



**Notice of Addendum
RFQ # 23-14 Co-Developer
Addendum No. 1**

Date: September 12, 2023

Notice is provided for clarification and/or change

Submittal Date: September 15, 2023

HACFM will receive electronic submissions of Proposals sent to Procurement@hacfm.org on or before the due date and time.

Please be sure to label the email Subject Line as follows: “[RFQ #23-14, Co-Developer]”
The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.

Receipt of addendums are to be acknowledged in the returned proposal package on the Respondents submission.

1. Within RFQ document pages:

- a. Page 3 Section 1.2 RECEIPT OF RESPONSES, replace procurement email Procuremen@hacfm.org with the correct email address of Procurement@hacfm.org.

If any other sections have the incorrect email address, please replace with the correct email address.

- b. Page 7 Section 3.2 SUBMISSION REQUIREMENTS, paragraph now reads:
Submissions must comply with the requirements of Sections A and B of this RFQ. The completed and signed off checklist attached to this RFQ is a mandatory submission requirement.
Paragraph should now read: *Submissions must comply with the requirements of this RFQ.*

2. Questions and Answers

Questions are received from emails and other methods.

- a) Question: Do you have any further guidance regarding which existing sites are being considered for redevelopment, rehabilitation, preservation, or new construction as part of this RFQ process?



Answer:

No.

- b) **Question:** Page 7 of the RFQ references “Sections A and B” as well as a checklist. Are Sections A and B the “1. Requests for Qualifications” and “2. The Co-Developer’s Role” sections? Please could you confirm the checklist is in the attachments at the end of this document?

Answer:

Question addressed above in Within RFQ document pages # 1 - b.

- c) **Question:** Exhibit B references projects described in ‘Section.E.2.b.6’ which I could not find. Are these the projects that we include under “Proposed Development Methods and Strategy”?

Answer:

Should be ‘Section 2 – Page B1’.

Page 10 – Should read “Provide a narrative description of the Respondent’s methods and strategies for development’.

- d) **Questions:** Are all the respondents and their development team members expected to be registered on the HACFM Vendor Portal by the submission deadline?

Answer:

No.

- e) **Question:** What development duties and roles does the Housing Authority envision that Southwest Florida Affordable Housing Choice Foundation staff will have on co-developed projects?

Answer:

To be determined per project.

- f) **Questions:** Exhibit B asks for information on 4 projects, but “Previous Housing Development Experience” statement on Pg. 8 asks for information on 5 projects. Please help clarify the difference between these two information requests.

Answer:

Page 8: five most recently completed developments, particularly Florida affordable partnerships with public housing authorities for which the Respondent was procured.

Exhibit B: four projects most comparable to this RFQ



- g) Question: Per this statement below from Pg. 12, should Exhibit C be filled out for the main development entity, given we are instructed to not fill it out for other members of the developer's consultants and A&E teams?**

Firms that will be relying on subcontractors to increase their point scores for specific expertise must provide a Profile of Firm form for each subcontractor. It is expected that these subcontractors will be a part of the team for the duration of the contract. This form is not applicable to the overall development team participants which include Property Management Companies, General Contractors, Attorneys, Architects or Engineering Firms unless that participant has explicit expertise that the respondent is wanting to acknowledge and receive consideration for.

Answer:

The forms are for firms that the Developer would hire as a subcontractor that will become a large contributor to the project and would rely on this subcontractor's abilities and expertise. A subcontractor that will stand out amongst general subcontractors on your list that you may or may not use.

Exhibit C: 1. Is the name of the Prime (developer submitting the proposal) and subcontractor (the firm that will act as a subcontractor)

If you are naming subcontractors in general that you may or may not use, then do not fill out a form for that vendor.

End of Addendum No. 1