

**ADDENDUM NUMBER NO. 1 to RFP**  
**For Commercial Leasing Real Estate Services for**  
**Emancipation ONE Affordable Housing Center**

**10.0 SUBMISSION OF PROPOSALS**

**10.1** Firm(s) shall submit one electronic PDF copy of Proposal

[algenita.davis@ccppi.org](mailto:algenita.davis@ccppi.org)

and shall submit one (1) hard copy of the Proposal by US Mail in a sealed package. **“Commercial Real Estate Brokerage Services for AHOC”** must be clearly marked on the front page of the package and must also appear on the title page of the proposal. The hard copy must be an original signed in ink by the Respondent’s designated representative.

The hard copy of the proposals must be received at the CCPPI office no later than 3 PM CST on July 9, 2020 at the CCPPI office address below and the electronic copy received via e-mail by the same time. *Any proposal received after this date and time will not be considered.*

Office address: Center for Civic and Public Policy Improvement  
*Attention: Algenita Scott Davis*  
5445 Alameda Road, Suite 504  
Houston, TX 77004  
[algenita.davis@ccppi.org](mailto:algenita.davis@ccppi.org)

The remaining wording of the RFP remains the same.

Please note that Responses may be submitted from a single broker or, collectively, from more than one broker.

## **RFP QUESTIONS AND ANSWERS THREE**

**June 30, 2020**

The following is a list of questions with answers to each. Questions were received timely from one RFP recipient, but were inadvertently omitted in the first two sets of Questions and Answers.

Please note that Responses may be submitted from a single broker or, collectively, from more than one broker.

1. Is worker's compensation insurance required if everyone working on the project is an independent contractor?

Worker's Compensation Insurance is required when employees are employed by the selected broker in performance of the services required by the contract. Employee related insurance requirements shall be included in the contract with the selected broker.

2. Will there be a temporary office onsite for meeting potential tenants?

As needed, temporary onsite office space and facilities will be made available to the selected broker. Space is expected to be co-located within CCPPI office space and will not be dedicated lease space unless temporarily available.