



---

---

**Addendum #1**  
**RFP 27-21, Building Inspections, Reporting and Construction Management**  
**Services**  
**March 22, 2021**

---

---

**NOTICE IS HEREBY GIVEN** that the following addendum serves to provide additional scope of services that was omitted in original document and to answer the questions received on RFP 27-21, Building Inspections, Reporting and Construction Management Services

**Remove:** Attachment A – Proposal Price Sheet

**Replace:** Attachment A – Proposal Price Sheet - REVISED

**Add following Scope of Services:**

➤ **Public Facilities**

- Coordinate with public facility representative to prepare Scope of Work per subrecipient agreement
- Prepare detailed work estimate write-up
- Use work estimate write-up to create bid document for City authorized work
- Facilitate bid process with representative
  - Procurement/Bid process to be performed pursuant to Housing and Urban Development (HUD) Handbook 2210.3
  - Assist with bids: review for accuracy and selection process to include Executive Order 12549 Debarment and Suspension
  - Make recommendation to the City
  - Facilitate preconstruction meeting with public facilities representative and contractor
- Perform draw inspections
  - Inspect completed work and document with photos
  - Change orders may be included
  - Prepare, authorize and obtain public facilities representative authorization on all pay requests from contractor
  - Draw inspections are typically done at 30%, 60%, 90% and 100% completion intervals; however, frequency may vary
- Obtain Release of Liens from contractor
- Coordinate, perform and document all Davis Bacon requirements
- Document all contractors and subcontractors to include name, address, phone number, dollar amount of contract and whether a minority and/or woman owned business
- Prepare bi-monthly update reports for submittal to City
- Submit all Davis Bacon, contractor/subcontractor documentation to the City at final draw request
- Verify that all building construction permits are obtained and that building and fire inspections are performed and passed when applicable.



---

Question 1: How many firms are you anticipating awarding this contract to?

**Answer to Question 1: Reference DETAILED SPECIFICATIONS, 3. OBJECTIVE.**

Question 2: Are you planning on separating out environmental testing from the inspection/feasibility piece?

**Answer to Question 2: These inspections will not be separated from the inspection/feasibility piece. A firm, if qualified, may perform these services or subcontract these services to a qualified firm.**

Question 3: Do we need to bid for all of the items on the RFP or can we choose from the list on what we would like to bid on?

**Answer to Question 3: A firm may submit a proposal for the Home Rehab Program, Down Payment Assistance (DPA) Program, or the Public Facilities Program. A firm may propose to perform one, two or all three of these project types to completion. Firms submitting a proposal for Home Rehab and/or Public Facilities programs may submit a proposal for the New Construction Program as well. A submittal for the New Construction Program only or a submittal for the New Construction and DPA programs only will not be considered. Firms submitting a proposal that does not include all programs must complete the "Other Tasks" portion of the pricing sheet as it relates to the program of interest. Note that Davis Bacon compliance applies only to the Public Facilities program.**

*End of Questions and Answers*

*End of Addenda*