



ADDENDUM II

SUBJECT: Rental Housing Production, Rehabilitation, Preservation and Acquisition Gap Funding, (RFP 25-030, 6100018691), Scheduled to Close: January 24, 2025; Date of Issue: Tuesday, December 10, 2024

FROM: Jessie Hinojosa
Procurement Manager

DATE: December 23, 2024

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

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On Friday, December 20, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Rental Housing Production, Rehabilitation, Preservation and Acquisition Gap Funding. 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: Last RFP, FAQ was released 2 business days before due date. Can you ensure that won't happen again?

Response: The Neighborhood and Housing Services Department and the Finance Department are coordinating closely to respond to questions as quickly as possible.

Question 2: Do you have clear and transparent scoring for this RFP?

Response: Yes. Please refer to RFP Document Section 012 – EVALUATION OF CRITERIA for the criteria which will be used to evaluate the responses.

Question 3: I'm confused, you specifically call out HUD 202s as a priority project, but those are senior units, typically studio and 1br only, but you are also saying family and 2br units is required. Can you clarify?

Response: Projects with family-sized units (2-bedroom and larger) are prioritized in this solicitation, per direction from City Council. Some projects may be unable to fulfill every priority area.

Question 4: How was the timing of this RFP determined of release Dec 10 due Jan 24? Most offices are closed for 1-2 weeks for the holidays and many of us are also in the midst of 9% for TDHCA due end of Feb. Is it possible to get an extension on this RFP?

Response: The timing of this RFP was considered by City Council. Respondents must submit their proposals prior to the established deadline.

Question 5: If project is already under construction, would it only be eligible for COSA bond funds as CDBG and HOME funds require NEPA review, and if in process would be a choice limiting action? If so, how much of the available funding is COSA affordable bond funds?

Response: A NEPA environmental review is required on projects that are awarded CDBG or HOME federal funding. The City recommends project teams consult their legal counsel regarding federal compliance. The amount of City of San Antonio Affordable Housing Bond funding for this RFP is \$21.4 million, including \$8.2 million for rental production and \$13.2 million for rental rehabilitation.

Question 6: Are we providing our own pro forma in excel or using the CoSA excel provided previously? There seems to be an error with the calculation on the Excel document.

Response: Respondents are required to use the CoSA excel provided through this solicitation. The Excel document will be reviewed to ensure no errors in calculations are present and a new version will be released after the Q&A period closes on January 3, 2025, if necessary.

Question 7: What is the max funding amount per project?

Response: There is no maximum award per project or per unit; however, projects will be scored based on their funding gap request, cost per unit ratio and amount of leveraged funding. Please see Attachment A, Part 4 regarding Gap Request, Project Readiness and Underwriting Review. This solicitation includes \$21.4 million in Affordable Housing Bond and \$4.2 million in HOME & CDBG funds.

Question 8: Is there any particular area that city has in mind for where they want to put the housing?

Response: Funding will prioritize projects in areas with strong access to transit, public transportation and trail systems, areas within the urban core, areas with high to moderate equity scores, regional centers, economic corridors and areas that are consisted with adopted city plans and investments. Please see RFP Attachment A, Part Five regarding Unit Specifications, Construction Priorities, Equity, Location, Project Site Plan, Timeline and Sustainability.

Question 9: Readiness to proceed timing starts at submittal or award?

Response: The City requires that the successful Respondent obtain a Certificate of Occupancy for the proposed project within two years and obtain the Building Permit and break ground for construction of the project within nine months, with a priority for six months, unless otherwise approved by the City in writing at their sole discretion. Timing starts at time of award and finalized at time of contract execution.

Question 10: For confidentiality, will the City provide a POC name and email address where financials can be sent via secured email outside of the RFP proposal submission?

Response: All proposal documents must be submitted electronically via the SAePS portal. Emailed submissions to this RFP will not be accepted. If there is a specific concern about submitting financial documents only through SAePS, please email the information to: Gregory.Desir@sanantonio.gov.

Question 11: Is an applicant allowed to submit more than one proposal (for two distinct projects) for this specific RFP, RFP 25-030; RFX 6100018691? Does the second project have to be submitted under a different RFP? What about under the same RFP?

Response: Applicants may submit multiple distinct projects as separate proposal responses for this RFP. Each proposal response must include all required information and should represent unduplicated projects. Applicant should be careful to upload all required documents for each proposal (each distinct project) and name accordingly to differentiate between each

proposal's documents. For example, "Alamo Apartments - Attachment 2 – Contracts Disclosure Form" and "Houston Flats – Attachment 2 – Contracts Disclosure Form".

