



District of Columbia Housing Authority

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

202-535-1000

Tyrone Garrett, Executive Director

ADDENDUM

ADDENDUM NO.2

ISSUED: June 3, 2019

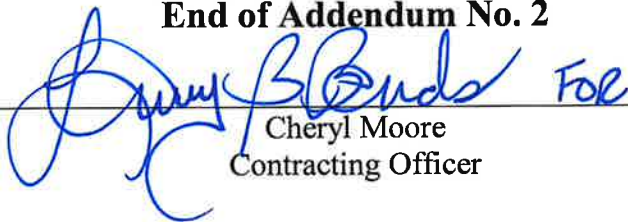
**REQUEST FOR PROPOSAL (RFP)
SOLICITATION No.: 0005-2019
Greenleaf Housing Community Co-Developer**

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 hereby issues Addendum No. 2 to provide **RESPONSES** to all **QUESTIONS** as referenced in Attachment A.

All Other Terms and Conditions Remain Unchanged

End of Addendum No. 2


Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

I. DCHA RESPONSES to QUESTIONS as noted below:

QUESTION 1: The links in Addendum No. 1 for Exhibits 4 and 5 are not working. Can you please provide an alternative way to get the documents?

ANSWER 1: **Please see corrected links for Exhibits, Appendices and Attachments as listed below:**

G.1 EXHIBITS

[Exhibit 3-](#) Financial Model Information Live File
[Exhibit 4-](#) Economic Inclusion Forms
[Exhibit 5-](#) Economic Inclusion Table

G.2 APPENDICES

[Appendix III-](#) DCHA Economic Inclusion Policy

G.3 ATTACHMENTS

[Attachment A-](#) HUD 5370 C General Conditions for Non-Construction Contracts Section I & II
[Attachment B-](#) Tax Certification Affidavit
[Attachment C-](#) Non-Collusive Affidavit
[Attachment D-](#) Certificate of Eligibility
[Attachment E-](#) Contract Compliance Requirements
[Attachment F-](#) Payments to Subcontractors and Suppliers Certificate
[Attachment G-](#) HUD 5369 A Representations, Certifications, and Other Statements of Bidders
[Attachment H-](#) Statements of Bidders Qualifications
[Attachment I-](#) Conflict of Interest Certification

[Attachment J-](#) DCHA Section 3 Action Plan
[Attachment K-](#) DCHA Section 3 Contractor Compliance Agreement
Attachment L- RESERVED

[Attachment M-](#) HUD 5369 Instructions to Bidders for Contracts Public and Indian Housing Programs
[Attachment N-](#) Wage Determination

QUESTION 2: The RFP says that DCHA will contribute operating subsidy toward the cost of operating the replacement public housing units. The operating subsidy could come in the form of ACC, RAD-PBV, local subsidy or a combination. There is a big difference between the amount of subsidy with each of the potential options and this will significantly affect the proforma and offer amount and other financial terms. (Even the 120% of FMR is lower than market rent for new apartments in this neighborhood.)

What gross rent (before utility allowance) per unit per month can we assume for each unit size (1 BR, 2 BR, 3 BR, 4 BR, 5BR) for the 453 replacement units?

ANSWER 2: DCHA is expecting the Respondent to provide operating subsidy rent levels and income limit assumptions based on their vision for the redevelopment of Greenleaf. Each team will be evaluated on the merits of the plan presented and how it potentially could perform successfully financially over time. Please provide notes and clearly explain your assumptions.

QUESTION 3: How will the subsidy type be determined? Will redevelopment be done through RAD?

ANSWER 3: See response to Question #2.

QUESTION 4: Will there be an option for a long term contract (20) years or so-so that it can support debt financing)?

ANSWER 4: See response to Question #2.

QUESTION 5: Can you provide a chart showing the utility allowance amounts for tenant furnished utilities (for replacement units) and other services by number of bedrooms in a unit (i.e., for gas, or all electric, if water included, etc. like what would be filled out on a HUD-52667)?

ANSWER 5: Utility allowances can vary based on subsidy type and unit size. See response to Question #2.

QUESTION 6: What guidelines should be used in determining the rent for the non-replacement (mixed income) units? Should we use the DC IZ max rent, LIHTC rent?

ANSWER 6: See response to Question #2.

