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**PROJECT NAME:** COMMERCIAL REAL ESTATE ADVISORY, LAND USE & MASTER PLANNING SERVICES  
**SPECIFICATION No.:** 2023-100-009  
**ADDENDUM No.:** 2  
**DATE ISSUED:** TUESDAY, MARCH 21, 2023

For which proposals are scheduled to be accepted in the office of the Gary Housing Authority, 578 Broadway, 2<sup>nd</sup> Floor, Gary, Indiana 46402, by 10:00 a.m. (CST) on **Tuesday, Mar 28, 2023**, for Specification No. 2023-100-009, COMMERCIAL REAL ESTATE ADVISORY, LAND USE & MASTER PLANNING SERVICES.

The following clarification(s), change(s), addition(s) and/or revision(s) will be incorporated into the Contract Documents. All other provisions and requirements, as originally set forth, in the procurement documents remain in force and are binding. Any additional work required by this Addendum will conform to the applicable provisions of the original documents.

**RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE APPROPRIATE SUBMISSION EXECUTION PAGE**

#### NOTICE OF CLARIFICATIONS, CHANGES, ADDITIONS, OR REVISIONS

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**Item 1**      The February 28, 2023, Pre-Submission conference attendance sheet is attached.

QUESTIONS FROM BIDDERS, WITH RESPONSES FROM GARY HOUSING AUTHORITY AND ITS CONSULTANTS:

**Question 1:**      The question I asked is whether we can/should apply as a team with firms we have extensive experience with, or apply as separate firms?

**Answer 1:**      Firms are allowed to apply as a team or as an individual. This decision is solely left up to the responding firms.

**Question 2:**      What is the order of magnitude dollar value of consulting services that will be procured?

**Answer 2:**      There is no order of magnitude dollar value of consulting services. Task order will be issued based on the need of the Authority and the City of Gary (or intergovernmental entity).

**Question 3:**      Will the recording be made available?

**Answer 3:** The recording can be found at the following link:  
[https://us06web.zoom.us/rec/share/dOBWm3y4y4tG7YoOEr96\\_AV\\_xueaRLAkjjb0J8Hrh52b6KC\\_kHMGn6H3gRpe0BGC.-yd6n2JgQGpaBuJp](https://us06web.zoom.us/rec/share/dOBWm3y4y4tG7YoOEr96_AV_xueaRLAkjjb0J8Hrh52b6KC_kHMGn6H3gRpe0BGC.-yd6n2JgQGpaBuJp)  
Passcode: CX=2!2Yz

**Question 4:** We are curious why “Highest and Best Use” is not mentioned in the Section II checklist known as Exhibit A. Any additional clarity you can provide will be helpful.

**Answer 4:** The intent of the Scope of Services and the Section II checklist is to ensure that all services and disciplines related to Commercial Real Advisory Services are included. Highest and Best Use being mentioned in the Scope of Services at all means this service is included by reference.

**Question 5:** Because this is an RFQ, can you advise which attachments should be executed for this submission? For example, I assume the Professional Service Agreement would be signed at the time a task is assigned to a service provider, and the scope / services are known?

**Answer 5:** The Professional Services Agreement (PSA) included with the RFQ is for informational purposes only at this time and will be executed if an award is made to a responding firm.

**Question 6:** Please confirm the Evaluation Rating and the indicated Points will not be weighted.

**Answer 6:** Respondents will be evaluated and scored based off of the respondent’s submission against the criteria. Scores are not weighted.

**Question 7:** Please issue a list of firms that have signed up for this RFQ.

**Answer 7:** See attached pre-submission sign-in sheet.

**Question 8:** Please identify all funding sources and agencies that will be part of the indicated services for this RFQ.

**Answer 8:** The GHA can only identify itself and its eligible and related funding sources at this time, which are all of its federal allocations and any other sources (e.g., tax credits, grants, etc.) made available to the Authority. Any Intergovernmental partners who wish piggyback this solicitation will be identified at a later time.

**Question 9:** Provide the Housing Authorities published budgets for the anticipated programs projects and studies that will be the intended end result of this RFQ.

**Answer 9:** The Housing Authority’s budgets are public information and as such, public records requests can be submitted to obtain those documents. However, the GHA will not release its budgets as part of this solicitation and expect that firms will submit responses in good faith in relation to the services being requested.

**Question 10:** Please indicate how Task Orders will be issued.

**Answer 10:** After the firms have been selected, the Authority will begin working with the City of Gary to determine projects and initiatives throughout the Authority's and the City of Gary's footprint. Required and/or desired services will then be cross-referenced with the responding firms' submitted abilities to determine which firms can deliver the services being requested. Those firms will then be contacted to provide a presentation to the Authority, and if necessary, the City to demonstrate its capacity to deliver the services being requested. This solicitation is a pre-qualification to satisfy the competitive procurement requirement of HUD and other Federal, State and local guidelines, and also facilitates the ability to move projects along simultaneously in an expedited manner.

**Question 11:** I am unable to register as a vendor on the website. Is this under construction?

**Answer 11:** Yes. The Authority's website is currently under construction and is being revised. You are not required to register as a vendor, although the solicitation suggests you do.

