

REQUESTS FOR PROPOSALS

for

Property Management Services

of

Willowbrook Apartments, Village de Jardin
Apartments and, and Mid-City Gardens Apartments

Addendum No. 1

Published April 11, 2024

Date RFPs Published: Wednesday, March 13, 2024

Deadline to Submit Proposals: Wednesday, April 30, 2024 by 4:00P.M. Central Time

To All Applicants:

This addendum is being issued to clarify, add, delete, correct and/or change the Requests for Proposals for Property Management Services of Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments (RFPs) to the extent indicated herein and is hereby made a part of the RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFPs, including those addressed through previously-issued addenda, are to remain in force. It is the responsibility of the applicant to conform to this addendum.



Louisiana Housing
Corporation

2415 Quail Drive • Baton Rouge, Louisiana 70808

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1. *The Cover Page of the RFPs (page 1), is hereby revised to reflect a change in the submission deadline, and shall now read as follows:*

Issue Date: Wednesday, March 13, 2024

Last Day to Submit Proposals: Tuesday, April 30, 2024 by 4:00 p.m. CT

2. *Section I, “General and Administrative Information”, Subsection D “Important Dates and Deadlines” (page 3) is hereby revised to change the dates and deadlines regarding the submission of proposals, and shall now read as follows:*

RFP published and posted to LHC website	Wednesday, March 13, 2024
Deadline for submitting written inquiries	Wednesday, March 27, 2024 by 4:00pm CT
Deadline for LHC to respond to written inquiries from proposers	Wednesday, April 17, 2024
Deadline for submitting proposals	Tuesday, April 30, 2024 by 4:00pm CT
Formal announcement of selected Proposer(s)	No earlier than May 8, 2024
Contract Start Date	TBD

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

3. *Section II, “Submission Requirements”, Subsection A “Submission Deadline and Method of Delivery” (page 6) is hereby revised to change the deadline for the submission of proposals, and shall now read as follows:*

Proposals must be delivered in hard copy (printed) to the Solicitation Coordinator designated in Section I(B), above, **by no later than 4:00 p.m. CST on Tuesday, April 30, 2024.** Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposals by the date and time specified above. **Fax or e-mail submissions are not acceptable and will be disqualified from consideration.**

Proposals may be mailed through the U. S. Postal Service or delivered by hand or courier to:

Louisiana Housing Corporation
2415 Quail Drive

Baton Rouge, Louisiana 70808

(225) 763-8700

Attn: Dione Milton, Solicitation Coordinator

Re: RFP for Property Management Services – Willowbrook, Village de Jardin or Mid City Gardens [proposer should indicate which property(ies) it is applying to manage.]

The outside of the envelope, box or package must be CLEARLY MARKED with the following information and format:

Proposal Name: RFP for Property Management Services – Willowbrook [or other property(ies) as noted above]

Proposal Submission Deadline: Tuesday, April 30, 2024

Proposer is solely responsible for ensuring that its courier makes inside deliveries at the physical location. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline shall result in rejection of the proposal and disqualification from consideration.