



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

Procurement Department

## **ADDENDUM #2**

**To: 1104-907-75-3171**  
**RFP for Physical Needs Assessment**  
**Date: May 11, 2011**

---

**Question 1: Section 3.3 Assessment Standards and Requirements: “All inspections shall be conducted using Industry Standard Assessment Protocols.” Which Industry Standard Assessment Protocol(s) do you want us to use? UPCS, HQS and/or REAC**

**Answer 1: Whichever is more stringent....and pursuant to HUD’s PNA guidelines, 24 CFR 968.315 (e) (2)**

**Question 2: Section 3.3.2: What are the HUD governing property standards? UPCS, HQS and/or REAC**

**Answer 2: See above and in accordance with notice PIH 2010-46 (HA)**

**Question 3: Section 3.3.5: “A percentage of all individual apartments, but not less than 10% selected on a random basis shall be physically surveyed ....” What is the actual percentage of individual apartments that shall be physically surveyed?**

**Answer 3: 10% of the individual bedroom types**

**Question 4: Section 3.8 Scheduling and Time for Completion: Please clarify the total length of the performance period from Notice to Proceed until the Report due date.**

**Answer 4: As stated in Addendum 1, the time is 120 days**

**Question 5: Section 5.2.1 Tab 1, Form of Proposal: “The proposed fee section of this form must be left blank in the CD/DVD copies of the proposal submittals.” Section 4.3.1.2 Submissions and Receipt by SAHA only specifies to submit “One (1) original signature copy (marked ORIGINAL) with a cover and extending tabs and three (3) exact copies, less cost information (marked COPY)” and does mention that a CD/DVD is required as part of the submittal. Please clarify if a CD/DVD is also required to be submitted.**

**Answer 5: No CD/DVD is required for the proposals.**

**Section 5.2.1 Should Read:**

**The proposed fee section of this form must be left blank in the three (3) copies of the proposal submittals.**



**Question 6: Section 5.2.1 Tab 1, Form of Proposal: “This one-page Form must be fully completed, and submitted under this tab as a part of the proposal submittal in the original only. The Fee Proposal Sheet and Cost Analysis (Attachment A) must be completed separately and placed in a sealed envelope. The proposed fee section of this form must be left blank in the CD/DVD copies of the proposal submittals. DO NOT INCLUDE THE PROPOSED FEE SHEET and COST ANALYSIS IN THE PROPOSAL SUBMITTAL COPIES. THEY MUST BE SUBMITTED SEPARATELY IN A SEALED ENVELOPE AT THE TIME OF PROPOSAL SUBMITTAL AND ATTACHED ONLY TO THE “ORIGINAL” COPY.” Please clarify if the Fee Proposal Sheet and Cost Analysis are to be provided as a separate tab in the Original submittal only OR if the information is to be submitted separately in a sealed envelope.**

**Answer 6: The Fee Sheet should only be included in the Original. Place the Fee Sheet in a separate envelope, seal and include with the original only. It does not need to be a separate tab. Do not include the Fee Sheet in any of the copies.**

**Question 7: Page 46, Fee Form: Which building code(s) should this Physical Needs Assessment comply with?**

**Answer 7: 2009 International Building Code was adopted by the City of San Antonio which went into effect January 1, 2010.**

**Question 8: Property Lists dated Nov 30, 2010:**

**(Non-Profits): Park Place: What is the current distribution of 1, 2 and 3-bedroom apartments?**

**(Non-Profits): Spring Hill I and II: What is the current distribution of 1, 2 and 3-bedroom apartments?**

**(Non-Profits): Spring Hill II: What is the current distribution of 1, 2 and 3-bedroom apartments?**

**Answer 8: (Non-Profits): Park Place - This property will not be included in the Assessment.**

**(Non-Profits): Spring Hill I and II - (64) efficiencies, (124) 1brdrms, (64) 2brdrms**

**(Non-Profits): Spring Hill II - (194) 1brdrms, (1) efficiencies, (1)two bdrms**

**By: *Carl Bottoms*  
Procurement Supervisor**

**Date: May 11, 2011**