



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: April 21, 2020

DCHA 2020 Physical Needs Assessment Request for Proposals 0018-2020

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 **VIRTUAL SITE TOUR** hyperlink, **REVISIONS** and **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

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT A
Request for Proposal 0018-2020
DCHA 2020 Physical Needs Assessment

I. Virtual Site Tour

View "PNA Virtual Tour_FINAL.kmz" at:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A4c056472-1434-40af-bc13-20003c78b4e0>

II. Revisions

REVISE G.2 APPENDICES, Appendix I- DCHA Physical Needs Assessment | List of Properties on page 46.

[Appendix I- DCHA Physical Needs Assessment | List of Properties](#)

III. Inquiries/Questions and Responses

QUESTION 1. Has DCHA submitted the initial application to HUD for RAD?

RESPONSE 1. For the properties listed in Appendix II, DCHA has not submitted initial applications for RAD, but does plan to submit applications for several of those properties in FY 2020/21.

QUESTION 2. Does the Agency have a HUD Transaction Manager?

RESPONSE 2. Yes.

QUESTION 3. Is the RAD assessment information going to be entered into CARRS?

RESPONSE 3. All of the physical needs assessment information for both the RAD-list properties and the non-RAD list properties will be entered into the District's CARSS system so that DCHA and the District will have a comprehensive understanding of the current state of DCHA's public housing portfolio. DCHA has requested the additional survey protocols for the proposed RAD properties in order to have the flexibility to submit some of these properties to HUD for RAD CHAPs. Having the more-comprehensive survey for these properties will provide DCHA with flexibility to apply for RAD without having to duplicate the survey at a later date.

QUESTION 4. Is the Agency aware HUD is in the process of issuing a new release of the CNA e-Tool version 3.0 soon?

RESPONSE 4. DCHA will accept the data in whatever version of the HUD CAN e-Tool is in-place at the time of the start of survey work.

QUESTION 5. PNA as it relates to HUD form 52828. This is a GPNA requirement. Is the Agency asking for a GPNA for the remaining Properties that are not slated for RAD?

RESPONSE 5. As stated in the RFP document, DCHA is requesting BOTH a Physical Needs Assessment and an Energy Audit as part of this Request for Proposals. Our understanding of the GPNA tool is that it provides a useful template to record and organize BOTH the Physical Needs Assessment and the Energy Audit data into a single user-friendly portal. HUD no longer requires the use of the GPNA tool, but also does not preclude public housing authorities from using it to produce their physical needs assessments. DCHA will accept the use of this tool as a valid means to complete the scope of work described in this RFP.

QUESTION 6. Has the Agency filled in the "PIC" data for each of those properties?

RESPONSE 6. PIC data for each DCHA property is provided on the revised Appendix I attachment provided with this Addendum.

QUESTION 7. It is our understanding that HUD is no longer requiring GPNA. Does DCHA directly manage and staff the public housing portfolio?

RESPONSE 7. HUD no longer requires that public housing authorities perform Green PNA's. However, it is still offered as an optional tool and is still considered by HUD to constitute a valid Physical Needs Assessment in conformance with HUD requirements.

QUESTION 8. On the RAD conversion list in Appendix II Garfield Terrace does not specify Family or Senior (In Appendix I – Garfield Terrace shows two AMP numbers). Should both be included, and if not, which development?

RESPONSE 8. Please apply the RAD survey and reporting requirements to BOTH Garfield Terrace Family and Senior properties.

QUESTION 9. Given that 100% of all vacant units must be inspected, will the Authority provide a list of vacant units for each of the developments in the PNA portfolio?

RESPONSE 9. DCHA currently has a vacancy rate of 16% across its 35 properties listed in this PNA RFP. A unit vacancy list, current as of the time of the issuance of the Notice-to-Proceed, will be provided to the awarded firm.

QUESTION 10. Are the vacant units in excess of 20% for standard units or 25% for RAD units? Or are the vacant units a subset of the overall percentage total?

RESPONSE 10. Per the language in the RFP, the requirement for 20% survey of unit interiors (or 25% of unit interiors in the properties identified as RAD properties in Appendix II) consists of a combination of vacant and occupied units, the total of which shall equal not less than 20% of the overall public housing portfolio (or 25% in the case of the RAD properties).

QUESTION 11. In Appendix I Phase I of the PNA, the list of Extremely Urgent properties indicates 17 properties (17 different AMP numbers). However, in the presentation document (page 20), Phase I: Extremely Urgent properties listed only 14 properties. Which property list should be utilized - the 17 in the RFP Appendix I or the 14 identified in the presentation?

RESPONSE 11. The properties described by the 17 AMP numbers listed in Appendix I shall constitute the scope of Phase I of the PNA survey and report.

QUESTION 12. Will a list of the ADA units for Section 504 UFAS compliance be provided?

RESPONSE 12. Please see the attached, revised Addendum I, which includes a tally of the Section 504 (UFAS) units by-site that are to be surveyed for compliance with UFAS. DCHA will provide a list of the UFAS units with unit addresses to the awarded firm upon issuance of the Notice-to-Proceed.

QUESTION 13. We understand that DCHA will use these reports in some part for planning rehabs under RAD. Will primes be excluded from bidding on design or PM contracts that result from this study?

RESPONSE 13. No.

QUESTION 14. Can you keep us posted (as the due date gets closer) if electronic-only submissions will be allowed based on the stay-at-home orders? We understand your office is open, but some offices to produce and compile the proposal pieces are closed to employees.

RESPONSE 14. Based on the extended closure of businesses and non-essential establishments, DCHA will accept an electronic submission that must be received by the date and time in the RFP AND one hard copy submission that must be postmarked by the date in the RFP. Submissions can also be sent by mail services such as UPS, FedEx,

etc. to the DCHA headquarters address in the RFP. DCHA is waiving the requirement for notarized documents, however all documents must still be signed (hand written or electronically).

QUESTION 15. For clarification purposes proposals are due in accordance with C.5 SUBMISSION DATE on page 21 of the solicitation, correct?

RESPONSE 15. Proposals are due in accordance with section C.5, Submission Date on page 21 of the solicitation. Interested Respondents are encouraged to visit DCHA's website www.dchousing.org frequently to keep informed of any updates to the solicitation. Respondents shall email Proposals to lwashing@dchousing.org with copy to business@dchousing.org. Proposals shall be attached as three (3) separate files as follows: (1) Technical Proposal, (2) Certifications and Affidavits and (3) Price Proposal.