



RFP ADDENDUM #1
Solicitation No. PBCHA-RFP-2023-10

DATE: June 13, 2023
TO: All Prospective Respondents
RE: **Development Consultant of Affordable Housing in Palm Beach County**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on June 5, 2023, will become part of the Development Consultant of Affordable Housing in Palm Beach County. The RFP closing date and time for this RFP remains the same Tuesday, July 11, 2023, at 2:00 p.m.

The following documents are added to the proposal documents:

1. Pre-proposal Meeting Minutes Transcript

The remaining portions of this Request for Proposal for Development Consultant of Affordable Housing in Palm Beach County remain unchanged.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Please complete the attached acknowledgment and include it with your proposal.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, June 13, 2023, at 10:00 am, virtual via Zoom. Items discussed contract type; It is a definite term and infinite quantity contract. This contract will last for 2-years contract from date of award with a three (3) optional one (1) year renewals at PBCHA approval. Contract obligation will continue until the contract is completed. Per HUD regulation contracts cannot exceed a 5-year term before services shall be resolicited.
2. All question pertain to this solicitation must be in writing and emailed directly to LaQuavial Pace at procurement@pbchafll.org. You should not direct any questions to PBCHA Board of Commissioner and/or any of PBCHA Staff.
3. Ms. Pace provided a brief overview of the purpose of the solicitation, the agency's background, and statement of needs. Ms. Pace advised all attendees to read the statement of needs in its entirety to get a clear and concise understanding of PBCHA needs. If there is any change to the solicitation, we will issue an addendum. All addendums are posted on our website and on DemandStar when issued. All Respondents are required to submit (5) bound copies and (1) original copy of your proposal.
4. Confidential documents should be labeled confidential. All confidential information should be marked as such. So, we would not share it. Such as financial information. There is a requirement for financial information later in this process but is not needed at this time. If you have confidential documents, please place them in a manila folder and mark them confidential. So, we would not share with anyone. **"Do not mark your entire proposal confidential."** If mark confidential it will be rejected."
5. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page. So, we know that you have read them in its entirety. All attachments are to be completed in its entirety, initialed, and signed.
6. Section 3 and Minority Business participation. It is important to our Board, so I really want you to pay attention to that section. They may be somebody that we can bring on and mentor along the way.
7. Evaluation Criteria. Address all evaluation criteria set forth in this solicitation package. Proposal shall be concise but comprehensive enough to convey the required experience and capabilities. Please be clear and concise when responding.
8. Debarment. Palm Beach County Housing Authority will perform a debarment search on the HUD Limited Denial of Participation and Voluntary Abstention List and the System for Award Management website to ensure your firm is in good standing.
9. Question Period. Question is to be submitted before Thursday, July 6, 2023, (5) days before the submittal deadline. The timeline for proposal submission will not be extended atomically by asking a question.



Meeting Attendees

Tyson Morton, TAG Associates, Inc.
LaQuavial Pace, PBCHA Contracts and Procurement Manager