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**RFQ-GA-011-2025-03 – ARCHITECTURAL & ENGINEERING SERVICES**  
**ADDENDUM NO. 4**

We have received the following question and here are Decatur Housing's answers:

**PROJECT SCOPE & TIMELINE**

**QUESTION #1:**

Can you clarify the types of projects anticipated (new construction, rehabilitation, specific building types)?

**ANSWER:**

*New and Rehabilitation; residential and possible mixed-use*

**QUESTION #2:**

Can you clarify which types of projects are anticipated under this RFQ, such as LIHTC (Low Income Housing Tax Credit), Workforce Housing, Section 8, or Homeownership initiatives?

**ANSWER:**

*LIHTC Senior Residences; possible dormitory residences; workforce-attainable-housing and affordable homeownership.*

**QUESTION #3:**

What is the anticipated volume and types of projects over the contract period?

**ANSWER:**

*TBD; Currently analyzing a variety of sites and potential projects*

**QUESTION #4:**

Are there priority projects or timelines we should be aware of?

**ANSWER:**

*We are currently in the planning stages on priority projects that we cannot disclose at this stage.*

**QUESTION #5:**

Are there any projects already planned for immediate assignment after award?

**ANSWER:**

*No. This is an RFQ to pre-qualify a pool of firms that we can assign to specific projects depending on expertise or for a short list of pre-identified firms that may compete within a closed RFP process.*

## **SUSTAINABILITY**

**QUESTION #6:**

Are there specific sustainability or green building goals and levels of certification (e.g., LEED, EarthCraft, Enterprise Green) for upcoming projects?

**ANSWER:**

*TBD*

**QUESTION #7:**

Does Decatur Housing have a sustainability policy or master plan that should guide our design approach?

**ANSWER:**

*Not at the moment. This may be one of the tasks assigned to develop as an organizational strategy and within the projects currently being evaluated.*

**QUESTION #8:**

Are there expectations for integrating renewable energy systems (solar, geothermal, etc.) into project designs?

**ANSWER:**

*Yes*

## **TEAM COMPOSTION & SUBCONSULTANTS**

### **QUESTION #9:**

Are there any restrictions or preferences regarding the use of subconsultants?

### **ANSWER:**

*No, however, we would have a say on the use of subconsultants.*

### **QUESTION #10:**

Are there preferred disciplines or specialties that should be included as subconsultants?

### **ANSWER:**

*TBD*

### **QUESTION #11:**

Is prior approval required before adding or changing subconsultants after contract award?

### **ANSWER:**

*Yes.*

### **QUESTION #12:**

Will contracts be issued as task orders, or is there a master agreement?

### **ANSWER:**

*TBD.*

### **QUESTION #13:**

Can a firm hold multiple contracts simultaneously for different scopes or projects?

### **ANSWER:**

*Yes.*

**QUESTION #14:**

Is the \$500,000 Not-to-Exceed Maximum Contract Amount applied per contract, or is it cumulative for all contracts awarded to one firm under this RFQ?

**ANSWER:**

*This amount would be per project.*

**QUESTION #15:**

How often does Decatur Housing refresh its pool of qualified firms?

**ANSWER:**

*Every five years unless otherwise warranted.*

**QUESTION #16:**

If Decatur Housing anticipates a project whose scope or budget would require a Not-to-Exceed Maximum Contract Amount greater than the \$500,000 stated in the RFQ, is there a process for amending the NMCA for that contract, or would a separate RFQ or contract be issued for such larger projects? Additionally, can exceptions to the NMCA be considered on a case-by-case basis if justified by project requirements?

**ANSWER:**

*We would be amenable to developing a process as well as considering exceptions.*

## **FEES & PAYMENTS**

**QUESTION #17:**

How will fees be negotiated after selection?

**ANSWER:**

*Percentage of project as determined by the region and type of project funding.*

**QUESTION #18:**

Is there a typical range for project budgets or fee percentages?

**ANSWER:**

*No – entirely dependent on the project.*

## **FEES & PAYMENTS (cont.)**

### **QUESTION #19:**

How soon after selection will fee negotiations begin?

### **ANSWER:**

*There are no fee negotiations that are conditioned by the RFQ. These shall be determined by a future project.*

### **QUESTION #20:**

What is the typical payment schedule for services rendered?

### **ANSWER:**

*Typically, payment is rendered 30 days after receipt of invoice.*

## **INSURANCE & LICENSING**

### **QUESTION #21:**

Are there any additional insurance requirements beyond those listed in the RFQ?

### **ANSWER:**

*The insurance requirements listed in the RFQ package are all that is required.*

### **QUESTION #22:**

Will proof of insurance and licenses be required at the proposal stage or only before contract execution?

### **ANSWER:**

*Proof of insurance and licenses will only be required at time of contract execution.*

### **QUESTION #23:**

Will subconsultants need to provide separate insurance certificates or can they be covered under the prime firm's policies?

### **ANSWER:**

*Certificates of Insurance for subconsultants may be required as needed per investor, bank or other 3<sup>rd</sup> party requirements.*

## **OTHER**

### **QUESTION #24:**

Are electronic signatures acceptable for all forms and affidavits?

### **ANSWER:**

*Electronic signatures are acceptable unless the form needs to be notarized.*

### **QUESTION #25:**

Are there goals or incentives for minority or women-owned business participation?

### **ANSWER:**

*Decatur Housing always welcomes opportunities with minority or women-owned businesses.*

### **QUESTION #26:**

Is remote work or virtual collaboration acceptable for project meetings and reviews?

### **ANSWER:**

*Project meetings are typically held twice a month. One being virtual, and the other on-site, when possible, for draw reviews.*

You must complete the acknowledgement on **Page 7** and return this Addendum to [procurement@decaturha.org](mailto:procurement@decaturha.org) by no later than **01/28/2026 at 3:00PM**.

It is the responsibility of all proposers to acknowledge addendums. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the Agency's discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

**ACKNOWLEDGED BY:**

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**Signature**

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**Printed Name**

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**Company**

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**Date**