



ADDENDUM #3

Request for Proposals
Development Consultants
Solicitation No. 2024-4001

Originally Issued December 13, 2023

Addendum 3 – 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.

QUESTIONS:

1. Could you please provide the full expansion for the acronym RECD?
Real Estate and Construction Department.
2. Regarding the 2.2 Design Manager Scope of Work, under the bullet point:
 - Can you clarify the expectations for maintaining energy usage metering statistics, costs, and calculations?
 - What is expected in terms of producing analysis and implementing changes in utility allowances?
Vendors need to be generally conscious and attempt to save utility costs whenever possible. No definable expectations for producing analysis and implementing changes in utility allowances unless otherwise specified in the scope of work.
3. Is there a designated budget for any past projects similar to the one outlined in this request for proposal?
Budgets and needed support will vary from project to project. A past budget will not be provided.
4. Can we submit fee by job title only, or do we have to provide individual staff names?
Job titles are fine, but a listing of current staff members would be helpful.

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5. Can the terms of the RFP/Contract be negotiated?
 - b. Project Manager Scope of Work – bullet point #4 - “Oversee and review all design and drawings, including specifications, in order to ensure that codes and technical requirements are met.” - this is an example where a contract discussion is warranted prior to signing Exhibit G or the Contract Acceptance and Award form in their current forms. Is the selected ‘Contractor’ liable and/or responsible for code compliance?

No, drawings and liability for drawings is generally on the architect.
6. If selected, or assigned a project, will we have the opportunity to decline, or negotiate the timing of when a project may start and the cost for each assignment? (Cost will not be negotiated- based on fee sheet)
 - a. The reasoning behind this question is because the schedule and scope of the opportunities have not been provided, so it's difficult to predict staffing resources.

Yes, we will have a detailed discussion with the selected contractor before entering into any agreement asking their experience and capacity for the support work needed by CMHA.
7. How long before a project assignment is given would you anticipate that particular project commencing? If there's a range given the various opportunities, can you provide some examples of what a schedule might look like for each?

This is difficult to respond to because we may need assistance at various stages of project development. This may include initial proformas or scope or possibly more support after the project starts.
8. Will the awarded contractor be required to provide or buy into any project management software platform to manage projects on CMHA behalf?

No, Excel should be all that is needed.
9. Will CMHA allow for Contractor signage to be mounted on projects when they are awarded or under construction (banner, company logo)?

It depends on the project and level of support provided. This could be negotiated.
10. Permitting is addressed as a requirement for the awarded contractor but this process is typically only coordinated by the consultant and is the core service of the A/E or GC /CM. Can you clarify the responsibility?

Coordinating the permitting of the project is not included in the scope of work. This would be the responsibility of our construction department or general contractor.
11. If awarded a project what is the notice period duration before there would be a staffing presence required, two weeks?

Yes, two weeks or more would be reasonable unless there are extenuating circumstances.



12. Is there a right to decline a project once there is a reward offered in the event there is a bandwidth issue due to the potential for an abrupt award?

Yes. If the contractor does not have capacity we will move to another firm.

13. Is this a CM at Risk or CM as Agent contract? Meaning will the contractors be contracted directly to Cincinnati or through the CM?

Awarded contracts will be issued from CMHA to contractor director.

*****END OF ADDENDUM TO DATE 1/5/2024*****

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