

**COLUMBUS METROPOLITAN HOUSING AUTHORITY**

**880 East 11th Avenue**

**COLUMBUS, OHIO 43211**

**DATE: November 16, 2023**

**RFP# 2023-020**

**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. Although I am participating in the Zoom call in a few days, given the short time between RFP and when it is due would it be possible to come and view the properties and see some sample units?
  - a. Check out the CMHA website for sample properties.
  - b. Unit access will not be provided.
2. I notice that a reference is made to doing RAD conversions. Are any of the properties already converted or are all going to be converted?
  - a. All of the properties have been converted.
3. We are a vertically integrated company with development and construction as well as management. If we were chosen as the management, would we also be able to submit a proposal for RAD Developer or have you already selected a firm?
  - a. No, CMHA does all RAD deals in-house.
4. Is there a way to get any inspection reports for the properties prior to bid submission.
  - a. No, this is for general property management services only. Not for a specific site.
5. Can you share the property names this RFP is in reference to, we do not see a property name listed?
  - a. This is for general property management services and not for a specific property. We have a sample on our website.
6. Section 2.4 of the RFP outlines required designations. Is the CPM designation the IREM Certified Property Manager?
  - a. No particular designation will be required.
  - b. Please provide any property management related certification or designations.
7. There are multiple CPM designations offered from other sources). Same for the ARM designation
  - a. Ok, please share in your response if you want.
8. What expenses is the PM responsible for paying on behalf of the owner...utilities, insurance?
  - a. All typical site expenses, sometimes you will be responsible for utilities and insurance.
9. The RFP notes salaries can be paid from the operating account? is that accurate, if yes, how do we set wages and benefits- does the HA approve prior to hiring, Can 1099 staff be utilized?

- a. This should be approved in an approved budget. No we typically do not approve prior to hiring. We are open to 1099 staff being utilized.
10. How are work orders and unit turns billed?
  - a. Unit turns and workorders are completed property management staff according to operating budget.
11. Attachment B- Does the General Liability insurance policy have to be in place at the time the proposal is submitted?
  - a. Provide a copy of your current liability insurance certificate.
12. Attachment B, Question 11 asks for a "Columbus, Ohio Business License No." Can you clarify what the requirement is, if any?
  - a. Disregard requirement
  - b. HA may request a business license at a later date.
13. The RFP mentions a tabbed binder and electronic copy; Can you confirm the requirement is to submit both a hard and electronic copy of the proposal?
  - a. Only one submission is required.
  - b. Electronic copy is preferred (PDF).
14. Can a proposal be submitted early, before the deadline?
  - a. Yes
15. What is the location and who is the point of contact for the drop off?
  - a. If a physical copy is submitted (not required), please deliver it to CMHA's main office.
16. Can the 3-years financial statements include CY 2023?
  - a. Please disregard this requirement.
  - b. HA may request financial statements at a later date.
17. Is there a standard for audited statements- do they have to be from a CPA or will bookkeeping suffice?
  - a. Please disregard this requirement.
  - b. HA may request financial statements at a later date.
18. Does an audited statement mean that it is signed off by your auditor?
  - a. Not required
19. Is the RFP for the entire portfolio?
  - a. No
  - b. This is for general property management services for no specific community.
20. Can you submit the RFP for just market rate communities?
  - a. Yes
  - b. Please be specific, if you are only submitting a proposal for market rate communities.
  - c. List "market rate communities" on your fee sheet.
21. If you are already managing assets for CMHA, Do we have to submit RFP every time there is a property to bid on?
  - a. Not if you respond to this current RFP 2023-020.
  - b. This RFP will be reposted for new proposals every 4 years.
22. What is an enrichment community?
  - a. Communities that offer resources and services to our residents
  - b. Example: Franklin Station, Scholar House III
23. We are not currently licensed in Columbus, we would make sure to have all proper licenses if awarded contracts. Would this keep us from sending a proposal?
  - a. No
24. Marketing Plan successful Proposer shall detail a sample marketing plan for each property that ensures successful strategies to:

- a. Please provide a sample marketing plan from your current portfolio.
- 25. Tab 5, section 3.1.5 requests: three (3) years of financial statements to include cash flow (Audited financial statements are preferred) or equivalent as approved by the HA prior to submission of the Response.
  - a. Please disregard this requirement.
  - b. HA may request financial statements at a later date.