

Submission Requirements Addendum

SUBMISSION REQUIREMENTS

The Qualification Package will include the following four (4) components and shall be numbered as shown:

1. One Page Transmittal Letter

The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.

2. Statement Concerning Insurance

Confirmation that the Respondent has in place general liability insurance, worker's compensation, and professional liability insurance.

3. Statement Concerning Conflict of Interest

Disclose those interests of the Respondent that would impede or interfere in the carrying out the duties and responsibilities of the position of a providing Asset Management and Underwriting Consulting services that are deemed conflicting.

4. Qualifications Statement

The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 15 pages of 8 ½" X 11" paper.

SUBMISSION REQUIREMENTS (CONTINUED)

The Consulting Firm shall submit one (1) copy of the Statement of Qualifications Package. Packages may be delivered by courier, U.S mail, or overnight delivery. Submission may also be delivered electronically via e-mail to Nicole Collazo, Director of Operations at nicolecollazo@saht.org. No faxes will be accepted. If delivered by courier or U.S. mail, the Qualifications Statement Package should be in a sealed envelope clearly labeled and addressed as follows:

**CONFIDENTIAL: STATEMENT OF QUALIFICATIONS
FOR ARCHITECTURAL FIRM SERVICES**

SA Housing Trust
2515 Blanco Rd
San Antonio TX 78212