

The City of Forest Park

Request for Proposals

HOME REPAIR PROGRAM SERVICES

Department of Planning, Building, and Zoning
and Executive

Pre- Proposal Conference: Tuesday, March 7, 2023 at 11:00 a.m. (local time)
City of Forest Park City Hall
745 Forest Parkway, Forest Park, GA 30297

Proposal Deadline: Wednesday, April 12, 2023 at 2:00 p.m.

ADDENDUM #1

Issued March 21, 2023

*Acknowledgment of receipt of this addendum **MUST BE SIGNED AND INCLUDED IN YOUR RESPONSE TO THE RFQ.***

REVISION(S):

1. A revision was made to the proposal submittal deadline. Sealed proposals will be received by the City of Forest Park at Forest Park City Hall, City Council Meeting Room located at 745 Forest Parkway, Forest Park GA, 30297 until **2:00 PM EST on Wednesday, April 12, 2023**. Proposals will be opened and the names of the proponents will be read aloud publicly.

QUESTION(S):

1. **Is the Contractor responsible for creating the application?**

Answer: Per the scope of work included in the RFP documents, the Contractor (Awarded Proponent) is responsible for creating the Home Repair Application.

2. **What documentation should the Contractor collect to verify applicant's residence?**

Answer: Applicants must provide a current mortgage statement, a current title report or any similarly reliable documentation to verify ownership.

3. **Will the Contractor keep the applications and supporting documents at its facility, give it to the City or identify document provided on the application?**

Answer: Contractor shall submit electronic copies of applications and supporting documents to the City.

4. What is the total amount of the ARPA Grant for this program?

Answer: \$1,300,00.00 (\$1.3 million dollars) of ARPA funds has been allocated for the Home Repair Program.

5. How many applications do the City anticipate receiving per week or month?

Answer: The anticipated number of applications is unknown.

6. How long is this program or when does this program end?

Answer: Program shall end when available program funds are exhausted.

7. Will the funds be distributed by the Contractor?

Answer: Yes. Funds will be distributed by the City to the Contractor (Awarded Proponent) who will in turn issue the grant funds directly to the general contractor once Contractor (Awarded Proponent) provides approval of an application.

8. Will the Contractor have use of the City's equipment and office space?

Answer: Contractor shall use its own equipment and office space. However, use of City conference rooms or other facilities for meeting space may be provided upon notice.

9. How much has been budgeted for the Contractor?

Answer: A specific amount has not been budgeted.

10. After reviewing the documents I have I would like to ask if my business has to be located in the city of Forest Park. This question was asked during the initial meeting but no conclusive answer was provided at the time. Page 37 of the documents (Local Small Business Diversity Program) touches on that subject but from my understanding I believe it is stating that during the selection process of contractors for the home owners a minimum of 25% has to be a local business of Forest Park. Does the management company (My company) have to be located in Forest Park or do I have to ensure that during the selection process of hiring contractors that 25% of those contractors are located in the city of Forest Park.

Answer: The LSBD Program and the 25% goal is applicable only if the Proponent will be subcontracting a portion of their work, providing program management and administration services for a Home Repair Program, outlined in the scope of work included in the RFP documents. The 25% goal is not applicable to general contractors that will be hired by the homeowner to provide the home repairs. The Proponent's physical business does not have to be located in Forest Park; however, the Proponent must be able to intake homeowner applications submitted in person at the City of Forest Park City Hall.

11. My second question is when submitting the bit do we have to submit Three (3) separate copies?

Answer: Per the RFP documents, each Proponent must submit one (1) original and two (2) copies of its proposal along with their Cost Proposal in a separate sealed envelope. A

Proposal must be submitted in sealed envelope(s) or package(s) and the outside of the envelope(s) or package(s) must clearly identify the name of the project: 02212023, HOME REPAIR PROGRAM SERVICES and the name and address of the Proponent. **Please refer to PART II TECHNICAL INSTRUCTIONS AND QUALIFICATIONS, Section 4 PROPOSAL SUBMISSION REQUIREMENT for more details.**

12. Third question is do you have an idea approximately how many homes renovations we will possibly manage? That will really help in completing the fee proposal. We need to take into account how much staff we will need to reach the home owners, marketing and project managers that will manage the projects from start to finish. Is there a budget that we need to be working within? Or could you please provide us with public records request.

Answer: At present, the City does not have any information on how many applications may be received.

13. I wanted to verify that the link below is indeed the link that has all necessary documents for placing the bid. I am being promoted to signup and pay for a membership to gain access. I wanted to confirm that this indeed is the correct process.

<https://www.bidnetdirect.com/georgia/solicitations/open-bids/Home-Repair-Program-Services-RFP-02212023/0000311550?purchasingGroupId=58111501&origin=2>

Answer: The link is the correct location to register and to participate in all bid opportunities. The City of Forest Park uses BidNet Direct's Georgia Purchasing Group to advertise and manage our Bids and Requests for Proposals and issue all Addenda. By adding your business to our registry, you will be electronically notified of our solicitation for quotes, bids, and proposals. There is **no cost** for using this electronic system. **Follow the registration path and select the "Limited Access" option.** You can also visit the City's website at www.forestparkga.gov/rfps to obtain copies of all bid documents and addenda.

SIGNATURE

COMPANY NAME

TITLE

DATE