Addendum 1

PBV - HOPE SF Offsite Relocation

#18-440-RFP-0013

January 22, 2018
ADDENDUM 1

Proposers are hereby informed that the solicitation is modified, corrected and/or supplemented as follows:

**Question and Answers**

1) **QUESTION:** We have access to the RFP document, but are wondering if you could send us the actual application. The RFP has a checklist and a few links to various attachments, but there is no word document or other link to download a fillable application. We have reviewed a prior example application, and noted that it looks like an application template/fillable document exists.

   **ANSWER:** There is no application for this RFP. Instead, a narrative description of how your organization will meet the requirements should be submitted and will be used to determine the level of qualification.

2) **QUESTION:** We’re concerned about the impending deadline for the application, and how long it might take to prepare an application template. I think it might make sense for us to proceed with a simple bullet point & narrative structure for the application. We hope this meets the NOFA requirements, and of course will be available to answer any questions that come up in your review of our application.

   **ANSWER:** A description of how your organization meets the requirements established in the RFP is what will be used to evaluate and determine your firm’s qualifications relevant to this solicitation.

3) **QUESTION:** For the deconcentration of poverty we are basing it on the previous census tract (2010?). The concentration is probably closer to 30%. How will this be considered given that the rates are continually changing?

   **ANSWER:** You should submit whatever data/documents you have available to support your organizations statement. If further clarification is required, the Authority will seek clarification accordingly.

4) **QUESTION:** Forms required, is this for the sponsor or developer?

   **ANSWER:** This is for all known parties at the time of submitting your response.
5) **QUESTION:** If anything on the forms don’t apply, how should we respond?

**ANSWER:** Please insert “N/A” in the fields for which you do not feel apply to your response.

6) **QUESTION:** As the new construction progresses and targets are met for compliance to goals (MBE/WBE, Section 3, etc.), with whom do we consult?

**ANSWER:** The Authority’s project manager will work with you.

7) **QUESTION:** Who will review the subsidy layering and who should it be sent to?

**ANSWER:** It is to be sent to Authority’s project manager.

8) **QUESTION:** Concerning the Solicitation, Offer, Award form, what are the 10 Calendar day discount and is this applicable as I am not as familiar with it?

**ANSWER:** Some items/sections will not apply to this solicitation as this is a template form used across all solicitations. The discount specifically applies to services, supplies and other situations where pricing is a variable factor and for which invoices for said services and supplies are generated. Since this solicitation is for a voucher award, the payment terms do not apply and “N/A” should be inserted in this field.

9) **QUESTION:** With the Tenant Selection Plan, any specifics they are looking for?

**ANSWER:** The same criteria for eligibility screening.

10) **QUESTION:** For the section regarding Experience, does it have to be working with families, relocating, etc.?

**ANSWER:** Any experience your organization has working with families should be listed as it may provide more accurate information about your organization’s abilities. Any clarification of the information will be requested as needed.

11) **QUESTION:** Redevelopment plan: we are instructed to provide a summary of the redevelopment plan. Is it ok to submit the entire redevelopment plan where our site is located or should we submit a one pager with a brief description of the redevelopment plan?
**Answer:** Please submit the entire redevelopment and a summary page.

**12) Question:** Section 2.3 (MBE/WBE Participation) and 2.4 (Estimated Project Work Force Breakdown): We are currently not in construction and are in the design phase. Is this something that needs to be provided at contractor selection and contract bid?

**Answer:** The information for this section will need to reflect the current status of the organization at time of submission. As the organization/project progresses, the Authority project manager will work with the selected organization’s point of contact to gather the general contractor’s and subcontractor’s (and other tiers) to obtain information about the efforts and metrics for this requirement.

**13) Question:** Section 2.5 (Work Force on this Job): We are still in the design phase. Should we submit this when construction begins?

**Answer:** See answer for Question #12.

**14) Question:** Section 2.6 (Permanent Work Force): Should we provide this information for the staff that will be at the property or should we respond by providing information for staff of Mercy Housing as an organization?

**Answer:** See answer for Question #12.

Failure to acknowledge this addendum in your proposal may cause for proposal rejection.

Please acknowledge this addendum by signing below and including this addendum in your submission package.

___________________________________________  __________________________
Signature                                      Date