



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: December 10, 2019

WORKFORCE ASSESSMENT

Request for Proposals

0010-2020

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:

The District of Columbia Housing Authority hereby issues Addendum No. 1 to provide **RESPONSES** to all inquiries received in response to the subject 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
Request for Proposal 0010-2020
WORKFORCE ASSESSMENT

I. Inquiries/Questions and Responses

QUESTION 1. Does DCHA directly manage and staff the public housing portfolio?

DCHA RESPONSE: **The DCHA portfolio includes properties managed and staffed by DCHA employees as well as properties that are managed by private management companies on behalf of DCHA.**

QUESTION 2. Does the Housing Authority own/manage HUD Project Based Rental Assistance, Low Income Housing Tax Credit and/or other properties outside of the Public Housing portfolio? If so, is this portfolio included in the “Property Management” group for the purpose of the required assessments outlined in the RFP?

DCHA RESPONSE: **DCHA is the general partner in Highland Dwellings which includes public housing units layered with Low Income Housing Tax Credits. The property is currently managed by a private management company, but it is DCHA’s intention to take over management of the property in the future. This property is included in the Property Management group for the purpose of the required assessments.**

QUESTION 3. Is section C.7.8: Documentation of Licenses, Certifications, and Affiliations included in the 30-page limitation?

DCHA RESPONSE: **No.**

QUESTION 4. Can a copy of the agency’s detailed organizational chart be provided in advance to assist in determining the required hours per task?

DCHA RESPONSE: **We do not believe the organizational chart will be very useful in determining the number of required hours inasmuch as the scope is specific to certain departments. We are not able to provide a detail organization chart at this time but it will be provided upon contract award.**

QUESTION 5. Can you provide an estimated number of staff anticipated to be interviewed?

DCHA RESPONSE: The number of staff to be interviewed would be based on a sampling of classifications within a specified department. For example, in our Property Management Operations Department, we anticipate a sampling of laborers, maintenance mechanics, foreman, housing managers, etc. In this regard, the number of staff would depend on the approach that is utilized by the selected contractor.

QUESTION 6. Why is an average hourly rate requested on Part 1 – Exhibit 1 – Price Proposal?

DCHA RESPONSE: Part I. Hourly Rate Schedule is useful to DCHA to review the labor required to complete the scope of services. Additionally, it is useful for Respondents with determining proposed pricing for Part II. Key Tasks/Deliverables required in performance of the scope of services.

QUESTION 7. Can you provide an estimated start date?

DCHA RESPONSE: January 2020.

QUESTION 8. Is it expected that the work on the operational assessment is to be done simultaneously with space allocation review and operational review or do is there a preferred sequence in mind?

DCHA RESPONSE: There is no preferred sequence in mind. The expectation is that the consultant's expertise would be relied upon to determine the best approach. It is not expected that the consultant would rely on the services of professional architects in order to develop recommendations as to space allocation.

QUESTION 9. In order to provide a complete cost for the project, could DCHA provide us with the following:

- a) Current organizational charts for each department being reviewed;
- b) A position listing for each department being reviewed, with the number of incumbents in each position and total employee in the departments.

DCHA RESPONSE: DCHA reserves this information within the solicitation. The reserved information will be provided upon contract award.

QUESTION 10.

Could you provide us with details on the form of assistance that DCHA will be receiving to convert the portfolio mentioned in the pre-bid conference? PBV? PBRA?

DCHA RESPONSE: Referenced to the portfolio in the pre-bid conference was to the DCHA portfolio and the 14 properties identified in the Relocation Plan. The primary source of assistance would be HUD issued Tenant Protection Vouchers. These vouchers cover the difference between what the family can pay in rent (1/3 of income) and the actual rent where they are housed. These vouchers would be issued to qualified families at the various sites to relocate off of the site so work can be performed. DCHA early modelling estimated that 80-90% of families at any given site would qualify for the vouchers and the remaining would move to other public housing. This same modelling estimates that 80% of those receiving vouchers would return to the site after renovation/redevelopment and those vouchers would be converted to project-based vouchers.

In regards to the actual renovation, redevelopment, and operating of the properties, we expect to use a combination of subsidies including Rental Assistance Demonstration (RAD), Tax Credits, Vouchers, and Low Rent Supplement Program (LRSP) where available.

QUESTION 11.

What are the expectations for deliverables by March 31, 2020?

DCHA RESPONSE: Contractor shall complete the agency-wide operational review and workforce assessment of key departments. (As outlined in the Workforce Assessment Solicitation)

QUESTION 12.

Could DCHA provide us with a recap of the pre-bid discussion describing the phases and details of what work would need to be accomplished by March 31, 2020?

DCHA RESPONSE: The agency-wide operational review and workforce assessment of key departments. (As outlined in the Workforce Assessment Solicitation)

QUESTION 13. Would DCHA be opposed to moving or mixing tasks from the organizational assessment section with the operational assessment section for efficiency purposes?

DCHA RESPONSE: **We would not be opposed to this suggestion. However, we would need to understand the rationale for mixing tasks.**

QUESTION 14. If we have partners or subs, do the rates need to be specified per sub/partner, or can they be listed as “Team” and list all subs/partners under this heading?

DCHA RESPONSE: **Hourly Rates shall be listed by each personnel classification.** See SECTION C- INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS, C.8 PRICE PROPOSALS, C.8.1 Price Proposal; Part I. Hourly Rates on page 13. “The Price Proposal shall include a breakdown showing a fully burdened hourly rate for each personnel classification by nature of the work required to complete the Scope of Services included within this Solicitation”.

Additionally, DCHA must approve subcontracting. See SECTION D - CONTRACT TERMS, D.16 CONSENT TO SUBCONTRACT on page 23: “The Respondent must obtain the written consent of DCHA to subcontract any portion of the work. All Respondents are required to include in their proposal a list of any proposed subcontractors, and a list of tasks/items, if any, which the Respondent intends to subcontract all or any portion of work”.

Respondents shall list proposed Subcontractors as follows:

Part I. Hourly Rates- List each Subcontractor and each personnel classification proposed to complete the Scope of Services.

Part II. Key Tasks and Deliverables- List fixed fee by Contractor fee and proposed Subcontractor fee per key deliverable required to complete the Scope of Work.

QUESTION 15. Should travel costs be integrated into the total cost per deliverable?

DCHA RESPONSE: **Yes, in accordance with C.8 Price Proposal. Compensation shall be based on deliverables with no additional charges for routine expenses.**

QUESTION 16.

Could you please tell me if the following forms need to be completed by each subcontractor?

Conflict of Interest

Statement of bidders qualifications form

Certificate of eligibility

Tax certification

DCHA RESPONSE: No. Respondents shall include in their proposal a list of any proposed subcontractors, and a list of tasks/items, if any, which the Respondent intends to subcontract all or any portion of work. Prime Contractors are responsible for Subcontractor compliance with all stated requirements for Section 504 of the Rehabilitation Act, Section 3, Labor Compliance, Payments and all other contract requirements.