



## ADDENDUM TO RFP DOCUMENTS

**REQUEST FOR PROPOSALS:** BHMC RFP NO. 24-001: LIHTC COMPLIANCE SERVICES

**ADDENDUM NO.:** 2

**DATE:** 05/06/2024

To All Potential Bidders:

This addendum is issued to modify the previously issued proposal documents and/or given for informational purposes and is hereby made a part of the proposal documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Bid Fee Sheet form.***

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### **Questions & Answers:**

**Q1. Is this remote review of move-in and/or annual paperwork or is this onsite work gathering documents and creating files from applicants?**

A1. Management company staff will gather and scan all documents and send electronically to the selected compliance company.

**Q2. Would you be able to provide me with a snapshot of the current occupancy. I am looking to determine the current rhythm of the community (meaning what are your peak recertification months) and what the current occupancy needs if any.**

A2. Currently 87% but working to improve to 95% by the end of June.

**Q3. What is the current UA being used at the community and are you located in a deregulated area?**

A3. Attached please find the PH Program UA provided by the Housing Authority of the City of Brownsville. Also, attached please find the UA used by HACB for its Voucher Program participants.

**Q4. Are the PHA units monitored by a 3<sup>rd</sup> party or Local PHA or will they be monitored by the compliance services provider?**

A4. The Public Housing Program units will be monitored by the Housing Authority of the City of Brownsville for HUD compliance. LIHTC Compliance of these 58 files will be performed by the selected LIHTC compliance contractor.

**Q5. Who is in charge of EIV and vouchering for the 58 PHA units?**

A5. Mayfair Management Group currently oversees EIV and vouchering for the 58 PHA units. It is expected however that the Housing Authority of the City of Brownsville/Brownsville

Housing Management Corporation staff will take care of all case working for the 58 Public Housing Program units.

**Q6. Will you accept a self-certification for WMBE/MBE?**

A6. Certification number is required.

**Q7. Is there a waiver for sole proprietorship with no W2 employees for the Professional (E&O) Ins and Workers Comp Ins?**

A7. Workers Comp Insurance can be waived if sole proprietorship with no W2 employees. Professional E&O is required.

**END OF ADDENDUM**