



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Adrienne Todman, Executive Director

Addendum

Addendum No. 2

Issued: November 17, 2015

DEVELOPMENT PROJECT MANAGEMENT SERVICES 0006-2016

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:

The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference Attachment A.

**All Other Terms and Conditions Remain Unchanged
End of Addendum No. 2**

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

Question 1: What is the volume of work?

Answer 1: The District of Columbia Housing Authority (DCHA) currently has approximately 15 to 20 upcoming projects.

Question 2: What are the types of projects?

Answer 2: The project types range from substantial rehabilitation of townhouse units owned by DCHA to sell on the market to large redevelopment of public housing and other affordable housing sites.

Question 3: How small or large are the properties?

Answer 3: The housing properties are from .5 to 40 acre sites.

Question 4: Will potential projects consist of vacant land? If so, do part of the project management requirements consist of identifying and securing private investors?

Answer 4: Yes. Potential projects consist of vacant land and project management requirements consist of identifying and securing private investors.

Question 5: Based on the Description of Services, does the proposal speak to all services or can it be service specific?

Answer 5: The proposal should speak to all services.

Question 6: Is the contractor responsible for ensuring that residential units are occupied?

Answer 6: Yes. The contractor is responsible for ensuring that residential units are occupied.

Question 7: Under the Section 3 requirement, contractors can subcontract with Section 3 businesses. Can you subcontract other services?

Answer 7: Yes, you most certainly can propose to subcontract to a Section 3 business on the services DCHA is procuring. You should identify the Section 3 business concern and the role they would play in providing services. Please make sure they are registered as a Section 3 business concern with the District's Office of Housing and Community Development (DHCD) for their contribution to count toward your Section 3 commitment. Note - subcontracting is only one way to

support the Section 3 requirement; making multiple efforts in your proposal garners additional points toward the maximum score of 20 points in that category.

Question 8: I would like to request clarification on DCHA’s Conflict of Interest Policy. Does the policy prohibit DCHA consultants from having an ownership interest in properties receiving Section 8 funds or does it only require that the consultant disclose the potential conflict of interest?

Answer 8: In accordance with the Federal Procurement Regulations, 24 CFR §85.36, The Conflict of Interest Policy prohibits employees, consultants, agents or contractors from holding interest in a property that receives federal assistance through DCHA for development or other purposes.

Question 9: How do we satisfy the Technical Proposal Requirements included on page 5. “Experience with HUD Section 3 & Section 3 Plan” and “Minority Women Certified Business Enterprise (M/WBE/CBE) Equity Plan.

Answer 9: We are asking that you tell us about your experience utilizing HUD Section 3 with other jobs you’ve performed in the past. We also want you to document utilizing the forms provided under ATTACHMENT H – SECTION 3 COMPLIANCE DOCUMENTS how you plan to meet the Section 3 requirement for this particular solicitation. There is a website that we search and give bonus points as noted on Page 29 – Bonus Points for those who are registered in the District of Columbia.

Question 10: Which tab should the above information be included under?

Answer 10: As noted on Page 5 the above information should be included under Part 1: Technical Proposal.

Question 11: Should Part 1: Technical Proposal and Part II: Fee Proposal be bound together or separately?

Answer 11: Part 1: Technical Proposal and Part II: Fee Proposal should be bound separately.