



ADDENDUM NUMBER TWO

May 4, 2020

RFP #20-911-10; COMMERCIAL REAL ESTATE SERVICES FOR THE HOUSING AUTHORITY

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS (RFP)

ITEM #1 PROPOSAL DUE DATE AND TIME

DELETE: "THURSDAY, MAY 7, 2020, AT 2:00 P.M.", from the RFP.

INSERT: "MONDAY, MAY 18, 2020, AT 2:00 P.M." into the RFP.

ITEM #2 WRITTEN QUESTIONS RECEIVED

Q1: The scope of services is generally limited to the lease and/or acquisition of a single property for a new office headquarters.

In reviewing the evaluation criteria for the proposal, the Employment, Training & Contracting Plan is worth 10 points (10%).

Given the limited scope of services, how do we integrate the Contracting Partner requirements for DBE, WBE, Section 3

Business Enterprises, and Employment and Training Opportunities for Section 3 Residents into that service requirement?

This is particularly challenging if the primary portion of the compensation from the transaction may come from a Seller or Lessor/Landlord. In Louisiana, an unlicensed participant cannot share in a real estate commission.

Your response will assist in informing the direction of and how Latter & Blum responds to the RFP.

A1: The intention of HANO's Employment, Training, and Contracting policy is to encourage HANO's contractors and partners to develop creative solutions to generating contracting, hiring, and training opportunities for DBE, WBE, and Section 3 contractors as well as Section 3 residents, including HANO housing residents. It is the responsibility of the respondent to determine what approach works best for their proposal and to properly describe that approach to HANO in their response.

Q2: Has HANO identified a budget for the relocation, e.g. total lease cost, total build-out cost (for lease), total acquisition cost (for property or site purchase), total construction budget (assuming new construction)?

A2: HANO has not identified relevant budget information at this time. The respondent should follow the language set forth in the RFP under Part II of Scope of Services to provide a competitive proposal which is to include a work plan and approach for consultation with HANO on this subject.

Q3: What is HANO's ideal timing for the relocation?

A3: HANO does not have a timeline at this time.

Q4: Does HANO have geographical objectives for the new location?

A4: The Housing Authority of New Orleans must operate within the boundaries of Orleans Parish.

Q5: Is notary / corporate seal required given social distancing and the State Stay at Home Order? This will be difficult to achieve given the current situation.

A5: Yes. Per the State of Louisiana Executive Department Proclamation Number 37 JBE 2020, "... a notary public commissioned under the laws of the State of Louisiana may perform notarization for an individual not in the physical presence of the notary public, subject to certain safeguards to ensure the integrity of the notarial process"...

Q6: Likewise regarding the Stay at Home Order, will HANO consider accepting emailed responses in lieu of printed hardcopy responses?

A6: A response will be provided in Addendum #3

Q7: Section 3 & DBE/WBE requirements apply to contracts over \$100,000 involving the expenditure of HUD funds. Can you confirm that the Section 3 & DBE/WBE requirements will not apply where the compensation structure assumes a brokerage commission that is paid by the seller or landlord and not by HANO (or with HUD funds)?

A7: HANO's Employment, Training, and Contracting Policy sets out hiring, training, and contracting goals relating to DBE/WBE and Section 3 participation on all contracts entered into by HANO valued at \$100,000.00 or more. The requirements of that policy will apply to any professional services contract to which HANO is a signatory, including real estate services, that has a total contract value of \$100,000.00 or more. The full application of the policy to this potential contract has not yet been determined.

Q8: The current deadline as extended is Thursday, May 7th and the Governor's order is extended until May 15th. Based on the Governor's most recent "stay at home" order, will HANO be extending the deadline for this RFP?

A8: See Item #1 of this Addendum.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m. CST on Monday, May 18 2020. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER TWO