



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 230-3664 FAX: (603) 230-3656

www.concordnh.gov/Purchasing

dross@concordnh.gov

March 6, 2012

ADDENDUM NUMBER ONE

RFP24-12

COMMUNITY DEVELOPMENT BLOCK GRANT WRITING AND ADMINISTRATIVE SERVICES

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the bidding and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

1. **Pre-Proposal Meeting Sign-In Sheet.** A copy of the sign-in sheet from the non-mandatory pre-proposal meeting held on March 1, 2012 at 10:00 am is attached for your review and records.
2. **Term of Agreement.** All references to the term for this Agreement shall be changed to read: The Agreement shall be for a period of one (1) year. However, the Agreement may be renewed, by mutual agreement, for any combination of up to five (5) additional years.
3. **Questions Concerning this Request for Proposals.** All questions concerning RFP24-12 are to be submitted in writing (email is preferred) to Doug Ross (contact information is above). Answers will be supplied in the form of addenda to all consultants of record. Questions must be submitted no later than seven (7) calendar days from the date/time proposals are due.
4. **Insurance Requirements, Page 25.** The requirement for Professional/Errors & Omissions Coverage is deleted. However, Consultants must still provide General Liability Insurance in the amounts specified within the Request for Proposals, as well as name the City as "additional insured". Proposers must also sign the City's Indemnification Agreement as included within the RFP.
5. **Other Grant Services:** The City reserves the right to use the selected consultant to assist with other non-CDBG grant applications (including administration of awarded funds) at the City's sole discretion for the term of the contract. Grant programs for which the selected consultant might be called upon to assist with may include, but not be limited to,

NH Division of Historic Resources Certified Local Government Grants, Land & Community Heritage Investment Program Grants, Energy Efficiency Block Grants, and US Environmental Protection Agency Brownfields Grants.

6. **Miscellaneous Questions from Prospective Consultants:** The following is a summary of questions which the City has received from prospective consultants, as well as the City's responses.

- a. Are the March 1st meeting minutes or meeting notes available? Response: No. However, the only items of substance which were discussed were 1) length of the contract 2) insurance requirements, and 3) the ability for the City to use the selected consultant for other drafting or administering other grant applications. All three items are addressed elsewhere within this Addendum.
- b. In this interim period, who, if anyone, is assisting the City with CDBG grant writing and administrative services? Response: Matt Walsh, Assistant for Special Projects has been handling grant writing duties and some administration responsibilities. