Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

ADDENDUM #1

ISSUE DATE: Tuesday, October 21, 2026

This Addendum shall become and form a part of:

Request for Qualifications # RFQL-2027-0045
Commercial and Residential Property
Management Services Bench

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 signing and completing *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.*

Issuance of Exhibits Referenced in the Solicitation Document:

"To ensure a fair and equitable opportunity for all firms to prepare and submit a competitive response, the following exhibits referenced in the RFQL are being provided for clarification purposes related to RFQL-2027-0045."

Addenda to this RFP will only be posted to the sourcing event. Addenda **will not** be mailed to potential Respondents. It is the responsibility of the Respondent to access the sourcing event for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing *Addenda Acknowledge Form. The Form must be included in the Firm's response to the RFP*.

DocuSigned by:
Symrah Christopher
B83C209B7E764FC...

Symrah Christopher
Interim Senior Vice President, Contracts & Procurement Department

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

Request for Proposals # RFQL-2027-0045
Commercial and Residential Property Management Services Bench

EXHIBITS

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

EXHIBIT 1 | STRATEGIC GUIDANCE PROCESS

RFQL-2027-0045

<table>
<tr><th colspan="2">AH works annually with the Property Management Team to establish clear guidance, goals, and intent through the following:</th></tr>
<tr><td>• Annual Performance Goals
• Property Operation Budgets
• Preventive Maintenance Metrics
• Customer Service Expectations</td><td>• Budget and Schedule for Capital Improvement Projects
• Quality Assurance Program Schedule
• Resident Service Activity Schedules and Referral Program
• Community Safety Metrics</td></tr>
<tr><td colspan="2">• AH will update and confirm goals annually with an added focus on working towards the plan to transition the Communities to PBRA.</td></tr>
</table>

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

EXHIBIT 2 | AHA MTW INNOVATIONS

RFQL-2027-0045

The following represents an overview of a number of key innovations and policy reforms related to this RFQ that AH has implemented as a result of its participation in the MTW Demonstration Program and in accordance with the provisions of AH's Amended and Restated MTW Agreement with HUD.

	Regular Housing Authority	AH Innovation and Impact
Revised MTW Benchmarks. AH and HUD defined eleven MTW Program Benchmarks to measure performance. AH is not subject to HUD's Public Housing Assessment System (PHAS) or Section Eight Management Assessment Program (SEMAP) because each party recognized that such measurements were inconsistent with the terms and conditions of AH's MTW Agreement.	PHAS & SEMAP	Simplified and focused on outcomes
Work/Program Requirement. This policy establishes an expectation that reinforces the importance and necessity for work to achieve economic independence and self-sufficiency. As a condition of receiving the housing subsidy, (a) one non-elderly (18 to 61 years old), non-disabled adult household member must maintain continuous full-time employment (at least 30 hours per week) and (b) all other non-elderly, non-disabled household members must also maintain full-time employment or participate in a combination of school, job training and/or part-time employment.	None	All able-bodied adults must be working or engaged in programs to prepare for work.
Service Provider Network. For the benefit of AH-assisted households and individuals, AH formed this group of social service agencies to support family and individual self-sufficiency, leveraging MTW Funds with resources and expertise from established organizations.	None	Uses partnership model to leverage MTW Funds
$125 Minimum Rent. Policy that raises standards of responsibility for some AH-assisted families in public housing and Housing Choice by increasing tenant contributions towards rent to at least $125. Policy does not apply to households where all members are either elderly and/or disabled.	$25	$125
Elderly and Non-Elderly Disabled Income Disregard. This policy encourages healthy aging and self-sufficiency by excluding employment income when determining rental assistance for elderly persons or non-elderly persons with a disability.	n/a	Encourages independent living and incents employment
4-to-1 Elderly Admissions Preference. AH created this policy to address sociological and generational lifestyle differences between elderly and young disabled adults living in the AH-OWNED Residential Communities (public housing-assisted communities). This policy creates a population mix conducive to shared living space for the elderly.	None	Improves quality of life for all residents

