

**ADDENDUM # 1  
To Solicitation # 3840**

**Request for Qualifications for  
Independent UFAS/ADA Certification Services**

Date of Addendum # 1: March 26, 2008

The Request for Qualifications (RFQ) for the above named project is amended as noted in this Addendum. This Addendum consists of 2 pages.

Summary: This Addendum includes the following:

- ITEM 1. QUESTIONS AND ANSWERS RECEIVED TO DATE SINCE PUBLISHING RFQ**
- ITEM 2. REVISION TO THE SCOPE OF WORK**
- ITEM 3. REVISION TO THE SUBMITTAL DUE DATE**

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**ITEM 1. QUESTIONS RECEIVED TO DATE SINCE PUBLISHING RFQ.**

QUESTION # 1:

Per the Compliance Agreement, 80 units and site / common use areas need to be completed with design, renovations and inspections by the date of the Agreement, which appears to be 11/30/07 (the last signature date). It would seem that the time needed to do this large amount of work (design-permits-construction) may take most of the remaining 8-1/2 months of the year. Would the inspector then be required to do all the inspection work in a short period, say a month or two in October or November 2008? This would be a very compressed schedule. It also appears that 38.4% of units in a 7 year project need to be done in the first year, a very "front loaded" project. Has a schedule been developed to phase all this work, and is it available to us? We also assume that there is little schedule flexibility based upon the HUD requirements.

RESPONSE:

The project, as shown in the Voluntary Compliance Agreement, is front-loaded and SHA is currently working on identifying those first units to be inspected and developing a working schedule. The schedule will be made available when it's developed and discussions with the selected Consultant for this RFQ will follow. A number of these first units were previously brought up to ADA standards and require relatively minor modifications to meet the UFAS requirements. We propose to certify these units first. Since these units are occupied, the contractor will be working with the ADA/504 coordinator to schedule and make inspections. There seems to be flexibility in working with HUD and thus flexibility in scheduling the completion of the work. The Voluntary Compliance Agreement was included to provide background data for the contract scope and the dates listed are not a finalized schedule.

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QUESTION # 2:

When will the site and common use work be done, at a single time per property? Before, simultaneously or after the units? Has a schedule been developed to phase all this work, and is it available to us?

RESPONSE:

Once the schedule is complete, a copy will be made available. Generally, we contemplate that the site and common use work will be done at a single time per site. The nature of the work that needs to be performed will be instrumental in creating the schedule. We are in the process of evaluating the sites and common areas.

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**QUESTION # 3:**

Will the units be vacant for inspection, after a certificate of occupancy, or will they be occupied.

**RESPONSE:**

It depends on the situation. Existing units that are being modified are likely occupied. Depending on the nature of the modifications the resident(s) may be temporarily relocated while the modifications are made. Again, the contractor will be working with the ADA/504 coordinator to arrange for certification inspections. On new construction which will be occurring later in the process, we hope to have the certification completed prior to occupancy.

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**QUESTION 4:**

Will units be renovated in big batches per property? Or will they be done a couple at a time due to occupancy / vacancy issues, necessitating many separate surveys.

**RESPONSE:**

HUD is requiring a separate certification for each unit. Depending on the amount of time required for a survey of each unit, we anticipate that several units may be surveyed in a day.

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**QUESTION 5:**

Would there be any Seattle Housing Authority representation to assist with unit access and facility access issues at each location?

**RESPONSE:**

Yes. In addition to the ADA/504 Coordinator, the onsite Property Manager will be available to assist.

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**ITEM #2: REVISION TO SCOPE OF WORK IN RFQ**

Section B Scope of Work is supplemented by adding the following paragraph:

The Contract to be executed as a result of this RFQ shall be an On Call Contract. Individual Work Orders will be issued for the performance of tasks under this Scope of Work. Each Work Order will describe the services required, the schedule, and the work products to be delivered.

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**ITEM #3: REVISION TO DUE DATE**

The Submittal Due Date is revised to 4:00 PM on April 9, 2008.

END OF RFQ ADDENDUM # 1