



District of Columbia Housing Authority

1133 North Capitol Street, NE, Washington, DC 20002-7599
202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 1

Issued: May 14, 2014

**Solicitation No. : 0027-2014
Land Development Planner**

All respondents shall acknowledge receipt of this addendum, sign below and return it with your bid. **Failure to acknowledge receipt of this addendum may be cause for rejection of your bid.** Respondents are informed that the above named solicitation is modified as follows:

- I. The District of Columbia Housing Authority hereby has revised the following page and is outlined in "**Attachment A**" **Section F-Timetable (Selection Process)**" of this addendum.
- II. The District of Columbia Housing Authority has received questions in response to the subject solicitation and is outlined in "**Exhibit A**" **Questions/Concerns**" of this addendum.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

End of Addendum No. 1

Cheryl Moore
Interim Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT "A"

SECTION F-TIMETABLE (SELECTION PROCESS)

F.1. TIMETABLE()**

Advertise Date	April 27, 2014
Issue Request for Proposal	April 28, 2014
Deadline for Question Submission	May 9, 2014
Pre-Proposal Conference	May 22, 2014
Deadline Submission for Proposal	May 28, 2014
Evaluation Period	May 29-June 6, 2014
Submission Date for Committee Review	TBD
Presentation to DCHA Board of Commissioners (Contract Approval)	TBD
Contract Award	TBD

() DATES IDENTIFIED ABOVE ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF THE DISTRICT OF COLUMBIA HOUSING AUTHORITY.**

ALL PROPOSALS SUBMITTED FOR CONSIDERATION WILL BE REVIEWED BY DCHA, AND THE RESPONDENT RECEIVING THE HIGHEST RATING, BASED ON THE CRITERIA PRESENTED ABOVE, WILL BE SELECTED AS BEING THE MOST CAPABLE OF PROVIDING THE SERVICES AND SUPPLIES IN A MANNER THAT IS MOST ADVANTAGEOUS TO DCHA, COST AND OTHER FACTORS CONSIDERED. DCHA MAY REJECT ANY OR ALL PROPOSALS THAT ARE DETERMINED NOT TO BE IN DCHA'S BEST INTEREST. IN ADDITION, DCHA RESERVES THE RIGHT TO WAIVE ANY MINOR INFORMALITIES OR MINOR IRREGULARITIES IF IT SERVES DCHA'S BEST INTEREST IN DOING SO.

**Land Development Planner
0027-2014**

Questions/Concerns

- 1. Can a pre-proposal conference be held to provide greater clarity on the goals of the project and the scope of work?**

RESPONSE: Yes. The Pre-Proposal Conference is scheduled for Thursday, May 22, 2014 @2:00 PM at 1133 North Capitol Street NE Washington DC in the OAS conference Room 3rd Floor Suite 300.

- 2. Can you please provide further clarification on the DCHA Bonus Point system? How does a proposer make it clear to DCHA that it is eligible for bonus points?**

RESPONSE: When submitting the proposal, the respondent must specify whether they maintain the following certifications in the District of Columbia: Local, Small, Minority (LSM) Women-Owned Business Enterprise (WBE) and Certified Business Enterprise (CBE). DCHA will verify the certified/participating respondent.

- 3. Regarding CBE bonus points, if the prime is not a CBE firm, but a sub-consultant is, can the proposal be given the CBE preference points as outlined on page 28? How do we convey that information to you?**

RESPONSE: Only the "primary" contractor will be evaluated based on the point system as stated in E.4 Evaluation Factors of the solicitation.

4. **Scope of Work Item: B.8 How many “community planning and implementation” meetings are anticipated?**

RESPONSE: The total number meetings will vary based upon need and community request. Initially, meetings may be required biweekly just to narrow down the needs of each community.

5. **How many community charettes are desired?**

RESPONSE: Only one charratte should be needed per community. It has been our experience that the charrette process can be spread over a 3-4 days to encompass as much community input as possible.

6. **What kind of certification is required for the market analyst?**

RESPONSE: Accreditations within the real estate profession.

