



MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY REQUEST FOR PROPOSAL

ADDENDUM

TO THE REQUEST FOR PROPOSALS

to manage the completion of Willys Overland Lofts

This Addendum, issued on Thursday, February 6, 2014, amends the following portions of the Request for Proposal ("RFP") originally issued on Friday, January 24, 2014.

1. The RSVP date and the open house date in the Note on page 1 of 50.
2. The due date for receipt of proposals in Section III. Submitting Proposal to the RFP on page 4 of 50.
3. The RSVP date, open house date, the due date for communications to be received in writing, the date by which the Authority would answer all questions, the date referenced for oral presentations/interviews, and the date that Bidders would be contacted for oral presentations/interviews found in Sections IV. Communications with Authority Staff Prior to Selection of Proposal and Section V. Selection of Proposal on pages 4 and 5 of 50 respectively.
4. The Due Date listed in Exhibit B., Section I.A. on page 12 of 50.
5. The date that the Authority is anticipated to notify the selected contractor in Exhibit B., Section I.D. on page 12 of 50.

Additionally, this Addendum adds a requirement to Exhibit B., Section II.B.5a. on page 16 of 50.

As explained in the RFP issued on Friday, January 24, 2014, the Michigan State Housing Development Authority ("Authority") is seeking an organization authorized to do business in Michigan to assist the Authority and the Detroit Investment Fund ("DIF") in completing the Willys Overland Lofts development.

This Addendum provides notice to prospective contractors of the amendments and additions to the provisions listed below.

The open house date in the Note on page 1 of 50 of the RFP is hereby revised as follows:

PLEASE NOTE: Proposals submitted under this RFP will only be accepted from Bidders that RSVP for the open house with their name and contact information by February 21, 2014 and attend the open house scheduled to be held at 444 West Willis Avenue, Detroit, MI on a date To Be Determined. Interested parties will have the opportunity to tour the site and ask specific architectural questions. Any proposals received from parties that do not RSVP by February 21, 2014 and attend the open house on a date To Be Determined will not be accepted.

The due date for receipt of proposals to the RFP, Section III. Submitting Proposal on page 4 of 50, is hereby revised as follows:

III. Submitting Proposal

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*The due date for the Authority's receipt of the proposals responding to this RFP is **April 11, 2014** at 4 p.m.*

* * * *

The RSVP date, the open house date, the due date for communications to be received in writing, and the date by which the Authority would answer all questions found in Section IV. Communications with Authority Staff Prior to Selection of Proposal on page 5 of 50, is hereby revised as follows:

IV. Communications with Authority Staff Prior to Selection of Proposal

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*The Authority and DIF will hold an open house at the site for interested parties on a date To Be Determined. Any parties that wish to attend the open house on a date To Be Determined are required to RSVP to Chad Benson by February 21, 2014. The open house will allow interested parties the opportunity to tour the site and ask specific architectural questions. **PLEASE NOTE: in order to submit a proposal under this RFP, interested parties must RSVP for the open house by February 21, 2014 and attend the open house on a date To Be Determined. Proposals from interested parties that have not sent an RSVP by February 21, 2014 and attended the open house on a date To Be Determined will not be accepted.***

***All other communications, including questions related to this RFP, must be submitted in writing to Chad Benson and must be received by April 4, 2014.** The Authority and DIF will answer all questions received by **April 9, 2014.** The Authority and DIF will hold no other question sessions or bidder's conferences other than the open house on a date To Be Determined as noted above. All questions and answers related to this RFP will be supplied to firms that attend the open house and provide **Chad Benson** with notification of their intent to submit a proposal.*

If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all firms who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

The date the Authority expects to select proposals found in Section V. Selection of Proposal on page 5 of 50, is hereby revised as follows:

V. Selection of Proposal:

The Authority will select the proposal based on the Proposal Instructions and Selection Criteria, which are set forth in Exhibit B attached and incorporated into this RFP. Prior to making a final selection, the Authority and DIF will schedule oral presentations/interviews with any or all of the Bidders in order to further clarify aspects of the proposal(s). These oral presentations/interviews will be held on April 17, 2014 and April 18, 2014. The Bidder(s) selected to participate in these oral presentations/interviews will be contacted no later than April 15, 2014 by the Authority to schedule a time.

The Due Date listed in Exhibit B., Section I.A. on page 12 of 50 is hereby revised and now reads as follows:

I. Proposal Delivery/Submission

A. Due Date. *Proposals responding to this Request for Proposal ("RFP") are due April 11, 2014 at 4 p.m.*

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The date that the Authority is anticipated to notify the selected contractor in Exhibit B., Section I.D. on page 12 of 50 is hereby revised as follows:

I. Proposal Delivery/Submission

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D. Selection of Proposal. *The Authority's review will take a minimum of four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or before May 16, 2014 via e-mail and posting on the Authority's website; however, the selection may be contingent on approval by the Michigan Civil Service Commission and the Authority's Board. The name of the selected contractor will also be posted on the Authority's website.*

Lastly, Exhibit B., Section II.B.5a. Price Proposal and Budget on page 16 of 50 now reads as follows:

II. Proposal Format

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B. Format of Proposal

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5. Price Proposal & Budget

- a. **Price Proposal.** *All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted. Additionally, included in the proposal under this RFP, Bidders are required to notify the Authority how long their firm fixed price will remain valid prior to the execution of a contract with the Authority, should they be selected under this RFP.*

For directions on how to submit your RFP and for questions concerning this RFP and the Addendum to the RFP, please refer to the RFP originally issued on Friday, January 24, 2014.

Take notice that the RFP issued on January 24, 2014, together with this Addendum and its revised provision herein, constitute the entire RFP seeking proposals from an organization that is authorized to do business in Michigan to assist the Authority and the Detroit Investment Fund (“DIF”) in completing the Willys Overland Lofts development. Therefore, the terms and conditions expressed within the RFP issued on January 24, 2014, including the terms and conditions expressed above in this Addendum to the RFP, constitutes the complete RFP in its entirety.