

**ADDENDUM #1**

Request for Proposals  
Compliance and Technical Assistance  
Solicitation No. TP23-1008

Originally Issued September 14, 2023

**Addendum 1 – Issued October 4, 2023**

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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**CHANGES:**

**The Proposal Submittal due date is extended to October 11, 2023 at 11AM EST.**

**The following language is added to the first paragraph in Attachment B Fee Submission Form:**

Monthly vouchering shall not exceed \$50.00 per property. Physical inspections shall not exceed \$35 per unit.

**QUESTIONS:**

1. Is it necessary to bid on all the specific functions and deliverables mentioned in section 2.0 of the Scope of Work? Would our proposal be deemed non-responsive if we respond to / provide pricing quotes for selected items only?  
**Contractors can provide only some of the proposed services. The services proposed should be indicated on the Attachment B Fee Submission Form.**
2. Regarding the firm fixed fee pricing for certifications, does the \$100 per certification limit apply to reviews in which more than one program is applicable? Or, does the \$100 limit apply to each program?  
**Yes, the limit applies when more than one program is applicable.**

1627 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 333-0670 Fax: (513) 977-5606 TDD: (513) 977-5807 Website: [www.cintimha.com](http://www.cintimha.com)

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3. Can Quality Control reviews be conducted remotely?  
**Yes.**
4. Could you provide a portfolio list by affordability program?  
**Please refer to the attached document.**
5. Please provide additional guidance as to the pricing related to non “Certification” items for which the price column lists “Firm Fixed Fee per Certification”, as the paragraph directly above caps the amount at \$100. For example, “*Complete monthly vouchering for each RAD property by 10th of each month*” or “*Complete physical inspection preparation and prepare response to LIHTC program required inspections*”.  
**Monthly vouchering shall not exceed \$50.00 per property. Physical inspections shall not exceed \$35 per unit.**
6. Item 2.7 in the Scope of Work states “*LIHTC, PBRA, reporting/consulting to include compiling and reviewing reports*”. Please clarify the types of reports to be compiled.  
**Reports and/or spreadsheet will track progress by property and program pertaining to but not limited to move-in audit files; certification audit files; and OCAF submissions.**
7. Item 2.19 is this a review of the lease and lease term only (not including any other leasing documents)?  
**This is a review of all leasing documents.**
8. Item 2.20 in the Scope of Work includes “*Review all leases, TICs and addendums...*”. Does this item include review of tenant-specific lease packets?  
**Yes.**
9. For items 2.19 and 2.20, can all items be reviewed remotely?  
**Yes.**
10. Given that questions are due Oct 2 and responses are due Oct 5, does CMHA anticipate extending the proposal due date to allow time to consider the answers to questions addendum?  
**Please see above.**

\*\*\*END OF ADDENDUM TO DATE 10/4/23\*\*\*

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## Touchstone Property Services Worksheet

Voyager Code	Property Name	Property Type	Units	Street Address	City	State	Zip	Age Restrictions?
101hah	Hamilton County Affordable Housing - hah		111	1088 W. Liberty St.	Cincinnati	OH	45214	
401cue	Baldwin Grove	50059, Tax Credit	100	11111 Springfield Pike	Cincinnati	OH	45246	62 and over
402cue	Reserve On South Martin	Tax Credit, Local Programs	60	7363 Martin Street	Cincinnati	OH	45231	55 and over
404cue	Cary Crossing	Tax Credit, Public Housing	36	1411 Compton Rd.	Cincinnati	OH	45231	None
405cue	West Union Square	Tax Credit, Public Housing, HOME	70	2942 Banning Road	Cincinnati	OH	45239	55 and over
406cue	Sutter View Apartments	50059, Tax Credit	114	2015 Knob Court	Cincinnati	OH	45225	
407cue	Park Eden Evanston, LLC	50059	100	1820 Rutland Ave.	Cincinnati	OH	45207	
408cue	Pinecrest RAD LLC	50059, Tax Credit	190	3951 West Eight Street	Cincinnati	OH	45205	
409cue	Park Eden Apartment LLC	50059, Tax Credit	176	2610 Park Ave.	Cincinnati	OH	45206	
410cue	Marianna Terrace, LLC	50059, Tax Credit, HOME	75	1700 Wabash Avenue	Cincinnati	OH	45215-1700	
411cue	Horizon Hills	50059	32	1003 Grand Ave	Cincinnati	OH	45204	
412cue	Bennett Point	50058, PBV, HOME, Tax Credit	56	528 E. 12th St.	Cincinnati	OH	45202	
413cue	Riverview San Marco	50059, Tax Credit, HOME	131	3958 Hackberry St.	Cincinnati	OH	45206	