

**REQUESTS FOR QUALIFICATIONS  
PROPERTY MANAGEMENT SERVICES**

**ADDENDIUM #1**

**QUESTIONS AND ANSWERS**

1. Regarding the insurance requirement under 5.14 of the RFP, would CHA consider allowing respondents to show proof of the required insurance coverages at the time of contract execution (after award), rather than providing proof of the requested coverages at proposal submission?

**Proof of insurance should be provided with the response but Columbia Housing does not have to be listed as a certificate holder.**

2. Besides CHA Board approval, is an investor approval of the property management contract going to be required for those properties that have investors such as LIHTC-financed projects?

**One property will require investor approval. Columbia Housing is the Managing Member for the property and does not anticipate issues with investor approval.**

3. What is the timeframe anticipated for contract execution after contractor award?

**This will be negotiated with the selected respondent(s) after appropriate notice is provided to existing property management agents as applicable.**

4. Was the Columbia Housing Section 3 policy attached to the RFP? The RFP stated that it was an exhibit, but we could not locate it.

**Thank you - It is attached to this addendum.**

5. In regards to the five-year capital plan requirement, do you envision engaging the services of professionals, such as engineers, to perform parts of the assessment for certain properties? If so, would Columbia Housing engage the professionals needed or would the management company be responsible for hiring the professionals?

**Columbia Housing will engage any professionals that may be needed to complete property assessments.**

6. Our E&O coverage is \$1MM, your requirement was \$2MM, is the 2 MM negotiable and if not, is it something we could increase if contract is awarded vs having in place when we submit the RFP?

**Provide current insurance coverage and additional coverage would be negotiated as needed for selected respondent(s).**

7. Outside of Monthly Financial Reporting, previously addressed, what additional required reporting will be expected and when?

**Other reporting may be required by lenders or investors on proprietary portals. The State requires tax credit reporting in the Web-Compliance Management System (WCMS).**

8. Typically, Familiarization of the property, set up requirements and staff onboarding are completed within the first 30 days. Unit and property inspections are performed in detail within the first 60 days. Its more realistic to have this capital plan completed within 90-120 days, in order to have complete and meaningful assessment to utilize and build on with CH directors and Property Management staff. Here we would determine routine vs immediate needs with a plan for implementation. Will the 30-day timeframe be negotiable?

**Yes, Columbia Housing will work with the selected respondent(s) on the details for each property.**

9. Is this for every purchase for each appliance or item? Our typical Management Agreement outlines a threshold for purchasing requiring Owner approval of expenses exceeding \$3,500. It is common when we prepare the annual budgets to also plan for capital items for the upcoming year. Those typically do not go back to the owner for approval once approved within budget.

**Yes, this is for any appliances to be purchased. Columbia Housing reserves the right to approve the energy rating on the appliance. Once approved, Columbia Housing may authorize replacement purchases of the same make, model and energy rating.**

**END OF ADDENDUM #1**

## **TRAINING AND EMPLOYMENT OF SECTION 3 HIRES**

### **Qualified Applicants**

Through its Resident Services Programs, Columbia Housing will work with Service Partners that offer job readiness programs and training in day-to-day employment skills and apprenticeship programs to establish a pool of qualified applicants for referral to contractors procured by Columbia Housing.

The Resident Services Staff will identify and maintain a list of Section 3 Residents interested in employment and training opportunities. Columbia Housing will conduct preliminary screening of all applicants referred to contractors. This screening shall include a criminal background check and a drug screening, as applicable. Columbia Housing will match applicant skills to the available Section 3 positions and issue a formal referral to the corresponding contractor.

Applicants for available positions shall be referred in the order listed below.

1. Current or former residents of the property where the work is to be performed. Former residents are defined as individuals listed on a CH lease agreement at the time the property was vacated.
2. Current residents of other properties owned by Columbia Housing.
3. Participants of the Housing Choice Voucher Program administered by Columbia Housing.
4. Other qualified Section 3 residents of the City of Columbia.
5. Other qualified Section 3 residents of Richland County.
6. Other qualified Section 3 residents of Lexington County.

### **Contractor Requirements - Section 3 Employees.**

Contractors and subcontractors shall be required to submit a notice of intent to comply with the Section 3 regulations within all contracts. The notice is to be sent to Columbia Housing Resident Services Department. The notice is also to be posted in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference. The notice shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each and the name and location of the persons receiving the referrals for each of the positions, and the anticipated date the work shall begin.

