



The East St. Louis Housing Authority of the City of East St. Louis

**REQUEST FOR PROPOSAL  
RFP #17-P001**

**TO: ALL PROSPECTIVE PROPOSERS**

**FROM: ESLHA CONTRACTS DEPARTMENT**

700 N. 20<sup>TH</sup> Street  
E. St. Louis, IL 62205  
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<b>ADDENDUM #1 - March 1, 2017</b>	
<b>PROJECT TITLE:</b>	<b>DEVELOPMENT LEGAL SERVICES CONTRACT</b>
<b>LOCATION:</b>	700 North 20 <sup>th</sup> Street EAST ST. LOUIS, IL 62205
<b>ISSUE DATE:</b>	<b>February 7, 2017</b>
<b>PROPOSAL DUE DATE:</b>	<b>March 6, 2017</b> <b>PROPOSAL DUE TIME: 3:00 pm (CST)</b>
<b>ACTION:</b>	<b>INSERT</b>
The following revisions, modifications, and/or clarifications shall apply to the documents for this project.	
<p><b>The Proposal Due Date:</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p>Remains the Same</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Has Been Rescheduled</p>	<p><b>TIME/DAY/DATE/LOCATION:</b></p> <p>This addendum is issued before the execution of the contract to inform proposers of revisions to the request for proposal (RFP) documents referenced above. This addendum is hereby made a part of the RFP documents and shall be included in the contract.</p> <p>The requirements contained in the RFP documents shall apply to this addendum. The work called for in this addendum shall be the same as set forth in the applicable portions of the proposal documents unless otherwise specified in this addendum. All incidental work necessitated by this addendum, as required to properly complete the work, shall be included in the proposal even though not specifically stated in this addendum.</p> <p><b>QUESTIONS/ANSWERS:</b></p> <p><b>Q1:</b> Vendor Registration? <b>A1:</b> ESLHA Vendor Registration forms are currently under revision, no advance registration needed prior to submitting a proposal in response to this RFP.</p> <p><b>Q2:</b> Is a certain order for the documents in terms of formatting the response required? <b>A2:</b> Refer to RFP Section 7.4.</p> <p><b>Q3:</b> Since Fee Schedule on Page 9 is part of the whole Proposal Form (8-10) should Page 8 and 10 of the Proposal Form be included in the separate Fee Proposal envelope as well as the RFP or no? <b>A3:</b> Submit Proposal Form pages 8-10. See page 32, Section 7.0., Fee Proposal; page 36 Evaluation criteria item E for instructions.</p> <p><b>Q4:</b> In regards to Section 8.0, please explain what you mean by Agreement Form Sample (8.2) and Sample Fee Proposal Form (8.3)? <b>A4:</b> Proposer should provide their Sample Agreement Form that will be used for negotiations and Sample Fee Proposal Form if they have for any other charges listed on ESLHA provided Proposal Form, Part B – Fee Schedule Breakdown.</p>



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	<p><b>Q5:</b> Does the fee proposal take the place of the same fee proposal form or are they two separate items? <b>A5:</b> Two separate items. <b>Q6:</b> Page 35, Section 8.0 Contract Submittals, does ESLHA have an example 8.2 Agreement Form (Sample)? <b>A6:</b> No, this is to be provided by proposer. <b>Q7:</b> Page 35, Section 8.0 Contract Submittals, should the 8.3 Sample Fee Proposal Form include proposer determined fees from the separate Fee Proposal or not include actual amounts since the Fee Proposal will include those? <b>A7:</b> No fee amounts are required and should not be listed on the Sample Fee Proposal Form.</p> <p style="text-align: center;"><b>END OF ADDENDUM</b></p>
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<b>Contracts Department:</b> Cassandra Coulter Kathy Doss	<b>Telephone:</b> (618) 646-7110 (618) 646-7211	<b>Email:</b> ccoulter@eslha.org kdoss@eslha.org
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