

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: May 9, 2019

RFP# 2019-003 Relocation Consultant (Rosewind, Thornwood Commons, The Meadows and Post Oak Station I & II, Kenmore Square

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. In what order will the properties be relocated?
 - a. Rosewind will be the first property
 - b. Additional properties are awaiting disposition approval
2. Why is CMHA disposing these properties?
 - a. Properties to be RAD converted
 - i. Rosewind
 - ii. Post Oak Station I & II
 - iii. The Meadows
 - b. Properties to be Section 18
 - i. Kenmore
 - ii. Thornwood Commons
3. Will Kenmore and Thornwood be demolished?
 - a. No
4. The timeline provided in the RFP is three (3) years, can this project be completed sooner
 - a. Yes
5. How does CMHA's current landlord process work?
 - a. Meetings Monthly
 - b. CMHA's landlord contact
 - i. Shay Mock, Team Lead, 614-340-4331
6. Supporting and Social Services, can we identify clients how require services?
 - a. ADA units @ each properties
 - b. Unknown if additional support or social services will be required
7. Section 3
 - a. See attached Priority List
8. Who are the current Property Management Company's managing these properties?
 - a. Wallick
 - i. Kenmore
 - ii. Thornwood Commons
 - iii. Rosewind
 - iv. Post Oak Station I & II

- b. CPO
 - i. The Meadows
9. How many vacant units are at each property?
 - a. Rosewind
 - i. 7 Vacant Units
 - b. Kenmore
 - i. 10 Vacant Units as of 5/14/19
 - c. Thornwood Commons
 - i. 23 Vacant Units as of 5/14/19
 - d. Post Oak Station I & II
 - i. 30 Vacant Units as of 5/14/19
 - e. The Meadows
 - i. 3 Vacant Units as of 5/14/19
 10. What type of interaction is required between tenant and relocation provider?
 - a. Typically, face-to-face. There may be some follow up via telephone or email.
 11. How many units?
 - a. 615
 12. When do you plan to begin the relocation process?
 - a. Before the end of 4th quarter 2019
 13. When will provider be notified of the award?
 - a. Board Approval is required, directly after
 14. What are CMHA's payment terms?
 - a. Net 30
 15. Will CMHA select one vendor or multiple vendors?
 - a. Left up to CMHA's discretion
 16. Who does the Relocation Consultant Report too?
 - a. Asset Management Team
 17. Will there be any construction that may interfere with the relocation process?
 - a. That is a possibility
 18. Can you provide the square footage of the units?
 - a. Yes
 - b. See attached
 19. How much time do you give tenant to relocate?
 - a. Typically, no more than 120 days.
 20. What are we required to submit with regards to a communication plan (3.1.4.4.)?
 - a. What vendor believes they will need to do to meet RFP responsibilities.
 21. There are rating factors 4 and 7 but no rating factors 5 and 6, is this correct (Pg. 11)?
 - a. Yes
 - b. Factors 5 and 6 are not listed, or required
 - c. No missing items
 22. Does the Relocation Consultant choose the vendor for the physical move of the tenant?
 - a. No
 - b. CMHA hires movers through IFB process
 23. Is there a contract for moving service?
 - a. No
 - b. An IFB will go out soon for moving companies?
 24. When does contract expires?
 - a. There is no contract