

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages			
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2. Amendment/Modification Number 002		3. Effective Date See Box 16C		4. Requisition/Purchase Request No.		5. Solicitation Caption Affordable Housing Assessment		
6. Issued by: Office of the Deputy Mayor for Planning and Economic Development Office of Contracts and Procurement 1100 4 th Street, S.W., Suite E500 Washington, D.C. 20024			Code				7. Administered by (If other than line 6) Office of the Deputy Mayor for Planning and Economic Development 1350 Pennsylvania Avenue, N.W., Suite 317 Washington, D.C. 20004	
8. Name and Address of Contractor (No. street, city, county, state and zip code) TO ALL PROSPECTIVE OFFERORS Code Facility			X		9A. Amendment of Solicitation No. DCEB-2013-R-0010			
					9B. Dated (See Item 11) July 31, 2013			
					10A. Modification of Contractor/Order No.			
					10B. Dated (See Item 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS								
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.								
12. Accounting and Appropriation Data (If Required)								
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14								
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3601.2(b) The changes set forth in Item 14 are made in the contract/order no. in item 10A.								
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of:								
C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2 Change Clause, 27 DCMR 2005.6(d) as amended								
D. Other (Specify type of modification and authority) Paragraph 15, Changes, Standard Contract Provisions								
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return one (1) copy to the issuing office.								
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)								
1. THE SOLICITATION CLOSING DATE IS HEREBY EXTENDED TO TUESDAY, SEPTEMBER 3, 2013 NO LATER THAN 2:00 PM LOCAL TIME.								
2. PROSPECTIVE OFFEROR (FINAL) QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW:								
Question #1: Our non-profit organization is confident that we have the skills and resources necessary to address the requirements listed in the RFP and complete a high quality affordable housing needs assessment for DMPED. However, we anticipate that a longer time-frame would be necessary for higher-level research and analysis that devotes sufficient time to each of the components in the assessment. Would DMPED accept submissions that propose an alternative time-frame for the project, so that a portion of the needs assessment is completed within 3 months, and the remainder of the assessment is completed in the subsequent 6 months?								
Response: This is a time sensitive solicitation. We encourage all respondents to work within the timeframe established. I would think that we would be amenable to a new timeline as long as the data points are collected within the first three (3) months.								
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.								
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST Director of Contracts and Procurement				
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed August 22, 2013		
(Signature of person authorized to sign)				(Signature of Contracting Officer)				

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Question #2: What are Ward Neighborhoods? Ward Neighborhoods are traditionally recognized neighborhoods within the city’s eight Wards including Planning Clusters. Is there a definitive list of neighborhoods that we can supply to the contractor?

Response: The Contractor should rely on Planning Cluster boundaries instead.

Question #3: Per the amended RFP, there are numerous city agencies mentioned with information needed for the study. Have the agencies agreed to cooperate with the contractor as part of this assessment?

Response: Cooperation among agencies will be coordinated through DMPED.

Question #4: For Requirement C.5.5, is minority in terms of race/ethnicity? (ex: blacks, Latinos, Asians, etc. vs. white)

Response: The definition of minority is as defined by the US Census Bureau: A minority is anyone who is not single-race white and not Hispanic.

Question #5: Does DMPED have a specific definition for “preserved” units?

Response: No, and it is the contractor’s responsibility to define this term based on their findings.

Question #6: Under B.4, the Offeror must submit a notarized statement detailing any subcontracting plan required by law and if the Offeror fails to submit a subcontracting plan, the proposal is deemed nonresponsive and shall be rejected by the Offeror. If a bid is under \$250,000 is a subcontracting plan required?

Response: No.

Question #7: Under Section L.2 – there appear to not be mentioned any page limitations. Does this RFP have any page limitation for the Technical Proposal or the Price Proposal?

Response: Although there is no page limit, we do request that proposals are prepared in an efficient and effective manner.

Question #8: Under Section L.2 –Proposal Organization and Content – Are both parts of the proposal submission, Technical Proposal and Price Proposal in an original and three (3) copies to be included in separate sealed envelopes by Technical Proposal and Price Proposal, or both parts, Technical Proposal and Price Proposal combined in one sealed envelope and marked “Proposal in Response to Solicitation No. DCEB-2013-R-0010 – Affordable Housing Needs Assessment”?

Response: The technical and price proposals may be submitted in one package, but must be clearly marked as Technical and Price proposals in order to clearly distinguish the proposals.

Question #9: Under Section I-8 – Insurance, 3. Workers’ Compensation Insurance – What is the statutory mandate of the District of Columbia or the jurisdiction in which the contract is performed for Workers’ Compensation Insurance?