- QUESTION 7:** The Excel spreadsheet Exhibit 3-Financial Model Information (tab Inputs and assumptions, row 85) asks for the Occupancy percentage (%) during lease-up. How should that question be answered? This number will change every month starting with 0% right after at delivery to just under 100% right before stabilization. Is this intended to be the absorption % per month until fully leased?
- ANSWER 7:** Yes, please include average percent (%) absorption per month during the lease-up period.
- QUESTION 8:** The Excel spreadsheet Exhibit 3-Financial Model Information (tab Inputs and assumptions, row 45-47) asks for operating expenses to be shown as \$/GSF. Operating expenses are typically shows as \$/RSF (same as rent in rows 82-84, 90). Could you confirm that you would like these numbers in \$/GSF instead of \$/RSF?
- ANSWER 8:** The Total Other Costs/Expenses row (tab Inputs and Assumptions, row 48) converts inputted operating costs into \$/RSF. Costs should be input as \$/GSF. If the respondent prefers to input operating expenses in \$/RSF in rows 45-47, they should ensure that row 48 is adjusted to reflect this change.
- QUESTION 9:** Retail operating expenses are usually NNN (i.e. tenant pays their appropriate share of taxes, insurance and operating expenses). Should we still show these expenses in rows 45 & 47 even if tenant will be paying them?
- ANSWER 9:** Yes, the respondent should only include operating expenses in rows 45 & 47 that will not be paid for by the retail tenant.
- QUESTION 10:** Scoring - These scoring sections seem to be evaluating similar aspects of the proposal. How does each of these differ?
- Development Approach and Schedule-Redevelopment Plan (15 points)
 - Development Approach and Schedule-Development Objectives (35 points)
 - Development Vision-Quality of proposed Development Vision (15 points)
 - Development Vision-Supporting Documentation to include Phasing Plan, Massing (10 points)
 - Development Vision-Development Plan meeting goals and objectives (15 points)

ANSWER 10: Please refer to section C.7.4 Development Approach & C7.5 Detailed Development Conceptual Vision of the RFP.

QUESTION 11: Scoring - These scoring sections seem to be evaluating very similar aspects of the proposal-How do each of these differ?

Development Approach and Schedule-Ability to execute Development Approach (10 points)

Development Vision-Feasibility of proposed Development Vision (20 points)

ANSWER 11: See response to Question #10.

QUESTION 12: Will all firms be part of the interview phase or only some firms?

ANSWER 12: It is anticipated that all firms will be part of the interview phase.

QUESTION 13: Would DCHA consider temporarily not re-leasing units when tenants choose to move out in order to build up vacancy naturally and facilitate build first/relocation?

ANSWER13: All possibilities will be considered. See response to Answer #2.

QUESTION 14: Could you confirm that only the developer team members (and NOT other team members like architects, traffic consultants, attorneys or general contractors) need to fill out the certifications/attachments referenced in C.7.12?

ANSWER 14: Yes, only the developer team members need to complete certifications.

QUESTION 15: Should we include the build first site in the proposal-with site plan and massing, and in the financial proforma, etc.?

ANSWER 15: Yes, do include the build-first site in your proposal.

QUESTION 16: Do we need to include costs in the development budget to relocate the current residents to their final completed unit?

ANSWER 16: Yes, do include relocation costs.

QUESTION 17: Per section "A.2 Background" on page 1 of the above-referenced RFP, would you please share the names of the eight (8) potential development teams that have been selected to submit a response to the RFP?

ANSWER 17: This information is not necessary to successfully respond to the RFP and will not be provided at this time.

QUESTION 18: Will DC Housing Authority allow developers who have partnered with the Envision Center and attended the pre proposal conference but did not participate in the RFQ process to submit a response to this RFP-project-Build-First?

ANSWER 18: No. Only responses from the eight shortlisted teams will be considered.

QUESTION 19: Is the developer restricted in terms of mileage on how far they can relocate residents from the development?

ANSWER 19: Please see Exhibit 6 for the Build First Preference Map, which identifies the preferred boundaries. These boundaries indicate DCHA's preference if you believe it is necessary to relocate residents beyond these boundaries, please explain your reasoning.

QUESTION 20: Will the DC Housing Authority assist with conducting additional community informational meetings to calm residents if needed?

ANSWER 20: DCHA will take an active role in community engagement.

QUESTION 21: Is DC Housing Authority comfortable with relocating residents to scattered sites?

ANSWER 21: All possibilities will be considered. See answers to Question #13 and Question #2.

QUESTION 22: Please provide the number of children currently residing at the site between the ages of 10 and 17.

