



ADDENDUM NUMBER ONE

November 16, 2023

FEMA CONSULTANT SERVICES RFP #24-905-09

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS.

1. Page 3 references the fact that Respondents may submit their proposal as a hard copy or electronically; however, page 11 states that all proposals must be submitted as a hard copy. Could the Housing Authority please confirm that Respondents may submit electronically via the link of the HANO website? **You may submit hard copy or electronically.**
2. Table No. 6 of section 4.1 allocates 25 points to the **APPROACH AND RESPONSE TO SCOPE OF SERVICES** (page 17). Could the Housing Authority please confirm that this section refers to the **APPROACH/WORK PLAN (page 9)** section described in Table No. 3 of section 3.1? **Please submit: APPROACH AND RESPONSE TO SCOPE OF SERVICES.**
3. Table No. 6 of section 4.1 (page 17) describes a total of 100 possible points to be earned; however, section 4.2.6.1 (page 19) references a total of 115 possible points. Could the Housing Authority please clarify to what areas these additional 15 points are to be allocated? **The total of possible points is 100. *Clerical error.**
4. Section 4.2.4 (page 18) describes the phase of evaluation by the Procurement staff as, "pertaining to Evaluation Factor Nos. 4, 5, and 6 (the "Objective" Factors). However, Table No. 6 of section 4.1 (page 17) does not include a Factor No. 5 or 6. Could the Housing Authority please provide clarification regarding these additional objective evaluation factors? ***Clerical error. Procurement will calculate FACTOR 4.**
5. Table No. 3 on page 10 includes the Vendor Registration Form and the Corporate Resolution Form, while the table on Attachment A does not include these forms. Could the Housing Authority please clarify to which of these tables we should be deferring? **Corporate Resolution has been added, please include Vendor form in the same tab. You may omit banking info until awarded a contract. The W-9 is also a part of the Vendor form.**
6. In the case that we should be deferring to Table No. 3 on page 10, could the Housing Authority please provide clarification on what content Respondents should be including under Tab 8? **In clerical error number 8 was omitted. You may enter a blank tab for Tab 8.**
7. Attachment E looks to be a generic set of instructions for procurements of this kind. Can the Housing Authority confirm that it provided this document for informational purposes only, and that Respondents don't need to abide by its instructions? And, in the event that Respondents do need to abide by its requirements, if there are inconsistencies between the RFP and this document, to which document should Respondents defer? **This form is a requirement from HUD. Please refer to number 1. on this form.**
8. Attachment J (Vendor Registration Form) requires Respondents' banking details. Can the Housing Authority please confirm that Respondents may choose to omit this information prior to contract award, and wait to provide the requested banking information upon contract award? **Refer to answer for question number 5.**

9. Section 3.2.1. (page 10) requires that Respondents submit proposed fees using Attachment I. Can the Housing Authority confirm that proposed fees should be submitted using Attachment H? **Clerical Error. Use Attachment I.**
10. Section 3.2.2. (page 10), in reference to Table No. 4, states that respondents may, “modify the position classification and expenses identified on this form as necessary,” which is included in Attachment H; however, section 3.4.2. (page 12) states that, “Proposers are not allowed to change any requirements or forms contained herein.” Could the Housing Authority please confirm that Respondents may make changes to Table No. 4, which is to be included on our Entry of Proposed Fees form? **The Entry of Proposed Fee Form may be altered to provide additional positions. The breakdown for each position and total cost must be stated.**
11. Sections 5.1.1. and 5.2.1. (page 20) guide Respondents to review the Sample Contract, Attachments G and G-1 through G-4; however, the RFP package did not include a Sample Contract or G-1 through G-4. Could the Housing Authority please provide a Sample Contract and G-1 through G-4, and extend the deadline for Respondents submitting proposed contract clause amendments? **No sample provided, refer to attachment “G” Supplemental Conditions for clauses.**
12. Should Respondents be submitting a form as a part of Tab 10, or should Respondents solely be making a statement about whether they intend to claim a Section 3 Business Concern? **Please complete the form.**
13. Under Attachment C, Profile of Firm Form, Requirement (5), p. 31, the RFP states: “Identify Principals/Partners”, could HANO please clarify what they mean by Principals/Partners of Firm? **If there is a Principal Owner, please indicate. If there are Partners, please indicate.**
14. Under Attachment C – Profile of Firm Form, p. 31, the RFP states that resumes of Principals/Partners and Key Personnel should be submitted under Tab 5. However, according to the Tabbing Structure under Table No. 3 under Section 3.1., Tab 5 is reserved for Attachment G – Acknowledgement of Addenda. Can HANO please confirm if we should be submitting said resumes under Tab 5? If not, under which Tab should resumes be located? **You may use a cover sheet indicating “Resumes” in lieu of a tab.**
15. Under section 3.1.4.3, p. 9, the RFP states that Respondents should: “Provide a timeline including a start and completion date for each project listed.” Can HANO provide a list of current and open projects that HANO has for vendors to evaluate and provide a detailed and tailored timeline? **Timelines will vary depending on the project.**
16. Do bidders need to provide W-9 form as part of its proposal? If so, under what tabs? **Refer to number 5.**
17. Section 3.2.2. (page 10) states that “the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services”; however, Table No. 4 proposes a breakdown of all rates. Can HANO confirm if expenses related to travel, overhead, materials, and other expenses are meant to be billed separately from hourly rates? **Please refer to section 3.2.2, “Pricing Items”.**

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m., local time on Thursday, November 30, 2023. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER ONE