

HARRIS COUNTY HOUSING AUTHORITY

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AMENDMENT OF SOLICITATION

ADDENDUM # 1

DATE: 05-15-19

ISSUED BY: Harris County Housing Authority

AMENDMENT TO SOLICITATION NUMBER: RFP#19-03

Commercial Real Estate Services

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS HAS BEEN CHANGED TO **May 22, 2019, 2:00 PM CST.**

THE SOLICITATION MENTIONED ABOVE IS HEREBY AMENDED. PROPOSERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS BY SIGNING THIS FORM BELOW.

ITEM I: Written questions received by the initial May 10, 2019 date.

1. *Does HCHA have an acquisition target for the next three to five years?*

The HCHA's goal is to target 2-3 affordable housing acquisitions and/or development opportunities each year, dependent on the availability of funding/financing. The HCHA is interested in affordable housing sites located within Harris County, in high opportunity areas and non-impacted census tracts as defined by the HUD, the Texas Department of Housing and Community Affairs (TDHCA) and Harris County Community Services Department (CSD) and existing multi-family affordable housing development located in revitalization areas that may be located near buyout interest areas as a means of improving and preserving community stability.

2. *Do you anticipate acquiring any existing HUD or LIHTC developments?*

The HCHA is interested in exploring the acquisition of quality existing HUD or LIHTC developments subject to review of the location, total acquisition costs, and rehabilitation costs, and other factors.

3. *Are you prioritizing brokers or brokerage agencies with a track record of acquisition of sites that meet TDHCA eligibility requirements for LIHTC transactions?*

Having knowledge and experience with the TDHCA site selection criteria/requirements is beneficial.

4. *Is there a tentative list of potential properties HCHA is looking to list for sale or for commercial leasing purposes?*

The HCHA will provide a tentative listing to those respondents that have a reasonable chance of being selected.

5. *Is it correct that if we submit an electronic copy of our proposal by email, that a hard copy submission is not required?*

Yes.

6. *Would you please provide a copy of the Sample Professional Services Agreement referred to as Attachment K?*

Please disregard references/requirements for the Professional Services Agreement. The HCHA and the selected broker/agency will utilize the Texas Association of Realtors – Commercial Buyer/Tenant Representation Agreement.

7. *Is it correct that the Sample Format for Recordkeeping (page 3 of Attachment B) is purely for our information is not required to be returned with the proposal?*

Yes.

8. *Could you please provide insight into the request for a reference from a lender & the reason it is required?*

Disregard lender(s) reference requirement.

9. *Do you currently have a contract with a broker or brokers; and if so can you release the name(s)?*

No, the HCHA is not under contract with any brokers/brokerage firms at this time.

10. *In the request for transaction experience please advise how many years of experience you require listed.*

At least 3 years.

11. *To confirm, if an electronic response is submitted, you will not need any hard copy, is that correct?*

Yes.

12. *When an electronic response is submitted, is there a size limitation that we need to be aware of to upload?*

File size limit is 25 megabytes.

13. *Can you share with us how many service providers/brokerage firms you will select?*

It is to HCHA's discretion to award a contract to one or more brokers/brokerage firms.

Proposer/Respondent

Date

Signature