



## District of Columbia Housing Authority

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

Tyrone Garrett, Executive Director

### Addendum

**Addendum No. 1**

**Issued: December 2, 2019**

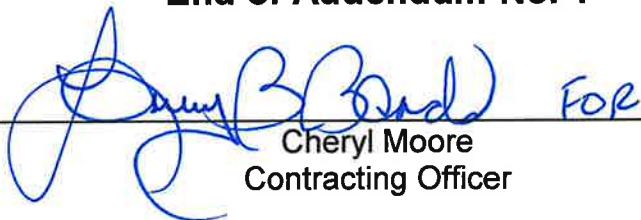
#### OPPORTUNITY ZONE ADVISOR Letter of Solicitation 0007-2020

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. 1**

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

Acknowledgement of Receipt:

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

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

**ATTACHMENT A**  
**Letter of Solicitation 0007-2020**  
**OPPORTUNITY ZONE ADVISOR**

**I. Inquiries/Questions and Responses**

QUESTION 1. Does DCHA have a list of properties in opportunity zone-eligible areas? If so, can you share it? It would be helpful to know how much labor/expertise should be devoted to property identification and assessment as we prepare our proposal.

**DCHA RESPONSE:** 1) DCHA has 41 properties within its portfolio See <https://www.dchousing.org/topic.aspx?topicid=3>. 2) Additionally, DCHA's 20-Year Transformation Plan outlines properties and their current status. See <https://dcha.us/articles/1/57>. The properties are located within census tracts identified as opportunity zone eligible. See

<https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=5e1edb3877c947f88041069123bd0fe0>.

Understanding opportunity zone eligible investments, overlaying potential strategies for capital raises should be where labor/expertise would best be utilized.

QUESTION 2. Capacity & Experience: Our company is exploring partnership opportunities with other entities with relevant experience. Will DCHA consider team experience and team past performance in lieu/in addition to of firm experience and/or past performance?

**DCHA RESPONSE:** Yes. Offerors should include the details for each participating entity within the Technical Proposal and Certifications and Affidavits.

QUESTION 3. Past Performance: DCHA is requiring a list of the most recent projects completed. Will DCHA consider projects that are similar in scope but not necessarily Opportunity Zone-related?

**DCHA RESPONSE:** Yes. Offerors may similar projects to include Advisory Services.

QUESTION 4. What is DCHA's vision for success for this project after two years?

**DCHA RESPONSE:** DCHA's vision for success is to develop a feasible plan for Opportunity Zone investments that places investor capital into use which improves the state of our agency and the lives of our residents.

QUESTION 5. Where can applicants find certifications and affidavits forms required for submission? They do not seem to be included in the solicitation.

**DCHA RESPONSE:** The Certifications and Affidavit Forms are attached by hyperlink on page 10 under Certifications & Affidavits.

QUESTION 6. Is the \$150,000 listed in the directions for Exhibit One a maximum total price for the two year contract?

**DCHA RESPONSE:** Yes.

QUESTION 7. Is the overhead and profit % a percentage for the company as a whole, e.g., 10% of a \$100,000 proposal or a component of the hourly rate for each of the key personnel listed in exhibit one?

**DCHA RESPONSE:** A component of the hourly rate(s).

QUESTION 8. How does a company compute and report profit as required by Exhibit 1?

**DCHA RESPONSE:** Profit is determined and proposed by the Offeror.

QUESTION 9. Your form has spots for 6 people in exhibit one, is that a max number of people that can work on this project? What is the optimal number of professional personal working on the contract?

**DCHA RESPONSE:** No. The six lines are the format of the Exhibit 1. Offerors are to propose the personnel classifications necessary to complete the Scope of Work. Again, each Offeror is to propose their best offer to provide the Scope of Services.

QUESTION 10. We know that you require a total cost by activity in exhibit one Part II. Is it possible that certain activities will be completed in Year 1 with no requirement in Year 2? There is some confusion on what to list for year one and/or year two for each deliverable stated.

**DCHA RESPONSE:** Yes. Offerors are to propose pricing for the task in year the service will be performed.

QUESTION 11. Please define a Fully Burdened Hourly Rate. Is overhead and profit two numbers that should be listed under project manager or does each of the key personnel have an overhead and profit designation?

**DCHA RESPONSE:** The hourly rate for each personnel classification shall be fully burdened to include direct salary rates; overhead rates; general and administrative rates, if any; and profit proposed to complete the Scope of Services.

QUESTION 12. Per page 11, is there an Attachment L of which we should be aware?

**DCHA RESPONSE:** No, it is reserved.

QUESTION 13. Please confirm that Exhibit 1 – Pricing Proposal is the only pricing information you anticipate to receive as part of our response.

**DCHA RESPONSE:** Yes.

QUESTION 14. Per page 8, Proposal Format, are the attorney biographies, table of contents, and cover page considered to be part of the 20 page limit?

**DCHA RESPONSE:** Attorney Biographies, yes; Table of Contents and Cover Page, no.