



ADDENDUM NUMBER TWO

August 20, 2024

On-Call Third Party Property Management RFP #24-913-40

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS:

This addendum answers questions received:

Q: Are you asking for a project budget that includes all the things listed above such as all expenses at the site; rental income, staffing cost by position, and hours worked?

A: **The response to the RFP should include total project budget covering all estimated costs by site including Direct Property Staffing Plan. Direct Property Staffing Plan should be broken out by position, hourly rate, hours per week and number of staff for each position and all expenses related to benefits.**

Q: Is the management fee to be submitted on a separate sheet?

A: **Management fee amount and method of computation (i.e. total units months leased, units under contract, percentage of collected revenue, etc.) should be submitted separately. The total annual proposed management fee, as computed per the proposed response methodology, should be represented in a unique management fee line on the estimated project budget**

Q: Are we to assume the management fee the RMC costs, overhead, RMC staff on the project, and our profit?

A: **The management fee is to cover indirect cost to the project that are not included in the project budget**

Q: What does the total estimated cost of the project mean?

A: **Project budget in addition to the management fee**

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m., local time on Friday, September 13, 2024. All terms and conditions shall remain as stated in the original Request for Proposals. **All addenda must be acknowledged.**

END OF ADDENDUM NUMBER TWO