

HARRIS COUNTY HOUSING AUTHORITY

P.O. Box 53028, Houston, TX 77052 | 713.669-4509 P

AMENDMENT OF SOLICITATION

ADDENDUM # 2

DATE: 10-25-2021

ISSUED BY: **Paul Curry, Finance Director**

AMENDMENT TO SOLICITATION NUMBER: **Request For Proposal
(RFP) # 21-07 for Fee Accounting Services**

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

ITEM 1: I. Written Questions/Responses.

Question 1: Can you provide us the approximate number of annual hours for these services that we performed most recently?

Response 1: *The approximate annual hours incurred for the fee accounting services was 121.90 for FY 2021. HCHA does not guarantee a min/max number of hours for the fee accounting services.*

Question 2: What was the last most recent total annual cost for these services, if you can disclose?

Response 2: *HCHA cannot disclose the annual cost for fee accounting services during the procurement process.*

Question 3: What is your timeline for the award and performance of these services?

Response 3: *HCHA anticipates the award of the contract during December 2021. The anticipated contract effective date is February 1, 2022. The contract performance period will be for (2) years, with the option to renew up to two additional years at the sole discretion of HCHA.*

Question 4: How do you want to see the fees structured in the proposal?

Response 3:

Fixed Price For Contract Period March 31, 2022			
Staff Level	Estimated Hours	Hourly Rate	Cost
Principal			
Director/Manager			
Senior			
Associate			
Total			

Fixed Price For Contract Period March 31, 2023			
Staff Level	Estimated Hours	Hourly Rate	Cost
Principal			
Director/Manager			
Senior			
Associate			
Total			

ITEM 2: See “Exhibit A” Pre-Submission Conference attendee list and minutes.

EXHIBIT A

Pre-Submission Conference Attendees List and Minutes

October 19, 2021

Attendees

1. Rachelle Ogun – Maher Duessel
2. Jeff Kent – Maher Duessel
3. Tania Williams – T William and Associates
4. Harry Goldberg – T William and Associates

The above four attendees were present during the pre-submission bid meeting held on October 19, 2021, at 3:00 pm. The attendees were required to call in via the Zoom meeting that was provided in Amendment 1. The call commenced at approximately 3:10 pm to allow additional people to call in. I, Paul Curry – Finance Director, was asked questions pertaining to the duties assigned, the fee structure, and the number of hours of the engagement.

Questions/Answers

Question 1: Will all seventeen duties be performed?

Response 1: *Yes, all seventeen duties will be performed on an as-needed basis, inclusive of any HCHA staff training requested.*

Question 2: How do you want to see the fees structured in the proposal?

Response 2: *HCHA will clarify in Amendment #2.*

Question 3: How many numbers of hours in the past engagement?

Response 3: *HCHA will clarify in Amendment #2*