

## Addendum # AD001

RFP for On-Call Critical Needs Assessment, Physical Needs Assessment Consultant  
RFP # 5832

**Date of Addendum: August 17, 2023**

The RFP for the above named project is amended as noted in this Addendum. This Addendum consists of 2 page(s).

This Addendum lists questions received from vendors and SHA's responses. Following is a list of questions received and SHA's responses to those questions.

**Question 1.** We were wondering whether SHA will require the 20-year capital needs assessment (or as referenced in the RFP as the critical needs assessment) spreadsheet to be in a specific format or if SMR can use its standard spreadsheet for providing this information.

- Perform a **Critical Needs Assessment (CNA)**, Physical Needs Assessment or Physical Condition Assessment (PCA) for each asset specified and report the findings, including but not limited to:
  - Assessing the condition of the property, including immediate and noncritical repair needs, expected repairs, replacement, and the total estimated cost in currency over a 20-year period, and the total estimated cost in currency

**Response:** For repositioning specific to RAD, the firm will be expected to additionally use the "CNA E-Tool" provided by HUD, which is a specialized spreadsheet. For all other, non-RAD, PCNA requests, the firm could use their standard spreadsheet template. Link to CNA E-Tool: [https://www.hud.gov/program\\_offices/housing/mfh/cna](https://www.hud.gov/program_offices/housing/mfh/cna)

**Question 2.** What SHA is expecting to see for the "pre-award commitments or agreements with your named WBE and/or Project Team members' firm(s)" under Criterion 1 – WMBE Inclusion Plan.

**Response:** SHA would like to know the firm's equitable efforts in WMBE inclusion. If your firm is not currently owned or partially owned by women, then please include commitments, agreements, or projects that positively contribute to inclusion of women in the workforce. Please use specific evidence or examples of a pre-established agreement between the respondent firm and their supporting WMBEs, plus a description of how the partnership with the identified WMBE and how that would fit into the firm's work with SHA.

**Question 3.** For Criterion 4, could you please provide some clarification on the bullets highlighted below? For example, what invasive investigation is SHA referring to under bullet point four?

**Relating to Criterion 4: Project Team's Experience and Qualifications**

- Demonstrate relevance of proposed project team member experience proposed for the Team.
- List and describe specific roles and responsibilities with the including training, education, experience, licenses, and certifications
- Provide resumes for the owners for the owners and key personnel of the CNA Firm demonstrating their experience similar services to those described in the RFP.
- Describe the method and testing performed for the invasive from the beginning to the result.
- Describe the process of the analysis and proposed repairs :

**Response:** An "invasive investigation" requires physical impact to the building. For example, opening up exterior siding on a building to see if there's any water damage underneath.

**Question 4.** I would like to ask for your help in determining information about the award, the total dollar amount of the award, duration and which companies were awarded this contract currently or previously. A copy of the current bid tabulation and award would be highly appreciated.

**Response:** Currently, SHA does not have an active contract for this scope of work. In May of 2017, SHA entered into a On-Call Capital Needs Assessment Contract with Bureau Veritas Technical Assessments LLC formerly Clampett Industries, LLC dba EMG. That contract ran until February 2020 and had a total contract amount of \$345,475. Copies of the current bid-tabulation and award are not available because SHA has not yet awarded this contract."

END OF RFP ADDENDUM