**Question 12:** Is the Port Authority included in the scope?

**Answer 12:** The Port Authority is not included per se, in name, but is included by reference under "Intergovernmental Partners." Also, the partners are not a priority to be responded to. Each respondent is submitting and responding to the Gary Housing Authority and the City of Gary, and the Authority will make the awarded respondents available to other partners and entities.

**Question 13:** Did the GHA award a company for RFP: Owner's Representative Services for Development & Capital Improvements Specification No.: 2023-100-008? If not, would GHA expect/prefer those services to be included in the subject RFQ 2023-100-009?

**Answer 13:** The GHA has not made any awards as of yet for that solicitation. However, the deadline for that solicitation has passed and the services requested under that solicitation are different from the services being requested herein. However, this does not preclude owner's representative services from being provided as a component of any task orders issued under this RFQ.

**Question 14:** Attachment K in the RFQ is referencing the State of Illinois and not Indiana. Can we assume that is a typo?

**Answer 14:** Yes. This is a typo and please disregard. The solicitation has been revised and updated to include the corrected version.

**Question 15:** On page 14 of the RFQ under I. General Requirements, A. Statement of Interest, 5. Financial Capacity, it asks for a statement and written evidence of a firm's financial capacity. Could you please clarify what is required? Would a copy our latest, unaudited financial statements be acceptable?

**Answer 15:** The solicitation request that firms provide a statement and written evidence of the firm's and/or individual's financial capacity and ability to perform the services requested herein this RFQ. This is simply to ensure that the responding firm and/or individual possess the

financial capacity to provide the services requested in the RFQ. Copies of audited or unaudited financial statements are acceptable and will be kept confidential until destroyed. However, they are not required. The Authority is leaving it to the firm to best express its ability and financial capacity to perform the services being requested in this RFQ.

**Question 16:** What is the relationship of the City and GHA for this RFQ? Is it the intention that they will work together on this scope, potentially pooling resources, assets, land etc. toward the comprehensive scope envisioned?

**Answer 16:** Yes.

**Question 17:** Where does the Gary Housing Authority post who has won previous opportunities?

**Answer 17:** The Authority does not post who has won previous opportunities. This can be requested in writing via a public records request.

**Question 18:** What are some of Gary Housing Authority's most recent projects? Which firms have completed these projects?

**Answer 18:** The Authority has embarked on several projects related to real estate beyond its tradition management of public housing. From the demolition of five family developments leaving large amounts of aggregated acreage, three tax credit dispositions, the acquisition of six of Gary's abandoned schools and possessing large amounts of aggregated acreage after demolition or adaptive reuse, acquisition of Gary's Downtown Corridor and the acquisition of several other buildings and land parcels, requires the need for both comprehensive and master planning, in conjunction with the City of Gary to foster an overall master-planned effort in balance with the Northwest Indiana Region as a whole.

**Question 19:** Who is funding these master planning efforts?

**Answer 19:** The Authority will fund any master planning efforts it requests and any partners who enter into intergovernmental agreements for "partnered" or entity specific services will do the same. Joint efforts will be joint funded.

**Question 20:** How much funding has been secured for the services listed in this RFQ?

**Answer 20:** Please refer to the answer to question #8.

**Question 21:** What is the schedule for hiring a consultant?

**Answer 21:** TBD.

**Question 22:** What is the schedule for the first task order?

**Answer 22:** TBD.

**Question 23:** Can you give a sense of prioritization of the 20 Scope items on your Section II Scope of Services, any initial sense of phasing, and availability/timing of funding to implement.

**Answer 23:** Once the solicitation has been awarded, the Authority and the City's Administration will meet to determine the priorities of projects across the city. Both municipalities fully expect to being using the awarded services immediately.

**END OF ADDENDUM #2**

**Clarification: Nothing verbally discussed at the Pre-Submission meeting alters the Request for Qualifications, unless it appears in writing via an Addendum signed by Gary Housing Authority's Procurement & Contract Coordinator.**

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Authorized Signature *Khalim Muhammad*  
Procurement & Contract Coordinator

Date 3/21/2023



## Gary Housing Authority

### Sign-In Sheet

#### Pre-Submission Meeting (Via Zoom)

2023-100-009

#### Commercial Real Estate Advisory, Land Use, & Master Planning Services

Date: Feb 28, 2023

Time: 10:00 am

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3. Robert Ochi	Rodriguez and Associates, Inc. 65 E. Wacker Place, Suite 1501 Chicago, Illinois 60601	312-731-7072 <a href="mailto:robert@raigroup.net">robert@raigroup.net</a>
4. Charlton Ray Baker	C. Ray Baker & Associates 28 West Adams Suite 900 Detroit, Michigan 48226	313-963-1558 <a href="mailto:rbaker@craybakerassoc.com">rbaker@craybakerassoc.com</a>
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## Gary Housing Authority

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15. Andy Cross	The Lakota Group 1 East Wacker Dr. Ste 2700 Chicago, IL 60601	312-467-5445 Ext. 223 <a href="mailto:Across@thelakotagroup.com">Across@thelakotagroup.com</a>
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**Gary Housing Authority**

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