

AMENDMENT OF SOLICITATION

DATE: March 6, 2018
AMENDMENT NO: 0001
ISSUED BY: Memphis Housing Authority
Contracting Department
SOLICITATION NO: HO 18-R-00428
Property Management Services

SOLICITATION ISSUED: February 21, 2018

The above-numbered solicitation is amended after the pre-proposal conference as set forth below. Offerors must acknowledge receipt of this amendment prior to any award, by signing this form below and returning by faxing, delivery or email it to the Contracting Office. Fax No. (901) 544-1299; email: dwalker@mhanewday.com.

Addendum:

- 1. The properties listed from the solicitation shall be grouped as the following and may be award to one firm for all sites or multiple firms splitting Group I and II at the best interest of the MHA:**

Group I: College Park Senior Building, College Park Family I and College Park Family II.

Group II: Uptown Homes.

2. Attached: Memo to file – Questions and Responses to solicitation.
3. Uptown Homes list of addresses.



David Walker
Contracting Officer

Prospective Offeror's Name (sign)

Business Name

**Memorandum for Record
Contracting Department**

Pre-Proposal Conference

SUBJECT: Solicitation No.: HO 18-R-00428 – Property Management Services for The Memphis Housing Authority.

DATE: February 28, 2018 at 10:00 am moved from Boardroom 216 to Executive Directors Meeting room, 700 Adams, Memphis, TN 38105

ATTENDEES: See attendance sheet (last Page)

All attendees signed in. David Walker opened the conference at 10:12 a.m. An overview of the scope of work was given to attendees. MHA Department Staff was introduced. The floor was opened for questions. Questions are not in any particular order or verbatim. The following questions were posed at the meeting or later sent in writing.

1. Will the College Park sites be package together for award to one management firm?
Answer: College Park Senior, College Park 1 & 2 will be group together (See addendum #1).
2. Do we have to submit a proposal to manage all the sites or can we propose to manage any one of the sites?
Answer: The College park site shall be grouped as Senior Building, Family 1 and 2. Uptown Homes can be awarded as an individual site. MHA reserves the right to make multiple awards (See addendum #1).
3. What is the deadline for questions?
Answer: March 2, 2018 by 3:00 pm (pg. 9, Anticipated Schedule of Events).
4. What is the location of the Scattered Sites of Uptown (Map of Units or Boundaries)?
Answer: The Uptown Homes are single-family dwelling units located within the boundaries of Bethel Avenue, Mill Avenue, North Manassas and North Main St. (see list of address attached).
5. What type of HUD funding-Operating Expenses and Utility Expense, per each phase (property) and per month?
Answer:

	HUD Funding	Operating Expense	Utility Expense
College Park Family I	\$14,593	\$37,842	\$1,486
College Park Family II	\$51,581	\$35,601	\$799
College Park Senior	\$10,012	\$29,716	\$10,422
Uptown Homes	\$21,662	\$43,280	\$1,846
6. Are there any major Capital renovations expected in the future for any phase (property)?

Answer: Major capital renovation will include replacement of the exterior siding and repair/replacement of the stairs and landing for the Family I buildings. Based on the Physical Needs Assessment and findings from the upcoming MHA Inspection, we will decide on the most urgent improvement needs for the Senior Building.

A site visit after the conference meeting was not conducted. A site visit of the MHA properties can be scheduled with Michael Swindle, Housing Director, by calling 901-331-1804 or emailing mswindle@mhanewday.com . Offerors are requested to give a 24-hour notice if possible. Any additional question posed after the pre-proposal conference may be emailed to the Contracting Department to dwalker@mhanewday.com . The cut-off time to submit questions March 2, 2018 by 3:00 pm. Minutes will be posted to the MHA website at memphisha.org. Check the website for changes or updates prior to submitting your proposal.

Meeting adjourned at 10:25 a.m.