The contractor shall, to the greatest extent feasible, give preference to Section 3 Residents when hiring any full-time employee for permanent, temporary or seasonal employment under the contract. Contracts in excess of \$250,000 shall have an establishment number of Section 3 positions to be created under the contract. The contractor will be deemed to be in compliance with the training and employment requirements of the Section 3 Policy if 50% or the stated number in the applicable solicitation or contract, of new hires are Section 3 Residents from Columbia Housing communities or programs. The contractor is responsible for complying with the requirements of this policy in its own operations and for assuring compliance in the operations of its subcontractors.

### **Contract Preference for Section 3 Business Concerns.**

The contractor shall, to the greatest extent feasible, give preference to Section 3 Business Concerns when entering into any contract for the work of the Project. The Contractor will be deemed to be in compliance with the contract preference for Section 3 Business Concerns if it commits to award to Section 3 Business Concerns at least 30% of the total dollar amount of the Contract.

### **Certifications and Assurances**

The form of contract executed by Contractors/Subcontractors will include the requirements set forth in this policy.

### **Marketing Efforts**

Columbia Housing will market the Section 3 policies to Residents and Program Participants through posting of information on its website; posting of notices at CH offices and developments; and issuance of flyers describing employment and training opportunities.

CH will also provide notices at strategic locations within the community where people gather (i.e., schools recreational facilities, and area churches). CH will also inform community leaders, contractors, political leaders and interested community organizations of the Section 3 and MBE/WBE hiring commitments.

### **Reporting**

The contractor shall submit to CH a completed Monthly Employee/Business Concern Utilization Report in a format determined by CH each month throughout the contract period. The contractor shall promptly provide to CH at its request, any such other information or reports which CH may require and shall permit access to the job site and to any books, records, accounts and/or other material deemed by CH to be necessary to monitor the contractor's compliance with this Policy.

### **Termination**

The contractor or any of its subcontractors may terminate the employment of a Section 3 Resident or the contract of a Section 3 Business Concern for good cause, provided that the contractor or subcontractor first notifies CH in writing of the proposed termination and the specific reasons for dismissal. If any Section 3 Resident employed by the contractor or a subcontractor pursuant to this Provision leaves or is terminated from such employment, or if any Section 3 Business Concern fails to perform under its contract or its contract is terminated, CH shall require the contractor and/or its subcontractor to employ another Section 3 Resident or contract with another Section 3 Business Concern in order to remain in compliance with the requirements of this Policy.

### **Department of Labor Requirements**

Contractors subject to the Section 3 Resident Employment Provision are also required to comply with Executive Order 11246, as amended by Executive Order 12036 and the Department of Labor regulations issued pursuant thereto (41 CFR chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of Federal or Federally-assisted construction contracts.

### **Sanctions**

If contractors or subcontractors do not comply with Section 3 mandates, CH will address the issues promptly. All sanctions against any contractor should be based on language in the signed contract.

### **Performance Standards**

On each construction job site, it is expected from the contractor/subcontractors, that all referred and hired Section 3 Residents will be treated with the same respect and consideration that is demonstrated toward non-Section 3 Residents.

At no time should there be any disparity in hours worked per day, nor days worked per week, unless both contractor and employee agree upon it. Violation of these performance standards by the general contractor and its subcontractors will be interpreted as violation of contract agreement.

### **Payment in Lieu of Section 3 Hires**

If a contractor is unable to meet the required Section 3 goals specified under their contract or in this policy, for any of the following reasons, Columbia Housing, at its sole discretion may approve a payment in lieu of Section 3 hires.

1. There are no new hires throughout the life of the contract.
2. The contract is of a highly technical nature and requires a high level of technical knowledge and/or skills for which there are no qualified Section 3 applicants.
3. CH Resident Services has been unable to provide referrals with the necessary skills for the available positions under the contract and the Contractor has made every effort to identify qualified Section 3 applicants.

The payment in lieu of Section 3 hires shall apply to all contracts in excess of \$10,000 and shall be 3% of the total contract amount. All funds received under the Payment in Lieu of Section 3 hires shall be directed restricted for the Resident Services Department and shall be utilized solely for job readiness and employment training for Columbia Housing residents or program participants.

**COLUMBIA HOUSING**  
**REQUEST FOR QUALIFICATIONS**  
**PROPERTY MANAGEMENT SERVICES**

**ACKNOWLEDGEMENT OF ADDENDA**

The undersigned offeror hereby acknowledges that they have checked the Columbia Housing website: <https://www.columbiahousing.org/> for all addenda issued related to the Request for Qualifications, Development Partner(s)

Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

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Addendum Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_