

COLUMBUS METROPOLITAN HOUSING AUTHORITY

880 East 11th Avenue

COLUMBUS, OHIO 43211

DATE: December 16, 2022

RFP# 2022-007

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. Is the proposer to submit fees based on a total of 178 households to be assisted (the number of occupied units stated in the RFP) or are we to submit based on all units being occupied at the time of displacement for a total of 243 households?
 - a. Fees proposed should be based on current occupancy
2. How many group resident meetings do you anticipate the relocation consultant will lead and/or participate in?
 - a. The PHA is required to attempt 2 to 3 resident meetings in an effort to alert families of the pending activities and to answer related questions. Representatives from the relocation partner are expected to be in attendance.
3. For the purposes of scope of work and our cost proposal, should we assume, all residents may return to the project requiring the coordination of move-backs or do you want the fee based on a certain percentage of the residents moving back, and if so, what percentage?
 - a. Right to return activity is addressed on a case by case basis. It's a rarity that families exercise this option. We recommend an up a 5% right to return rate.
4. How long to expect the consultant to follow up with the residents after the move regarding their transition?
 - a. There is no follow up requirement of the relocation consultant.
5. Will the residents have to be notified multiple times during the 24–36-month displacement period regarding their option of permanent relocation versus their right and desire to return to the Project, or will they have to make the decision at the time of initial displacement?
 - a. At the time of initial displacement.
6. Regarding the weekly management meetings requested, will that timeframe be through the actual tenant displacements and then beginning again several months prior to when the project will be ready for re-occupancy and through the move back process?
 - a. The requirement for weekly meetings is expected through the completion of the project on an "as needed basis".

- 7.** In Form of Proposal (Attachment A), Tab 2 indicates that Form 5370-C needs to be added. However, Forms 5370 and Form 5370 C2 does not have an area to sign. Does this still need to be included in our proposal?

 - a.** Yes
 - b.** Including the documents ensure the information was reviewed.

- 8.** Table #3 on page 6 of the RFP states that Form 5369-A regarding Indian Housing is required. However, it is not listed in the Form of Proposal (Attachment A). Please clarify if Form 5369-A is required.

 - a.** Yes 5369-A is required

- 9.** Will the Housing Authority accept electronic signatures on the forms?

 - a.** Yes

- 10.** When is the cut off for question?

 - a.** Monday 12/19/22 @4:30pm