

| <u>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</u>  |   |  | Page of Page(s)                |   |
|--|---|--|--------------------------------|---|
|  |   |  | 1                              | 4 |
| 1. Amendment/ <u>Modification</u> No.<br><b>A00002</b>   | 2. Effective Date<br>See Block 15c  | 3. Requisition/Purchase Order No.  | 4. Project No. (if applicable) |   |
| 5. ISSUED BY<br>Housing Authority of the City of El Paso, Texas<br>Procurement Department<br>5300 E. Paisano Dr.<br>El Paso, TX 79905-2931<br>Mr. Juan Pulido, Procurement Manager   |   | 6. ADMINISTERED BY (if other than Item 5)<br>Housing Authority of the City of El Paso, Texas<br>Public Housing Department<br>5300 E. Paisano Dr.<br>El Paso, TX 79905-2931 |                                |   |
| NAME AND ADDRESS OF CONTRACTOR<br>7. (No., Street Name, County, State & Zip Code)  |   | 8a. Amendment of Solicitation No. RFP EX 19-R-0010   |                                |   |
|  |   | 8b. Dated (see item 10) 7/29/2019  |                                |   |
|  |   | 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:<br><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:<br>(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<br/>IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.</b>  |   |  |                                |   |
| <input type="checkbox"/>   | A. This change order is issued pursuant to (Specify Authority)<br>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:<br>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 <u>Amendment</u> :<br><b>Amendment No. A00001. Pre-proposal conference agenda (Attachment B), attendance list (Attachment A), Q&amp;A's.</b><br><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)<br><b>Gerald Cichon, Chief Executive Officer</b>  |                                |   |
| 14b. OFFEROR/CONTRACTOR  | 14c. Date Signed  | 15b.   | 15c. Date Signed               |   |
| _____<br>(Signature of Authorized Person)  |   | _____<br>(Signature of Contracting Officer)  |                                |   |
| APPROVED AS TO FORM: _____<br>HACEP Legal Counsel  |   | DATE: _____ HACEP Form 001   |                                |   |



## Pre-Proposal Conference Agenda

Solicitation Number: EX 19-R-0010  
Solicitation Name: Title, Escrow and related Services for non-RAD transactions  
Date: July 16, 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 \*August 2nd, 2019 @ 2:00pm (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 (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.

7.  ALL QUESTIONS – Must be submitted in writing no later than \*July 18, 2019 @ 2:00 pm mountain time.

EPHOME  
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: EX 19-R-0010 Title, Escrow and related Services for non-RAD transactions  
DATE: July 16, 2019 @ 2pm

| NAME OF ATTENDEE | COMPANY NAME OR HACEP DEPARTMENT | PHONE NUMBER     | FAX NUMBER   | EMAIL ADDRESS                       |
|------------------|----------------------------------|------------------|--------------|-------------------------------------|
| Janette Coon     | Prosperus Title                  | 915.288.2460     | 915.288.2469 | janette.coon@prosperus<br>title.com |
| Roy TELLES       | WestStar Title                   | 915-849-5543     |              | rteller@weststar-<br>title.com      |
| Travis Smith     | WestStar Title                   | 915-478-3079     |              | tjsmith@weststar-<br>title.com      |
| Lourdes Spears   | Lone Star Title                  | 915-545-2222     |              | lspears@lonestartitle-<br>com       |
| LENNY ROBLES     | WESTSTAR TITLE                   | 915.539.3084     |              | lrobles@weststar-<br>title.com      |
| JOHN MARTIN      | LONE STAR TITLE                  | 915.545.2222     |              | JMARTIN@LONESTARTITLE.COM           |
| Lourdes Coon     | Hacep                            | x 3785           |              |                                     |
| Juan Pulez       | HACEP                            | x 3695           |              |                                     |
| Outro Above:     | Lone Star Title                  | Mr Burkett Pearl |              |                                     |
|                  | Stewart Title                    | Ms Jones Melanie |              |                                     |
|                  |                                  |                  |              |                                     |
|                  |                                  |                  |              |                                     |

## Q & A's

1. **Per Scope of service on Page # 16 items A) through E) will there be one or several awards?**

Response: The RFP permits HACEP to select one or more title service providers. The proposed staff recommendation, pending final approval, will be to select multiple, or several, qualified service providers to create a rotational list to be used on an "as needed basis" as such transactions occur.

2. **What does RAD stand for?**

Response: Rental Assistance Demonstration program, a federal housing program that permits public housing authorities like HACEP to convert older properties in need of renovation or being re-built into new housing. The RAD program also includes changing from an older, less-efficient subsidy program (Public Housing) to a newer, more-effective subsidy program (such as Project-Based Rental Assistance or Project-Based Vouchers).

3. **Why are the RAD development projects excluded from this RFP?**

Response: RAD transactions are unique and complex real estate transactions because, among other reasons, they involve multiple sources of public and private financing, usually involve up to two or three different federal- and state-regulated subsidies, involve a multitude of partners and a different ownership model, and are led by separate developers or co-developers. As a result of the complexities, including the fact HACEP itself is not the customer in a RAD transaction and for other reasons too long to go into here, management wishes to make it clear that this RFP does not include the RAD conversion transactions, which are already in progress and anticipated to conclude in 2020. Rather, this RFP is limited to the ongoing and recurring need for HACEP to purchase, sell, acquire, trade, or otherwise dispose of real estate, outside of its RAD transactions.