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Procurement Department

## **ADDENDUM #4**

**To: 1004-907-75-3171**  
**RFP for Physical Needs Assessment**  
**Date: May 17, 2011**

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**Question 1: Item 3.3.7.6 – Comprehensive Needs Assessment in Compliance with Section 504: Is the intent to develop a detailed comprehensive transition plan IN ADDITION to a “needs assessment” per HUD definition. Or are you looking for the typical PNA scope of work that includes a review of existing accessible units and the existing transition plan**

**Answer 1: SAHA is looking for a typical PNA scope that includes a review of existing accessible units.**

**Question 2: Item 3.3.14.14 – Marketability/Livability: Is the intent to develop a market study that would meet the HUD standards for a tax credit application?**

**Answer 2: The intent is to review and provide comments typical of “site and neighborhood amenities”; not a full fledged tax credit market study.**

**Question 3: Item 3.5 - Section 3 Compliance: We are not expecting to have any new hires for this project. Do you have a minimum threshold of compliance when meeting Section 3 requirements if we were to support this requirement with paid job training?**

**Answer 3: The section 3 requirements can be met by employment, training and education. SAHA does not have a preset threshold for training.**

**Question 4: Fee Form:**

**On page 46, first page of the fee form, we see you are looking for a fixed price per property to be filled out in the pricing grid. Above there are two additional lines labeled 504 Compliance Review (for all properties) and Cost for Building Code Compliance Review (all buildings). Is the cost per development exclusive of the costs for building code as well as 504 compliance, or should this cost be included at the development level?**

**The fee form includes a line item for building code compliance review, and specifics for all buildings. Also our standard PNA includes code compliance and known code violations. Are these Lump sum add-ons to the scope or do they represent a cost per site?**

**Is Section 504 a total of all properties or is that a per property add-on to the PNA where the table doesn't include it?**

**Are you looking for line item fee information per building on the fee form?**



**Do you anticipate a multiple award or single award for all buildings or are you picking and choosing buildings?**

**Answer 4: Fees for 504 Compliance Review and Building Code Compliance Review should be listed under Cost for 504 Compliance and Cost for Building Code Compliance and shall not be added to the cost for each building.**

**Question 5: Are you currently under a VCA? If so, does your VCA clearly identify the number of accessible units required across your developments or do you expect the Needs Assessment to define the appropriate number of accessible units? Typically, Census data, rent roll review, and public surveys are required to complete Needs Assessments.**

**Answer 5: No - SAHA is not in a VCA**

**By: Carl Bottoms  
Procurement Supervisor**

**Date: May 17, 2011**