



ADDENDUM NUMBER 1

October 9, 2025
Request for Proposal (RFP)
Real Estate Services
Event Number 3282
Proposal Due Date: Wednesday, November 5, 2025, at 1:00 pm Central
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren, 8th Floor
Chicago, IL 60605

Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum to Solicitation No. 3282 and are to be fully incorporated into Respondent's Response therein.

Respondent acknowledges receipt of Addendum: _____
Respondent's Signature Date

ITEM NUMBER 1: RFP CLARIFICATION:

Clarification 1: EVALUATION CRITERIA on Page 36

CURRENTLY READS:
SPECIALIZED AND EXPERIENCE (TECHNICAL)

CHANGED TO:
SPECIALIZATION AND EXPERIENCE (TECHNICAL)

ITEM NUMBER 2: QUESTIONS RECEIVED AT THE PRE-PROPOSAL MEETING:

1. Reiterate the EDS Importance

Answer: The Electronic Disclosure Statement is a required document as indicated in the solicitation package, and the Vendor Response Checklist.

2. Clarify the financial information needed



Answer: *Firms shall review the solicitation documents for the financial requirements. Firms who propose to be in Categories 1, 4 and 5 must submit, at minimum, IRS tax transcripts. Firms who proposed to be in Categories 2 & 3 must submit, at minimum, Compiled financials.*

- 3. Can documents be loaded into the supplier portal at the same time as the LOI into the Portal?**

Answer: *Yes, proposal documents and the letter of intent can be uploaded at any point before the solicitation closes but do not click submit until you are ready to send your entire proposal.*

- 4. Joint agreement- how best to demonstrate insurance compliance if the other partner's insurance is different than main vendor?**

Answer: *If the contract is awarded to a JV, the JV must carry insurance coverage as required in the agreement - in the name of the JV entity. This insurance must cover all operations of the JV and all work performed under the agreement. If the JV is using the insurance of one of the members, those policies must be endorsed to include the JV as a Named Insured and submitted to CHA for review to ensure compliance with the insurance requirements of the agreement. If there is a contract awarded to two separate vendors, both will need to provide their insurance in compliance with our requirements.*

- 5. The contract value- how do we know the value of the contract in order to plan compliance?**

Answer: *The contract value should be assumed at above \$50,000 in the professional services category. Through this assumption, the MBE/WBE/DBE requirements should remain consistent. Respondents should indicate their anticipated Section 3 approach in the event of exceeding \$250,000 in value.*

- 6. In miscellaneous documents section is it ok to put references, awards/accolades/etc?**

Answer: *References are a required part of the proposal package (see "G. References" on page 29). Awards and accolades can be included as miscellaneous documents. Please make sure anything supporting your organization's qualifications and experience is submitted as noted under "2. Qualifications" on page 26 of the RFP.*

- 7. Is there going to be one prime and subs for each category?**

Answer: *No, the goal of this solicitation is to create a pool of qualified vendors for each category of work.*

- 8. In Section 3, how do we self-certify?**



Answer: Go to www.cha.diversity compliance.com/?TN=cha and click on the Apply for/Renew Certification button then click on Create Account. Enter the required information then submit your application.

9. Do I need to submit multiple proposals for different categories?

Answer: No, please indicate in the submission documents which categories your firm is interested in and may complete just the relevant sections of the fee form for the scopes being proposed for.

10. MWDBE requirement threshold?

Answer: All contracts over \$50,001 require at least 20% M/W/DBE participation.

11. B2G has an error message – high traffic?

Answer: The system may have been down that day. Firms may access the system now at www.cha.diversity compliance.com/?TN=cha.

12. Will contracts be reimbursement or paid per job?

Answer: Contracts will be paid per job.

13. Does the evaluation process include the proposal AND oral presentations?

Answer: If the Chicago Housing Authority determines that Oral Presentations are necessary, vendors proposals that fall in the qualified range will be invited to present with the opportunity to earn an additional 30 points.

ITEM NUMBER 2: QUESTIONS RECEIVED VIA SOURCING:

1. Is there an estimated or projected amount of properties that CHA will acquire/dispose of per year for brokerage services?

Answer: This RFP does not include a guaranteed minimum usage of services. CHA anticipates a significant increase in strategic real estate activity over the base term period, and likely the extension years. In the next three years, the agency expects to sell approximately 50 single family dwellings and condominium units and a to-be-determined number of vacant lots from the agency's vacant land inventory. The agency also anticipates up to 2-3 strategic real estate acquisitions or dispositions per year involving the brokerage services contemplated in this solicitation. Please note that CHA undertakes significant other real estate transactions related to public housing development and preservation which are not contemplated as components in this scope of work.



****** END OF ADDENDUM NO. 1******

Chicago Housing Authority

Tamiko Casteel

Tamiko Casteel
Procurement Manager