

**RFQ - P ADDENDUM:**2

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**RFQ-P NAME:** RFQ for PCNA Services**PROJECT MANAGER:** Kelly L. Iverson**PHONE NUMBER:** 206-574-1218**EMAIL ADDRESS:** kellyi@kcha.org**This Addendum is used to Identify Items in the Original Documents with Action as Follows:**

- ☒ **CLARIFY**    ☐ **CHANGE**    ☐ **DELETE**  
☐ **ADD**    ☐ **SUBSTITUTE**

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1. *Question:* Is the Cover Sheet just a cover sheet with the requested information or can a letter of interest be included on the cover sheet?  
*Answer:* Yes, a letter of interest can be included on the cover sheet along with the requested information in Section 4.2.C.1.
  2. *Question:* In Part 1 of the RFQ Section 1.2.B.2 you reference performing any related service pertaining to Section 18 obsolescence under Section 10 of the US Housing Act of 1937. Can you elaborate on what additional services you are anticipating?  
*Answer:* The intention of this Section was to indicate that whatever services that are necessary to meet this regulation will be reviewed and added to the scope of work on a case-by-case basis.
  3. *Question:* You reference a 5 year contract, and then on page 2 of 9 at the bottom you reference project will be over on April 2026. Can you clarify your schedule for engagement on these? Do you see that all 43 of these will be done by April 2026 or over the 5 years (By June 2030)? Can you elaborate here?  
*Answer:* This is an RFQ for a 5-year contract that commences with a project that will be starting immediately and ending in April 2026. The contract itself will end in 2030.
  4. *Question:* Related to the consultant being on call. Can you elaborate on your Call Window expectations? I.E. you request a property inspection and we have 5 to 10 days to mobilize and then 10 days to write the report, etc.  
*Answer:* KCHA Term Contracts are on a case-by-case need and KCHA requires a proposal for each project. As part of the proposal process, the scope, cost, and schedule of the work are mutually agreed on before the task order is issued. The intention is to work

*cooperatively with our vendors and any scheduling/durations of work will be addressed as part of this process.*

5. *Question:* Your references to HUD are vague based on the HUD scope needed? Your RFP has expectations that are slightly deviant from a standard HUD scope. I.E. you reference 20% of the units are to be viewed with 100% of the vacant units, however, HUD assessments require 25% of all units / unit types / units in each building be viewed. In addition, you reference that you need 5 and 10 year outlooks however, a HUD CNA report has a 20 year reserve schedule. Can you clarify here?

*Answer: Please plan on inspecting **25% of the units** as required by regulation. Currently, we are only focusing on the first 5- and 10-year cycles. The additional 15- or 20-year cycles typically addressed in a CNA report may be added later. If added, the scope will be addressed in the task order proposal process on a case-by-case basis.*

6. *Question:* Do you need us to also analyze Accessibility requirements related to ADA / FHAA / UFAS Section 504?

*Answer: Not at this time, however future evaluative work may be addressed in the task order process on a case-by-case basis.*

7. *Question:* You reference "software adaptable to the Microsoft operating environment, as recommended by HUD". Are you asking that we create HUD required E-Tools for each of these properties? This is a requirement now of any and all HUD reports (Financing or Asset Management). Clarity here is greatly appreciated.

*Answer: The intention is to get the property report first and then have an option to fill out information on HUD's eTool later. Again, this will be addressed in the task order proposal process on a case-by-case basis.*

8. *Question:* HUD has a requirement that any property that is 35 years old or greater perform select invasive analysis. I.E. Sewer scoping from building to street, Infrared testing of electrical switch gear, etc. Will you require any of this as part of any property that is greater than 35 years old?

*Answer: Again, the scope will be addressed in the task order process on a case-by-case basis.*

**END OF RFQ-P ADDENDUM:**

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