

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: November 23, 2020

RFP# 2020-011

TO ALL BIDDERS:

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

ADDENDUM # 1

1. Are management companies allowed to propose only on select communities?
 - a. Yes
 - b. Communities must be proposed by grouping only.
2. It seems as if the entire submission can be submitted electronically (fees to one email address, and the remainder of the submission to the other email address), and is a preferred method. Is this accurate?
 - a. Yes, electronic submissions are the preferred method.
 - b. Hard copies are acceptable
3. Is a draft budget required for each community separately, even though there are various groupings with more than one community in a group?
 - a. Yes
 - b. Budgets need to be completed for each property
4. The RFP is indicating that the mgmt. fee is requested in a % format. However, our fees have always been charged as a \$PUPM format. Is it permissible to revise to this format?
 - a. Yes,
5. Is there a size limit for emailed files?
 - a. 35 MB
6. Will you be selecting more than one company?
 - a. Possibly
 - b. The HA reserves the right to select a single or multiple award contract
7. If a company does not have audits financials will you accept other financial reports or tax returns electronic submissions?
 - a. If you are unable to provide audited financial statements, please provide the 3 prior year of internal financial statements, including cash flows, as well as, your 2 prior year's tax returns.
 - b. Please ensure you stamp/mark proprietary or any document that may be confidential, CMHA is a public entity and all documents are subject to public records request.
8. Can you respond email submissions to ensure it was received?
 - a. Please include aquinichett@cmhanet.com on "Cc" carbon copy email.
 - b. Send a separate email to aquinichett@cmhanet.com for immediate response.

9. Trevitt and Sawyer that I was hoping you could answer. On the rest of the groupings, it was indicated that each property be budgeted separately, however, Trevitt and Sawyer do not appear to distinguish unit types or rent amounts between the two properties. Should we be preparing one budget that they both share or individual budgets?
 - a. You may prepare one budget for this group as it is managed as one asset.
10. Per the RFP Jenkins is 1brs only. Per CPO's marketing it is 1 and 2brs?
 - a. Jenkins Terrace offers 99 one-bedroom units and one (1) 2-bedrrom unit.
11. . Also, can you confirm that residents are responsible for Electric at Jenkins/Worley?
 - a. Residents are in fact responsible for electric.
12. I apologies for any inconvenience, RFP Question cut is 12/11/20 @12 noon
13. I want to confirm that the compensation (including fringe benefits) payable to the on-site staff, such as the Manger, Maintenance etc. will be borne solely by the receipts of the Project and will not be paid out of the Agent's fee.
 - a. Yes, that is correct