



District of Columbia Housing Authority

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

202-535-1000

Tyrone Garrett, Executive Director

Addendum

Addendum No. 1

Issued: January 23, 2018

**GREENLEAF HOUSING COMMUNITY CO-DEVELOPER
Request for Qualifications (RFQ)
0006-2018**

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. 1

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT A
Addendum No. 1
GREENLEAF HOUSING COMMUNITY CO-DEVELOPER
0001-2016

Question 1: What is the current combined vacancy at the Greenleaf Community?

DCHA Response: N/A for RFQ Response. DCHA will address this question in the Request for Proposal.

Question 2: Are there any building with greater vacancy than others?

DCHA Response: N/A for RFQ Response. DCHA will address this question in the Request for Proposal.

Question 3: Is DCHA willing to create vacancy through attrition as a strategy for the build firms model?

DCHA Response: N/A for RFQ Response. DCHA will address this question in the Request for Proposal.

Question 4: Is DCHA looking for just 1 for 1 replacement of the affordable units or does DCHA and Greenleaf Community desire more affordable units?

DCHA Response: DCHA and the community desire additional affordable units.

Question 5: In Section B.2.1 of the RFQ it states that DCHA will be responsible for human services delivery. Does human services delivery include the supportive services programs mentioned in the same section? This paragraph is confusing as it is not clear whether human services delivery and supportive services programs are the same thing or two separate programs.

DCHA Response: These items are referring to the same issue. For clarity both terms refer to “supportive services.”

Question 6: In section B.2.1 it also seems to elude to a requirement that the Co-Developer is responsible for funding the supportive services programs. Is this correct?

DCHA Response: The Co-developer will be expected to contribute to financially support these initiatives.

Question 7: In Section B.2.3 the RFQ states that DCHA will be the Property Manager for the development however in B.2.1 the responsibility is put on the Co-Developer to incorporate supportive services into the long term operations of the new community. Can you clarify how to envision the Co-Developer doing this? Will this be under separate contract directly with the DCHA as the Property Manager?

DCHA Response: This is to be determined at a later date.

Question 8: Is it anticipated that all affordable units will have some sort of rental subsidy?

DCHA Response: N/A for RFQ response. DCHA will address this in the Request for Proposal.

Question 9: Does DCHA want 5 detailed project descriptions for each team member (developer, architect, engineer, legal, etc.) or 5 in total representing the experience of each of the team members which may only be one (1) detailed project description from each team member?

DCHA Response: DCHA is asking for five example projects (similar in size, cost and nature to Greenleaf) in total representing the experience of the combined team.

Question 10: Section B.1.1 – The Site: Can DCHA provide a current rent roll for the property? Additionally, can DCHA provide the utility breakdown, i.e. tenant vs. landlord paid utilities?

DCHA Response: No. DCHA can't provide this information

Question 11: Section B.1.2 – The Need for Redevelopment: Is it possible for DCHA to distribute a capital improvement schedule from 2010 – today?

DCHA Response: No. DCHA can't provide this information.

Question 12: Section B.2.3 – Public –Private Partnership: Will DCHA serve as the sole Property Manager for all units at the Greenleaf Development? Or will an additional property management group work in tandem with DCHA to manage the property?

DCHA Response: This is to be determined at a later date.

Question 13: Please describe in greater detail which funding sources DCHA hopes to apply for that would require an application in response to federal NOFA.

DCHA Response: There are no plans to submit a federal application at this time.

Question 14: What are the MBE and WBE goals referred to on Page 14?

DCHA Response: This reference on Page 14 refers to the submittal of a Section 3 Plan that will be a requirement in Request for Proposal. This simply states

that the DCHA Section 3 Compliance Coordinator will closely review every co-developers submitted plan to insure that they are in compliance and meeting every aspect their written commitment.

Question 15: Page 17 refers to studies of the site’s environmental conditions? What information is available that DCHA could provide?

DCHA Response: This response will be address within the Request for Proposal.

Question 16: What is meant by Business Enterprise Designations on page 37 and what additional points will be added for meeting such criteria?

DCHA Response: Business Enterprise Designations are categories of registration for Certified Business Enterprises registered through the District of Columbia Department of Small and Local Business Development (DSLBD). More information can be found at <https://dslbd.dc.gov/page/get-certified>. DCHA will determine and score points as noted within the solicitation as follows:

BUSINESS ENTERPRISE DESIGNATION POINTS FOR SMALL MINORITY/WOMAN OWNED BUSINESS (Bonus Maximum 10 Points)

DCHA will add additional points for Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Contracting Officer.

Upon determination of the competitive range, each Respondent who has been deemed technically qualified and is within the competitive range can receive additional points if the Respondent is determined to be a Local Small Minority or Woman-Owned Business Enterprise (LSM/WBE).

The following definitions apply for the DCHA Business Enterprise Designation

- “Local” means within the Metropolitan Business Area;
- “Small” means a firm with 500 employees or less;
- “Minority” means 51% ownership; and
- “Woman-Owned” means 51% ownership.

The points shall be awarded to the Respondents based on a review of the respondent, either party of a joint-venture, or a Respondent’s subcontractors.

The points will be awarded in the following manner:

Local	= 2.5 points
Small	= 2.5 points
Minority	= 2.5 points
Woman-Owned	= 2.5 points

Question 17: Does DCHA recognize federal M/WBE or local CBE designations or both?

