



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7549
202-535-1000

Tyrone Garrett, Executive Director

Addendum

Addendum No. 2

Issued: November 26, 2019

**Property Management Agent
Request for Proposal (RFP)
0008-2020**

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:

- I. **The District of Columbia Housing Authority hereby issues Addendum No. 2 to **REVISE** the solicitation 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: _____

**ATTACHMENT A
PROPERTY MANAGEMENT AGENT
REQUEST FOR PROPOSAL (RFP)
0008-2020**

- I. **REVISE** DCHA RFP Property Management Agent, SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS, C.3 SITE VISIT, Page 25 to the following:

**Thursday, December 12, 2019
Departing from DCHA Headquarters
Immediately following the Pre-Proposal Conference**

- II. **REVISE** DCHA RFP Property Management Agent, SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS, C.4 PRE-PROPOSAL CONFERENCE, Page 25 to the following:

**Thursday, December 12, 2019
at 10:00 a.m.
DCHA Headquarters located at
1133 North Capitol Street, NE, Washington, DC 20002
Second Floor Boardroom**

- III. **REVISE** DCHA RFP Property Management Agent, SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS C.2 SUBMISSION OF PROPOSALS QUESTIONS/INQUIRIES, Page 24 to the following:

Inquiries and/or questions concerning this RFP must be submitted in writing to the Issuing Office no later than Tuesday, December 17, 2019 by 12:00 PM. Please copy all inquiries sent to the Contracting Officer to the Contract Specialist responsible for this RFP, Lolita Washington by email to lwashing@dchousing.org and business@dchousing.org. Answers to questions will be provided to all Respondents being solicited, giving regard to the proper protection of proprietary information. Responses will post by addendum to the DCHA website www.dchousing.org under “Doing Business with DCHA.”

IV. **REVISE** DCHA RFP Property Management Agent, SECTION F-TIMETABLE (SELECTION PROCESS) F.1 TIMETABLE, Page 53 to the following:

Advertise Date	Sunday, November 17, 2019
Issuance of RFP	Monday, November 18, 2019
Pre Proposal Conference	Thursday, December 12, 2019
Site Visit	Thursday, December 12, 2019
Deadline for Submission of Inquiries/Questions	Tuesday, December 17, 2019
Submission of Proposals	Friday, January 03, 2020
Evaluation Period	Beginning week ending January 10, 2020
DCHA Board Committee Review	January 2020
Presentation to DCHA Board of Commissioners for Contract Approval	Wednesday, February 12, 2020
Contract Award	TBD

V. **REVISE** DCHA RFP Property Management Agent, SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS, G.2 APPENDICES, Page 54 to the following:

[Appendix I.](#) DCHA Property Income and Balance Sheet Information