



RFP # 08-016

General Financial Consultant Services

Addendum #1

Date issued and released, December 5, 2008

The following questions were submitted by the deadline and are answered in this addendum.

- 1) Question:** *Can you elaborate on how we should provide a timeline and compensation to accomplish all tasks?*

Response: The Oakland Housing Authority (OHA) anticipates the contract for this project to be a multi-year contract. The initial contract will be a two year contract with the option to extend. The best way to show your compensation structure is by providing your hourly rates and how you will bill us. Furthermore, the timeline can be an estimation based on prior, similar projects that your firm has completed with other agencies.
- 2) Question:** *How do you plan to market these properties in this economy and what is the Oakland Housing Authority's plan for them?*

Response: We are not looking to sell our properties at this time. We have submitted to HUD a disposition application, however, this process may take some time before we can meet our goal to dispose of all scattered sites into a non-profit management structure. (You can go to www.hud.gov for further information regarding disposition.) The selected firm(s) will need to provide the Oakland Housing Authority (OHA) with a long-term analysis for each property in order for the Authority to determine the best strategies. The analyses will assist the Authority in making an informed decision on whether to hold, sell, or rehabilitate a property.
- 3) Question:** *What happens if we go over the 10 page limit and what should be included in the 10 pages?*

Response: As mentioned in the proposal on page 7 of 10, items (A) through (G) must be addressed within the 10 pages. Exhibits, such as resumes, insurance documents, HUD forms, or other documents of a related nature may be attached and will not count towards the 10-page limit. Your proposal will not be penalized for going over the 10 pages. The Authority would like to keep the proposals within a reasonable size in order for the firm(s) to focus on providing the Authority with the responses that directly responds to the needs of the 'Request for Proposal'.

- 4) **Question:** *The Pre-Proposal Instructions refer to the document, “Asbestos: Notice to Contractors (Connelly Act, AB3713)”. Is this section applicable to this project and if so, will Oakland Housing Authority be providing us a copy of the document?*
- Response:** The above-mentioned document is not applicable to this project.
- 5) **Question:** *Regarding the ten page limit for the Proposal we submit, we know that the cover letter does not count toward the ten page limit. Is the cover page and the Table of Contents also counted separately or is that included in the ten pages?*
- Response:** Correct, the Table of Contents is not included in the ten pages. See #3 for more details on the 10-page limit.
- 6) **Question:** *Does Oakland Housing Authority have a total budget figure for the Project? If so, what is the budget?*
- Response:** The bid is for services on an as-needed basis through the contract term and may involve multiple projects.
- 7) **Question:** *In addition to presenting a written proposal, may we have the opportunity to make a live presentation to present our qualifications to Oakland Housing Authority?*
- Response:** Upon review of all submitted proposals, firms may be asked to be interviewed further or to give the Authority a presentation. Selected firms will be notified if necessary.
- 8) **Question:** *What are the most current projects where bond or tax credit financing were used?*
- Response:** The Tassafaronga Redevelopment Project.
- 9) **Question:** *How many properties are to be separately accounted for?*
- Response:** There are approximately 264 properties including the scattered sites.
- 10) **Question:** *Can you provide a copy of the current chart of accounts?*
- Response:** See ‘[Note](#)’ below.
- 11) **Question:** *Can you provide a copy of the Oakland Housing Authority’s latest financial statement?*
- Response:** See ‘[Note](#)’ below.
- 12) **Question:** *Can you provide a copy of the last budget prepared for 2008-09?*
- Response:** See ‘[Note](#)’ below.
- 13) **Question:** *What is the size of the current accounting staff including the level of experience ?*
- Response:** See ‘[Note](#)’ below.
- 14) **Question:** *Can you provide an organizational chart of the current accounting staff and job descriptions?*
- Response:** See ‘[Note](#)’ below.

15) **Question:** *Can you provide copies of accounting procedures or manuals currently used and who will each set of task be reporting to?*

Response: See '[Note](#)' below.

16) **Question:** *What is the number of hours budgeted for these tasks?*

Response: See '[Note](#)' below.

17) **Question:** *What is the approximate number of transactions processed by the various departments?*

Response: See '[Note](#)' below.

<p><u>NOTE:</u> It is our determination that the information you requested is not needed to respond to this RFP (Request for Proposal #08-016). We will not be providing this information.</p>



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Acknowledgement

Bidder hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum must be included with your proposal.