

ADDENDUM No. 1

RFP No. 26-33

Green Rental Housing Ordinance Support Services

Due: June 3, 2026 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: What is the timeline of the contract?

Answer 1: The City anticipates awarding a two-year contract to complete these services with a one-year optional extension.

Question 2: Who would be primary staff contact?

Answer 2: Joe Lange, Senior Energy Analyst

Question 3: What is the possibility of setting contractor registration for the HERS pathway?

Answer 3: It is something the City would be interested in pursuing. Any potential registration would need to adhere to existing City policies and procedures.

Question 4: How would the feedback loop work for making updates to the program?

Answer 4: The City anticipates having weekly check-ins with the selected contractor to discuss the work, which will include any feedback the contractor has received and/or noticed about the program. City staff will be able to make any needed updates to the program.

Question 5: What are the different ways checklists are submitted?

Answer 5: Refer to the [Green Rental Housing Checklist](#) for a general outline. Materials are submitted through STREAM.

The checklist is submitted in few forms:

- Circling or highlighting the checklist options in the document
- Writing out the checklist options in the form in the document
- Writing out the checklist options in a separate form generated by the landlord or property manager (e.g., Word doc, Excel sheet, PDF)

The documentation for the checklist is also submitted in a few forms:

- Images added on to the checklist packet in the same document
- An upload of a separate document generated by the landlord or property manager (e.g., Word doc, Excel sheet, PDF)
- Individual image uploads in STREAM

Question 6: What is the rough breakdown of properties pursuing the checklist pathway compared to the HERS pathway?

Answer 6: Of the properties that are compliant, around 35% have used the HERS pathway and 65% used the checklist pathway.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.