



ADDENDUM #1
ISSUE DATE: Wednesday, February 10, 2021

This Addendum shall become and form a part of:

Request for Proposals #2021-0026
Sustainability Consulting Services

TO ALL VENDORS

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals (“RFP”) package and shall be taken into account in preparing your proposal response.

The above-numbered solicitation is amended as set forth below. Vendors must acknowledge receipt of this addendum by completing and signing the attached *Addenda Acknowledgement Form*. The Addenda Acknowledgement Form must be submitted with the Firm’s response to this RFP. *Failure to include the Form in the proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning **RFP# 2021-0026**.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

ADDITIONS/CLARIFICATIONS/CORRECTIONS

1. Would you please clarify what is meant by an internal and external launch plan? Would these be communications/PR and/or action plan oriented?

The internal launch is geared towards AH board and executive leadership, and staff. It may include launch of an employee awareness campaign and celebration of the work completed and envisioned ahead. The external launch may include key external partners, media and a staged event. We are looking for concepts from the respondents, to help shape the events for our own internal marketing department to deliver

2. There is no mention of fleet management, general sustainability practices, or building operations in the RFP, but have been discussed in other RFP communications. Are these no longer important areas of focus for AH and the RFP?

The plan should include fleet management, recycling, documentation, and all other aspects of running a green business.

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3. What does AH envision or desire in regards to green job training, reducing utility burdens and resident engagement with proponents submissions?

Job training has been an important part of our mission, and greening those jobs for entry into the environmental sector is a target. Reducing utility burdens is a very high priority, especially in our tenant based voucher properties, where we have to be more creative and entice participation in improving energy and water efficiency. Including efficiency awareness with residents is a key component.

4. Who is to be incentivized in response to measuring success towards resource efficiency? Developers / owner-managers and residents? Can AH please clarify?

Incentives along the entire value chain will be crucial as AH does not own most of the properties where our participants may live. Housing authorities are limited in terms of program flexibilities but are there other programs or funders that support approaches towards greening low income housing, by supporting families, landlords, property maintenance, efficiency upgrades, etc? Other housing authorities have provided technical support to the housing sector, there are several models on Hud's website

5. What existing focus groups does AH have? (Section 2.2)

AH hosts resident councils at its buildings and an overall resident council, and a landlord advisory group.

6. Can AH please provide potential respondents access to the any current/prior sustainability plans or related key initiatives?

AH currently has a working file of areas for priority which can be adjusted or modified when the contractor comes on board

7. Please confirm that Certificates of Insurance are required upon contract execution, not upon proposal submission.

The Certificate of Insurance will be required only from the successful firm prior to contract execution.

8. Is it allowable that the prime respondent provide/meet the majority of insurance requirements, while a sub-consultant meets others? For example, could a prime provide Worker's Compensation, Commercial General Liability, Automobile Liability, and Professional Liability insurance, while a sub-consultant provides the Cyber-Liability Insurance?

No, the awarded contractor must provide all of the requested insurance requirements.

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9. The RFP states that either a Contract Compliance Affidavit (Schedule A) or a "Section 3 Action Plan via MWBE & Section 3 Business Utilization Plan (Schedule B) must be submitted to include training, employment, contracting, and other economic opportunities throughout all phases of the development work. However, neither of these forms are provided in the vendor portal. If these are specific forms / templates to complete, can AH please provide them? If they must be provided but there is no template or standard form to complete, can AH please specify what is required in each?

See Attached.

10. Does AH have preexisting or chosen impact areas for the key stakeholders to focus on? How does AH define "impact areas"?

There are five impact areas based on target audiences, modes of strategic interventions and control over outcomes. These include resident services (awareness and outreach, job training), landlord services (primarily small and mid-sized landlords with tenant based vouchers), real estate planning and development (new construction), real estate operations (existing development oversight, primarily project based vouchers) and AH operations (from business practices and employee engagement to non residential property oversight).

11. Community and stakeholder engagement is an important element of the planning process. Does AH want to exclude community and stakeholder, and resident engagement from the scope of services and/or focus on AH "partner" engagement?

Stakeholder engagement is a key part of the planning process and we are very happy to include a stakeholder engagement process in the planning and implementation phases

12. Who are the key stakeholders (within the AH and external to) that we can expect to work with through this scope of work?

Key stakeholders include our board and staff, HUD, property manager developers, our small and mid-sized landlords, local utility providers, lenders, foundations, advocates, experts, the city of Atlanta office of sustainability, and the communities at large. These stakeholders may or may not be directly engaged throughout this planning process, and may be part of the plan going forward.

13. It is also noted that deliverables will be due during over the first three to six months of the contract term. Can you please clarify what scope is expected to occur in the last six months of the contract after the deliverables are complete?

