

Addendum #1

Town of Plymouth Housing Authority ("PHA")

Request for Proposals for Property Management

Dated: October 12, 2015

This Addendum #1 official amends or supplements the Request for Proposals for Property Management as entitled above.

Pre-proposal meeting: There is no pre-proposal meeting planned.

Questions and communications: All questions should be sent in writing no later than 5:00 p.m. on Friday, October 23, 2015 sent to pha@plymouthct.us. All questions will be answered in writing no later than COB, Monday, October 26, 2015. All questions and all answers will be shared with all registered responders. All other communications shall be in writing to the same email address by no later than 5:00 on Thursday, October 22, 2015; PHA shall endeavor to respond to all other communications in a manner which in its sole discretion, it believes is timely.

Registration: All parties who wish to receive future addendum and other communications for this specific Request for Proposals should register by sending an email to pha@plymouthct.us with the subject matter stating: "Registration - Property Management RFP dated October 12, 2015" and including the name of the company requesting registration, its contact person, contact's phone number, physical address and email address, and the email address where information should be sent. The PHA will make best efforts to communicate to the email address where information should be sent but accepts no responsibility for misdirected or undelivered replies. Registration is not necessary to submit a proposal.

Submissions: The RFP provides contrary instructions on submitting a Proposal. Therefore, notwithstanding anything in the RFP to the difference, all submissions shall be made in writing by email to pha@plymouthct.us as an attachment to an email entitled "Submission - Property Management RFP dated October 12, 2015" and must be received by PHA no later than 5:00 p.m. on Friday, October 30, 2015. The Board of Commissioners of PHA may, or may not, require interviews.

Reuse of previous Proposals: All parties wishing to be considered for this RFP shall submit a Proposal as provided above by the deadline and in accordance with the submission instructions. Proposals submitted previously will not be considered a submission under this RFP; all parties must submit a new Proposal.

Withdrawal or modification of a Proposal: The proposer may change or withdraw a Response at any time prior to the response submission deadline. All changes or withdrawals shall be made in writing. Oral/Verbal changes, modifications or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the response Submission Deadline unless it is in response to a request by the PHA for clarifications of information submitted or to a request from the

PHA for necessary supporting documentation or information . Proposers shall not assign or otherwise transfer their Response.

Evaluation Criteria: The evaluation of each proposal shall take into consideration the submission in its entirety and information learned by PHA from the proposer's references and background checks by PHA. PHA shall select the submission, which, in the sole judgment of PHA, best serves the interests of the PHA using the following criteria for guidance:

- Firm's qualifications - history and resource capability to perform required services in a timely manner (25 Points).
- Evaluation of staff personnel (23 Points).
- Experience - DOH programs and/or CHFA Programs (22 Points).
- Other relative experience (11 Points).
- Overall response to RFP (10 Points)
- Submission by certified MBE, WBE, or Section 3 firm (3 points for each qualification for a maximum total of 9 points).

It is the responsibility of each responder to ensure that the Proposal shall contain sufficient information necessary to permit PHA, in its sole discretion, to evaluate the Proposal with this criteria. Proposals lacking the necessary information may be declared "non-responsive" by the PHA.

General conditions:

Submissions shall be firm for a period of 90 days following the submission deadline. The fees contained within the Proposal shall be firm for a period of one (1) year after entering into a contract with PHA.

Any person or agency on the HUD Debarred list/US Attorney General's list of ineligible contractors will not be considered.

The PHA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the PHA, is/are in its best interest(s).

The PHA also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the PHA, and who is not in a position to perform the requirements defined in this RFP. PHA reserves the right to reject any and all submissions, to waive informalities or minor irregularities in the submissions received, and reject nonconforming, nonresponsive, conditional or qualified submissions, and to select the submission and consultant which, in the judgment of PHA, best serves the interests of the PHA. PHA may, at its discretion, withdraw and/or re-advertise the RFP

The PHA reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.

The PHA reserves the right and hereby notifies all proposers that it may, in its sole discretion, confirm independently the information contained within the submitted Proposal.

Submissions shall be considered public information and will become a part of any contract issued for this project.

All submissions shall be made without any prior understanding, agreement or accord with any other person submitting a proposal for the same product or service. By delivering a response to this RFP, the submitting firm represents that its submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement made in a submission constitutes a criminal offense and can result in a fine and imprisonment as well as civil damages.

The firm awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract (the form of which shall be as may be reasonably negotiated between the parties), including, where required, the execution of all required State and Federal contract forms, documentation of adequate general liability, worker's compensation and any other required insurance with PHA listed as an additional insured. The awarded firm will also be required to comply with the Privacy Act of 1974 and all rules and regulations issued under the act that are applicable to the contract.

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the PHA, shall have the unqualified right to terminate the Work Order(s), or Agreement upon written notice to the awarded firm, without any penalty or expense to the PHA. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

The Successful Proposer(s) shall not begin work until the PHA issues a Notice to Proceed. Such Notice to Proceed shall constitute the PHA's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the PHA and the Proposer will not have any recourse against the PHA for performing unauthorized work.