



**Asset Management Consulting Services  
Request for Proposals (RFP 17-R001)  
Issue Date: February 17, 2017**

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**ADDENDUM #2**

Issued: February 28, 2017

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**NOTICE TO PROPOSERS:**

- A. This Addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Proposer's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

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**Addendum #2**

1. Is LMHA seeking a full-time on-site presence, or is a combination of on-site and remote monitoring contemplated?

**Answer: Full-time on-site presence.**

2. Is there a minimum period for the contract or is this solely driven by the hiring process?

**Answer: Solely driven by the hiring process, however due to the slow process of hiring, it could take all of 2017 to get the new hire in place.**

3. Will the contractor be expected to assist in onboarding the new hire, or does LMHA contemplate ending the contract once the new hire begins? What lead time will be given in the notice to terminate the contract?

**Answer: We would expect the selected firm to assist in the onboarding of the new hire. The lead time can be negotiated between LMHA and the selected firm.**

4. What target date has LMHA established to fill the position responsible for asset management?

**Answer: A Target date was established for March 2017, however this date will not be met due to the delayed hiring process.**



5. The General Information section refers to "Asset/Property management" then to "day-to-day Asset Management operations." Are we correct in thinking LMHA seeks a firm to lead all aspects of property management?

**Answer: Yes, Asset Management Operations and oversee the property managers for LMHA public housing properties, not the LIHTC developments.**

6. Page 5 states that LMHA currently has 65 staff in the Asset Management Department. Is this correct? If yes, what positions does this include?

**Answer: This includes property managers, management aides and maintenance staff.**

7. What is the Proposal Request Form referenced on Page 21 under TAB I information labeled as Exhibit (2)?

**Answer: It is the form on page 24 titled Project Summary Budget/ Price Proposal Form.**

8. On page 13 – Vendor Representative’s Signature - It states that “the Respondent(s) must affix the organization’s corporate seal to these documents. In the absence of a corporate seal, a Notary Public must notarize the submission package signature.” Does this mean that where ever we are required to notarize a document we can affix the corporate seal instead?

**Answer: Yes.**

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**(End of Addendum #2)**

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