Deliverables may take longer than anticipated, either due to research, outreach, feedback, COVID constraints, etc, but there is no additional work anticipated over this time. Contractors may suggest more fact-finding and research or stakeholder briefings for consideration as options in the proposal response.

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14. The RFP mentions this effort is for FY2022 and is anticipated to be completed over a twelve month period. Can you please clarify when FY2022 begins and when you expect this scope of work to start?

FY 2022 runs July 1 2021 - June 30, 2022. The period of performance may begin before July 1

15. Can we get a recording of the pre-proposal meeting and list of attendees? We were unable to attend the meeting due to unforeseen circumstances.

The attendees were not required to register for the meeting; therefore we do not have a list of everyone who attended the pre-proposal meeting.

This Addenda to the RFP will only be issued and posted on AH's Business Management Portal. Addenda **will not** be mailed to potential Respondents. It is the responsibility of the Respondent to monitor AH's Business Portal for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the - *Addenda Acknowledgement Form*. *The Form must be included in the Firm's response to the RFP.*

DocuSigned by:

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Albert Murillo
Sr. Vice President, Contracts & Procurement

OF THE CITY OF ATLANTA, GEORGIA
CONTRACTS AND PROCUREMENT

**RFP/RFQ/BIDDER/PROPOSERS' MBE/WBE/SECTION 3
CONTRACT COMPLIANCE AFFIDAVIT**

RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____

PROJECT TITLE: _____

DEVELOPER NAME: _____

PRIME CONTRACTOR NAME(S): _____

ADDRESS: _____ TELEPHONE: (____) _____

CONTACT NAME/TITLE: _____ E-MAIL ADDRESS: _____

(Please specify): MBE (Y/N) _____ WBE (Y/N) _____ Certifying Agency: _____

Ethnicity: _____ Gender: _____ FEIN/SSN: _____

CONTRACT AMOUNT \$ _____

As a respondent to the Housing Authority of Atlanta, Georgia (AH) IFB/RFP/Contract or PO Number _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the AH Opportunity Inclusion Policy (OIP), the AH Section 3 Policy (hereafter referred to as the Policies), and Davis-Bacon and Related Acts (when applicable).

Given that contracts awarded for work under this IFB/RFP/Contract are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my MBE/WBE/SECTION 3 Utilization Plan (Schedule B) and the Contractor and Subcontractor Utilization Report (Schedule C) will be required to be submitted on each award to reflect actual contracts amounts to the listed contractors.

Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:

- Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified MBE/WBE firms, and
- On a monthly basis, an updated payment report must be entered for every subcontractor (M/W/DBE and non-minority subcontractors).
- Submit weekly/bi-weekly payrolls for service contracts with the Section 3 Hires Tracking Form (Schedule D).

I further understand that any changes to my approved M/W/DBE and Section 3 Utilization Plans requires the approval of Contracts & Procurement.

ACKNOWLEDGEMENT:

APPROVED:

X _____ / /
Authorized Principal or Agent Date

X _____ / /
Contract Compliance Specialist Date

THE HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA

MBE / WBE / SECTION 3 BUSINESS UTILIZATION PLAN

As a recipient of Federal financial assistance, The Housing Authority of the City of Atlanta, Georgia ("AH") must collect data on the economic opportunities provided to MWBE and Section 3 (low and very-low income) Business. All bidders submitting responses to this procurement must complete this MWBE & Section 3 Utilization Plan and submit it as part of their proposal or quote. **This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each MBE/WBE/Section 3 Business under the contract.** Use additional pages if necessary.

Bidder's Name: _____ **ETHNIC GROUP*:** _____ **Code** _____ **MBE** _____ **WBE** _____ **Section 3 Business**

Address: _____ **City:** _____, **State:** _____ **Zip:** _____

Solicitation No. _____ **(and/or) Name:** _____

SUBCONTRACTOR UTILIZATION

Subcontractor Name and Address	Contact Person Phone and Email Address	Ethnic Code*	Type of Certification*			Description of Service(s)/Supplies	Projected Contract Amount
			MBE	WBE	Sec. 3		

***ETHNIC GROUP: ENTER CODE:** 1 – White Americans 2 – Black Americans 3 – Native Americans 4 – Hispanic Americans 5 – Asian Americans 6 – Hasidic Jews; X – if certified as a Minority-owned Business Enterprise, Women Business Enterprise and/or Section 3 Business Concern

Preparer Name _____ (Print or Type)

Signature _____

Date _____

Subscribed and sworn to before me this

_____ day of _____, 20__

Notary Public: _____ **(SEAL)**

My Commission Expires: _____