibility within the MTW contract and provide financial analysis to determine the impact of suggested changes e.g., rent structures, utility allowances or other administrative procedures. Consultant shall provide assistance in developing analyses and planning for any Public Housing conversion calculations such as HUD's Rental Assistance Demonstration program (RAD) and/or voluntary conversion.

Question 11: Does SAHA already have issued CHAPs for RAD? The RAD Resource Desk does not contain any data for SAHA. If not, does this RFP encompass the RAD application process?

Answer 11: No and it does not include the RAD application process.

Question 12: The fee sheet has a spot to include just one rate. Is this assumed to be a blended rate? Or can multiple rates for different staff be provided?

Answer 12: Please replace the fee sheet in the solicitation with the fee sheet attached to this addendum.

Question 13: Is SAHA looking for multiple consultants? Have they had consultants for some or all of these areas before and if so, which ones? Can a proposer submit a proposal for only one item within the Scope of Work?



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Answer 13: SAHA reserves the right to award to more than one consultant. Yes, SAHA awarded a contract to Casterline Associates for financial and accounting consulting services related to the Public Housing operating subsidy and Section 8 program. The award was made 4/1/2009 and was extended until 9/30/2014.

Question 14: Is SAHA developing a pool of consultants to be called upon on an as-needed basis? Will there be more than one consultant selected for each of the seven work items?

Answer 14: SAHA reserves the right to award to more than one consultant. All projects will be on an as needed basis. There will not be a pool for each of the seven work items.

Question 15: My firm is a Woman-Owned Business that has a Disadvantaged Business Enterprise (DBE) certification from the State of Texas Department of Transportation. Will SAHA accept this DBE certification to receive credit for the WBE Utilization within the RFP's evaluation criteria? If not, what certification(s) will SAHA accept?

Answer 15: The DBE can count as a separate certification and a firm is welcome to include it in their bid packet, but for an SWMBE, the San Antonio Housing Authority recognizes small, women, minority businesses with certifications that are classified as such.

Question 16: Travel and per diem costs are called out within the Cost Analysis page but are not mentioned anywhere else in the RFP. Should travel expenses be included in the fee or will SAHA allow for travel expenses to be submitted separately?

Answer 16: There is not an anticipated requirement for on-site visits.

Question 17: As we are developing our response to the above listed RFP, we would like to request your permission to use subconsultants for portions of this project. In following with Section D. III., would you please allow us to utilize subconsultants to accomplish most of the portions of the services described within the RFP document, primarily those listed in Exhibit A?

Answer 17: SAHA cannot provide a blanket approval to utilize subcontractors. You must complete the subcontractor listing found in Exhibit C along with a profile of firm form for each proposed subcontractor. These forms must be submitted in your formal submission and will be used in the review process for possible award.

By: Patti Keller

Date: March 30, 2020

Purchasing Agent

Fee Sheet

Proposer will provide the specified services for the fees listed below. The fees shall be fully burdened to include but not limited to: wages, insurance, benefits, overhead and profit.

Instructions: This form must be completed and submitted in a sealed envelope with the original only, at the time of proposal submission. Do not include this sheet in the tabbed proposal submittal. If you do not offer the service requested, please state "No Bid" on the line item.

Proposed Fees

Title	Unit	Fee
Owner/Partner	Hour	\$
Senior Consultant	Hour	\$
Consultant	Hour	\$
Senior Research Analyst	Hour	\$
Research Analyst	Hour	\$
	Hour	\$
	Hour	\$

Signature

Date

Printed Name

Company

E-mail address

Phone

Fax