ANSWER 22: There are approximately 220 children between the ages of 0 and 17 currently residing at the site.

QUESTION 23: Please provide the number of individuals currently residing at the community age 52 and above.

ANSWER 23: There are approximately 267 adults that are head of household above the age of 52 and above currently residing at the site.

- QUESTION 24:** Does DCHA expect to be partners on off-site parcels?
- ANSWER 24:** Respondents should indicate how they see DCHA participating in off-site parcels.
- QUESTION 25:** Please confirm how Development Team can demonstrate site control and/or ownership of Build First parcel?
- ANSWER 25:** A member development team should provide a deed or Purchase & Sale agreement that would allow build-first property for replacement units.
- QUESTION 26:** Can you supplement team members?
- ANSWER 26:** Yes, please provide experience and qualifications of new team members.
- QUESTION 27:** Please confirm the number of the bedrooms for each of the 493 existing units.
- ANSWER 27:** Please use information provided in RFP in section B1.1 The Site for baseline information.
- QUESTION 28:** Please confirm the number of residents in each of the 493 existing units.
- ANSWER 28:** This information is not necessary to successfully respond to the RFP and will not be provided at this time.
- QUESTION 29:** Please confirm if any of the existing residents are multiple families and need to be right sized in separate units.
- ANSWER 29:** This information is not necessary to successfully respond to the RFP and will not be provided at this time.
- QUESTION 30:** Please confirm if DCHA may participate as an economic partner in the multifamily components of the project? We assume yes.
- ANSWER 30:** Yes, this is confirmed.
- QUESTION 31:** Please confirm if DCHA may participate as an economic partner in other components (market rate, office/retail)?
- ANSWER 31:** Yes, this is confirmed.
- QUESTION 32:** Can DCHA release the rent roll and vacancy figures for all properties in the Greenleaf Community?
- ANSWER 32:** This information is not necessary to successfully respond to the RFP and will not be provided at this time.
- QUESTION 33:** Can DCHA release the demographic information for existing residents?

ANSWER 33: This information is not necessary to successfully respond to the RFP and will not be provided at this time.

QUESTION 34: What additional details can DCHA provide pertaining to their interest in managing the community services?
a. Does DCHA expect to be the direct facilitator of the services, or
b. Does DCHA intend to be the funding manager and manage the services through third party contracts?
c. Depending on the responses to ‘a’ and ‘b’, will there be a need or an opportunity for a third party service provider to provide similar or complimentary services for the Greenleaf Community.

ANSWER 34: All possibilities will be considered. See answers to Question #13 and Question #2.

QUESTION 35: Can shortlisted teams reteam with members of other shortlisted teams?

ANSWER 35: See response to Question #26.

QUESTION 36: RFP says, “Respondents should assume minimal reliance on the availability of DCHA funds other than annual operating housing subsidies or assistance payments... DCHA is prepared to pass through a maximum of 90% of its annual operating subsidy per unit, retaining 10% for its monitoring and asset management functions.” Can DCHA share the amount of operating subsidies / assistance payments currently tied to the 493 units (so we can use for our modeling assumptions)?

ANSWER 36: See response to Question #2.

QUESTION 37: Links that don’t work – can you fix the links or send new links?
Exhibit 3 – Live Financial Model cannot be downloaded from link in RFP.
Exhibits 4 and Exhibit 5 are invalid links. Please provide the accurate links.
Link for Appendix III – DCHA Economic Inclusion Policy doesn’t work. Please provide accurate link.
Links for Attachments A through N don’t work. Please provide appropriate links.

ANSWER 37: See response to Question #1.

QUESTION 38: Workforce housing – is there any flexibility with the workforce income levels (they specify 60% to 80% of AMI, but DC’s IZ program goes up to 120% of AMI)?

ANSWER 38: See response to Question #2.

QUESTION 39: Redevelopment schedule is listed as a separate Section 7, but in the scoring worksheet is shown as part of the Development Plan – should this be incorporated into the Development Approach section?

ANSWER 39: Respondents should follow the directions as stated in the RFP. Respondents should order their proposal content in the exact order listed in Section 7.

QUESTION 40: Total page count for the Technical Proposal is 75 pages – should we assume that there is no max page count for the Price Proposal section?

ANSWER 40: Yes, that is correct. Include all appropriate exhibits as requested.

QUESTION 41: Does the Statement of Understanding in Section 11 – M/WBE count towards the page count?

ANSWER 41: No, it does not count towards the page count.