



Addendum #1

Date: July 9, 2020

Solicitation#: JHC-2020-2

Description: RAD Physical Needs Assessment & Energy Audit

Prospective respondents and all those concerned are hereby informed that the following changes to the above solicitations are made a part of the bid documents. Please note that the **ACKNOWLEDGEMENT OF ADDENDA FORM** can be found attached to the RFP Solicitation Documents. This form must be completed and returned as a part of the response to this solicitation. **Failure to complete and submit the ACKNOWLEDGEMENT OF ADDENDA FORM will deem this response as non-responsive.**

The following changes have been made:

- The Submission Requirements (Part VI of the RFP) are restated as follows:

Part VI. Submission Requirements

Proposals should be submitted in the following format, with Tabs separating each section:

- 1. Letter of Transmittal.** A transmittal letter signed by the Contractor authorized to submit the proposal and to make commitments on behalf of the company. This letter should state that the Proposal is open for 120 days from the date of the RFP and should be signed.
- 2. Table of Contents.** A table of contents shall be provided that lists each section of the proposal as required by Part VI of this RFP.
- 3. Executive Summary.** Give a brief description of the firm, any partner/subcontractor relationships if applicable and the understanding of the scope of work. This should be no more than 2 pages.

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- 4. Qualifications.** Provide a list of staff members who will work on this contract, a description of these individuals and their qualifications working with physical needs assessments, energy audits and RAD.
- 5. Experience.** Provide a list of the organizations for which the Contractor has performed relevant work, going back at least 5 years. Particular emphasis should be on contracts with public housing agencies and performance of physical needs assessments and energy audits for properties of similar character to those of the subject PHA.
- 6. Approach/Work Plan.** Provide information identifying how the firm plans to undertake the activities under the Scope of Services provided in Part V and the proposed timeline.
- 7. References.** Provide a list of clients, including the organization name, contact person, telephone number, and address as well as brief descriptions of the scope of work. (No fewer than three references and no more than five).
- 8. HUD/JHC Forms.** See Part IV. Index of Documents for list of HUD and JHC Forms to be included with the Proposal. Additionally, attach copies of relevant licenses or list verifiable license information.
- 9. Other.** Evidence of insurance coverage as required under Part III and any other information the Contractor or JHC deems relevant and would like JHC to consider.

Fee Structure. Provide pricing separately for the PNA, the EA, and Total Costs for providing the services covered by this RFP. Show each staff member, hours proposed, and hourly rates (fully loaded). Also show material and other costs, including travel, general, administrative, overhead, and profit

Basis for award. The contract will be awarded to the firm whose proposal is determined by JHC to be the most advantageous to the Authority, with price and other technical factors considered.

Technical factors include:

1. Experience. Firm's experience in performing physical needs assessments and/or energy audits. Emphasis should be placed on experience with public housing agencies, performing physical needs assessments and energy audits.
2. Qualifications. Identify the qualifications of the principals and staff performing work. Staff members performing the PNA or the EA must meet the qualifications listed under Part V.
3. Approach/Work Plan. Firms must identify how they plan to undertake the activities under the Scope of Services provided in Part V, and the proposed timeline.
4. Section 3 and Small, Minority- and Women-Owned Businesses.
 - Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority- or woman-owned business concern.

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- Firms must submit separate plans as to how they intend to meet the individual requirements of 24 CFR 135 to provide economic opportunities for low-income persons in the jurisdiction of JHC and 24 CFR 200 for small, minority- and women-owned business enterprises.
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All other requirements of the RFP solicitation remain the same.