

<b><u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u></b>			Page of Page(s) 1   8	
1. Amendment/ <u>Modification</u> No. <b>A00001</b>	2. Effective Date See Block 15c	3. Requisition/Purchase Order No.	4. Project No. (if applicable)	
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		
NAME AND ADDRESS OF CONTRACTOR 7. (No., Street Name, County, State & Zip Code)		8a. Amendment of Solicitation No. RFP PM 19-R-0001		
		8b. Dated (see item 10) 7/9/2019		
		9a. Modification of Contract No.		
		9b. Dated (see item 12)		
<b>10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION</b>				
The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is: <input type="checkbox"/> is extended <input type="checkbox"/> 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.				
<b>11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA</b>				
<b>12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.</b>				
<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. <b>IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>ALL</u> copies to the issuing office.				
13. Description of <b><u>Amendment</u></b> : <b>Amendment No. A00001. Pre-proposal conference agenda, attendance list, Q &amp; A's. (Part 1)</b> <i>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.</i>				
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>		
14b. OFFEROR/CONTRACTOR  _____ (Signature of Authorized Person)	14c. Date Signed	15b.  _____ (Signature of Contracting Officer)	15c. Date Signed	
APPROVED AS TO FORM: _____ HACEP Legal Counsel		DATE: _____ HACEP Form 001		



## Pre-Proposal Conference Agenda

Solicitation Number: PM 19-R0001  
Solicitation Name: Property Management Services for Residential Units  
Date: June 20, 2019 @ 2pm

### 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 July 26, 2019 @ 3pm (mountain time). 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 ( Juan Pulido and Ms. Lourdes Gomez ) are 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.

SOLICITATION NO: PM 19-R-0001 Property Management Services for Residential Units  
 DATE: June 21, 2019 @ 2pm

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Thomas Folders	InnoStrat	915-309-2010		thomas.folders@innostрат-mgmt.com
Abel Legaspi	InnoStrat	915-504-4565		Abel.Legaspi@innostрат-mgmt.com
Juan Gonzalez	Xceed Resources	915691-9579		jgonzalez@ceedresources.org
Elie Sanchez	Xceed Resources	915-203-3866		esanchez@ceedresources.com
Morry Boardman	Mayfair Mgmt.	682-597-4106		morry.boardman@mayfairmgt.com
Victor Salero	Mayfair Mgmt	917 355 8721		victor.salero@mayfairmgt.com
Susanne Kleins	Kceeglee Regnt	214 507 6523		skleins@kceegleeupl.com
ISH SHAH Alarcon	Mayfair Mgt Group	(510) 380-1104		ialarcon@mayfair.com
Jwala Gann	Mayfair Mgt Group	(612) 597-1281		TWALA.GANN@mayfairmgt.com
Tamra Ryals	Mayfair Mgt Group	972-567-8431		tamra.ryals@mayfairmgt.com
Art Provenghi	HACEP	(915) 849-3701		aprovenghi@hacep.org
Jorn Pulis	"	915-849-3695		jpulis@hacep.org





## Q & A's (Part 1)

1. Will inquiries from any party, and the response, be available for all parties to view? *Response: Questions and Answers will be posted via NAHRO.*
2. The requirement to have managed 20,000 units excludes local management companies from applying for this RFP. Is that amount negotiable? *Response: Our RFP is requesting management of 9000 units, capacity issue is a requirement, therefore non-negotiable.*
3. Financial documentation (preferably in excel format) financial information will be provided upon receipt of a filled -out and signed non-disclosure confidentiality agreement is provided to HACEP.
4. List of attendees of preproposal conference meeting *Response: The list of attendees will be attached in Amendment 00001*
5. 1.D.3. RAD Transitional Services: a) how many units are and or will be expected to undergo RAD transition within the next 3 years from the date of commencement? *Response: Please refer to Property List attached to the RFP on the far right column which mentions the stage of transition of each property.*
6. 2.A.1. c) will EP Home handle all the support services that the LURA's require as well as any other requirements from additional programs? *Response: No, the providers are expected to provide.*
7. How does the tour of the portfolio by July 12th work? We would like to get the dates of availability. *Response: We will contact the requestor directly to schedule tour.*
8. We would like to request the most recent 12 month trailing statement, aged payables, aged receivables, general ledger and rent roll. We would like these documents in excel format if possible. *Response: Financial information will be provided via email to requestor as soon as requestor provides signed NDA to HACEP.*
9. Additionally, we request any current property budgets and the current staff count (by type) for each property. *Response: Financial information will be provided via email to requestor as soon as requestor provides signed NDA to HACEP.*
10. In the Property List provided to us, your portfolio properties are divided into Group 1 and Group 2. Will the distribution of properties between the two management companies be grouped as they are in the attached list? *Response: We expect to select one vendor for each Group.*
11. requesting the financial statements for the properties in the RFP *Response: Financial information will be provided via email to requestor as soon as requestor provides signed NDA to HACEP.*
12. Will the existing office space, equipment, vehicles, etc. be considered Government/Investor furnished property in the contract? *Response: No*
13. What stage in the construction/rehab/renovation of the conversion projects will the transfer take place? (i.e., before the projects get started? after soliciting bids and making awards but before work commences? during work performance? a hybrid concept? other?) *Response: IF there are properties under construction in phases, we will manage the construction draw, they will manage the properties.*
14. The following seem to be listed twice, please advise: *Response: we are making the following clarifications:*
15. Sitgarves *should read Sitgraves*– 10101 Hedgerow, El Paso, TX 79907 *Response: 64 subsidized Sitgraves – 10101 Hedgerow, El Paso, TX 79936 Response: 3 unsubsidized*

