

FORM OF ADDENDUM

ADDENDUM NUMBER 2

DATE: March 25, 2010

PROJECT: CDBG Housing Rehabilitation/Assistance Program Management

PROJECT NUMBER:

OWNER:

Lower Rio Grande Valley Development Council (LRGVDC)
311 North 15th Street
McAllen, Texas 78501

To Prospective Bidders:

This Addendum forms a part and modifies the Bidding Documents dated Sunday, January 31, 2010 with the amendments and additions noted below.

Acknowledge receipt of this Addendum along with your Proposal Form. Failure to do so may disqualify the bidder.

This Addendum consists of two (2) pages as follows:

1. Changes To page 1 of 7 third (3rd) paragraph replace as follows:

Change the following:

The procedures for the selection of this firm will be through the two step process, in accordance with the procurement requirements of the CDBG program and the procedure set forth in the statement of qualifications to emphasize the competency of the contractors, from the results of the SOQ, the LRGVDC will go out for Request for Proposals (RFP) among those respondents pre-qualified in step one (1), the RFP will allow factors such as price to be considered and customers proposals suggesting different approaches to the same business need. The packet also identifies the preliminary scope of service to be performed by the selected firms. A minimum of three (3) respondents is needed to continue with the process.

2. Page one (1) Remove Fourth (4th) paragraph:

- A. Remove Fourth (4th) paragraph:
"The LRGVDC will begin contract negotiations immediately following selection of the successful respondent"
- B. Fifth (5th) paragraph replace as follows:
Dead line is Friday, April 30, 2010, time & place remain the same.
- C. Page one (1) add the following paragraph statement:
"Rejection of Proposal"
Notwithstanding any of the provisions of this process, the purchaser reserves the right to, at all time, act in its best interest and to reject any and all proposals as it determines, in its sole discretion that its best interest require.

3. Changes to schedule page 5 of 7 as follows:

To include SOQ and RFP

SOQ Schedule:

- SOQ Proposal/Submittal Due Date: April 30, 2010
- Shortlist Notification: May 17, 2010
- Oral Interviews: May 21, 2010 @ 10:00 a.m.
- Selection Results: May 28, 2010

RFP Schedule:

- Release for competitive sealed proposals (RFP) TBD
- Pre-proposal conference (11 days after release)
- Vendors review RFP and submit any request for clarification in writing (19 days after release)
- LRGVDC responds to all written request for clarification (26 days after release)
- Deadline to submit proposals (35 days after release)
- LRGVDC/Committee review of proposals (45 days after release)
- Oral Interviews (55 days after release)
- Vendors submit best and final offer (if required) (60 days after release)
- LRGVDC/Committee reviews and evaluates and recommends BAFO (65 days after release)
- Staff recommendation submitted to LRGVDC Board of Directors to negotiate and award contract (next available board mtg)
- Contract execution TBD

4. Changes to Selection Criteria page 5 of 7 add the following:

- 1) Firm’s experience in administrating HUD Disaster Recovery Funding, name of locality under contract with the firm and type of project administered0-30 points
 - a. Administered no HUD Disaster Recovery Funding0 points
 - b. Administered 1-5 HUD Disaster Recovery Funding.....20 points
 - c. Administered more than 5 HUD Disaster Recovery Funding.....30 points

- 2) Firm’s experience in administering Housing CDBG project and during the last five calendar years must have experience in working with HUD Disaster Recovery Funding; name of locality under contract with the firm and type of project administered:.....0-20 points
 - a. Administered no Housing CDBG projects.....0 points
 - b. Administered 1-5 Housing CDBG projects.....10 points
 - c. Administered more than 5 Housing CDBG projects.....20 points

The rest of criteria remains the same.

5. Changes to page 6 of 7 as follows:

Remove the word **Proposals** replace with **Responses**

Change the dead line to Friday, April 30, 2010, rest of paragraph remains unchanged.

Remove: The selected firm should be ready to submit one (1) sealed cost proposal at moment’s notice

6. Changes to page 7 of 7:

Add following statement below Equal Employment Opportunity Employer:

“Rejection of Proposal”

Not withstanding any of the provisions of this RFP, the purchaser reserves the right to, at all time, act in its best interest and to reject any and all proposals as it determines, in its sole discretion that its best interest require.

END OF ADDENDUM NUMBER 2

March 25, 2010, CDBG Housing Rehabilitation/Assistance Program Management