



## District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7549

202-535-1000

Tyrone Garrett, Executive Director

### Addendum

Addendum No. 4

Issued: December 31, 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 and the District of Columbia Housing Authority also submits its responses to all questions received related to the subject solicitation. Please reference Attachment A.

The District of Columbia Housing Authority hereby issues Addendum No. 4 to **REVISE** the solicitation and provide **RESPONSES** to inquiries as referenced "Attachment A".

**All Other Terms and Conditions Remain Unchanged**

**End of Addendum No. 4**

*Lorry B. Bonds* for

\_\_\_\_\_  
Cheryl Moore  
Contracting Officer

Acknowledgement of Receipt:

Respondent: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**I. REVISIONS**

**REVISE** DCHA RFP Property Management Agent, SECTION C-INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS, C.7.11 Experience with HUD Section 3 and Section 3 Plan on page 32 as follows:

C.7.11 Experience with HUD Section 3 and Section 3 Plan  
*(Section not included in 75-page limitation.)*

Describe the Respondent's experience with compliance with HUD Section 3 requirements and the results achieved as part of its proposal to be considered for contract award. Review Section 3 requirements outlined in Section D.11 of this Solicitation and complete Attachment J and Attachment K to submit a signed copy of the Section 3 Contractor Compliance Agreement and Section 3 Action Plan.

The Section 3 Contractor Compliance Agreement should be read in its entirety before completing the Section 3 action plan since it provides details about DCHA's Section 3 policy.

**See Section E of this Solicitation for an explanation of points systems for Section 3 specifically.**

**REVISE** DCHA RFP Property Management Agent, SECTION C-INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS, C.7.12 Minority/Women/Business Enterprise (M/WBE) on page 32-33 as follows:

C.7.12 Minority/Women / Business Enterprise (M/WBE)  
*(Section not included in 75-page limitation.)*

Participation by minority and women-owned business enterprises ("M/WBE") is an important goal of DCHA. To that end, Respondents should review DCHA's M/WBE requirements in Section E of this solicitation for further information on DCHA's policy regarding M/WBE participation.

Respondents should submit narrative information about its policies, plans, activities and accomplishments in creating a diverse workforce, both in its legal and administrative support staffs. The narrative should also indicate any experience utilizing Minority and Women-owned business enterprises and to what extent minorities and women are included in the team that will advise DCHA.

Describe the diversity profile of the firm's shareholders or partners, of counsel and associates. Please include a description of how women and minorities hold positions of leadership in the Respondent's firm, including any history of such participation.

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**REVISE** SECTION G – EXHIBITS, APPENDICES & ATTACHMENTS, G.2 APPENDICES on page 54 as follows:

**ADD Appendix III- Management Fee Calculation**

**II. RESPONSES TO QUESTIONS/INQUIRIES**

**Question 1:** Email address listed for Lolita Washington in the RFP is incorrect. Page 24 has the email address listed as: [lawashing@dchousing.org](mailto:lawashing@dchousing.org)?

**Answer 1:** **The correct email address for Lolita Washington is [lwashing@dchousing.org](mailto:lwashing@dchousing.org).**

**Question 2:** Can DCHA provide copies of each property's financials?

**Answer 2:** **Please see Appendix I. DCHA Property Income and Balance Sheet Information included in Addendum No. 2 posted to the website.**

**Question 3:** Does any of the properties have direct HUD Financing? (Loan, Risk Share, Section 8, RAD etc.) If so, please specify which property(ies) and the type of HUD interest.

**Answer 3:** **DCHA will provide property specific information will be provided to the selected contractor.**

**Question 4:** Can DCHA provide Unit break down for each property?

**Answer 4:** **Please reference Appendix II; Addendum No. 2 posted to the website.**

**Question 5:** Can DCHA provide a list of all subsidies and programs attached to each property?

**Answer 5:** **DCHA will disclose subsidy information upon contract award.**

**Question 6:** Is it possible to bid on just one of the properties? Or must a respondent bid on all of the properties together as a package?

**Answer 6:** **No, Respondents must propose services for the six DCHA sites.**

**Question 7:** Regarding the Management fee structure, please provide the metrics used for point deductions related to the overall score.

- Is it calculated on a monthly basis?
- Who performs the calculation?
- When and how is the agent notified of the adjustment?

