

June 25<sup>th</sup>, 2025

RFP No: P-061825

**NOTICE TO OFFERORS**

**ADDENDUM # 1**

**PROPERTY MANAGEMENT SERVICES FOR ALATE OLD TOWN PROPERTY**

The following revisions and clarifications are hereby incorporated into the original Request for Proposal (RFP) No. P-061825 for Property Management Services for the Alate Old Town Property. This Addendum forms part of the RFP documents. **Acknowledgment of this Addendum is required**—please sign and return a copy with your proposal submission.

**1. Pre-Proposal Conference – Change from Optional to Mandatory**

The Pre-Proposal Conference is now **mandatory** for all prospective proposers.

Immediately following the conference, each participating firm will take part in a **30-minute interview** conducted by a panel of **Alexandria Redevelopment and Housing Authority (ARHA) residents**. These interviews will be scheduled **on the same day as the Pre-Proposal Conference** and are intended to assess each firm’s approach, communication, and responsiveness to resident concerns. **The resident interview will account for 15 points** in the overall proposal evaluation score.

**2. Revised Key Dates**

The schedule for the RFP process has been updated as follows:

Event	Original Date/Time	Revised Date/Time
Mandatory Pre-Proposal Conference	<del>July 2, 2025 @ 2:00 PM</del>	July 9, 2025 @ 10:00 AM
Deadline to Submit Questions (via NAHRO e-Procurement)	<del>July 16, 2025 @ 2:00 PM</del>	July 14, 2025 @ 2:00 PM
Issuance of Addendum with Responses to Questions	July 21, 2025	<i>No change</i> July 21, 2025
Proposal Submission Deadline	<del>July 25, 2025 @ 2:00 PM (EST)</del>	July 23, 2025 @ 2:00 PM (EST)

**3. Revised Evaluation factors**

NO.	FACTOR DESCRIPTION	Maximum Points
1	Past Experience with the management of similar multi-family apartment communities in the City of Alexandria or within a 20-mile radius.	15
2	Experience managing Senior or Active Senior Living Residential Communities	15

<b>3</b>	Successful management of new facilities and experience in managing major capital projects.	<b>15</b>
<b>4</b>	Experience of the firm and key personnel in managing affordable housing properties; demonstrated experience with marketing, initial occupancy, tenant files, and ongoing compliance; experience with management of public housing units.	<b>25</b>
<b>5</b>	Firm Interview with the ARHA residents	<b>5</b>
<b>6</b>	References.	<b>5</b>
<b>7</b>	Section 3 Policy.	<b>5</b>
<b>8</b>	Proposed Management Fee.	<b>15</b>
	<b>Total Points:</b>	<b>100</b>

Prepared By: \_\_\_\_\_s/Mohammad Muhsen Sultani\_\_\_\_\_ Date: \_\_\_\_\_ July 25<sup>th</sup>, 2025 \_\_\_\_\_  
Procurement Manager

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.