DCHA Response: DCHA recognizes local CBE designations as noted below:

CBE PARTICIPATION

(Bonus Maximum 2.5 Points)

DCHA will recognize the District of Columbia's CBE certification. In recognition of the District's CBE certification, DCHA will use the following CBE point system below to determine the number of points awarded to entities with CBE certification. Please be advised that if one or more team members are a CBE, DCHA will only award points for one CBE team member. The point award will be based on the CBE with the highest number of preference points awarded by the District.

District of Columbia	D.C. Housing Authority
10-12 Preference Points	2.5 Preference Points
6-9 Preference Points	2.0 Preference Points
2-5 Preference Points	1.0 Preference Points

Question 18: Does the Co-Developer need to meet the District's first Source requirements regarding jobs and apprenticeships in addition to the Section 3 requirements?

DCHA Response: The Co-Developer only needs to meet the Section 3 requirements as mentioned in Article D.4 – Section 3 Requirements – (*MANDATORY for all contracts*).

Question 19: Which of the attachments in Section G need to be completed and by whom (the lead developer or all firms included in the developer entity)? Attachments A, L and M appear to be information only, please confirm. Are attachments E, F, G, H, and I to be completed as part of the RFQ or are those applicable if shortlisted for the RFP?

DCHA Response: You are correct. Attachments: A, L and M are information only. Attachments E, F, G, H and I should be completed and returned.

Question 20: Is C.18 – Proposal Guarantee and Acceptance Period relevant to the RFQ or applicable only if shortlisted?

DCHA Response: Applicable only if shortlisted for the Request for Proposal (RFP).

Question 21: Does DCHA want financials for the entity responding versus the parent company?

DCHA Response: DCHA is requesting financials for the parent company.

Question 22: As private companies we do not have audited financials by CPA prepared and reviewed financials (P&L and balance sheets). Please confirm these are acceptable to submit for the financial statement requirement.

DCHA Response: CPA prepared statements using GAAP standards are fine.

Question 23: Who needs to complete the construction management list, lead developer or all development team members?

DCHA Response: DCHA will require two separate lists for construction management experience. One from the lead developer and one from the General Contractor.

Question 24: The response checklist includes some items that were not mentioned in the body of the RFQ (see below). Can DCHA provide those forms and/or more detail on what information should be included and clarify which team members need to complete the information?

- VII. Required Technical and Financial Information
- D. Property Management List
- E. Statement regarding disbarments, suspensions, bankruptcy or loan defaults
- F. Evidence regarding tax liabilities
- VIII. M/W/CBE Enterprise Equity Plan

DCHA Response: Property Management List - Provide a list of properties managed by the developer within the last five years if applicable.

Statement regarding disbarments, suspensions, bankruptcy or loan defaults. – To be provided by lead developer.

Evidence Regarding tax liabilities. This information is to be provided by lead developer.

Question 25: Should we understand the M/W/CBE Equity Plan to mean the plan for M/W/CBE participation in the ownership entity or the project's contracts (construction and professional service)? How much detail is expected? Is this included in the 50-page limit?

DCHA Response: This information is to be provided by the lead developer.

Question 26: Is the required Technical and Financial Information included in the page limit?

DCHA Response: Yes the required Technical and Financial Information is included in the noted page limit.

Question 27: Under C.6.2 VI.b. what is meant by "Preparing HUD Proposals?" Does this mean mixed finance proposals or any HUD proposals?

DCHA Response: This means any HUD financial proposals.

Question 28: Is there a preference for RFP responses that utilize the existing master plan rather than propose revisions to this master plan?

DCHA Response: N/A for RFQ Response. DCHA will address this question in Request for Proposal.

Question 29: Based on the discussion at the pre-proposal meeting, it seems that the selected team will receive a contract on for Phase 1, which would cover the entitlement PUD process and the construction of the off-site build-first housing. The development of the on-site construction parcels may either be awarded to the co-developer or re-competed through another RFP process. Is this understanding correct? Please clarify the scale, scope and location of Phase 1.

DCHA Response: This understanding is correct and will be fully addressed in the Request for Proposal.

Question 30: Does DCHA anticipate utilizing the RAD Program for Greeneleaf?

DCHA Response: N/A for RFQ Response. DCHA will address this question in Request for Proposal.

Question 31: Is DCHA open to preserving any of the existing structures?

DCHA Response: No. DCHA is not open to preserving any of the existing structures.

Question 32: The Response Checklist has a Minority/Women/Certified Business Enterprise (M/WBE/CBE) Equity Plan listed as Section VIII. The RFQ does not list this as a section. The RFQ has a total of 9 sections listed under C.6.2 Proposal Content, there are a total of 10 sections listed on the Response Checklist. What is required for the M/WBE/CBE Equity Plan?

DCHA Response: The M/WBE/CBE Plan is included in C.6 Proposal Content Part C.6.2 Proposal Content Item VI. Project Experience; b. Outside of project descriptions, Respondents should expand on Team-wide experience and expertise in: • Utilizing M/WBE and CBE firms and complying with HUD Section 3.

Question 33: Do documents listed in Section VII. Required Technical and Financial Information count toward the page limit?

DCHA Response: Yes, excluding exhibits.