

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: August 31, 2019**

**RFP# 2019-008**

**TO ALL BIDDERS:**

**The specifications are hereby amended and supplemented by this addendum, which forms a part of the contract documents and should be considered in preparation of bid.**

**ADDENDUM # 1**

1. The HUD 5369-C form link provided to access this form is not working?
  - a. See attached HUD 5369-C
2. Can CMHA provide a rent roll for this property?
  - a. A rent roll is not available
  - b. CMHA expects the proposer to submit a 12-month budget based on attachment H
  - c. Current occupancy of Arden Park
    - i. 92%
3. Is the occupancy requirement 96%
  - a. CMHA does understand there will be occupancy variances
  - b. CMHA does have performance standards
4. Should the budget requested be based on rents set at 30% AMI?
  - a. Use the rent structure provide
    - i. Attachment H
  - b. The rents provided meet the affordability requirement
5. 2.5.1., Is the property manager required to be SHCM, HCCP, CPM, ARM, or PHM certified?
  - a. No
  - b. Certifications are suggested
  - c. In lieu of, please provide company training offered
  - d. If company training is offered, please provide training curriculum, if possible
6. 2.5.2. is the property manager required to have a State of Ohio Real Estate Broker License?
  - a. No
  - b. A current staff person is required to have a State of Ohio Real Estate Brokers License.
7. Will CMHA provide access to Great Plains software (GP)?
  - a. No
  - b. Management company will be required to submit an excel spreadsheet to be uploaded
8. Does CMHA have a required or preferred software program expectation of the management company?
  - a. No
9. 2.8.3., Management company must provide, at their own expense, all equipment, vehicles, labor, material, supplies, and tools necessary to perform all of the services required under this RFP and any resulting contract?

- a. Vehicles
  - b. Maintenance Tech/Staff personal tools
10. Tab 4, is there any format requirement as to how this information should be presented?
- a. No
  - b. Tab 4 should be used as a marketing tool to sell your company
  - c. 3-5 years of your management portfolio
  - d. Present your management portfolio that best qualifies your company
  - e. Make sure all info requested is provided under the required tab
11. 3.1.5., Why financial statements, is this required?
- a. No, this document is optional/not required
  - b. CMHA would like to see if your company has viability
  - c. Please mark any document that is considered proprietary information, CMHA is a public entity and your information is subject to public records request.
12. We will accept any other document other than a financial statement.
- a. Document is not required
  - b. This information can be requested/required at a later date or before an award is offered.
13. Page 49 of the sample management agreement/leasing guidelines questions 1 & 2, application and Interview screening process is this required?
- a. This management agreement and guidelines is a sample agreement.
  - b. Terms will be negotiated with awardee
14. Who is responsible for compliance of Home units and tenant recertifications?
- a. N/A
  - b. This does not apply to this property
15. These questions apply to the profile of firm form: should we decipher between prime, joint venture/partner, and subcontractor?
- a. Prime – if you are submitting a proposal alone (1 company)
  - b. Joint Venture/Partner – if you are submitting a proposal with another company (2 or more companies)
  - c. Subcontractor – if you plan to submit a proposal but subcontract the work out to another company
16. This question is related to the profile of firm form: #5 whom should be listed as the principals?
- a. CEO
17. This question is related to the profile of firm form: #6 whom should be listed as the project manager?
- a. Regional Manager
  - b. Asset Manager, etc...
18. Insurance Requirement, the medical payment coverage of \$5,000?
- a. Not required, recommended
19. Performance Bond?
- a. Not Required
  - b. Performance Bond are only required for Construction projects
20. Management Agreement draft, are any of these sections' negotiable?
- a. The management agreement is a sample agreement
  - b. Some terms may be negotiable, some are CMHA policies and procedures they cannot be negotiated