7. **Can you please describe in general terms the kinds of architectural and engineering studies that are desired? Is there a sample of similar deliverables from a comparable project?**

RESPONSE: Historically firms have presented acceptable information in different manners. In general, DCHA expects that preliminary architectural and engineering pre-design functions such as site analysis, programming, and schematic design be performed in order to properly, drive DCHA decisions.

8. **Who will determine what is “appropriate” in terms of tenure and income mix? Will the agency give guidance on that?**

RESPONSE: Tenure and income mix will be a joint decision by all parties involved. However, DCHA will preserve the existing number of public housing units at each community being redeveloped.

9. **Please describe in more detail the extent of land use modification approvals that will be a part of this project and scope of work. Is the final product of this project a study? Or is it a project ready for to enter a land use modification process with zoning commission? Can you share an example of a comparable final product?**

RESPONSE: Land use modifications will eventually become a part of this project; the timing of which may be dependent upon funding mechanisms and or requirements. None of the projects are ready for modifications at this point. There is no DCHA property that is at this stage of pre-development/design.

10. Can you please clarify the meaning of “If provided”?

RESPONSE: A 2006 redevelopment plan exists for the Lincoln Heights/Richardson Dwellings Community and is available to view at http://services.dc.gov/OP/Neighborhood%20Planning/Ward%207%20PDFS/Lincoln_Heights-Richardson_Dwellings_Plan_Final.pdf

11. What is the timeline for the project?

RESPONSE: It is anticipated that planning activities for both communities will last for the next twelve months. The initial contract will be for one year with options for renewal.

12. What are the major project milestones, or phases?

RESPONSE: DCHA would like the selected respondent to provide a project schedule.

13. The RFP states that DCHA may choose to select one or more consultant teams (perhaps one for each site.) Will DCHA accept a proposal for one of the two sites, or are respondents required to submit a response for both Greenleaf and Lincoln Heights/Richardson Dwellings?

RESPONSE: Respondents may provide proposals for one community site.

14. What level of involvement will other District agencies (e.g., DMPED, DC OP, DDOT, etc.) have in the planning process? Does DCHA anticipate the selected contractor to coordinate meetings and planning efforts with District agencies?

RESPONSE: DCHA we take the lead in interacting and involving other DC Government agencies. DMPED is closely involved with the Lincoln Heights/Richardson Dwellings site, as it is also one the City's New Communities Initiative properties.

15. Will DHCHA provide the selected vendor with a list of qualified DCHA residents or program participants to help fulfill Section 3 requirements described on page 27 of the RFP?

RESPONSE: Yes.

16. Will DCHA provide respondents with a list of previously completed studies for both Greenleaf and Lincoln Heights/Richardson Dwellings prior to the proposal submission deadline?

RESPONSE: No.

17. In Section B.11 you refer to “appropriate architectural and engineering studies.” Please clarify what level of studies will be required under this contract.

RESPONSE: Historically firms have presented acceptable information in different manners. In general, DCHA expects that preliminary architectural and engineering pre-design functions such as site analysis, programming, and schematic design be performed in order to properly, drive DCHA decisions.

18. As the second New Communities project, there is an approved Revitalization Plan for Lincoln Heights. Are the planning services called for in this solicitation required to update that plan or is it anticipated that a new plan will be developed?

RESPONSE: DCHA would like to start with that plan as basis for a new plan.

19. Has DCHA conducted any outreach to the residents of these communities or the surrounding neighborhoods prior to this solicitation?

RESPONSE: Yes.

20. Are there any specific grant programs DCHA anticipates submitting for the two projects?

RESPONSE: No, not at this time.

21. Section C.5.5 on pg. 7 of the RFP mentions that “resumes are supplemental information and not included in the page limit”. Is there a page limit for this submission?

RESPONSE: No.

22. Will selected firms be able bid on any future implementation projects that may arise from the redevelopment plan?

RESPONSE: This award will not preclude any vendor from being able to bid on any implementation projects that result from the redevelopment plan.