



ADDENDUM TWO

DATE: November 18, 2022

TO: All Respondents

FROM: Sheila Brown, Procurement/Contract Administrator

RE: **ADDENDUM #2 Question and Answer (2)**

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1. Per section 4.2.1.2, please confirm that MHA will provide the relevant utility data. **MHA Response – MHA to provide held accounts, vacant units, no tenant accounts are available**
 2. Per section 4.2.1.6 and 4.2.1.7, please confirm that blower door/duct leakage testing and carbon monoxide/gas leak detection are required, as these is not typically included in the scope of a Level II Energy Audit. If required, please confirm that a single dwelling unit should be tested at each property to assess blower door/duct leakage. **MHA Response – no blower door testing, gas leak detection or carbon monoxide testing is required for this review, audit or assessment**
 3. Per section 4.2.1.8, please identify what is meant by “problem areas.” **MHA Response = will not be applicable because not testing will be done**
 4. Section 4.3.5 suggests that an Environmental Assessment (EA) level of review should be conducted, as opposed to a Categorical Excluded (CEST) level of Environmental Review. This is atypical for 5-year compliance reporting, unless any new construction is planned or any of the HUD-defined substantial rehabilitation thresholds will be met. Please advise. **MHA Response – Please complete the Categorical Excluded (CEST) level of Environmental Review**
 5. If an EA level of Environmental Review is required, please confirm that the new Climate Change EA factor should be assessed, as required by HUD beginning December 1st, 2022. **MHA Response – see #6**
 6. Per 4.4.1.5, please confirm the purpose of any non-dwelling units. **MHA Response – Paterson Court will include administration building and maintenance shop, The Terrace will include the basement. Parks Place will include the administration building. Gibbs Village East will include the administration area, community center and resource center (material storage). Gibbs Village**

West will include administration building. Victor Tulane Gardens will include administration area and maintenance shop.

7. Please confirm if Montgomery Housing Authority (MHA) will require use of the online GPNA tool given that it is no longer required by HUD? Would it be acceptable to provide MHA with Capital Fund Program compliant Capital Needs Assessment with no “online tool” component, perhaps with the contractor providing the replacement reserve table and repair tables in Excel format? **MHA Response – Excel Format is acceptable**
8. PART IV – SCOPE OF SERVICES mentions that Energy Audits and Environmental Reviews were last conducted in 2021, and a GPNA in 2018. Will MHA make these prior reports available to the successful Contractor? **MHA Response: Yes**
9. Per RFP Part V – Procurement process, if an interview with the Authority’s Evaluation Committee is deemed necessary, can this be done remotely? **MHA Response: Yes**
10. Previous Participation Certification (ref 24 CFR 200 Subpart H Form HUD-2530) are to be completed by the Housing Authority, Management Agent, Operator, General Contractor, Construction Manager and/or Landlord, rather than by vendors providing third-party reporting. Please confirm that is not necessary for respondents to complete this form. **MHA Response: Respondent may notate ‘not applicable’ to any form that doesn’t apply.**
11. PART V – PROCUREMENT PROCESS discusses evaluation of both technical and cost proposals; please confirm ONE (1) combined proposal document is expected, with the various technical and cost proposal components as described the table on RFP pages 7-9. **MHA Response: Only one combined proposal is expected.**
12. Please clarify the proposal location(s) where offerors are to include pricing information? RFP Section 3.1.10 states the “Cost Proposal Form” should be included under Tab 10, but the form does not include any fields for pricing quotes. Additionally, RFP Section 3.2 asks for pricing information for each of the three services to be placed (on company letterhead) under Tab 4 of the proposal. **MHA Response: The Cost Proposal Form should be complete and included under Tab 10. All Respondents are to place their cost for specific services and any explanation deemed necessary under Tab 4.**
13. Please provide the number of units at each property listed in Exhibit B. **MHA Response: Paterson Court – 200, Terrace – 90, Parks Place – 150, Gibbs Village East – 314, Gibbs Village West – 188, Victor Tulane Gardens - 102**
14. Will the prior reports be made available for review prior to the new assessments? **MHA Response: Yes**
15. The RFP mentions HUD GPNA software (“tool”) (aka PIH GPNA), however, this reference appears dated. Please confirm the intent is to use the CNA e-Tool (v3.0) or Other? **MHA Response: Respondent may utilize any available tool or software that is acceptable to HUD.**
16. Does the Housing Authority utilize the HEROS online system for NEPA Part 58 reviews/submissions? **MHA Response: unknown**

17. Many of the deliverables require initial assessment in order to determine an appropriate course of action, scope and fee (such as blower door testing, industrial hygiene, etc.). Will these supplemental scopes require fees at the onset, or after the initial reporting is complete (i.e., ESA, Energy and PNA)? **MHA Response: No blower door testing or industrial hygienist work will be required**

- The RFP mentions that blower door/duct leaking testing and carbon monoxide and gas leakage detection must be performed. May the consultant suggest this testing as a next step if needed based on the results from the audit/initial assessment? **MHA Response: yes**
- Is thermal imaging testing recommended or required? **MHA Response: Not for this solicitation**
- Would sewer scoping be considered a required scope of work as part of the initial PNA? **MHA Response: no**

18. Will MHA provide current utility data? **MHA response: MHA will provide held accounts, and vacant unit info- no tenant held information is available**

19. Who is the “Responsible Entity”? **MHA Response: The City of Montgomery**

- Who will be submitting SHPO, THPO, etc.?
- Who is doing the Request for Release of Funds (RROF)?
- Who is doing the FONSI publication?

Are any additional HUD programs or agency/debt financing anticipated as part of the AMPs?

MHA Response No

We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.