



# PALM BEACH COUNTY HOUSING AUTHORITY

## RFP ADDENDUM #1 Solicitation No. PBCHA-RFP-2021-09

DATE: April 27, 2021

TO: All Prospective Responders

RE: **Legal Services**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on April 26, 2021 will become part of the Legal Services. The RFP closing date and time will remain the same May 27, 2021 at 2:00 p.m.

This Addendum Number 1 amends the RFP as indicated below (new or revised language is **highlighted**, and deleted language is shown in **strikethrough** for easy reference:

1. RFP, Page 2, RFP Cover Sheet, shall be amended as follows:

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services At The Prices Indicated ~~on the Bid Form~~ **in Offeror Proposal Submittal**. The Undersigned Further Certifies That He/She is Authorized to Sign This Document On Behalf Of the Submitting Contractor.

2. RFP, Page 9, Section C, Oral Presentation, Paragraph 1, shall be amended as follows:

**Oral Presentation:** Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to ~~RRHA~~ **PBCHA**. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. ~~RRHA~~ **PBCHA** will schedule the time and location of these presentations. Oral presentations are an option of ~~RRHA~~ **PBCHA** and may, or may not, be conducted.

3. RFP, Page 9, Section D, Specific Proposal Instructions, Paragraph 1, shall be amended as follows:

**Specific Proposal Instructions:** Proposals should be as thorough and detailed as possible so that ~~RRHA~~ **PBCHA** may properly evaluate your capabilities to provide the required good/services.



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4. RFP, Page 9, Section D, Specific Proposal Instructions, Subparagraph 2, shall be amended as follows:

*All HUD Forms listed as attachments in the RFP, Statement of Offeror's Qualification, attachments to the RFP, and other specific items or data requested in the RFP. A certificate of insurance or other evidence of insurance satisfactory to RRHA PBCHA to meet the insurance requirements outlined in the RFP.*

5. RFP, Page 9, Section D, Specific Proposal Instructions, Subparagraph 3 (a), shall be amended as follows:

3. A written narrative statement to include:

(a) Describe the Offeror's understanding of the work to be performed in the RFP. RRHA PBCHA is interested in contracting with a law firm(s) that offers information database access to its client i.e., ability to visit the firm's website "library" for purposes of downloading legal forms and/or useful language for use by the client in preparing written solicitations and/or applications useful to the client organization. Please identify the availability of this feature in your proposal.

6. RFP, Page 10, Section D, Specific Proposal Instructions, Subparagraph 3 (f) and (h), shall be amended as follows:

(f) A listing and a description of the capacity, education, experience, knowledge, skills, and qualifications of the attorneys in the firm who are to be assigned to RRHA's PBCHA's account, their respective responsibilities for the above described legal services to be performed under the contract, the estimated percentage of such legal services to be performed by each attorney in the firm.

(h) A description of the Offeror's system for identifying potential conflicts of interest, an identification of any existing conflicts of interest providing the above described legal services to RRHA PBCHA and the manner by which the Offeror will resolve any such conflicts of interest prior to commencement of the contract for legal services, and the Offeror's representation that (i) upon commencement of the contract for legal services, the Offeror will have no conflicts of interests that would prevent or restrict the Offeror from representing RRHA PBCHA in the performance of any of the above described services and (ii) in the event that any future conflict of interest arises during the contract term as a result of the Offeror's representation of RRHA PBCHA and any other party included in or affected by the programs and operations of RRHA PBCHA, the Offeror shall continue to represent RRHA PBCHA and shall decline, terminate or limit the legal representation of such other party so as to avoid any such conflict of interest in a manner acceptable to RRHA PBCHA.

7. RFP, Page 11, Evaluation Criteria, Evaluation Table No. 4, shall be amended as follows:

4. Demonstrated commitment of the Offeror to furthering RRHA's PBCHA's economic opportunity. Section III and MBE/WBE.



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The remaining portions of this Request for Proposal for Legal Services remain unchanged.

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Please complete the attached acknowledgment and include with your proposal.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

ADDENDUM #1  
RFP No.: 2021-09 Legal Services