



ADDENDUM #2

Request for Proposals
Development Consultants
Solicitation No. 2024-4001

Originally Issued December 13, 2023

Addendum 2 – Issued January 5, 2024

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.

CHANGES:

The attached presentation is added to Attachment A Scope of Work as a reference document.

QUESTIONS:

1. Is there a way to understand what firms might be in a position, as a registered vendor and/or from past awards, to apply for this? Our company would not be a lead but would be a value-added partner/subcontractor with a focus on energy efficiency and renewable energy project development, financing and tax incentives.
This solicitation is specifically for Design Managers, Project Managers, and Real Estate Senior Development Analysts. See Attachment A Scope of Work. Companies who can provide these services are encouraged to submit a proposal.
2. Is it permissible to submit a bid for specific components of the project, such as exclusively the 2.2 Design Manager Scope of Work?
Yes.
3. Are subcontracting arrangements allowed for specific sections of this contract?
Yes. Subcontractors must be included in the proposal and complete additional forms. See RFP Document Section 3, Proposal Section 6.

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4. Could you specify the duration of this contract?
Please refer to Attachment A Scope of Work section 6.1.1.
5. Since one of the responsibilities of the Development Consultant is to run background checks on employees is there an opportunity for a background check company to submit a proposal for consideration for this process?
This solicitation is specifically for Design Managers, Project Managers, and Real Estate Senior Development Analysts. See Attachment A Scope of Work. Companies who can provide these services are encouraged to submit a proposal.
6. Can a proposer submit a proposal if not able to agree to some of the terms of Attachment C (Limits of Liability and Indemnifications) as well as the Attachment G (Proposer's Statement) at the time of proposal submission?
Proposer is required to submit Attachment E Contract Acceptance and Award and Attachment G Proposer's Statement at the time of proposal submission. Most of the terms contained in Attachment C are mandatory and cannot be negotiated.
7. What is the timeline for CMHA's response to questions submitted?
All questions should be answered by January 8, 2024. If answers are not provided timely an extension to the proposal submittal deadline will be issued by Addendum.
8. Attachment A Scope of Work section 3.0 specifies that a pool of contractors will be selected. How will work be assigned?
CMHA intends to issue contracts to multiple vendors. As project work comes up, it will be assigned to a contractor whose experience and qualifications are the best fit for the project.
9. Will CMHA hold the Development Contract as primary contractor?
Yes.
10. Is there a priority to the need for the different types of work described in the Scope of Work?
No. Work will be prioritized on a case-by-case basis depending on projects.
11. Will a selected contractor receive multiple assignments under the same contract?
Yes. Contracts are for up to five years of coverage which will include multiple project assignments.
12. What is the fee structure for this contract?
Please refer to Attachment B Fee Submission Form.

13. Would work under this contract create a conflict of interest for companies who are also seeking a General Contractor contract for the same project?

To avoid a conflict of interest, companies would not be assigned to both development consultant and general contractor roles for the same project.

14. Do the invoice performance standards in Attachment A Scope of Work section 4.5 apply to invoices reviewed as part of Scope of Work section 2.3, bullet 10?

No. These performance standards apply only to invoices submitted by the awarded contractors.

15. Is errors and omissions insurance coverage required? Will the Design Manager be responsible for creating architectural drawings?

No. Please refer to Attachment C Terms and Conditions for insurance requirements.

16. Can we submit more than 3 potential employees? Basically, can we provide our rate card with our full available staff, their titles, and their roles, not knowing the exact scope and timing of any project?

Yes. Additional rates that do not fit on Attachment B Fee Form can be included on a separate attached page.

17. Can the terms of the RFP/Contract be negotiated?

- a. For example, in the Scope of Work document under Design Manager the last bullet point states: “Insure compliance with federal, state, and local regulations” which is somewhat of a broad and far-reaching requirement. Given the indemnity language in the Terms & Conditions, we believe a discussion around items like this would be warranted.

This provision cannot be negotiated and must remain as written.

18. Can we propose on partial scope or individual scope items?

- a. Or are we required to bid on the RFP scope in its entirety? For Example, Design Manager, Project Manager and Real Estate Development Analyst?
- b. If there are specific tasks listed that we do not have expertise in, should we exclude them? How would you like us to handle?
- c. Similarly, under Project Manager Scope of Work it states that “Other relevant duties may be assigned” - what if a duty is assigned that we do not have expertise in, but CMHA is unaware prior to assigning that duty?

This solicitation is specifically for Design Managers, Project Managers, and Real Estate Senior Development Analysts. See Attachment A Scope of Work. Companies who can provide these services are encouraged to submit a proposal. You can submit a proposal for any of these responsibilities or all three. Please indicate your experience in your proposal and which role(s) you are proposing for. CMHA will not assign a relevant duty that a Project Manager is not able to complete.

19. If we can propose on portions of the RFP, can RFP/Contract be revised to reflect the agreed upon scope?
The Scope of Work will not be revised. Contractor will be assigned based on its proposal to the role(s) proposed for.
20. Who is the CMHA decision maker?
a. Will the awarded proposer report to one person per project, but potentially a different project lead per project and not a program wide contact?
b. Or a committee?
The selected contractor will be assigned to a CMHA contact (decision maker) for each project assigned.
21. Confirming that this RFP does not require the awardee to hold any contract for work completed on projects outside of any Subcontractor partner listed in our response?
Confirmed.
22. Exhibit C section 19:
a. Mentions a requirement to clean up the work area and provide work area barricades for each project. This would typically be provided by the contractor / subcontractor and not be part of a consultant role so would like to understand if this is required to fall under this agreement?
b. Mentions a requirement to close each workday by inspecting and securing the job site which would typically fall under the construction teams' responsibilities. Is this a requirement for this RFP or is this in place to have this role coordinate that the subcontractor is performing these activities appropriately?
Work area and job site for this contract would be the desk and any hard copy or electronic filing systems used by contractor. It does not create additional responsibilities outside of those included in the Attachment A Scope of Work.
23. Will CMHA allow for price escalation after year 1 for personnel rates if the awarded contractor is provided an extension in services?
No.
24. Does this RFP allow for reimbursable charges such as mileage to be added to service invoices for active projects?
These costs can be included on Attachment B Fee Form in the chart titled "Description of any other Expenses or Fees".
25. Is a 2-week extension possible due to clarification provided during yesterday's preproposal call?
If an extension is granted it will be done as an Addendum. Please continue checking the website for updates.



26. Can additional lines be entered on the Attachment B Fee Submission Form for additional personnel?

Yes. Additional rates that do not fit on Attachment B Fee Form can be included on a separate attached page.

END OF ADDENDUM TO DATE 1/5/2024

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