



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: March 31, 2020

DEVELOPMENT PROJECT AND FINANCIAL MANGEMENT Letter of Solicitation 0003-2020

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. 2 to provide solicitation **REVISIONS** and **RESPONSES** to questions and inquires 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

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT A
Letter of Solicitation 0003-2020
DEVELOPMENT PROJECT AND FINANCIAL MANAGEMENT

I. Revisions

PROPOSAL SUBMISSION

Offerors shall email Proposals to lmcleod@dchousing.org with copy to business@dchousing.org.

Proposals shall include Attachments B through K and Exhibit 1 typed and prepared on standard 8.5 x 11 letter size paper. DCHA waives the notary requirement and Offerors shall self-certify attachments and certifications. All Proposals in response to this Letter of Solicitation must be RECEIVED no later than 11:00 a.m., Wednesday, April 8, 2020 at the address listed below.

District of Columbia Housing Authority
Office of Administrative Services- Contracts and Procurement
1133 North Capitol Street, NE, Suite 300
Washington, D.C. 20002-7599
Attn: Cheryl Moore, Contracting Officer
Letter Solicitation Number: 0003-2020
“Development Project and Financial Management”

PROPOSALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED.

EVALUATION & SELECTION CRITERIA

TECHNICAL AND COST

Financial Capacity Documentation of one or more of the following: The above selection criteria will be evaluated based on evidence of the following: Strength of Recent Financial Statements- 5 Points Recent Favorable Financial Audit- 5 Points	10
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PART II: Cost Proposal

Cost Proposal- [Exhibit 1](#)

Offerors shall complete and submit Exhibit 1-Cost Proposal proposed to complete the Scope of Services. All fees quoted will be inclusive of time for meeting with DCHA and stakeholders to develop the metrics, pre-work necessary to complete the tasks, as well as post meetings to present findings.

The Cost Proposal shall include a breakdown showing a fully burdened hourly rate (inclusive of direct salary rates; overhead rates; general and administrative rates, if any; and profit or fee) for each personnel classification by nature of the work required to complete the Scope of Services included within this Letter of Solicitation.

The Cost Proposal shall include a blended hourly rate with an estimate of the number of hours required to complete tasks required.

Offerors shall ensure that the Cost Proposal and proposed hourly rates offered are the lowest discounted (government) rate offered to similar clients.

II. Inquiries/Questions and Responses

QUESTION 1. the links to obtain the attachments in the solicitation are not working. Please advise

Response 1. **Addendum No. 1 is posted to the DCHA Website www.dchousing.org with active links for the solicitation.**

QUESTION 2. With the various stay in place orders, would DCHA consider accepting just email proposals or has it considered any time extension for submission.

Response 2. **Please see Part I of this addendum.**

QUESTION 3. Page 6 of the Letter Solicitation outlines an Umbrella or Excess Liability Insurance requirement of \$5M if a firm does not meet the minimum \$1M per occurrence and \$2M aggregate Commercial General Liability coverage. Is there an Umbrella requirement if we meet the per occurrence and aggregate limits?

Response 3. No, the Umbrella policy is only required for General Liability and Professional Liability coverages below \$1M/\$2M.

QUESTION 4. Page 6 of the Letter Solicitation outlines a Professional Liability requirement of “\$2M aggregate for General Liability and Employment Practices”. Professional Liability, General Liability and Employment Practices are all separate coverages, which policy does DCHA want \$2M aggregate for?

Response 4. \$2M Aggregate coverage is required for General Liability, Products and Completed Operations, Personal/Advertising Injury and Professional Liability.

QUESTION 5. Page 7 of the Letter Solicitation states that the minimum insurance requirements must “be in place before the execution of any contract awarded, as in-force insurance is a condition precedent”. Is the contract referenced in this clause the IDIQ contract? Or is it an individual task order issued under this IDIQ contract?

Response 5. Insurance at the stated limits are required to execute the contract, prior to performance of any services.

QUESTION 6. Page 12 of the Letter Solicitation outlines a reference requirement for the Technical Proposal. Do the five (5) professional references provided by respondents need to be for the five (5) past project examples that demonstrate respondent’s experience or can they be for general professional experience related to the tasks listed in the Scope of Services?

Response 6. Respondents are to make that determination with the understanding that Proposals shall be prepared in such format and in such detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether or not the offer Offeror can meet the requirements set forth in this solicitation.

QUESTION 7. Page 5 of the Letter Solicitation outlines the type of contract to be awarded and minimum/maximum contract award amounts. Do the minimum/maximum contract award amounts apply to each task order? Or is DCHA anticipating that the total cost of all services under this IDIQ contract will not exceed \$140,000?

Response 7. IDIQ contracts awarded in response to this solicitation will not exceed \$140,000.00.

