

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: November 12, 2020**

**RFP# 2020-013**

**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. With regards to the section tabs, since we are submitting an electronic copy, should we replace the tabs with cover pages for each section?
  - a. Yes, cover pages can replace tabs
2. Typically, when we submit a proposal via email, we submit them in a PDF format. Should we do so with this response, or would you prefer we leave it in Word format?
  - a. PDF submission is acceptable (preferred)
  - b. Word Document is acceptable
3. Finally, will the original signature requirements listed in the RFP be waived given the format of the submission?
  - a. The electronic signature will be recognized as an original signature
4. If we would like to offer an additional value or fee arrangement for the proposed work, may we replicate the Fee Sheet PDF form in Word so that we can insert additional text and context for the fee proposal?
  - a. We are open to modification(s) to the fee proposal sheet so long as such modification(s) would not impede our ability to evaluate fee arrangements in a fair and consistent manner. Proposers who wish to suggest modifications to our Fee Sheet may do so by the 11/13 deadline. We will consider those suggestions and revise the template if we deem it in the Agency's best interest and if it allows for fair comparison of the offers. If CMHA decides to accept changes to the fee sheet, the revised fee sheet will be provided to all respondents and all respondents will be required to respond using the revised fee sheet.
5. On the Profile of Firm form, may we replicate it in a Word document so that we can add rows to the ownership grid? Law firms often have many "owners" and listing all of them would require doing so on a separate form with many more rows.
  - a. Yes, you may replicate the form as you propose or attach it as an addendum.
6. Where would you like us to include the executed version of Attachment F (Proposer Certification) in the tabbed response?
  - a. Place document under tab 1
7. In Section 3.2, CMHA asks for disclosure of conflicts of interest. It is not included in any of the submittal instructions. Where should we put our statement confirming no known conflicts?
  - a. Place this document under tab 2

8. Related to Attachment B, Profile of Firm Form - our firm has more than 450 partners. Do we need to list ALL firm partners, or can we use that space to highlight partners who are on our proposed team? If we DO have to list all partners, do we include them on a separate page that follows the form?
  - a. You may state (words to the effect) that your firm has more than 450 partners but identify only those partners who are on your proposed team as you have suggested.
9. In Attachment D, Instructions for Bidders/Proposers, CMHA mentions that bidders must attach "a list of all principals, partners or proprietors of the company." Is CMHA requiring us to attach a list of all 450+ partners? If so, where do we attach it?
  - a. See prior answer.
10. The RFP includes Attachment F, Proposer's Certification. Could you clarify where that completed certification should go within our response?
  - a. Place document under tab 1
11. Is CMHA open to carving out the Labor & Employment work as a standalone component from the other legal services?
  - a. We see no way a carve out of this nature can be fairly evaluated under the terms of the RFP. The RFP calls for a full range of services. For example, Section 2 itemizes the following functions are components of the services to be provided: Corporate Governance, Real Estate, Labor & Employment, Government Relations, Litigation, LIHTC Transactions, HUD Requirements, and "Other". Section 2.2 adds additional "Special Conditions" that further clarify the broad spectrum of services required of the Offeror. Finally, the proposal evaluation (Section 4) scores offers based on their ability to provide the full scope of services specified in Section 2.0 and 2.1.1-2.1.6, 2.1.7, 2.1.8 and 3.4. Based on the foregoing, we cannot accommodate "carve outs" that do not address the full scope of services sought. Having said that, CMHA encourages firms to subcontract to or partner with firms whose in-house skills would strengthen their proposal. Furthermore, if potential bidders cannot meet the full scope of services sought, CMHA is not opposed to awarding some services to a more qualified bidder; however, this is a final option rather than a starting point. It is not CMHA's desire to split the scope of services sought if it does not have to do so. As a final point, if a firm chooses to only bid on some services rather than others it can do so and will not be disqualified as unresponsive; however, the appropriate score will be afforded to those areas of the RFP that are not fully addressed.
12. "Good morning! Can you clarify what is expected for RFP Section 3.5.5, tab 5, with regard to financial capability/viability?
  - a. Please provide gross revenue your firm has earned the past 5 years. Additionally, please provide the inception date of your firm as well as the number of attorneys employed by your firm.
13. Is this one firm for all services or break it up, does that mean firms are not disqualified if they bid only one service or two services?
  - a. See response to #11, above. As noted above, CMHA encourages firms to subcontract to or partner with firms whose in-house skills would strengthen their proposal.