



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① www.saha.org

Procurement Department

ADDENDUM #4

To: 1005-958-83-3220

RFP for Residential and Commercial Real Estate and Marketing Services

Date: August 26, 2010

Question 1: On page 40 of the RFP, it states that "Broker will present a proposal for each of the categories listed below..." Do we provide a Proposal for Compensation on a separate sheet of paper? We assume this would be in a sealed envelope with the cost analysis.

Answer 1: Yes, list your cost on a separate sheet and include with the cost analysis. The cost is only included with the original proposal, not with the copies.

Question 2: Concerning the Conflict of Interest form - Does this form only pertain to relationships with SAHA? For example, one of our principals sits on the board of another governmental agency. Does this fact need to be disclosed?

Answer 2: The Conflict of Interest form only relates to a relationship with members of SAHA Board of Commissioners, Staff and employees.

Question 3: We are not seeking a Section 3 Preference. There are a number of forms included in the proposal. Which ones do we need to include?

Answer 3: None of the forms are required if you are not claiming a Section 3 preference. Do include a page stating that your company is not claiming a Section 3 preference.

Question 4: Is our Section 3 plan the one page form entitled "Section 3 Program" with the boxes that need to be checked which requires a signature? Or are we required to attach additional information concerning our proposed Section 3 plan.

Answer 4: The Section 3 plan should be a narrative describing how your company will assist SAHA to attain a 30% goal of new hires (resulting from this RFP and ensuing contract) meeting the criteria for Section 3 persons. The Section 3 program goals may be met by the Contractor providing job training, employment, and contract opportunities for low- or very-low income residents that meet the requirement of Section 3.

Question 5: Our Company is partnering with our sister company. On page 17 under 5.2.6 the proposal states that information required from the proposer under the proceeding tabs must also be included for any join venture or partner.



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To clarify, should each tab in our RFP have a section for "Proposer" and a section for "Partner"?

Answer 5: It is not mandatory to have separate tabs for the Proposer and the Partner. However, it would be greatly appreciated.

**By: Carl Bottoms
Procurement Supervisor**

Date: August 26, 2010