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

	Regular Housing Authority	AH Innovation and Impact
Rent Simplification. AH determines adjusted annual income with its own Standard Deductions that replace HUD's Standard Deductions, and, in most cases, eliminate the need to consider other deductions. This policy reduces errors and inefficiencies associated with the verification of unreimbursed medical and childcare expenses.	$480 per child, $400 for elderly/ disabled and requires receipts	Simplifies administration: $750 per child, $1000 for elderly/ disabled
Aging Well Initiative. Recognizing the needs of older adults to live independently and maintain their quality of life, AH introduced a program to provide residents with vibrant physical spaces, active programming, support services, and enhanced opportunities for socialization, learning, and wellness.	None	Enabled by MTW Funds
Alternate Resident Survey. This protocol, which replaces and satisfies the requirements for HUD's PHAS Resident Survey, allows AH to monitor and assess customer service performance in public housing using AH's own resident survey.	PHAS Resident Survey	AH customized resident survey
Enhanced Inspection Standards. AH created more comprehensive inspections standards and processes than HUD HQS in order to improve the delivery of quality, safe and affordable housing to assisted families. Ensures the quality and financial viability of the product and the neighborhood.	HUD's HQS	Unit + site and neighborhood

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

EXHIBIT 3 | REPORT PROCESS

RFQL-2027-0045

<table>
<tr><th colspan="2">PROPERTY MANAGEMENT REPORTING</th></tr>
<tr><td colspan="2">An Owner’s Report must be submitted for each of the Communities and includes the following reports:</td></tr>
<tr><th>Monthly Reports</th><th>Quarterly Reports</th></tr>
<tr><td rowspan="2">Financial Reports
• Electronic File of Trial Balance in AH provided format for upload
• Bank Statement and Bank Reconciliation
• Management Fee Invoice

Accessibility Reports
• UFAS Transfer List
• UFAS Waiting List
• Reasonable Accommodation Log

PIC 50058 Reporting
• Updated 50059 for household with changes</td><td rowspan="2">Operations Reports
• MTW Benchmark Report
• 4X1 Ratio Compliance Confirmation and Unit Turn Summary
• Resident Services Activities and Referrals
• Resident Issue and Tracking Log
• Community Security Status

Financial Reports
• Income Statement
• Balance Sheet
• Cumulative General Ledger
• Variance Analysis
• Accounts Receivable Detail Report
• Accounts Payable Aging Report

Construction Report
• Progress update against Master Construction Schedule</td></tr>
<tr><th>As Needed Reporting</th></tr>
<tr><td>Incidents must be sent in accordance with AH guidance
Responses to resident complaints must be sent as requested by AH</td><td></td></tr>
<tr><th>Semi-Annual Reports</th><th>Annual Reports</th></tr>
<tr><td>Compliance/Diversity Reports
• Labor Standards Enforcement Report</td><td>Finance
• Detail Balance Sheet Schedules
• Physical Needs Assessment

Compliance/Diversity Reports
• Contract and Subcontract Activity Report
• Section 3 Report
• E-Verify</td></tr>
</table>

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

The physical inspections at the Communities include:

- **UPCS+:** physical inspection of units, common areas, and building systems.
- **Elevator Preventive Maintenance:** inspections of each elevator by elevator consultant to ensure proper routine maintenance is being conducted. The elevators are re-inspected once the deficiencies are reported as corrected.
- **NSPIRE:** HUD inspection based on the UPCS protocol. Inspections are coordinated and results are communicated through AH.

The following are both physical inspections and audits of procedures at the Communities:

- **Accessibility:** ensures each community's compliance with applicable Fair Housing statutes, HUD guidelines, and AH's related policies and procedures. Reviews physical compliance as well as processes and procedures for handling accessibility issues.
- **Community Safety/Risk:** review of property administrative, technical, and physical security systems that enable the Firms to identify and mitigate safety issues at the Community.

The process and procedure audits at the Communities include:

- **Finance/Accounting:** review of the Communities' fiscal operations.
- **Resident Income Calculation/Resident Files (RIM):** review of resident file documentation to confirm accurate calculations for resident income.
- **Resident Service Activity and Referral Tracking:** reviews documentation of resident activities and resident referrals to confirm accurate reporting.
- **Operations/MTW Benchmark:** review of documentation supporting Operations/MTW Benchmark reports to confirm accurate reporting to AH.

Note: Each inspection/audit is performed one time per each fiscal year except for UPCS+ and Community Safety/Risk inspections. The UPCS+ and Community Safety/Risk inspections are conducted twice a year at each Community unless the Community rates an "Excellent" during the first inspection of the year.