Response: Workers’ Compensation insurance is required if an employer has one (1) or more employees. Please visit the following link for contractor insurance coverage requirements:
http://orm.dc.gov/sites/default/files/dc/sites/orm/publication/attachments/ORM_Contract_Insurance_Requirements_OCP_Policy_3002.pdf

Question #10: My first questions is in regards to the Past Performance Evaluation Form (Attachment J.10.1) that is referenced in Section M.3.1.4, Past Performance evaluation factors. Is the Offeror to complete the Past Performance Evaluation Form, numbers 1-6, for each reference and submit this form with the proposal and the District will contact each reference? Or, is it the responsibility of the Offeror to complete the Past Performance Evaluation Form, numbers 1-6 and send the form to each reference and the reference submits the completed form to the District?

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Response: See § L.2.2.3 of the solicitation.

Question #11: In Amendment #1, it was stated that “If the contract amount is equal to or greater than \$300,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents”. Also in section H.9 Subcontracting Requirements, the mandatory subcontracting requirement states “For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises;” I would like clarification on “contract amount”. It is required that along with the base year price option year pricing must also be included in the cost/price proposal. Is the \$300,000 and \$250,000 contract amounts referring to the base year pricing or is it the total price which will include the base year along with all options?

Response: The \$300,000 (Frist Source Agreement threshold) refers to the contract amount in even period of performance. Periods of performance are traditionally, one year. The \$250,000 (subcontractor plan threshold) refers to a period of performance.

Question #12: The website for The Office of the Deputy Mayor for Planning and Economic Development, on the page for current procurement solicitations states an important note “All Offerors shall complete, and incorporate the following documents for all solicitations”. This list of documents differs from the attachments included in the RFP, Section J: Attachments. Do the documents listed on the website that are not listed in Section J, Attachments of the RFP need to be included in the proposal?

Response: The documents listed in the solicitation are the required attachments.

Question #13: Some of the info on form J3 (Subcontract Summary Form) is not yet known for example contract amount. What goes in that space?

Response: The submission should be based on the offeror’s proposed amount.

Question #14: Some of the info on form J4 (First Source Employment Agreement) is not yet known for example contract amount, project start date, project end date. What goes in these spaces?

Response: See question #13.

Question #15: Should Attachment J.4 (First Source Employment Agreement) be completed and submitted only if the contract is in excess of \$300,000?

Response: Yes.

Question #16: Should Attachment J.9 (Subcontracting Plan) be completed and submitted only if the contract is in excess of \$250,000?

Response: Yes.

Question #17: Should joint venture proposers fill out separate J.10 (Experience Questionnaire) forms so that it is clear what experience is attributable to each firm and to whom each reference contact is applicable?

Response: If a joint venture is submitting an offer, the experience questionnaire should be representative of the joint venture.

Question #18: Is it correct that J.10.1 the (Past Performance Evaluation) form is to be submitted by the District to those persons provided by the contractor as references?

Response: Yes.

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Question #19: METHODOLOGY Any particular research methodology for this assessment? Can census data be used? What about the Harvard “State of Housing 2013 and HUD Worst Case Housing submitted to Congress efforts?

Response: The contractor should draw from their past experience to propose the most appropriate methodology for this assessment.

Question #20: APPROACH/STRATEGY Any special needs (eg, elderly, disabled, homeless) cited except for victims of domestic violence?) or should homeownership vs rental be discussed? Is the projection of need at least a decade? (given the time to get permits, build, and occupy)? Urban Institute’s homeless youth data collection included? Why no workforce housing or is it considered of 120% ELI or below?

Response: All special needs (e.g. elderly, disabled, homeless, mentally ill, formerly incarcerated, etc.) should be discussed. Homeownership vs. rental should be discussed. The projection of need is ten (10) years. All data sources should be considered. Workforce housing at 81%-120% AMI should be discussed.

Question #21: COMPARABLES- Who much should be gleaned from the city’s Action Plan that cites HUD-funding (CDBG/Home) for affordable housing?

Response: The Mayor’s One City Action Plan should be considered as a data source.

Question #22: MARKET APPROACH - Assume you want this study completed in one year without options? Does a contractor assume no new market survey data is collected, correct please clarify?

Response: The District will award the contract based on the evaluation criteria, which includes the proposed schedule and quality of the product?

Question #23: ROLE -What is the role of the Mayor’s Advisory Committee in this initiative?

Response: The roll of the Advisory Committee is to advise the Mayor and his designees as to investment, leveraging, funding and policy matters relative to the management of the Housing Production Trust Fund.

Question #24: FAIR HOUSING - Given the fact that the /federal government and sometimes the city indicated that there may be racial barriers, should any mention be made of segregated census tracts and wards?

Response: The contractor should assess housing segregation within their analysis.