



ADDENDUM #1

Request for Proposals
Development Firms to Establish a Pool of Co-Developers
Solicitation No. 2025-4002

Originally Issued May 29, 2025

Addendum 1 – Issued June 23, 2025

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. What is the due date for the Notice of Intent? **There is no due date to submit this information.**
2. What information are you looking for under "Project Approach"? **Please refer to the Proposal Packet Technical Proposal Contents section 1.4 on page 22.**
3. Are you looking for a MWBE firm as a part of the development team? **The agency has aspirational goals for inclusion of these types of businesses, but no specific requirements for this solicitation. Please see RFQ section 2.0 Economic Inclusion Participation. Minority and Women-Owned Business Enterprises are encouraged to apply.**
4. I was unable to attend the Pre-Proposal Conference this morning for Development Firms to Establish a Pool of Co-Developers. Do you have a recording of the conference that you could share with me? **No, a recording is not available.**

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5. If we are submitting as a Partnership, with one Prime partner and an Associate partner, is a signature on the myriad documents from the Prime partner sufficient? **The prime partner should sign all forms. Additionally, joint venture partners or subcontractors are required to submit a business name, contact name, address, email address, phone number; the HUD Packet of forms; and the Section 3 forms.**
6. In Section 1.0 – Development Team Qualification and Capacity, specifically 1.3, Affordable Experience, are both the Prime partner and Associate partner allowed to submit 5 sample projects? Or, is 5 the limit for the team? **The requirement of five references on the references form in the proposal packet is for all partners/subcontractors combined. However, additional references can be added to the technical proposal in excess of the five on the references form.**
7. The last two pages – Contract Acceptance and Award – is that to be filled out only when awarded? **No, this must be completed at the time of proposal submission.**
8. I want to triple check that we are allowed to upload as many files (I am thinking one file for resumes, one file for projects – for each team member, etc....) as we need to in addition to the proposal packet. **Confirmed.**
9. The RFP States that The Developer may be comprised of:
 - A single Developer capable of accomplishing all facets of the development or redevelopment project; or
 - A Developer, which together with other associate developer partners, will accomplish all facets of the development or redevelopment project.Developers are strongly encouraged to include team members such as construction, construction management, architects etc. in their proposal. If our team were to include an architect and contractor, can you confirm which forms they would need to sign as part of the submission package? **Joint venture partners or subcontractors are required to submit a business name, contact name, address, email address, and phone number; the HUD Packet of forms; and the Section 3 forms.**
10. Please confirm that there is no requirement to submit Proof of Insurance and Licensing as per the video describing how to submit an RFQ. **Confirmed. This**



information must be submitted at time of award.

11. Can you please clarify that we are only allowed to submit 2 files, total? And, are those files **not allowed** to have photographs? **You are permitted to submit more than two files. You can include pictures in the PDF file type submission. We do not accept submission in an image format instead of PDF (JPEG, etc.).**
12. We are doing a development JV, with a Prime Development Team and an Associate Development Team. Is the attached Subcontractor/JV Information sheet applicable? **Yes. Joint venture partners or subcontractors are required to submit a business name, contact name, address, email address, phone number; the HUD Packet of forms; and the Section 3 forms.**

END OF ADDENDUM TO DATE 6/23/2025

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