

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. Amendment/Modification No. <b>A00001</b>	2. Effective Date See Block 15c	3. Requisition/Purchase Order No.	4. Project No. (if applicable)
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5. ISSUED BY Housing Authority of the City of El Paso, Texas Procurement Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Mr. Juan Pulido, Procurement Manager	6. ADMINISTERED BY (if other than Item 5) Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931
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NAME AND ADDRESS OF CONTRACTOR 7. (No., Street Name, County, State & Zip Code)	8a. Amendment of Solicitation No. RFQ 18-Q-0002
	8b. Dated (see item 10)
	9a. Modification of Contract No.
	9b. Dated (see item 12)

**10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION**

The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is:  
 is extended       is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:  
(a) By completing Items 7 & 14, and returning \_\_\_\_\_ copy (ies) of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such a change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA**

**12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.**

<input type="checkbox"/>	A. This change order is issued pursuant to (Specify Authority) The changes set forth in Item 13 are made in the Contract No. in Item 9a.
<input type="checkbox"/>	B. The above numbered contract is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc). Set forth in Item 13 pursuant to the authority of FAR 43.103 (b).
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to the authority of: MUTUAL AGREEMENT OF BOTH PARTIES
<input type="checkbox"/>	D. Other (Specify type of modification and authority)

E. **IMPORTANT:** Contractor  is not  is required to sign this document and return ALL copies to the issuing office.

13. Description of **Amendment**:  
**Amendment No. A00001. Pre-proposal conference agenda, attendance list. Attachment A & B, Q&A's.**  
*Except as provided herein, all terms and conditions of the documents referenced in Item 8a. or 9a., remains unchanged and in full force and effect.*

14a. NAME AND TITLE OF SIGNER (Type or print)	15a. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>Gerald Cichon, Chief Executive Officer</b>
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14b. OFFEROR/CONTRACTOR  _____ (Signature of Authorized Person)	14c. Date Signed	15b. _____ (Signature of Contracting Officer)	15c. Date Signed
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APPROVED AS TO FORM: _____ HACEP Legal Counsel	DATE: _____	HACEP Form 001
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Pre-Proposal Conference Agenda

Solicitation Number: EX 19-Q-0002  
Solicitation Name: Bond Counsel Services  
Date: 3/12/2019

1. INTRODUCTION:

- Taping of the meeting ( Yes or  No)
- Introduction of staff
- Purpose of the meeting – improve understanding of HACEP requirements and allowing potential offerors the opportunity to judge whether or how they can satisfy the requirement
- Nothing said at this conference will change any of the terms of the RFP unless a subsequent written amendment to the solicitation is issued.

2. INTENT OF THE ACQUISITION:

- Description of the acquisition – methodology - Competitive Proposals Process that will use several criteria to evaluate the proposals.
- Evaluation criteria
- Contract type
- Terms and Conditions
- Proposal Closing Date and Time is 3/26/2019 @ 4pm. The proposal must be received by Contract Compliance at that time.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3.  STATEMENT OF WORK – Overview of the intent of the acquisition

4.  NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS.

5.  **Be advised that during the solicitation process, the Contract Specialist (Lourdes Gomez) is the only point of contact. Any form of contact by a offeror or potential offeror with Commissioners of the Housing Authority of the City of El Paso, Texas, any person employed by HACEP or HACEP contracted consultant will constitute grounds for rejection of their proposal.**

6.  REMINDER – Proposers must submit (1) original proposal (so marked), and three (3) copies (so marked), and one (1) electronic file of the proposal.

7.  ALL QUESTIONS – Must be submitted in writing no later than March 15, 2019 @ 2pm.

Q's and A's:

1.- Mr. Avila comment this is not a question, On page 51 & 52 of the Sample Contract. Mr. Avila suggested changes to "Sample Contract" Mr. Pulido advised that the document is a "Sample Contract" and to be noted any and all exceptions on the RFQ response.

2.- Mr. Avila also expressed concerns with indemnification clause. Mr. Pulido advised to send email and to include on response.