Corporate Audit:

- **Procurement and Labor Reporting:** Review of procurement files to confirm FIRM compliance with their sourcing strategies as well as review documentation for E-Verify, Section 3, Davis-Bacon and MBE/WBE/DBE requirements. This audit is performed at the corporate office twice a year unless the Firm rates an "Excellent" during the first inspection.

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

EXHIBIT 5 | RESIDENT SERVICES ACTIVITES: 7 DIMENSIONS MODEL

RFQL 2027-0045

The Model	7 Dimensions of Whole Person Wellness A Strategy for Improving Outcomes for Older Adults and Families						
Wellness Dimension	**Physical**	**Intellectual**	**Social**	**Emotional**	**Occupational**	**Spiritual**	**Environmental**
Wellness Goal	Educated population that is more in control of their health and able to make it through the day without stress or fatigue	Families are opening their minds to new ideas and experiences and are taking actions to expand or broaden their knowledge base	Families are connected to those individuals necessary to establish both formal and information support networks	Ensure individuals are functioning at the highest level mentally possible and are able to cope with life's challenges	Individuals get personal fulfillment and are able to identify and understand their value. Transfer of generational Knowledge	Facilitate opportunities for individuals to establish and maintain peace and harmony in their lives	Individuals understand their responsibility in maintaining and making a positive impact on the environments in which they live
Example Wellness Activities							
Older Adults	Aerobic Exercise, Walking Club, WII Fitness, Chronic Disease Management , Health & Wellness, Healthy Cooking Demonstrations	Basic Computer Training, Microsoft Office Basics, Book Clubs, Social Networking, Have an establish relationship with a financial institution	Town Hall Meetings, Movie Nights, Café Plus, Social Networking, Community Socials and Celebrations, Talent Contest	Mental Health Fairs and Screenings, Brain Fitness Computer Programming, Ongoing Connections and Referrals to Service Providers	Senior Volunteer Initiative, Connections to Work Opportunities, Facilitation of Hobbies	Tai Chi, Yoga, Community Gardening, Religious Connections	Housekeeping Assistance and Classes, Recycling Program, Green Living, Energy Conservation, Community Beautification Projects

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

Working Adults	Aerobic Exercise, Walking Club, WII Fitness, Chronic Disease Management , Health & Wellness, Healthy Cooking Demonstrations, Connections and Referrals to Service Providers	Basic Computer Training, Basic Education and GED Prep and Testing, Effective Problem-solving and Advocacy Skills, Book Clubs, Parenting Class, Social Networking, Active in Child's Education, Connections and Referrals to Service Providers, Have an establish relationship with a financial institution	Town Hall Meetings, Movie Nights, Café Plus, Social Networking, Community Socials and Celebrations	Mental Health Fairs and Screenings, Brain Fitness Computer Programming, Ongoing Connections and Referrals to Service Providers	Career Exploration, Job Training, Resume Development, Connections to Work Opportunities, Goals for All Family Members	Tai Chi, Yoga, Community Gardening, Religious Connections	Housekeeping Assistance and Classes, Recycling Program, Green Living, Energy Conservation, Community Beautification Projects
Children & Youth	Health Screenings, Nutrition Services, Physical Exercise	Early Childhood Education, Afterschool & Tutoring, Intro to Technology, PTA Meetings,	Leadership Development Programs, Mentoring Programs, Volunteerism & Service	Mental Health Screenings, Brain Fitness Computer Programming, Ongoing Connections and Referrals to Service Providers	Career Exploration, Volunteerism, College Fairs, SAT/ACT Prep	Tai Chi, Yoga, Religious Connections	Housekeeping Assistance and Classes, Recycling Program, Green Living, Energy Conservation, Community Beautification Projects
Tools for Measuring Success	Annual Resident Satisfaction Survey, Individual Wellness Assessments, Resident Activity Participation Reports, Resident Referral & Resource Connection Report, Length of Residence, Reason for Move Out						

