

**REQUEST FOR PROPOSAL (RFP) ADDENDUM**

Addendum No.: 1  
 Date of Addendum: March 16, 2023  
 Original Due Date: March 24, 2023 5:00 p.m.  
 Revised Due Date: April 7, 2023 5:00 p.m.  
 RFP Title: **Request for Qualifications and Proposals for Management and Occupancy Reviews**

To All Respondents:

This Addendum addresses revisions and additions to the above-referenced RFP. The original RFP remains in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Revisions to pre-existing language in the RFP are indicated by strike through for deletion and underlining for insertions.

**Revision 1 - Revised Dates**

Cover Page:

Due no later than 5:00 p.m. on Friday, ~~March 24~~ April 7, 2023

Page 6:

*Proposal Submission:*

<b>Proposal Due Date</b>	Friday, <del>March 24</del> <u>April 7</u> , 2023 5:00 p.m. Central Time
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*Anticipated timetable for RFP and Proposals:*

Release RFP	March 3, 2023
Proposals Due	<del>March 24</del> <u>April 7</u> , 2023 5:00 p.m. Central Time
Evaluation Committee Recommendation	<del>March 31</del> <u>April 14</u> , 2023

*Questions:*

All questions must be submitted in writing via email to Mr. Hanak at [shanak@mhdc.com](mailto:shanak@mhdc.com) and received no later than March ~~10~~ 24, 2023, 5:00 p.m. CT. The “subject” line of the email should be, “2023 MOR RFP Questions.” Questions submitted after the deadline will not receive a response. Responses will be provided by March ~~17~~ 31, 2023 5:00 p.m. CT to all interested bidders that have provided an email address to Mr. Hanak prior to the above deadline for the submission of questions.

**Revision 2 – Removal of a Mandatory Proposal Section**

Page 7:

- ~~Proposal of Terms, Conditions and Other Requirements~~

### **Revision 3 – Clarification Relating to Option Years**

Page 6:

*Term of Service:*

At its option, the Commission may, in its sole discretion, elect to extend the contract for three additional one-year periods (“Option Years”).

Page 13-14:

*Price Proposal:*

Respondents shall submit a cost proposal for the Section 8 Performance Based Administration activity as solicited in the RFP as a percentage of the MHDC earned MOR fee for the initial 24 month period, ~~Option 1, Option 2, and Option 3 year~~ and for each of the three Option Years, to include:

### **Revision 4 – Revision to Minimum Qualifications**

Page 12:

*Minimum Qualifications #4:*

Have the staffing capacity to perform approximately ~~60~~ 225 MORs ~~quarterly~~ annually.

### **Revision 5 – Clarification in Proposed Fees**

Page 9:

*Proposed Fees:*

Provide the fees proposed by Respondent to perform the Scope of Work. Please provide detailed information regarding fees and/or costs that would be expected to be paid by MHDC. Information that must be provided includes ~~the total aggregate cost of all labor, work space, equipment, hardware, supplies, travel, expenses and any other costs associated with performing the Scope of Work hereunder~~ a percentage of the MHDC earned MOR fee for the initial 24 month period and each Option Year. To the extent that conducting an MOR causes the Respondent to incur additional costs that are necessary to conduct the MOR (e.g., travel costs, automobile rental costs, hotel costs) (“contingency costs”), the Respondent shall itemize such costs on a form prescribed by HUD and shall submit the form to MHDC. MHDC shall approve reasonable contingency costs and will compensate the Respondent in an amount not to exceed \$500 per MOR, subject to the availability of sufficient appropriations. The total of the MOR fee received from HUD and the amount received for contingency costs cannot exceed the amount allowed on the HUD approved quarterly work plan. All costs must be delineated as detailed in Section IV, Paragraph F of this RFP.

### **Revision 6 – Revision Relating to Costs Incurred to Perform the MORS**

Page 14:

*Price Proposal #3:*

~~Direct travel costs incurred to perform the MORS are expected to be absorbed by the percentage of the MOR fee collected for each completed MOR.~~ Contingency Costs - To the extent that conducting an MOR causes the Respondent to incur additional costs that are necessary to conduct the MOR (e.g., travel costs, automobile rental costs, hotel costs) (“contingency costs”), the Respondent shall itemize such contingency costs on the

HUD prescribed "Contingency Fee Worksheet" form (Exhibit A-11) and shall submit the form and all supporting documentation to MHDC for review. MHDC shall approve all reasonable contingency costs and will compensate the Respondent in an amount not to exceed \$500 per MOR, subject to the availability of sufficient appropriations. The total of the MOR fee received from HUD and the amount received for contingency costs cannot exceed the amount allowed on the HUD approved quarterly work plan. All supporting documentation must be kept for three years. Contingency costs in excess of the allowable maximums are expected to be absorbed by the percentage of the MOR fee collected for each completed MOR.

**Addition 1 – Addition of Contingency Fee Worksheet (Exhibit A-11)**

*Exhibit A-11 is attached to this Addendum.*

**ALL RESPONDENTS ARE TO SIGN THE ACKNOWLEDGMENT BELOW AND INCLUDE WITH PROPOSALS TO CONFIRM RECEIPT OF ADDEDENDUM NO. 1**

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Signature

# Exhibit A-11

Exhibit A-11 – Contingency Fee Worksheet

