

**ADDENDUM #1
TO THE REQUEST FOR PROPOSALS
Physical Needs Assessment**

ISSUED: August 2, 2024

The additions and revisions to the Invitation to Bid shall be included in the bid for this work and shall form a part of the work under the contract.

ATTENTION: DUE DATE HAS BEEN CHANGED TO AUGUST 12, 2024

The following questions were asked regarding this Request for Proposals

- Q.** The RFP indicates all proposals must be received... by 1. Mail; 2. Email...
Does the RFP need to be
- Both mailed and emailed or
 - Either mailed or emailed?
- A.** No, choose the one that works best for you and received before due date.
- Q.** Can you provide all addresses for each building for the scattered sites?
- A.** See Attachment A
- Q.** Regarding the Number of Developments and Dwelling Units (Part II.1.2):
We noticed a discrepancy in the number of developments and dwelling units listed in the RFP. The RFP mentions 1843 dwelling units across 22 developments, but our count shows 1841 dwelling units across 24 developments. Could you please confirm the correct numbers?
- A.** There are 24 Developments and 1843 units.
- Q.** Utility Data (Part II.3.3.1):
Can you confirm that you are able to provide the utility data for the past three years for all utility meters in all common areas and all individually metered units as specified in the RFP?
- A.** We would be able to supply the same utility data that is reviewed as part of an energy audit we participate in.
- Q.** Natural Gas/Propane Appliances (Part II.3.3):
Which of your properties have natural gas or propane appliances? Could you provide details on the type of appliances present (e.g., gas stove, gas dryer, water heaters, furnaces, etc.)?
- A.** A list is being prepared and will be provided Monday August 5, 2024.
- Q.** Full Property List and Building Structures (Appendix 1):
Could you provide a detailed property list that includes individual addresses? Additionally, please specify the type of building structures (e.g., single-family homes, apartments, garden homes, townhouses, quadplexes, duplexes), which ones have natural

gas/propane appliances, and the type of appliances, and identify the number of vacant units.

- A. This will be provided on Monday the 5th, staff is putting this together now.
A list of vacant units will be provided to the selected firm.

- Q. Environmental Assessment (Part II.2.1.7):

Do you prefer a simple visual inspection for asbestos and lead paint or an Environmental Phase I Assessment, including sampling and the use of a lab to confirm the presence of hazardous materials? Note that sampling and testing will add significant fees.

- A. A visual for asbestos will be fine, we do not need LBP assessments. We recently did full lead paint test at all family units and some hi-rises. Those results can be supplied.

- Q. Obsolescence Issues (Part II.2.1.1):

Could you clarify what 'obsolescence issues' mean as mentioned in the RFP? Do you intend to submit the findings for Section 18 Demo/Disposition applications if the property is observed in obsolete condition?

- A. Yes

- Q. Inspection Penetration Rate (Part II.2.1.5):

The RFP states an inspection density rate of 20% of all occupied units. Could you confirm that this is correct? For the inspection to comply with RAD guidelines and provide a report conversion, the inspection density requirement is all vacant units and 25% of all occupied units.

- A. We will be using the data to determine RAD properties so yes please increase the density requirement.

- Q. Blower Door/Duct Leakage Testing (Part II.3.5):

Could you confirm that only one blower door test per development is required and that there are 24 developments in total?

- A. Disregard this test.

- Q. Training and Technical Assistance (Part II.4.1.4):

The section about technical assistance mentions providing no less than two (2) hours of training to PHA staff. Could you clarify if there are any specific topics or areas of focus that should be explicitly covered for KCKHA during this training?

- A. In the event there are questions regarding the data, we require you provide the time and or resources to answer those questions or/and explain your findings.

- Q. Use of HUD's Tools (Part I. Introduction and Overview):

Since HUD does not require the use of the GPNA tool and accepts both the GPNA tool and HUD's CNA e-Tools along with HUD Form 52828 for submissions, would the KCKHA be open to the contractor using HUD's CNA e-Tools and HUD Form 52828 instead of the HUD GPNA tool as identified in the beginning of the RFP?

- A. Yes

Q. Proposal Deadline Extension:

Given the comprehensive nature of this RFP and the detailed information required, we would like to request an extension of the proposal submission deadline. Could the deadline be extended to provide adequate time for thorough proposal preparation?

- A.** Yes, Deadline will be extended to **August 12, 2024, 2:00 p.m.** Proposals can either be mailed to Modernization Dept. 1124 N. 9th Street, Kansas City, KS 66101 or emailed to smartin@kckha.org.

Q. Inspection Penetration Rate (Part II.2.1.5):

The RFP states an inspection density rate of 20% of “apartment” interiors. Does this mean that all units are within apartment complexes, or do you mean to imply all interiors of multiple types of housing structures (e.g., apartments, townhouses, duplexes, quads, garden homes)?

- A.** No, all units are not within apartment complexes, our properties are in multiple types of housing.

Bidders should acknowledge the receipt of this addendum in their bids.

End of Addendum #1.