



**Addendum**

**Addendum No. 1**

**Issued: April 19, 2017**

**LEGAL SERVICES FOR NEW MARKETS TAX CREDITS (NMTC)  
DCHE 2017-2**

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

DC Housing Enterprises 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. 1**

A handwritten signature in blue ink that reads "Cheryl Moore".

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Cheryl Moore  
Contracting Officer

Acknowledgement of Receipt:

Respondent: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Question 1:** When reviewing DC Housing Enterprises RFP Legal Services for New Market Tax Credits, Solicitation Number 2017-2 I see that an Exhibit 2 – Project Schedule is referenced on page 6 under bullet 5. "Timeline for Delivery of Services" but was not provided as part of the RFP. I don't see any amendments listed on your site related to this RFP. Would it be possible for you to forward Exhibit 2 to me?

**Response 1:** Please delete the following on Page 6, Item No. 5 Timeline for Delivery of Services reads:

Provide a timeline with scheduled activities and demonstrate your approach to managing projects in order to meet the schedule provided in "Exhibit 2 – Project Schedule".

Please replace with the following on Page 6, Item No. 5 will read:

Delivery of Services

Provide detailed staffing (including attorneys and paraprofessionals) and transaction management plans, which outline your approach to managing NMTC allocation deals, cost effectively and in accordance with prescribed transaction schedules.

**Question 2:** Due to the complexity and varying nature of NMTC transactions, we do not believe that a flat fee pricing structure will be beneficial to DCHA or to legal services providers because such a structure could result in under- or over-billing. Would DCHE be willing to evaluate the price proposals based solely on hourly rates, and consider alternative fee arrangements for individual transactions as they arise?

**Answer 2:** DCHE will consider Fee Proposals based solely on Respondents' hourly rates, and consider alternative fee arrangements, including per transaction, flat fees on a transaction by transaction basis. DCHE encourages respondents to provide estimated total, per transaction fees (with expressly stated assumptions) to aid DCHE's evaluation of Fee Proposals.