David Walker
Contracting Officer

Uptown Homes

	Address	Stories	House Plan		Address	Stories	House Plan
West of Danny Thomas Blvd				31	613 N Second	2-Story	Burkle
				32	616 N Second	2-Story	Guthrie
1	647 Bethel	2-Story	Manassas	33	631 N Second	2-Story	Montgomery
2	649 Bethel	2-Story	Montgomery	34	654 N Second	1-Story	Handy
3	247 Greenlaw Ave.	2-Story	Brewster	35	704 North Third St	2-Story	Montgomery
4	641 Greenlaw Place	2-Story	Montgomery	36	550 N Fourth	2-Story	Brewster
5	149 Keel	2-Story	Montgomery	37	629 N Fourth	2-Story	Manassas
6	206 Keel	2-Story	Burkle	38	633 N Fourth	1-Story	Pinch
7	224 Keel	2-Story	Montgomery	39	702 N Fourth	2-Story	Brewster
8	258 Keel	1-Story	Queen Anne	40	717 N Fourth	2-Story	Burkle
9	294 Keel	1-Story	Queen Anne	41	522 N Fifth	2-Story	Brewster
10	306 Keel	2-Story	Sycamore	42	553 N Fifth	2-Story	Brewster
11	640 Keel	2-Story	Sycamore	43	588 N Fifth St	1-Story	Queen Annie
12	641 Keel	2-Story	Roxie	44	596 N Fifth	2-Story	Overton Row House
13	101 Looney	2-Story	Burkle	45	689 N Fifth	1-Story	Looney
14	219 Looney Ave	1-Story	Looney	46	716 N Fifth	2-Story	Queen Anne
15	231 Looney Ave	1-Story	Looney	47	483 N Sixth	2-Story	Overton Row House
16	309 Looney Ave	1-Story	Handy	48	499 N Sixth	1-Story	Gayoso
17	317 Looney Ave	2-Story	Montgomery	49	553 N Sixth	2-Story	Manassas
18	607 Looney Ave	2-Story	Manassas	50	597 N Sixth	1-Story	Phineas
19	662 Looney Ave	2-Story	Porch View	51	611 N Sixth St	2-Story	Brewster
20	735 Looney Ave	2-Story	Montgomery	52	672 N Sixth	2-Story	Montgomery
21	622 N Main Street	1-Story	Queen Anne	53	541 N Seventh St	2-Story	Montgomery
22	250 Mill Ave	1-Story	Looney	54	552 N Seventh St	1-Story	Lauderdale
23	273 Mill Ave	2-Story	Guthrie	55	596 N Seventh St	1-Story	Phineas
24	281 Mill Ave	2-Story	Brewster	56	661 N Seventh St	2-Story	Manassas
25	322 Mill Ave	2-Story	Montgomery	57	663 N Seventh St	2-Story	Montgomery
26	338 Mill Ave	2-Story	Burkle	58	677 N Seventh St	2-Story	Sycamore
27	348 Mill Ave	2-Story	Guthrie	59	665 Uptown St	2-Story	Montgomery
28	360 Mill Ave	2-Story	Burkle	60	677 Uptown St	1-Story	Phineas
29	549 North Second	1-Story	Phineas	61	684 Uptown St	2-Story	Sycamore
30	604 N Second	2-Story	Burkle				

Uptown Homes

	Address	Stories	House Plan
East of Danny Thomas Blvd			
1	671 Bethel	1-Story	Gayoso II
2	687 Bethel	1-Story	Lauderdale
3	689 Bethel Ave	1-Story	Queen Anne
4	750 Bethel Ave	2-Story	Sycamore
5	692 Danny Thomas Blvd	2-Story	Overton Row House
6	704 Danny Thomas Blvd	2-Story	Overton Row House
7	686 Keel	1-Story	Queen Anne
8	706 Keel Avenue	1-Story	Queen Anne
9	669 Looney Ave	2-Story	Overton Row House
10	740 Looney Ave	2-Story	Verandah Row House
10	735 Looney Ave	2-Story	Montgomery
11	757 N Manassas	2-Story	Brewster
12	787 N Manassas	2-Story	Manassas
13	803 N Manassas	2-Story	Manassas
14	811 N Manassas	2-Story	Sycamore
15	611 McDavitt St	2-Story	Montgomery
16	623 McDavitt St	2-Story	Montgomery
17	640 McDavitt	2-Story	Sycamore
18	651 McDavitt	1-Story	Greenlaw
19	655 McDavitt	1-Story	Greenlaw
20	602 Peyton Circle	2-Story	Sycamore
21	605 Peyton Circle	2-Story	Guthrie
22	613 Peyton Circle	2-Story	Porch View
23	626 Peyton Circle	1-Story	Lauderdale
24	633 Peyton Circle	2-Story	Verandah Row House
25	642 Peyton Circle	1-Story	Phineas
26	649 Peyton Circle	2-Story	Brewster

	Address	Stories	House Plan
27	657 Peyton Circle	2-Story	Burkle
28	662 Peyton Circle	2-Story	Manassas*
29	690 Saffarans Ave	1-Story	Pinch
30	734 Saffarans Ave	2-Story	Manassas
31	744 Saffarans Ave	2-Story	Overton Row House
32	748 Saffarans Ave	2-Story	Verandah Row House
33	758 Saffarans Ave	1-Story	Gayoso II
34	641 Woodlawn St	2-Story	Sycamore
35	643 Woodlawn St	1-Story	Greenlaw
36	647 Woodlawn St	1-Story	Greenlaw
37	679 Woodlawn St	1-Story	Phineas
38	697 Woodlawn St	2-Story	Sycamore
39	701 Woodlawn St	1-Story	Phineas
40	705 Woodlawn St	1-Story	Greenlaw
41	821 Woodlawn St	2-Story	Sycamore
42	824 Woodlawn St	2-Story	Montgomery
43	838 Woodlawn St	2-Story	Montgomery
44	847 Woodlawn St	2-Story	Montgomery
45	850 Woodlawn St	2-Story	Overton Row House