

ADDENDUM I

13A Tenant Outreach Program (TOP) RFQ

Q&A - August 17, 2015

1. Could CEDAC provide a list of the 13A properties affected?

- a. A draft list of the 13A properties we expect to be served by the TOP is attached here as Exhibit A.

2. How do you define the “Greater Boston” region?

- a. “Greater Boston” under this RFQ means roughly the region within Route 128.

3. Is it only the 2017 expirations that apply to the Timing of Work identified on page 4 of the RFP?

- a. The work on the 2017 expirations is expected to happen from October – November 2015. We will then take some time (expected from Dec-Jan 2015) to evaluate and refine the presentation and materials based on feedback from the 2017 properties. The remaining work for the 2018-2020 expirations is expected to happen from February – May 2016.

4. What is the maximum budget for the entire project? For each region? For each expiring project?

- a. \$100,000 is the budget for the entire budget; the budget maximum for each region will depend on the number and size of the projects.

5. What is the allowable maximum reimbursement rate allowed by the project?

- a. There is no maximum rate, however, please refer to sections VIII. Payment and XI 2.d Competitive Billing Rate of the RFQ to understand how CEDAC will reimburse contractors and evaluate proposed rates.

6. What is the assumption regarding the number of people helping staff the project?

- a. We are assuming 1-2 key staff members will be working on each project.

7. What is the anticipated intensity per property for follow-up? Do you have any estimates for the number of hours of follow-up work for each property?

- a. This is our biggest question and we do not yet have a strong sense of what the intensity of the follow-up after the tenant meeting(s) will be. We are estimating 5 hours per project and we expect to have a better sense of the follow-up work after the initial outreach to the 2017 properties is completed.
- 8. What is the expectation for knowledge about 13A projects and 40T projections if an organization has knowledge about other voucher administration programs?**
- a. One of our primary selection criteria is an understanding of housing preservation, specifically 13A.
- 9. What is the expectation for knowledge about working with elderly tenants?**
- a. For respondents who are applying to work at elderly properties, we will be evaluating their previous experience working with elderly tenants.
- 10. What is your anticipated role for the contractor after the deliverables are completed? What are the re-housing plans for these projects upon expiration?**
- a. This is a short-term program and CEDAC does not anticipate working for MassHousing in any follow-up or successor program. Likewise, any relocation issues would not be handled through this program.
- 11. You ask for three references at public or quasi-public agencies in the RFQ. Is it sufficient to merely give you three names with contact information, or do you want three formal letters of support?**
- a. We only need the names and contact information of the references for your response submission.
- 12. Will CEDAC exclude from this RFQ, the Boston 13A buildings that have already received tenant outreach and organized tenant committees?**
- a. We do not yet have a firm answer on question.

Exhibit A to Addendum I
of 13A TOP RFQ
Draft List of 13A Properties

Loan Number	Project Name	Maturity	Location	Units 13A	Total Units	MRVP-PBA Contract	Elderly Units	Family Units
71-030-01	BEDFORD VILLAGE	3/1/2018	Bedford	96	96	24	0	96
73-07-01	OAK WOODS	3/1/2017	Bellingham	90	90	23	13	77
72-100-01	NORTHRIDGE HOMES	3/1/2018	Beverly	73	98	25	0	98
74-07-01	CHARLYSADE APTS	3/1/2018	Boston - Beacon Hill	3	10	3	0	10
71-105-01	BURBANK GARDENS	3/1/2018	Boston - Fenway	52	52	10	0	52
74-109-01	FORBES BLDG	3/1/2019	Boston - Jamaica Plain	147	147	37	147	0
71-074-01	BABCOCK TOWER	3/1/2019	Boston - Kenmore	160	213	0	0	213
73-08-01	PAUL REVERE COURT	3/1/2019	Boston - North End	31	31	0	0	31
71-08-01	NEWCASTLE/SARANAC	3/1/2018	Boston - South End	97	97	37	0	97
72-110-01	THE CHESTER	3/1/2018	Boston - South End	17	17	8	0	17
74-059-01	MERCANTILE BLDG	3/1/2018	Boston - Waterfront	85	122	43	0	122
73-018-01	INDEPENDENCE MANOR	3/1/2018	Braintree	95	95	24	95	0
74-03-01	CHATHAM WEST II	3/1/2017	Brockton	202	270	0	0	270
73-049-01	LINWOOD COURT	3/1/2018	Cambridge	45	45	22	0	45
73-063-01	BROWNSTONE GARDENS	3/1/2017	East Longmeadow	100	100	25	100	0
71-236-01	EVERETT SQ PLAZA	3/1/2019	Everett	130	131	33	0	131
73-027-01	GLENDALE COURT	3/1/2018	Everett	29	29	8	0	29
72-122-01	ELMWOOD TOWERS	3/1/2017	Holyoke	152	152	38	114	38
72-062-01	INTERFAITH HSG	3/1/2017	Lexington	6	6	2	0	6
72-101-01	PINE GROVE VILLAGE	3/1/2019	Lexington	16	16	5	0	16
74-053-01	KING'S LYNNE	3/1/2020	Lynn	441	441	166	0	441
74-019-01	ACADEMY KNOLL	3/1/2018	Marlborough	28	109	0	109	0
73-107-01	HAMLET STREET	3/1/2020	Newton	30	50	20	0	50
73-062-01	LEEDS VILLAGE APTS	3/1/2018	Northampton	19	22	5	0	22
73-013-01	THE TANNERY	3/1/2018	Peabody	239	284	84	244	40
73-073-01	OAK HILL	3/1/2017	Pittsfield	60	61	0	0	61
75-060-01	MARTENSEN VILLAGE	3/1/2019	Quincy	12	12	3	0	12
73-061-01	UPTON INN	3/1/2018	Upton	34	34	9	0	34
74-028-01	COL LOVELL'S GATE	3/1/2018	Weymouth	132	176	45	0	176
71-089-01	COLONIAL VILLAGE	3/1/2018	Weymouth	89	89	23	89	0
				2,710	3,095	722	911	2,184