QUESTION 8. We understand and respect the importance of supporting low and very low income communities. After reviewing the HUD Section 3 list of businesses located within the DC metro area, we found that the certified firms do not offer the skills described in the scope, nor those that are required to execute the DCHA Transformation plan. Firms that are most qualified to provide these services are currently disadvantaged from receiving positive scores based on the current HUD Section 3 criteria.

To evaluate whether firms share DCHA's values of supporting low income communities and have experience promoting these values in their services, we recommend broadening the evaluation criteria related to HUD Section 3 to allow firms to include experience comparable to HUD Section 3 requirements.

Response 8. DCHA Section 3 Requirements are federally required; as such the criteria are included as part of the Technical Evaluation factor for the points specified.

QUESTION 9. On page 5 of the Letter Solicitation, DCHA states that the maximum contract award is one hundred forty-thousand dollars (\$140,000.00). Is this a maximum annual award or a maximum contract award?

Response 9. See Response No. 7.

QUESTION 10. Is the Table of Contents included in the Technical Proposal maximum Page Count of 20 pages?

Response 10. No.

QUESTION 11. The evaluation criteria for Financial Capacity does not align with the submittal requirements listed in section 5 on pages 11-12. To assess bidders' financial capacity, we recommend amending the submittal requirements in section 5 to read: "Respondents should demonstrate that their firms' have the financial resources to deliver the functions described in the scope of services. Financial resources can be demonstrated through audited financial statements, letters of credit, or a letter from an independent auditor attesting to a firm's financial capacity".

Response 11. **Financial ability to provide services may be represented with the most recent financial statements to include Balance Sheets that clearly show assets and liabilities, credit lines, income, and financial audit documents.**

QUESTION 12. On page 12 of the Letter Solicitation in Part I: Technical Proposal – 6. Staffing Plan, DCHA requests resumes for key Project Staff. Can proposers provide a summary of education and experience for proposed key Project Staff in the Technical Proposal and include resumes as a separate Appendix outside the total 20 page limit.

Response 12. **Yes.**

QUESTION 13. On page 14 of the Letter Solicitation in Part II: Cost Proposal, DCHA requests that all fees quoted be inclusive of time for meeting with DCHA et al.. This section also requests that proposers provided a blended hourly rate with an estimate of the number of hours required to complete tasks required. This Letter of Solicitation does not outline specific tasks, please confirm that proposers are only required to submit hourly rates in the Cost Proposal.

Response 13. Please use your best judgement for hourly rates according to economic factors and the scope of work provided. For example, Senior Manager 200 hours at \$150.00 per project.

QUESTION 14. The Financial Capacity Documentation criteria on page 16 includes 4 items that are typically not applicable when determining financial capacity for consulting firms, additionally, these items may not be applicable or available for private firms.

- a. S&P Ratings are not available for all privately held professional services firms
- b. Dun & Bradstreet and a successful financial track record are appropriate criteria to evaluate financial capacity (valued at 10 total points), and we recommend assessing them primarily through audited financial statements, letters of credit, or a letter from an independent auditor attesting to a firm's financial capacity.

Response 14. Please see Response No. 11.

QUESTION 15. Part I of the required Cost Proposal – Exhibit 1 MS Word template document requests annual pricing for 5 years, however, per page 5 of the Letter Solicitation, the term of the contract being solicited for is 2 years. Please confirm that Proposer are only required to submit 2 years worth of pricing information.

Response 15. Please see Part I. of this addendum.

QUESTION 16. Part II of the required Cost Proposal – Exhibit 1 MS Word template document requests pricing for specific project tasks/milestone deliverables. The Letter Solicitation does not include specific tasks, milestones or deliverables. Should proposers disregard this section?

Response 16. Please see Part I. of this addendum.

QUESTION 17. Is the criteria listed under 3. Past Performance on page 15 intended to evaluate the References requested in Part 1: Technical Proposal – 7. on page 12?

Response 17. Yes. References, if provided are worth up to 5 points of the 25 Points for Past Performance.

QUESTION 18. The RFP indicates that printed copies of our response are required. Given the current COVID-19 crisis and the mandatory closing of non-essential businesses in DC, will DCHA accept electronic submissions? It will be very difficult for our team to print and deliver hard copies in the current environment.

Response 18. Please see Part I. of this addendum.

QUESTION 19. Exhibit 1 under Part II – Cost Proposal of your RFP (attached) indicates that a “Tasks/Milestones Deliverables” breakout is required. Since this is an on-call services contract, and we do not know what the specific tasks will be, does DCHA expect respondents to complete this? We plan to provide our approach to specific tasks as requested, along with our track record of experience, but will not provide a specific milestone schedule.

Response 19. Please see Response No. 16.