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

Capital Planning and Budget Management

1. Develop a coordinated maintenance and capital improvement program to keep the Communities safe, decent and sanitary. The program should focus on maximizing the positive impact of the Community on the residents' quality of life and maintaining property viability, including safe, decent, and sanitary conditions at all times.
2. Complete a green physical need assessment (GPNA) for each Community as coordinated with ATLANTA HOUSING and periodically (typically every 5 years) provide a list of recommended projects with associated budgets that are necessary to maintain Communities at the quality level as agreed upon with ATLANTA HOUSING.
3. Coordinate with ATLANTA HOUSING on projects and associated budgets to be included in Capital Improvement addenda. Ensure adequate research is performed to establish realistic budgets for each project and execute and complete all the projects as approved on each addendum in a timely manner.
4. Align capital projects costs and fees with the budget established in each Addendum. Track budget to contract amount and actual expenditures and maintain proper budgetary controls to include reallocation of budget funds between projects to ensure that all contract awards (including construction management fees and design reimbursables) total less than the total budget amount established in the Addendum.
5. Maintain a master construction schedule that includes the following milestones for all capital improvement and extraordinary maintenance projects: scope of work complete, procurement complete, construction complete, closeout complete. Coordinate both capital improvement work and extraordinary maintenance work and ensure projects are sequenced in an appropriate manner.

Design and Construction Procurement

1. Work with ATLANTA HOUSING to develop a thorough and detailed scope of work for each design and/or construction project. Develop updated cost estimates for the project based on the scope of work as agreed upon with ATLANTA HOUSING.
2. Prior to beginning the procurement for a project over $50,000 submit a solicitation package to ATLANTA HOUSING with a written request for "No Objection to Proceed." The solicitation package should include: the procurement document to include the scope of work, the cost estimate, and the Davis-Bacon Wage Determination.
3. Procure the necessary professional and construction services using competitive techniques as outlined in the Firm's Sourcing Strategy and engage in value engineering and/or other due diligence activities to ensure that ATLANTA HOUSING is getting appropriate value for each design or construction dollar spent. Provide written request to ATLANTA HOUSING for "No Objection to Award" for all contracts over $50,000. The No Objection to Award Package should include a letter recommending award, copies of all bid addendum, the bid form for the recommended contractor, and a bid tabulation form showing information about each of the bids for the project and the results of the evaluation and due diligence that were conducted.
4. For contracts under $50,000, provide a "Notice of Award" to ATLANTA HOUSING once the procurement is complete.
5. For all contracts, once the contract is executed, provide ATLANTA HOUSING with a fully executed copy of the contract, a copy of the successful bidder's insurance certificate and bonding, a copy of the written "Notice to Proceed" when appropriate, a copy of the E-verify certification, and copies of all required permits. Construction vendors must have appropriate bonding, permits and insurance in place prior to beginning construction.

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

Contract Administration

1. Ensure construction vendors adhere to project contract drawings and specifications and agreed upon construction schedules. Initiate corrective action immediately upon indication that the construction contract requirements or construction schedules may not be met. Provide a copy of all schedules, including master schedules, detailed design and or construction schedules, near term schedules, recovery schedules, and/or other related time management documents.
2. Facilitate resolution of issues related to the project to include architect concerns, contractor concerns, owner concerns, and concerns of city or other regulatory inspectors. Maintain appropriate staff size to prosecute the work in a timely manner. Keep ATLANTA HOUSING informed of key issues and final disposition.
3. Ensure that the contractor maintains a clean and safe work environment and that work areas are properly policed. Confirm safety programs are instituted and maintained by construction vendors that comply with applicable OSHA regulations.
4. Create written Field Observation Reports (FOR) and take photographs that document routine progress for all projects. FOR's should be completed as often as appropriate to the size, scope and pace of the project (typically weekly/bi-weekly).
5. Maintain a project file for each construction project that includes as a minimum: solicitation and contract documents, insurance certificates, bonds, permits, submittals, pay applications, Davis Bacon/Section 3, MBE/WBE/DBE and E-Verify documentation, RFI/change order requests, approved change orders, meeting minutes, project correspondence, FOR and closeout documentation.

Environmental (when applicable)

1. Provide the scope of work for all environmental projects to ATLANTA HOUSING for review and approval prior to contract execution. Ensure that environmental issues are considered in the planning and execution of capital improvement and demolition projects. Oversee contractor and ensure remediation activities conform to design drawings and specifications.
2. Obtain ATLANTA HOUSING's approval prior to hiring or changing environmental consultants that perform testing or provide reports regarding the Communities.
3. Any party or any of their environmental consultants, desiring to perform any environmental testing at any of the Communities must first provide a written scope of work to ATLANTA HOUSING and receive prior written approval from ATLANTA HOUSING before testing commences.
4. Environmental test results regarding an ATLANTA HOUSING Community may not be communicated without written permission by. All environmental reports must be provided in draft form to ATLANTA HOUSING and comments provided by ATLANTA HOUSING must be incorporated into the final report.
5. Neither the Contractor nor any consultant or subcontractor hired by the contractor may contact any environmental regulatory agencies or government authorities with jurisdiction over the Community to discuss the Community without first receiving prior written approval from ATLANTA HOUSING, unless required by law or in Exigent Circumstances.
6. Any inquiries received or received by any consultants or contractors working at the Communities by any environmental regulatory agencies or governmental authorities with jurisdiction over the Community about the Community must be immediately referred to ATLANTA HOUSING.

