



PALM BEACH COUNTY HOUSING AUTHORITY

RFQ ADDENDUM #4 Solicitation No. PBCHA-RFQ-2022-19

DATE: December 19, 2022

TO: All Prospective Respondents

RE: **Request for Qualifications for Co-Developer for Affordable Housing Development in Palm Beach County**

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made part of the above noted RFQ documents on which the contract will be based. Any modifications/ changes made by this addendum affect only the portions or paragraphs specifically identified herein, all remaining portions of the proposal to remain in force. It is the responsibility of all Respondents to conform to this addendum.

Questions and Answers (Q&A)

This Change will not change any established dates for the RFQ. All dates are subject to change if it is deemed to be in the best interest of PBCHA.

Sincerely,

Kerry L. James
Chief Administrative Officer

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFQ.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PALM BEACH COUNTY HOUSING AUTHORITY

Questions and Answers

- Q1. Firstly, are we correct in saying we haven't missed any mandatory pre-submittal meetings/conferences, and that there aren't any meetings scheduled?
- A1. We don't create auto email listing. It is the responsibility of the respondent to check our website) and we also post on Demand Star) for all addendums. We include in the solicitation the solicitation schedule of any meetings or preproposals. If anything changes, we will issue an addendum.
- Q2. Do you have any further guidance on which existing PBCHA sites you are considering for redevelopment/rehabilitation/preservation/new construction? We have read the PBCHA owned properties document already.
- A2. Not at this time.
- Q3. Are we supposed to provide the following in order to be able to be eligible to submit:
- A3. These documents will be necessary upon award and contract signing.
- Completed New Vendor Registration Form
 - Applicable Licenses & Certificates - exception – this documentation should be included with solicitation. These areas are evaluated and scored in the solicitation.
 - Certificate of Liability - General Liability coverage of 1 Million and Property Coverage (Listing Palm Beach County Housing Authority as Insurance Certificate Holder)
 - Business License (Palm Beach County)
 - Workers Compensation (If your business is Workers Comp Exempt, please provide copy of Certificate of Election to be Exempt)
 - Signed copy of W-9
 - Minority Business Enterprise/Women's Business Enterprise (MBEs/WBEs) - Certification (If applicable) exception – this documentation should be included with solicitation
 - Disadvantaged Business Enterprises (DBEs) - Certification (If applicable) exception – this documentation should be included with solicitation
 - ACH Authorization Form (Optional)
- Q4. Would it be possible to please add Gavin (copied) and I to the mailing list?
- A4. It is strongly recommended that any potential respondent keep informed by looking at our website. We currently do not have an established email listing.