Addendum #1

to
RFP 2012-002: Real Estate Acquisition & Property Management

This Addendum #1 provides corrections and clarification statements below.

CORRECTIONS:

This solicitation is posted under Current RFP Opportunities in the Agency’s web site. However, it is listed as an RFQ. Please submit proposal in response to RFP #2012-002.

CLARIFICATIONS:

This section provides answers to questions written by the public. Questions are exactly as written by the

1. **Question:** The RFP mentions residential properties – are these expected to be single-family and/or multi-family? If both, what percentage of each?

   **Answer:** Both; the percentage of each has not been determined.

2. **Question:** Does the NHA have an estimate of the valuation of properties they are interested in purchasing? (Split by residential and multi-family if appropriate?)

   **Answer:** No

3. **Question:** Does the NHA have an overall estimate of what they plan to invest in properties within the year covered by this contract?

   **Answer:** Yes. However, the Agency chooses not to disclose this information to the public.

4. **Question:** Does the NHA have an overall estimate of the number of properties they would like to purchase within the year covered by this contract?

   **Answer:** Yes. The Agency chooses not to disclose this information to the public.

5. **Question:** Does the NHA have a preferred pricing structure for the detailed cost proposal that must be provided as part of the proposal submission?

   **Answer:** No

6. **Question:** Does the NHA have an estimated list of operating, maintenance and tenant improvement items that will be reimbursable during this contract?

   **Answer:** No

7. **Question:** Can you please clarify if bill may be done quarterly or monthly? Page 9 of the RFP (Section 3.1 COMPENSATION of Exhibit “B” Specimen Contract) states the Consultant agrees to submit quarterly billing statements. Page 16 of the RFP states that the Respondent will bill monthly.

   **Answer:** Billing invoices will be submitted monthly for the previous month’s services.

8. **Question:** Can you please explain how the Consultant will be able to submit quarterly statement(s) in advance as described in the RFP Page 9 of the RFP (Section 3.1 COMPENSATION of Exhibit “B” Specimen Contract).

   **Answer:** Consultant will submit billing invoice monthly for the previous month’s services.
9. Can you please describe the NHA Board of Director approval process for offers? Once a proposal is made to the Board for an offer, what is the expected time frame for an approval or denial?

Answer: A Board Committee will evaluate Consultant’s offer(s) to purchase properties and forward to the full Board of Directors for final approval. This process may take 30 - 45 days.