



District of Columbia Housing Authority

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

202-535-1000

Tyrone Garrett, Executive Director

ADDENDUM

Addendum No. 4

Issue: September 28, 2018

**DCHA MASTER PLANNER
Request for Proposal (RFP)
Solicitation No.: 0036-2018**

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:

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

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 4**

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

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QUESTION 1: With regards to Section 3 plan requirements, our firm does not anticipate any new hiring to fulfill the scope of work. Rather, the work would all be performed by existing firm staff in the course of ordinary business. Consequently, it does not seem that the award will involve any “Employment opportunities generated by the expenditure of section 3 covered public and Indian housing assistance” as provided for under the HUD regulations at 24 C.F.R. § 135.5. Would the agency consider removing the Section 3 plan requirements on this basis for contractors that do not anticipate new hiring to result from award?

DCHA RESPONSE: Section 3 is required; however, there are several ways in which the requirements can be met. If the firm hires for a project with DCHA, 30% of new hires should be Section 3 residents to the greatest extent feasible. Additionally, if the firm subcontracts, 10% of construction/3% of non-construction contracts should be subbed to Section 3 business concerns to the greatest extent feasible. If a firm is not hiring or subcontracting to provide opportunities to Section 3 residents, they should provide another economic opportunity such as training residents in skills that will increase their employability (i.e. computer classes, construction skills, etc.), hosting youth interns through DCHA’s Do Your B.E.S.T. summer youth employment program, supporting DCHA’s workforce development institute or scholarship program, etc.

QUESTION 2: Section 3 applies only to the extent that a covered contract is valued in excess of \$100,000. 24 C.F.R. § 135.3. Since the contract value is uncertain and may never reach \$100,000, would you consider removing the Section 3 plan requirement? In the alternative, would you consider deferring the applicability of Section 3 plan requirement until such time as task order(s) in excess of \$100,000 have been issued against the contract?

DCHA RESPONSE: For PHA contracts, the threshold is \$0.

QUESTION 3: With respect the Section 3 plan requirement, the contract value will be established at the task order level, so could you please clarify how the cash donation be paid (e.g., quarterly based upon invoiced amounts during the previous 3 months)?

DCHA RESPONSE: Contributions are calculated based on the agreed upon percentage of invoiced amounts. Most contractors choose to make their contribution annually.

QUESTION 4: Could you please provide guidance and/or sample plans illustrating how architecture firms have met the Section 3 program plan in connection with contracts awarded previously by the agency?

DCHA RESPONSE: Most architecture firms comply with Section 3 by providing other economic opportunities. Please see the DCHA Response to Question 1 for more details.

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QUESTION 5: If a firm is successful in winning this contract and subsequent task orders, would this master planning work preclude that firm from participating future contracts (architecture/engineering design) of buildings on that master planned site, either with DCHA or a private development partner?

DCHA RESPONSE: No

QUESTION 6: Can you clarify what is intended by “overall lowest price” in the scoring chart on page 28?

DCHA RESPONSE: The scoring would be proportioned based on the lowest price as stated in the solicitation in Section E- Evaluation and Section Criteria.

QUESTION 7: How does “overall lowest price” relate to the columns of *Rate/Hour*, *Overhead*, and *Profit* in the Hourly Rate Schedule of Exhibit 1? And specifically, how do each of these categories contribute to the scoring process?

DCHA RESPONSE: Respondents will submit pricing based on each category of the price proposal. The scoring would be proportioned based on the lowest price consistent with the scope of services.

QUESTION 8: Regarding the bonus points identified in Section E.3.2 of the proposal, can a team receive multiple points for the same category, such as “women-owned,” if the team has more than one subcontractor that holds this designation? Also, can a single entity receive points from multiple categories if multiple designations are held (i.e. small business and women-owned)? And finally, are bonus points awarded differently for prime contractors and subcontractors?

DCHA RESPONSE: No, there will not be multiple points added in the same category. Yes, points will be applied based on point scale of Local Small Minority or Women-Owned Business Enterprise (LSM/WBE). Points are awarded the same based on the point scale.

QUESTION 9: Section E.3.2 notes definitions of *local*, *small*, *minority*, and *women-owned* that apply for the DCHA Business Enterprise Designation. How should a respondent demonstrate applicability in response to these definitions? Is there a requirement to be pre-certified with DCHA or some other business enterprise certification entity prior to the submission of the proposal?

DCHA RESPONSE: Respondents are required to complete and return HUD 5369C- Certifications and Representations to Offerors Non-Construction, Proposal Content as stated in C.7.8 Minority/Women / Business Enterprise (M/WBE) and Attachment I- Section 3 Contract Compliance Agreements. Additionally DCHA’s Economic Inclusion Policy references the required Contracting and Compliance Forms. No.

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QUESTION 10: In section C.6, there is a textual and numerical discrepancy within the following statement: “Respondents shall submit one (1) and **seven (6)** copies of both the Technical Proposal and Price Proposal.” Can you please confirm how many copies are required in the submission?

DCHA RESPONSE: Respondents shall submit one (1) Original and six (6) copies

QUESTION 11: Please provide some additional explanation regarding how we should address Section 3 compliance, how we should provide an “Action Plan for Section 3 Commitment,” and how we are to provide an “Estimated Project Workforce Breakdown,” given there is no scope or defined project?

DCHA RESPONSE: Please complete the action plan and workforce breakdown with the types of activities you plan to do to comply with Section 3. Percentages are often useful for defining Section 3 activity without specific scopes and contract values.

QUESTION 12: Scope, schedule, and required technical skills for planning and A/E related Task Order assignments may deem it improbable to hire, train, or provide apprenticeships or internships for Section 3 businesses or individuals. Will an offer of a cash donation be deemed in compliant with Section 3 requirements (as is noted as an acceptable last resort on page 18 of the RFP)? If not, what would be acceptable? Can you provide examples of how A/E contracts in the past have complied with Section 3 requirements?

DCHA RESPONSE: Please see the DCHA Response to Question 1.

QUESTION 13: The RFP requests “respondents to describe past experience with compliance with HUD Section 3 requirements and the results achieved.” Although we have worked on many projects that have had Section 3 requirements, such as HOPE VI and others, it has been the responsibility of the contractor and developer to meet Section 3 requirements (hiring, apprenticeships, etc.). If a planning/urban design firm does not have experience with HUD Section 3 compliance, and cannot therefore describe our experiences and results, will our proposal be deemed non responsive?

DCHA RESPONSE: No. Previous experience is not required, only preferred.

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QUESTION 14: Could you please clarify your expectations for a fee proposal? As mentioned during the preproposal meeting, only during the next phase of this RFP will a specific scope of work be released to qualified teams. Being the case, should proposals simply include billing rates as opposed to a total fee?

DCHA RESPONSE: Yes, Fee Proposals will be required for each project awarded pursuant to the contract. Respondents should complete Exhibit 1 Price Proposal in response to the solicitation. Respondents shall identify Key Personnel Classifications and propose fully burdened hourly rates per classification. The breakdown of fully burdened hourly rates shall be detailed and provide the Hourly Rate, Percentage of Overhead and Percentage of Profit % to determine proposed hourly rates for year one (1) through five (5).

QUESTION 15: This RFP generally seems to focus on master planning services but also includes a request for more specific architectural design services. What are DCHA's expectations for level of detail provided during the master planning process? Is the focus on conceptual design or architectural construction drawings?

DCHA RESPONSE: The focus is on conceptual design only.