

## RFP Addendum #2

### Request for Proposal

#### NORTHGATE RELOCATION CONSULTING SERVICES (NON-URGENT)

(Solicitation 5925)

**Date of Addendum #2: Thursday, May 30, 2024**

The Request for Proposal (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 2 pages.

This Addendum lists questions received and SHA's responses (see Item 1 below).

**Item 1.** The following is a list of questions received and SHA's responses to those questions.

Question 1. May we attach the required Relocation Plan as a separate PDF (due to potential file size)?

*RESPONSE: Yes, it can be attached separately.*

Question 2. May SHA consider adding the following provision in the contract to provide that: "If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of SHA, then Consultant's indemnification and defense obligations shall not exceed Consultant's proportionate percentage of fault."

*RESPONSE: During the contract phase, proposed changes to the contract can be submitted and negotiated. Any changes to the contract must be mutually agreed upon by both parties (SHA and the selected consultant).*

Question 3. Should individual form be its own document or can they be in one combined document? (This being separate from the 20-page document).

*RESPONSE: The forms under Attachment A FORMS must be submitted as a separate file and not combined in your proposal.*

Question 4. How large will the dollar amount be on the size of the contract? Is there previous scopes of work we can look at to get an idea of what you will be looking at for a ball park figure as well as expectations for this specific project?

*RESPONSE: SHA would like to get a sense of the cost by comparing to other bidders. Please provide your proposed fee schedule for the work described in the Scope of Work and be specific as you can about the flat rate or hourly rates you charge.*

Question 5. What are the best outputs you are looking for from us to produce if awarded the contract?

*RESPONSE: We are seeking a firm that can provide relocation services that comply with the Uniform Relocation Assistance (URA) guidelines in a timely manner and through an “equity lens”.*

Question 6. What scope and value before the bid could we provide to show our scope?

*RESPONSE: We would like all documents, including the scope and value, to be provided during the time of submission.*

Question 7. What are the key outputs that would make this move most successful?

*RESPONSE: The key outputs would be resident satisfaction and ensuring their individual housing needs are met throughout the entire process. We would like the selected firm to take an “equity approach” with every component of this work.*

Question 8. Are there any details about the project specifics that would be beneficial to know about either the project or being successful in this bid project?

*RESPONSE: We are seeking a relocation consulting firm that would provide exceptional customer service to our residents. Our residents all have unique experiences that will need a high level of attention and detail to capture how we can best accommodate them.*

END OF RFP ADDENDUM #2