



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #1 Solicitation No. PBCHA-RFP-2020-32

DATE: December 17, 2020

TO: All Prospective Responders

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 December 7, 2020 will become part of the Development Consultant of Affordable Housing in Palm Beach County. The RFP closing date and time has been extended to Thursday February 4, 2020 at 2:00 p.m.

The following documents are added to the bid documents:

1. Pre-Proposal Conference Meeting Minutes

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 with your proposal.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



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PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Thursday, December 16th at 1:00 pm, virtual via Microsoft Teams. Items discussed contract type; It is a definite term and infinite quantity contract. This contract will last for 2-year 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 5 years. After 5 years the services shall be resolicited.
2. All question pertain to this solicitation must be in writing and emailed directly to Kerry James at kejames@pbchafll.org. You should not direct any questions to PBCHA Board of Commissioner, Tammy McDonald or any PBCHA Staff.
3. Respondents are required to submit (5) bound copies and (1) original copy of your proposal.
4. Section 3 forms are to be completed fully, initialed and signed.
5. 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”**.
6. Section 3 and Minority Business participation. It is important to our Board, so I real want you to pay attention to that section. They may be somebody that we can bring on and mentor along the way. Let us get creative and think outside the box.
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 are to be submitted before Thursday, January 28, 2021, (5) days before the submittal deadline. The timeline for proposal submission will not be extended atomically by asking a question.



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Meeting Attendees

Aaron Nousaine, Bae Urban Economics
Mary Burkholder, Bae Urban Economics
Larry Zabik, Zabik & Associates, Inc.
Sheila Jones, Selenium Consulting Partners
Jane Dixon, TAG Associates, Inc.
Monica Flippen, Kelso & Easter, Inc.
Warren Thomas, RMT Construction
Bill Grindl
Paul Robinson
Kristen Lawlor
Tammy McDonald, PBCHA Chief Development Officer
Kerry James, PBCHA Chief Administrative Officer
LaQuavial Pace, PBCHA Contracts and Procurement Manager
Laura Keleher, PBCHA Office Assistant