16. Kennedy Communities – 400 South Zaragoza, El Paso, TX 79907 **Response:** 364 subsidized  
Kennedy Communities – 400 South Zaragoza, El Paso, TX 79907 **Response:** 2 unsubsidized
17. Sherman Plaza – 4528 Balnco (assuming typo, most likely Blanco), El Paso, TX 79905 **Response:**  
**Yes, should read Blanco**  
Sherman – 4528 Blanco, El Paso, TX 79905
18. Alamito Gardens – 508 S Virginia, El Paso, TX 79901 **Response:** corrected below  
Alamito Terrace – 508 S Virginia, El Paso, TX 79901 **Response:** correct address is 509 S St. Vrain
19. Same address for 2 properties: **Response:**  
Morehead Estates – 8820 Old Country Rd, El Paso TX 79907 **should be 6<sup>th</sup> St Park 79901**  
Ochoa Park – 8820 Old Country Rd, El Paso TX 79907 – **Ok**
20. Lee Seniors – 2965 Lee Blvd., El Paso, TX 79936 **should be 2975 Lee Blvd, 79936**  
Western Carolina – 2965 Lee Blvd., El Paso, TX 79936 **ok**
21. DeWetter – 212 Lisbon, El Paso, TX 79905 **should be 560 Lisbon**  
Rio Grande – 212 Lisbon, El Paso, TX 79905 **ok**
22. Why are these listed on 2 different groups?  
Tays South – 2114 Magoffin, El Paso, TX 79901 **should be 100 S. Eucalyptus 79905**  
Tays North – 2114 Magoffin, El Paso, TX 79901 **ok**
23. Are the total units going to be parceled out or all given to the one management company that wins the RFP. **Response:** *We expect to select one vendor for each Group.*
24. How many EPHA asset managers would we be working with for the portfolio? **Response:**  
*Currently we have a team of two asset managers.*
25. Will capital expenditure for golf carts be approved? **Response:** *All properties have golf carts now. If it is time to replace them, need to add such need to the annual CapEx budget*
26. Will copies of the AFHMP, TSP, Rent Schedule and House Rules be available prior to mgmt. takeover for each property. **Response:** *Yes, during the transition period.*
27. List of properties that have not been rehabbed, and are not scheduled to start rehab process in 2019. **Response:** *Please refer to List of Properties, on the last column of Comments on properties that are under construction, scheduled for full rehab, possible 2019 construction, and the rest of the properties are not scheduled.*
28. Strategic plan/flowchart for transition assistance households to newly rehabbed communities. Anticipated number moving from 1 property to another and relocation plan/budget. Timeline for rehab completions in 2019. Example – Pooley residents to Blue Flame. **Response:**  
*Relocation costs are in the development budget. You will only be required to do certifications.*
29. Punch and acceptance of rehab/construction units – process and expectations. **Response:**  
*property acceptance is usually performed by Construction PM, Contractor, Property manager and Maintenance staff before acceptance.*
30. Who is carrying the property insurance? Will this be covered under an EPHome umbrella or will this transition to Mayfair arranged policy/coverage? **Response:** *we have coverage now. If the vendor can provide better coverage with lower premium we will consider a change. The properties pay the premiums.*
31. Are we going to have a business partnership with EIV? What are our responsibilities in relation to this? **Response:** *No, the administration of the EIV system will remain with HACEP.*
32. How many units are still using 58's and if any, are we going to have access to PIC? **Response:** *If the residents of scattered sites are relocated NONE. Other wise 269 scatted sites.*
33. Who is going to be responsible for OCAF adjustments and utility studies? **Response:** *The provider.*
34. Would we be able to interview the staff accountants, or are you planning on keeping them on board? **Response:** *Yes, vendor will be able to interview the staff accountants and vendor will decide whether or not to hire any such candidates.*

35. Can you provide available financial information for the portfolio such as current balance sheets, P&L, Aged Payables, and Aged Tenant Receivables? *Response: Financial information will be provided via email to requestor as soon as requestor fully executes HACEP's NDA.*
36. How are required resident services currently managed? Will we be fully responsible for managing these or will the HA continue with this operational requirement? *Response: Resident Services will be managed by HA but coordination with property managers will continue: to ensure invitations for supportive services are passed out to residents, community halls are reserved and tables and/or chairs set-up for scheduled supportive services.*

Part #2 pending to publish