**Answer 7:** **Please see Appendix III. DCHA will calculate the score on a monthly basis. The Agent will be notified five (5) business days prior to DCHA processing payment for Management fee.**

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- Question 8:** Is there a requirement to use a specific Management Agreement template upon award? (DCHA's or the Agent's?). If DCHA's agreement template is required, please provide a sample.
- Answer 8:** **Yes, Agents will be required to sign DCHA's Property Management Agreement.**
- Question 9:** Are there areas of improvement you would like new management to focus on upon award?
- Answer 9:** **DCHA will identify specific targets upon contract award.**
- Question 10:** Please provide copies of financials for all properties, including Highland.
- Answer 10:** **Please see Appendix I. DCHA Property Income and Balance Sheet Information included in Addendum No. 2 posted to the website.**
- Question 11:** Do you require a unique Management Plan and Staffing Plan for each site?
- Answer 11:** **Yes, DCHA will discuss specific property targets upon contract award.**
- Question 12:** Is there a Property Management Software requirement?
- Answer 12:** **Yes, Yardi Voyager.**
- Question 13:** What is the shortest time period anticipated for DCHA assuming management? And what is the termination notification timeline?
- Answer 13:** **DCHA anticipates services within 30-days from the date of contract award. There is a standard thirty-day (30) termination clause.**
- Question 14:** Is it DCHA's intention to award the entire portfolio to one Management Agent or multiple?
- Answer 14:** **Yes, DCHA intends to award the DCHA portfolio to one Agent.**
- Question 15:** Are there any community services needs anticipated outside of what the Resident Council already covers?
- Answer 15:** **Yes, community services will involve a tandem relationship with DCHA's Resident Services Department and will be discussed upon contract award.**
- Question 16:** Are there any assets included in the RFP that contain lead, asbestos, and /or any other environmental concerns?
- Answer 16:** **Yes. DCHA will disclose and discuss Environmental Conditions upon contract award.**

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**Question 17:** Based on the date that the addendum responding to these questions is published, is there any likelihood of the due date changing for responses to the RFP?

**Answer 17:** **The proposal submission deadline has been extended until Friday, January 10, 2020.**

**Question 18:** Section B.26, Property Management Fee Computation: Please clarify the calculation of the management fee. Does the Housing Authority intend the management fee to be 3.5%-5.0% of *tenant portion* of rent collections? If so, that would result in a management fee considerably lower than market and less than 20% of the maximum allowable rent under HUD definitions for the Washington DC MSA.

**Answer 18:** **Please see Section I. Revisions, Appendix III of this addendum.**

**Question 19:** Section B.26, Property Management Fee Computation: Performance standards can be out of the manager's control in certain circumstances. For example, manager incentives might be lost if a unit is ready for occupancy in the allotted time frame, but DCHA may not have provided a list of suitable candidates within the same timeframe. Has DCHA considered a waiver of sorts if a manager has performed but benchmark performance has not been achieved due to decisions at DCHA?

**Answer 19:** **If the benchmark is met and verified the agent will not be penalized.**

**Question 20:** Section B.26, Property Management Fee Computation: Manager reaching performance standards can be affected by DCHA policy decisions. How can a Respondent be sure it is not penalized for DCHA policy decisions regarding the timing of when vacant units are occupied, for example?

**Answer 20:** **If the benchmark is met and verified the agent will not be penalized.**

**Question 21:** Section C.7.12, Minority/Women/Business Enterprise: the paragraph is redundant to the prior paragraph in the RFP: "Section C.7.11, Experience with HUD Section 3 and Section 3 Plan". Please clarify what is being asked in Section C.7.12.

**Answer 21:** **Please see Section I. Revisions of this addendum.**

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**Question 22:** Section C.7.4, Operating Budget: is DCHA looking for a budget template? Or an actual budget? If seeking an actual budget, what time period should the budget cover? FY 2020? FY 2021? Or somewhere in between? Exhibit 1 (attached), for example, is not in a format that includes the full HUD chart of accounts. Please clarify what you are looking for with regards to the Operating Budget.

**Answer 22:** **Respondents are to complete and submit Exhibit 1 and Exhibit 2 as the Price Proposal. Exhibit I should reflect standard Operating Expenses that the Respondent anticipates and Exhibit 2 should reflect the proposed staffing model.**

**Property Operating Budgets ending September 30, 2020, for the first year will be required within 10 business days of contract award. Property Operating Budgets for the second year are due by June 30, 2020.**

**Question 23:** Section C.8.1, Price/Fee/Cost Proposal (b) Staffing and Admin Costs Proposal (at the top of page 34) please clarify what you are seeking in Part II, Exhibit II (attached).

**Answer 23:** **See Answer 22.**