



ADDENDUM ONE

DATE: May 13, 2026
TO: All Respondents
FROM: Sheila Brown, Procurement/Contract Administrator
RE: **ADDENDUM #1 Questions and Answers**

1. Under Section 3.1.4.7, please explain what forms and reports you are requesting? **MHA Response: This section refers to any forms or documents the respondent will submit to MHA as part of their response to the services they are going to render.**
2. Under Section 3.1.4.9, can a sample contract be included in place of a proposed engagement letter. **MHA Response: That’s fine.**

1. Submission method. Section 2.1 permits both a sealed hard-copy submission with a flash drive and an electronic submission through the Housing Agency Marketplace. Does MHA have a preferred method, and is one method weighted or evaluated differently from the other? **MHA Response: MHA does not have a preferred method of submission and neither method is weighted nor evaluated differently.**

2. Cost Proposal entry in the electronic marketplace. Section 3.2 states that respondents submitting electronically must enter an amount for each item, and that no item can be left blank. The Cost Proposal Form on page 15 of the RFP does not contain itemized line items. Can MHA clarify what items will appear in the Housing Agency Marketplace for pricing entry and how respondents should structure hourly rates by position within that entry? **MHA Response: The following six pricing items were listed on the electronic marketplace platform (see below under specification).**

Pricing Items for Solicitation #: RFP 2026-01 - RFP 2026-01 Mixed Finance Project Management Consultant Services

Create, edit, and remove line items for this request.

Pricing Item #	Agency Stock Code	Qty	U/M
1		1	Dollar(s)

Specification: Hourly rate for principal consultant, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: NOT ALLOWED for this item. You must enter pricing for this item.

2 1 Dollar(s)
)

Specification: Hourly rate for 2nd consultant, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: NOT ALLOWED for this item. You must enter pricing for this item.

3 1 Dollar(s)
)

Specification: Hourly rate for 3rd consultant, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: NOT ALLOWED for this item. You must enter pricing for this item.

4 1 Dollar(s)
)

Specification: Anticipated air travel, if applicable, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: ALLOWED for this item.

5 1 Dollar(s)
)

Specification: Per diem for lodging, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: ALLOWED for this item.

6 1 Dollar(s)
)

Specification: Per diem for meals & incidental expenses, or equal.

Vendor SKU: NOT REQUIRED for this item.
No Bid: ALLOWED for this item.
No Charge: ALLOWED for this item.

3. Page limits. The RFP specifies an 8.5 by 11-inch format and a tabbed binder structure, but does not state a page limit for any tab. Are there page limits for Tab 4 Proposed Services, Tab 5 Managerial Capacity, or any other tab that MHA expects respondents to observe? **MHA Response: There are no page limits for any tabs.**

4. Local presence requirements. The RFP does not state any requirement that the awardee maintain a local Montgomery or Alabama office. Will any task order issued under the contract require a minimum local presence, on-site staffing threshold, or in-person attendance frequency that respondents should account for in their staffing and cost proposals? **MHA Response: MHA anticipates that most of the services/tasks can be performed remotely. If in-person attendance is needed, MHA anticipates that it will be no more than 10% of the contracted time (2 years).**

5. Alabama business licensing. Section 2.15 requires that copies of all licenses be filed with the Procurement/Contract Office prior to contract execution. Does MHA require respondents to submit

Alabama and City of Montgomery business licenses with the proposal, or are commitments to obtain those licenses prior to contract execution acceptable in the proposal itself? **MHA Response: Licenses do not have to be submitted with the proposal.**

6. Section 3 reconciliation. The Submittal Items table in Section 3.1 marks Section 3 as Not Applicable for this RFP. However, Form HUD-5370-C Section I, Paragraph 22, included in Tab 2, contains Section 3 requirements. Can MHA confirm whether respondents should disregard the Paragraph 22 requirements for purposes of this solicitation, or whether Section 3 obligations attach to any subsequent task orders that involve HUD-assisted projects? **MHA Response: Section 3 requirements are exempt from these types of services as defined in 24 CFR 75.5.**

“Professional service jobs are defined in 24 CFR 75.5 as “non-construction services that require an advanced degree or professional licensing, including, but not limited to, contracts for legal services, financial consulting, accounting services, environmental assessment, architectural services, and civil engineering services.” These jobs are excluded from the reporting requirement for Section 3 and Targeted Section 3 workers because it is very difficult for grantees and contractors to recruit and hire eligible persons for these roles due to the higher wages/salaries earned for these types of jobs. See, HUD Notice: CPD-21-09.”

7. Task order pipeline. To assist respondents in scaling staffing and pricing assumptions, can MHA share a preliminary view of the type, scale, and number of task orders MHA anticipates issuing during the initial two-year contract term? **MHA Response: Although MHA has not determined the type of project for these particular consultant services, the awardee can anticipate the following task orders among others-project design, financial stability of development company, tax credit analyses, drafting term sheet, evaluating proposals, etc.**

8. Oral interviews. Section 4.1(a)(6) provides that MHA may interview respondents scoring above 75 points. If interviews are conducted, can MHA provide an anticipated interview window so we can confirm key personnel availability? **MHA Response: MHA anticipates interviews, if necessary, within 2 to 3 weeks after proposal due date.**

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