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**request for Proposal- FHA Lender**

**4% Bond Project**

**Addendum #1:**

The timeline has been extended from September 20 to September 24, 2019 by 5 PM. The modified timeline is as follows:

**Time Table for 4% Bond Gap Project- 163 Units:**

|  |  |
| --- | --- |
| September 6 | Request for proposal released |
| September 11 | Deadline for written questions from responders |
| September 13 | Deadline for GDPM responses to questions (responses will be posted on GDPM’s website) |
| September 24 | Proposal due back to GDPM |
| Week of September 24 | Interview if required |
| September 27 | Consultant selection |
| September 30 | Work begins |
| November 14 | Final Application due to OHFA |

Additional language regarding proposal submission is included on page 2.

**PROPOSAL SUBMISSION**

**Preparation of Proposal**

Proposals must provide a clear picture of the Respondent’s qualifications to provide the services required in the RFP. The Respondent should respond to the RFP instructions and requirements.

All proposals become property of GDPM. All proposals will be considered public information.

**Proposal Development Cost**

The cost of creating proposals is the responsibility of the Respondent. The Respondent must guarantee the pricing listed in the proposal will remain in effect for a minimum of 180 days after the proposal date.

**False or Misleading Statements**

Proposals containing false or misleading statements may be rejected.

**Delivery of Proposals**

* **One** **electronic copy** to [housingdevelopment@gdpm.org](mailto:housingdevelopment@gdpm.org); and procurement@gdpm.org.

The completed proposal package must be received by **5:00 p.m. Eastern Standard Time (EST), on Tuesday, September 24, 2019**. An email acknowledgement will be issued for all proposals received. Proposals received after the deadline will not be considered.

All Respondents must carefully review their final proposals. Once received by GDPM, proposals cannot be modified; however GDPM may request information or respond to inquiries for clarification purpose only.

**Acceptance and Rejection of Proposals**

GDPM reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Respondents may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of GDPM staff, GDPM Chief Executive Officer and GDPM’s Board of Housing Commissioners shall be final.

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## Withdrawal of Proposal

Proposals may be withdrawn by written request submitted by the Respondent prior to the RFP opening date. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

**Evaluation and Award of Contract**

GDPM will select the highest-ranked respondent(s) based upon the technical factors outlined in the RFP (see Evaluation Criteria). Following the selection of the highest ranked respondent, negotiations are open with the intent to reach an agreement on fair and reasonable pricing.

GDPM reserves the right to waive any minor irregularity or technicalities in the proposals received. GDPM reserves the right to award without discussion(s) and may make an award to multiple Respondents. The process will involve the ranking of Respondents by the appointed GDPM evaluation committee.

***No other updates to the FHA Lender RFP are noted at this time.***