Project Communication

1. Facilitate collaboration and communication between the architect and the contractor. Administer periodic design and/or construction coordination meetings with concerned stakeholders that document construction status, concerns, and requirements / responsibilities for project completion. Promptly produce and distribute meeting minutes and action item lists following these meetings.
2. Periodically meet with residents and property staff to update them on the status and schedule of capital improvements. Keep residents and property staff informed about capital improvement projects as well facilitate communication about capital improvement projects with ATLANTA HOUSING.

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

3. Routinely meet with ATLANTA HOUSING and provide updated project design and/or construction budget schedules and review open issues.

Payment Applications

1. Process monthly payment applications in a timely manner and submit them to ATLANTA HOUSING for payment. All payments due vendors shall be fully verified through direct observations and evaluations.
2. Collect certified payrolls from contractors and conduct Davis Bacon site interviews as necessary. Collect all required E-Verify, Section 3 and MBE/WBE/DBE documentation from the contractor. Ensure all Davis Bacon and MBE/WBE/DBE paperwork is updated and accurate prior to submitting contractor invoices to ATLANTA HOUSING for payment. Maintain all appropriate records and complete E-Verify, Section 3, MBE/WBE/DBE and Davis Bacon reporting as required by ATLANTA HOUSING.

Change Order Review

1. Work closely with ATLANTA HOUSING, contractors and architects to value engineer all change order requests to minimize additional costs and time extensions to the project.
2. Review and approve all change order requests including a thorough review of the vendor's change order submittal and pricing. Develop an in-house cost estimate relating to the change order work to serve as a baseline for determining price reasonableness of contractor's request.
3. Submit change order concurrence letter and supporting documentation to ATLANTA HOUSING and receive ATLANTA HOUSING concurrence prior to executing change orders with vendors. The change order concurrence letter should identify the changes to the contract scope, cost and schedule, justify why the changes are necessary and verify that based on a detailed pricing analysis that the change in cost is reasonable.
4. Once the change order is signed, forward ATLANTA HOUSING a copy of the executed change order.

Project Close-out

1. Ensure all construction work and punch list work has been satisfactorily completed prior to submitting final project close-out documents.
2. Facilitate close-out of design and construction contracts to include gathering the required close-out documentation from design and construction firms. Required closeout submittals should include but are not limited to: as-built drawings and specifications, punch list completion verification, certificate of occupancy, contractor's release form, contract completion statement, warranty information, contractor's lien waiver, vendor performance evaluation, final payment and retention release and certified payroll certification.

Docusign Envelope ID: D0E18719-B212-89D3-82C7-4B882B4D3ED4

THE HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA

ADDENDA ACKNOWLEDGEMENT FORM

SOLICITATION #	RFQL-2027-0045
SOLICITATION TITLE	Commercial and Residential Property Management Services

The undersigned hereby acknowledges the following Addendum to the above noted solicitation. The undersigned hereby further acknowledges that its proposal response includes allowances for all of the amended provisions and requirements of the Scope of Work / Specifications, solicitation document and Addenda associated with the above noted solicitation and each has been taken into consideration.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY SUBJECT YOUR FIRM TO DISQUALIFICATION

ADDENDUM # ISSUANCE DATE - _____

ADDENDUM # ISSUANCE DATE - _____

ADDENDUM # ISSUANCE DATE - _____

ADDENDUM # ISSUANCE DATE - _____

ADDENDUM # ISSUANCE DATE - _____

No addenda were received for the above referenced solicitation.

DATE	
COMPANY PROVIDING OFFER	
NAME/TITLE OF PERSON PROVIDING OFFER	
COMPANY ADDRESS	
COMPANY PHONE NUMBER	
COMPANY FAX NUMBER	
PERSON PROVIDING OFFER E-MAIL ADDRESS	
SIGNATURE OF PERSON PROVIDING OFFER	

Upon completion of this document, please upload in the attachment section of the event.