

## REQUEST FOR PROPOSALS

### OWNER'S REPRESENTATIVE SERVICES – HILLSIDE MANOR

#### Addendum #1

**Issue Date:** May 13<sup>th</sup>, 2019

**Site Visit Date:** N/A

It is the sole responsibility of the respondent to note the contents of this Addendum.

1. **II. Scope of Services, C. Submission Requirements, 6. Third Party Billings –**  
Is HACC asking if respondents will hire relocation services **and**, if yes, what is the proposed markup? Or, is relocation services just for example purposes and HACC is simply interested in understanding if respondents will charge a markup for any 35d party billing and if yes, what is the proposed markup?
  - a. It is a general question about all potential 3<sup>rd</sup> party billing
  
2. **II. Scope of Services, C. Submission Requirements --**  
RFP states *page limit does not include cover letter and/or required attachments*. Are respondents allowed to include non-required attachments and these will also NOT count towards the 10 single side page limit?
  - a. Yes, you may include non-required attachments in excess of the 10 page limit
  
3. **II. Scope of Services, C. Submission Requirements, 4. References –**  
Should references speak to the proposed assigned project managers or are the references intended to speak to comparable HDC projects?
  - a. HDC projects, but including specific PM references would be fine as well

*Healthy Families. Strong Communities.*

P.O. Box 1510, 13930 S. Gain Street, Oregon City, OR, 97045-0510 • Phone (503) 655-8267 • Fax (503) 655-8676

TDD 503-655-8639 [www.clackamas.us/housingauthority](http://www.clackamas.us/housingauthority)