



ADDENDUM NO. 1
October 9, 2020

REQUEST FOR PROPOSALS
FOR MINOR REPAIR PROGRAM AND APPLICATION INTAKE FOR SUBSTANTIAL
REHABILITATION AND HOME CONSORTIUM REHABILITATION PROGRAMS

Notice to: Prospective Submitters

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposals and does hereby become part of the original Request for Proposal and documents and supersedes the original Request for Proposals and documents in case of conflict. Acknowledgement of this addendum will be included on your Request for Proposals Cover Sheet submitted with your proposal.

Please see the questions received and responses provided by City staff during the RFP Workshop Presentation on September 21, 2020 and/or submitted during the Questions and Answers Period pertaining to the above RFP:

1. Is there an expectation that the applicant will leverage funding?

There is no expectation, but leveraging is strongly encouraged and it may count towards points during the proposal evaluation.

2. Should the applicant market the Minor Repair Program and the Substantial Rehabilitation Program separately or should the programs be marketed together?

The City's expectation is that the programs would be marketed together and once the applications are received, the vendor would then determine whether an application is eligible for either the Minor Repair or Substantial Rehabilitation program.

3. Is the vendor expected to complete a scope of work for qualified applications for both the Minor Repair and Substantial Rehabilitation program?

The vendor would be required to complete a scope of work for qualified Minor Repair Program applications only.

4. Would the vendor bid out the scope of work for the Substantial Rehab Program?

No.

5. Thinking about the marketing piece, is there already a waitlist of eligible participants the vendor should reach out to?

The City does not have a current waitlist.

6. What are the limitations for residents who have been previously served by similar programs?

Homeowners may only be assisted one time. In the event of an extreme hardship, an exception may be made, which will be determined after a review by the Community Development Department staff and the approval of the Director of the Community Development Department.

7. How would the vendor verify whether an applicant has been previously served by a similar program?

The City will provide a list of previously served households to the selected vendor.

8. Would there be instructions or guidelines on what types of projects the City is hoping to complete with the Substantial Rehabilitation Program?

The City will provide the program guidelines to the selected vendor.

9. Is staff time part of the \$9,500 or would that come from the 10% allowed for administrative costs?

The staff time is management cost, the cost of doing intake, managing files, reporting to the City, etc. It is not staff time associated with doing repair work, which would be a direct project cost and would have to be included in the \$9,500. The administrative costs would be for your accountant's time, your executive director's time, to pay for a share of your organizational cost.