

HOUSING AUTHORITY OF COOK COUNTY
RFP No. 2017-100-054 - Third Party Certifier
Addendum 1 – January 4, 2018

This Addendum forms a part of the Contract Documents and modifies the original Proposal Documents as noted below. Acknowledge receipt of this Addendum No. 1 by signing the last page of this Addendum and including two (2) original signed copies in your Proposal Submittal Package. Failure to do so may subject Respondent to disqualification.

All Bidders are required to check with the Housing Authority of Cook County (HACC) website for Addenda through **January 12, 2018 2:00 pm**, and include two (2) signed copies of the last page of each Addendum with their bid, to acknowledge receipt of all Addenda.

INFORMATION / CLARIFICATIONS:

1. Below is HUD's link for Section 3 Businesses, for contractors' reference.
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/Confirm.action>

PROPOSAL DUE DATE AND TIME:

The Proposal due date and time remains to January 12, 2018 at 2:00 pm cdt.

RESPONDENTS' REQUESTS FOR INFORMATION:

1. ***Is it the HACC's intent that the Contractor will complete ALL paperwork required by the Federal government, including, but not limited to: scheduling, tracking, and reporting, for all elements of the Scope of Services included in the RFP?***
Yes, the contractor is responsible for all of these items. The third party certifier will provide certification that the units and/or common areas are in compliance with the UFAS requirements.
2. In the "Voluntary Compliance Agreement," Section V. Specific Provisions – Remedial Actions, Part B. Admissions and Continuing Occupancy Policy, p. 10 (p. 75 of the pdf):

Are the totals for 2018 correct? If not, what is the total number of inspections anticipated for 2018? What is the timeline for 2018? Are any "rush" inspections anticipated?

In 2018, HACC will have the following UFAS units:

- *Edward Brown Apartments – 8 units*
- *Golden Tower II – 6 units*
- *Richard Flowers Homes – 9 units*
- *Juniper Tower – 12 units and common areas*
- *Turlington Apartments – 15 units and common areas*

Are the totals for 2019 correct? If not, what is the total number of inspections anticipated for 2019? What is the timeline for 2019? Are any "rush" inspections anticipated?

Yes, these totals are correct. There are no rush inspections.

3. In Section III – General Requirements, "The Offeror must have a minimum of three (3) years' experience in providing these services to another housing agency," p. 5.

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May these services have been provided to a housing agency in a state other than Illinois?

Yes, your experience can be for other housing authorities other than the ones in Illinois.

4. Our potential MWE subcontractor is the prime contractor for a project with the Chicago Housing Authority (CHA).

Is this considered a conflict of interest or is the firm eligible to serve as our subcontractor?

No, this is not a conflict of interest.

May they serve as a prime? If they serve as a prime, will they meet the HACC's goals for Minority and Women owned business participation?

Yes, they can serve as a prime and they will meet the HACC's goals for MBE/WBE participation.

5. Our company employs individuals with the required certifications in a state other than Illinois.

Is this acceptable to HACC? If not, is it acceptable if our proposed staff gain the required licenses and certification prior to contract start?

Yes, this is acceptable.

6. **Can you please provide a copy of the most recent transition plan and self-evaluation?**

See answer to Question 2.

7. ***Is Person with Disability Owned Business Enterprise (PBE) status (certified by CMS) considered an acceptable means to meet the minority participation requirement?***

Yes.

8. ***Is there a goal or requirement (minimum percentage) for MBE/WBE participation?***

MBE/WBE/DBE goal is 25%.

9. ***How many originals, hard copies, and electronic copies are needed?***

One original, 3 copies and one electronic copy should be submitted.

10. **Do we need to return the entire professional services agreement or just the signature page?**

Return the entire professional service agreement with your proposal.

11. **The RFP ask for “type of facility, contract value, type of activity/services” when describing staff project experience. Does “contract value” refer to the construction contract cost or professional services contract amount?**

The contract value is the professional service contract amount.

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Acknowledgement of Receipt of Addendum No. 1:

By: _____ of _____ Date: _____
(Signature) (Contractor's Name)

**MUST BEAR AN ORIGINAL SIGNATURE
Include two (2) original signed copies with your Bid Submittal**

END OF ADDENDUM 1