Question 12: Attachment A, Part 7 is "Affordability." There doesn't seem to be a "form" there. Is that a narrative response?

Response: Yes, this is a narrative response. Please follow RFP, Attachment A, Part 7 "Affordability" guidelines when submitting this section.

Question 13: Is the match for HOME funding required?

Response: The HOME Program requires that the participating jurisdiction provide match in an amount equal to no less than 25% of the total HOME funds drawn for affordable housing development project costs. All affordable housing development activities funded by the HOME program are required to document the 25% match for the purposes of the HOME Program and otherwise comply with all HOME Program requirements. Applicants should document how they will meet this requirement should they be awarded HOME funding.

Question 14: Will this replay be available?

Response: Pre-submittal conferences are not recorded, so no recording will be available. Please refer to the Pre-Submittal Conference PowerPoint uploaded in SAePS and any addendums released to answer questions submitted to gain an understanding of what was discussed during the pre-submittal conference.

Question 15: Can funding cover pre-existing costs associated with a rehabilitation project prior to the start of the COSA grant contract? If so, what constitutes the "start" date for what is determined as pre-existing?

Is it: the date the RFP was released? date the application was submitted? date when staff present recommendations to the council committee or full council? date the award is approved by the council? Or date the contract is signed?

Response: Certain pre-development costs are eligible for HOME and CDBG funding. Most construction costs, including rehabilitation costs are not eligible for reimbursement from HOME and CDBG until a firm commitment from the City via an executed contractual program agreement with the awarded applicant after an NEPA environmental review is complete.

Question 16: Is the City of San Antonio not requiring respondents who partner with a Public Facility Corporation to utilize the San Antonio Housing Trust Public Facilities Corporation as its development partner this time? I don't see it in the RFPs, but I want to make sure I'm not missing it.

Response: The City is not requiring respondents to partner with the San Antonio Housing Trust Public Facilities Corporation. Respondents should indicate any Public Facilities Corporation partners as part of the project team.

Question 17: Is an applicant allowed to submit more than one proposal/project? If so, how—does the SAePS portal support multiple responses to one bid?

Response: Refer to Question 11 Response.

Question 18: Exhibit 11 (CDBG/HOME Funding Requirements & Information) has an extensive list of required documents. Are these required at the time of initial submissions? Or are they only under certain conditions (if seeking CDBG/HOME funding, for instance) or at a certain point (later, if awarded)

--Specifically, is the Affirmative Fair Housing Marketing Plan required as part of Attachment A Part 14 or only if seeking HOME funding?

--Do we need to describe ability to provide HOME match funding regardless of our specific preference for HOME funding or not?

Response: To be eligible for federal funding (HOME and CDBG grant funds) as part of this RFP, all documents required as part of this RFP, including Exhibit 11, need to be submitted with the proposal. Failure to submit any documents may limit the City's ability to consider awarding certain funding, or any funding, to a proposal. The Affirmative Fair Housing Marketing Plan should be submitted as Attachment A, Part 14 to be considered for federal funding, including HOME and CDBG funding. Refer to Question 13 Response regarding HOME Match.

Question 19: Page limit/formatting questions:

-- Is there a page limit for the Executive Summary?

-- Overall page limit for the application?

-- For Development Experience narrative (Attachment A, Part 2) Is there a total page limit? RFP mentions more than 1 page per project (4 projects total) but no other limits for the other questions asked

-- Is Attachment A, Part Four (Gap Request, Underwriting Review) a narrative response? What is total length and formatting requirements?

-- Does Attachment A, Part Seven (Affordability) require a narrative response, or will the decision be made based on other parts of the application?

-- Are there formatting requirements for the narratives (for example, is single-spaced allowed, any specific font requirements, margins, etc.)?

Response: There is not an overall page limit for the application; however, respondents are strongly encouraged to keep their responses clear and concise.

Question 20: Are letters of support (reference in Project Summary Attachment A8) required or optional?

Response: Letters of support are not required.

Question 21: We are in the process of buying an apartment and partnering with a non-profit group and converting the property into a CHDO program. We plan to renovate the whole property while reserving 50% of the units at 50% AMI. Reading through the RFP 2022 Housing Bond Rental Housing Production Rehab and Preservation PDF I downloaded, it seems like it states 50% of the units need to be at 50% AMI, with a minimum of 15% of the units at 30% AMI. I listened to the pre-submittal conference on Friday, and it sounded like the restriction needs to be 50% of the units at 30% AMI. Can you please confirm which one is correct?

Response: The RFP requires 15% or more of the total units at or below 30% AMI with a priority for projects that include deeper affordability.



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