



ADDENDUM THREE

DATE: February 28, 2023

TO: All Respondents

FROM: Sheila Brown, Procurement/Contract Administrator

RE: **ADDENDUM #3 Question and Answer**

We do have some basic questions/items we're seeking confirmation on. In our past Housing Authority proposals, we have not included the following forms and/or in lieu, have provided a statement indicating we are not engaged or the form is not applicable. Please advise if that is acceptable for this submittal as we are aware that many of these sections are standardized.

1. HUD SF-LLL, Disclosure of Lobbying Activities
 - a. Is this form required to be filled out if we are not engaged in lobbying activities as a firm;
 - i. We are happy to include a statement under this section that formalizes we are not engaged in lobbying activities, in lieu for the form, however there is not an option to select N/A on the form itself.

MHA Response: Refer to Section 3.1.2 (Tab 2) regarding the completion and execution of such form. The Respondent may simply write 'not applicable' and sign the form-see Section 3.3 Required Certifications/Forms.

2. Section 3.1.9 – Section 3 Plan
 - a. Provide confirmation that this is not required per pg. 34 of the RFQ Section C: Applicability
 - i. We are a professional service firm, thus in the past I've been told this is not a requirement. Can you confirm?

MHA Response: In accordance with 24 CFR 75.5 professional service jobs are exempt. See snapshot from MHA's Section 3 plan attached to advertised RFQ as Exhibit A.

Snapshot: The following are also exemptions of Section 3 request- Professional service jobs are defined in 24 CFR 75.5 as "non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil

engineering services.” These jobs are excluded from the reporting requirement for Section 3 and Targeted Section 3 workers because it is very difficult for grantees and contractors to recruit and hire eligible persons for these roles due to the higher wages/salaries earned for these types of jobs. See, HUD Notice: CPD-21-09

3. HUD 2530

- a. Are we required to complete this form as a sole owner architecture firm who will not be engaged in the financing of this project?

MHA Response: Refer to Section 3.1.2 (Tab 2) regarding the completion and execution of such form. The Respondent may simply write ‘not applicable’ and sign the form-see Section 3.3 Required Certifications/Forms.

4. HUD 50071 Certifications of Payments to Influence Federal Transactions

- a. Are we required to complete this form
 - i. We are happy to include a statement that formalizes non-engagement under this section.

MHA Response: Refer to Section 3.1.2 (Tab 2) regarding the completion and execution of such form. The Respondent may simply write ‘not applicable’ and sign the form-see Section 3.3 Required Certifications/Forms.

5. HUD 50070 Certification for Drug Free workplace

- a. Are we required to complete this form
 - i. Since we are not applying as a corporation/firm for program/activity that is receiving grant funding, in the past I’ve been told this isn’t required for AE firms. Can you confirm.

MHA Response: Refer to Section 3.1.2 (Tab 2) regarding the completion and execution of such form. The Respondent may simply write ‘not applicable’ and sign the form-see Section 3.3 Required Certifications/Forms.

- 6. Due to this being a continuing service AE agreement and the scope of work not yet being clearly identified, can you provide an example of the Proposed Engagement Letter for our team to utilize as a template? A redacted version of a prior engagement letter is suitable.

MHA Response: The Respondent may search the web for sample engagement letters in order to formulate an engagement letter to include in the submission of their proposal (see Section 3.1.4.9). An engagement letter refers to a legal document that defines the relationship between a business providing professional services and their clients. Engagement letters set the terms of the agreement between two parties and include details such as the scope, fees, and responsibilities, among others.

We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.