



**ADDENDUM NO. 1**

December 19, 2023

**REQUEST FOR QUALIFICATIONS  
FOR DEVELOPMENT PARTNERS (RFP-2023-13)**

The following clarifications, amendments, additions and/or deletions are hereby made a part of the **“Request for Qualifications for For Development Partners”**. This Addendum also addresses DHA responses to vendor’s questions regarding the aforementioned RFQ and DHA’s response to same.

**Section IV – Evaluation / Selected Criteria** is revised to read as follows:

Proposals will be evaluated based on the evaluation criteria outlined below. Interviews, if desired by DHA, will be used to identify the top ranking firm(s). *Firms must receive a minimum of 75 points from the selection committee prior to being recommended to DHA’s Board of Commissioners for approval.*

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Experience and Qualification as evidenced by:</b> <ul style="list-style-type: none"> <li>a. Company (or companies) background and history.</li> <li>b. Relevant experience with other projects.</li> <li>c. Client references.</li> </ul>	30
<b>Strength of the proposed Project Team as evidenced by:</b> <ul style="list-style-type: none"> <li>a. Appropriateness of personnel proposed.</li> <li>b. Organizational approach to project management including workflow, reporting and quality assurance procedures.</li> <li>c. Relevant experience with other projects.</li> </ul>	20
<b>Ability to successfully complete the project as evidenced by:</b> <ul style="list-style-type: none"> <li>a. Understanding of task sequencing and major milestone events.</li> <li>b. Adequacy of resources.</li> <li>c. Ability to complete work on a timely basis and meet deadlines.</li> </ul>	15
<b>Financial Capacity</b>	15
<b>Response Characteristics</b> <ul style="list-style-type: none"> <li>a. Adherence to the required format.</li> <li>b. Completeness of submittal.</li> </ul>	10
<b>MBE/WBE Certification and Section 3 Participation:</b> <ul style="list-style-type: none"> <li>a. The Prime Consultant or Sub-Consultants are MBE/WBE Certified</li> <li>b. Section 3 Participation</li> </ul>	10

EVALUATION CRITERIA	MAXIMUM POINTS
<b>Total Points:</b>	<b>100</b>

**Exhibit B – Forms** is revised to include the *Contractor Certification of Compliance with State of Texas Government Code Chapter 2271 and 2274. This certification is attached. Any respondent who has previously submitted a statement of qualifications will be required to complete this certification prior to selection by DHA’s Board of Commissioners.*

**DHA’s RESPONSE TO QUESTIONS:**

**Question #1:** Under **Section 4. Project Team** there is a request for information on the members of the development team including architects, engineers, contractors, and other 3<sup>rd</sup> parties. Since we are only responding to an RFQ and have not necessarily identified a projects we have not made final selections on these groups. Should we just include groups that we have worked with in the past, or can we include only related parties to the Developer?

**Response:** *Please include only parties currently on your development team. Should your team be selected as a development partner, DHA will review and approve any additional team members.*

**Question #2:** Under **Section 5. Financial Capacity** there is a request for 3 years of financial statements for all members of the development team. If we have not identified the 3<sup>rd</sup> parties at this point in time, should we not include those documents, or should we include financials from firms that we have worked with in the past?

**Response:** *Please include the financials for only parties currently on your development team. Should your team be selected as a development partner, DHA will review and approve any additional team members including a review, as necessary, of their financial statements.*

**Question #3:** Under **Section 5. Financial Capacity** is the request for financials related to the entity, or are you requesting personal financial statements of the entity’s principals? If for the entity’s principal’s is there some other way to submit beyond placing in the mail with the rest of the response? Would not providing principals financials disqualify the response.

**Response:** *The request for financials is for the development entity team members and permits DHA to assess the development entity’s ability to*

*successfully complete development activities. The financial information may be separately delivered to the DHA Procurement Department with a note to limit distribution only as necessary to review the Financial Capacity of the development team. The financial information may be provided in paper form only if desired.*

**Question #4:** Where on the DHA website can we find answers to the responses?

**Response:** *These responses are posted on DHA's website under Procurement, <http://www.dhadal.com/DHA/Procurements.aspx>.*

**Attachment**

**Contractor Certification of Compliance with the State of Texas Government Code Chapter 2271 and 2274**

DHA, Housing Solutions for North Texas is subject to the Texas Government Code (“Code”) which requires Contractor (also referred to in this form as Company) to certify to the following provisions of the Code **if this Contract has a value of \$100,000 or more to be paid wholly or partly from public funds, and if Contractor is a for-profit company, other than a sole proprietorship, with 10 or more full-time employees. Contractor must certify to and adhere to the following:**

**I. Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries**

- a. Contractor does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
- b. Contractor will not discriminate during the term of the contract against a firearm entity or trade association.

**II. Prohibition on the Boycott of Israel**

During the term of this Contract, Contractor affirmatively states that it does not and will not Boycott Israel. The terms “Company” and “boycott Israel” shall have the same meanings as described in the Texas Government Code §808.001.

**III. Prohibition on the Boycott of Energy Companies**

During the term of this Contract, Company affirmatively state that it does not and will not boycott energy companies. The terms “company” and “boycott energy companies” shall have the same meanings as described in the Texas Government Code §809.001.

\_\_\_\_\_, I, \_\_\_\_\_, as the authorized representative to sign on the behalf of Contractor, certify that items I, II, and III above are true.

\_\_\_\_\_, I, \_\_\_\_\_, as the authorized representative to sign on behalf of the Contractor, certify that items I, II, and III mentioned above do not apply to my Company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date