



PURCHASING DEPARTMENT
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ADDENDUM #1

**RFP # 18-25
 Feasibility Study Services**

August 16, 2018

This addendum is to give notice for the following:

Below are a number of clarifications as well as answers to questions posted by potential vendors in response to this RFP:

1. Clarification: As part of your proposal please submit copies of resumes from all the staff to be involved directly or indirectly in this project.
2. Enclosed is an updated list of the properties to be considered for review under this study and reflecting the type of ownership (Federal or State), population mix, and whether these are under a Capital Future Fund Program (CFFP) or Energy Performance Contract (EPC):

PROJECT #	PROJECT NAME	OWNERSHIP	Population Mix	CFFP/EPC
12-1	Great Brook Valley Gardens	Federal	Family	EPC*
12-2	Addison Apartments	Federal	Elderly/Disabled/Mixed	EPC*
12-3	Mill Pond Apartments	Federal	Elderly/Disabled/Mixed	EPC*
12-7	Mill Pond Extension	Federal	Elderly/Disabled/Mixed	EPC*
12-4	Mayside Apartments	Federal	Elderly/Disabled/Mixed	EPC*
12-5	Pleasant Tower	Federal	Elderly/Disabled/Mixed	EPC*
12-6	Wellington Apartments	Federal	Elderly/Disabled/Mixed	EPC*
12-8	Lincoln Park Tower	Federal	Elderly Only	EPC*
12-9	Murray Avenue Apartments	Federal	Elderly/Disabled/Mixed	EPC*
12-11	Hooper Apartments	Federal	Family	EPC*
12-12	Belmont Tower	Federal	Elderly/Disabled/Mixed	EPC*
12-13	Webster Square Tower (W)	Federal	Elderly Only	EPC*
12-15	Webster Square Tower (E)	Federal	Elderly Only	EPC*
12-16	Providence, North, & Sigourney Streets	Federal	Family	

12-17	Southwest Gardens	Federal	Family	EPC*
12-18	Elm Park Tower	Federal	Elderly Only	EPC*
12-22	Remembrance House	Federal	Family	None
12-219	John J. Curran Terrace	Federal	Elderly/Disabled/Mixed	State EPC***
12-220	Lakeside Apartments	Federal	Family	State EPC***
12-221	Lafayette Place	Federal	Elderly/Disabled/Mixed	State EPC***
12-223	Booth Apartments	Federal	Elderly/Disabled/Mixed	State EPC***
200-2	Curtis Apartments	State	Family	State EPC**
667-2	Greenwood Gardens	State	Elderly/Disabled/Mixed	State EPC**
705-1	Main South Gardens	State	Family	None
705-2	Scattered Sites	State	Family	

*Currently in a 12 year EPC, which is being extended to 20 years with additional energy savings projects being financed by the term extension and additional costs savings.

**State EPC whose debt was retired by DHCD in 2014.

***State housing projects that have been federalized and were part of the original State EPC.

- Clarification: There will be a total of up to 6 properties where more in-depth valuation services will be required.
- Attachment: Copy of Attendees Sign-In sheet:



PRE-PROPOSAL CONFERENCE

18-15 Feasibility Study Services
10:00 a.m., August 8, 2018

Company Name	Attendee	Email Address
<i>Women's Institute</i>	<i>Delba Spath</i>	<i>dspath@wihed.org</i>
<i>Housing Partners, Inc.</i>	<i>Charles Eisenberg</i>	<i>ceisenberg@housingpartnersinc.com</i>
<i>Heather Gould BSC Group</i>		<i>ngould@bscgroup.com</i>
<i>VHB</i>	<i>JUSTIN DUFFELNE</i>	<i>jduffene@vhb.com</i>
<i>WFA</i>		
<i>Peter Fifield - Deputy Director of Finance</i>		
<i>EIP Consulting Group</i>	<i>Kathy Carlin</i>	<i>carlin@eipconsultinggroup.com</i>
<i>WFA</i>	<i>Michelle Nejo</i>	
<i>Keller Williams N. Central</i>	<i>Eric Denoncourt</i>	<i>eric.denoncourt@kw.com</i>

5. What market and appraisal information are currently available on the WHA properties and the local housing market? Would WHA like the proposer to add a residential market consultant as well as an appraiser to its team?

Answer: WHA does not possess any market and/or appraisal information on any of its properties, besides any publicly available data by the local municipality. No, WHA does not require a proposer to add a residential market consultant and/or an appraiser to its team for the purpose of this project.

6. Are Physical Needs Assessments (PNAs) available for the entire portfolio and, if so, how recently were they completed? If recent PNAs are not available, does WHA intend to procure PNAs separately?

Answer: Physical Needs Assessments are available for the entire portfolio. These have been completed in the past year and a half.

7. Does WHA have existing obligations through CFFP or EPC contracts? If so, which properties are affected?

Answer: Refer to updated list of properties contained in this Addendum.

8. No WHA projects appear on the RAD waiting list or list of closed RAD projects. To confirm, has WHA had any experience with RAD?

Answer: The WHA has had no experience with RAD.

9. It appears that WHA owns and operates both federal and state public housing. Given that the financing opportunities for each will be different, can you identify which of the properties on the PROPERTY LISTING (FEDERAL/STATE) are state-funded vs. federally-funded?

Answer: Refer to updated list of properties contained in this Addendum.

10. Which properties are designated elderly-only or elderly/disabled?

Answer: Refer to updated list of properties contained in this Addendum.

11. Have any of your properties been the subject of a mixed-finance redevelopment?

Answer: No

12. Can you clarify what specifically should be included in the technical proposal? Based upon the evaluation criteria it appears that the technical proposal, which is limited to 10 pages only, should include: (1) detailed description of the methodology; (2) description of the history, experience and qualifications of the individual/firm and any proposed subcontractor, including the resumes of all principals assigned to the project and a description of other similar projects completed; (3) reference list of at least 7 clients. Is this correct?

Answer: A technical proposal must include narrative descriptions on how the firm meets every criteria outlined in the RFP. If you need more than 10 pages to cover all these areas please feel free to surpass this limit.

13. The instructions state that proposals must be limited to 10 pages, double-spaced, excluding forms and required attachments. Do the resumes count in the 10 pages or might they be considered a required attachment? Would a cover letter also be counted in the 10 double-spaced pages?

Answer: Please disregard any limits in reference to a maximum number of pages to be used for your proposal.

14. How significant is the geographic preference? Will WHA consider CNI or other mixed finance redevelopment planning and implementation experience in MA and New England when scoring this criterion?

Answer: The geographical experience is important as it is part of the Comparative Evaluation Criteria. The evaluation committee which will review all proposals and determine the rating for each category based on the information provided.

15. With regard to article 16 of the contract, will WHA consider mutual indemnification?

Answer: Our position on this subject matter, as described in the sample contract, stays firm. However, in the event of an indemnification dispute, matters of this nature would be handled by our legal counsel.

16. With regard to article 19 of the contract, will WHA consider extending termination for cause to 30 days written notice with an opportunity to cure?

Answer: I believe this question refers to article 9 of the contract (not 19). Yes, the WHA will consider termination for cause to 30 days written notice with an opportunity to cure.

17. Is it permissible to list WHA as a client on our website, if awarded? Or would this be subject to advance approval of WHA under article 21 of the contract?

Answer: Yes, if awarded a contract, it is permissible for the contractor to list WHA as a client on its website.

All other terms and conditions of this solicitation remain unchanged.

Please be sure to acknowledge this Addendum on the cover page of your Price Proposal Form.

Thank you,

Jackson Restrepo
Chief Procurement Officer