



ADDENDUM I

SUBJECT: Request for Proposals – 2022 Housing Bond and CDBG/HOME Funds Affordable Rental Production and Acquisition, (RFP 23-053, 6100016546), Scheduled to Close: March 20, 2023; Date of Issue: February 3, 2023

FROM: Denise Gómez-Esquivel, C.P.M., CPPB
Procurement Administrator

DATE: March 13, 2023

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Section 002 – Table of Contents is hereby amended to read “Attachment F – Pre-Submittal Conference Agenda” and “Attachment G – Proposal Checklist.”
2. Section 008 – Proposal Requirements, Proposal Checklist is hereby amended to read “**PROPOSAL CHECKLIST** Complete and submit the Proposal Checklist found in this RFP as Attachment G.”
3. Attachment G – Proposal Checklist is hereby amended to add “Exhibit 12 - BSAG Multi-Family New Construction for Affordable Housing Checklist.”

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On February 16, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the 2022 Housing Bond and CDBG/HOME Funds Affordable Rental Production and Acquisition Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: How much money is allocated for this RFP?

Response: \$11.8 million.

Question 2: Are there significant changes from last year’s solicitation?

Response: It is the same, with some minor edits done to the underwriting standards.

Question 3: Can we submit a proposal for a project for a non-dwelling unit that will support Public Housing Units such as Admin Buildings or Maintenance Shops?

Response: The housing bond purpose as defined in the proposition language and in the corresponding RFP is to build or maintain affordable housing. If a housing project being submitted meets the criteria outlined in the RFP and requires the creation/preservation of additional space to provide administration support or space for supportive services, that would be an eligible use that the committee could consider. A request solely for the creation or preservation of an administration building or other facility would be an eligible use for this RFP.

Question 4: Page 16 of the RFP mentions Form CIQ and CIQ-A, can you clarify if this needs to be completed prior to March 20th submittal or is this required after award?

Response: The Form CIQ and CIQ-A are required for firms that meet the requirements of Local Government Code §176.006(a) (vendor has a business relationship with the City, etc.).

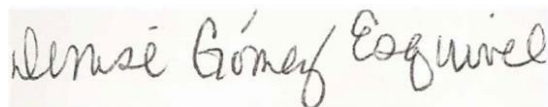
If they do, then LGC section states the later of:

- date that the vendor begins discussions or negotiations to enter into a contract;
- date that the vendor submits to the local governmental entity an application, response to a request for proposals or bids, etc.; or
- becomes aware of one of the listed situations in the statute.

- Question 5: RFP Exhibit 12 BSAG Certification Checklist, is this document required to be completed and submitted with the March 20th submissions?
Response: Yes.
- Question 6: I believe I heard that each document needs to be submitted. Is that separately and then as one large submission as well?
Response: Yes, that is correct. Upload each attachment or exhibit separately and then upload all items as one complete proposal.
- Question 7: On the BSAG, one of the 4 certifications is required or encouraged?
Response: Respondents will be scored on meeting green building standards, (BSAG lv. 2 minimum) or equivalent. The more a firm does (lv. 3 and 4), the committee may provide more points.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

- Question 8: RFP Attachment A - Part Five, it is recommended this document is only two pages, however with all the detailed documentation listed (site control, zoning, site plan, renderings/conceptual drawings, equity matrix map) this document may end up being 20+ pages. Are these items to be in narrative format rather than the actual documents from COSA (zoning letter) and plans from the architect?
Response: Submissions should strive to not exceed the recommended page limit. There is no penalty, but submissions should be assembled professionally and clearly address the requirements of the RFP.
- Question 9: RFP Exhibit 12 (Build San Antonio Green Checklist), this document is not listed on the proposal checklist; however, it is referenced in the above (RFP Attachment A – Part Five). Is the BSAG checklist required to be completed and submitted with the proposal?
Response: Yes. See Amendment #3 to this addendum above.
- Question 10: For the Table of Contents and labeling of individual documents, is it acceptable to number them in sequential order? For example, 1. Executive Summary, 2. General Information, 3. Development Experience, 4. Non-Profit Status
Response: Yes.
- Question 11: Can we submit our own project pro forma instead of the one included in the RFP packet?
Response: For consistency, the RFP provides a proforma attachment that should be filled out and submitted. Applicants can also submit their own pro forma, as long as it is an unlocked excel document and contains the same required project information.
- Question 12: Are exhibits required with the RFP 23-053, RFX 6100016546 application, or just the attachments as listed In Attachment G?
Response: All items listed in Attachment G – Proposal Checklist are required to be submitted with your proposal.



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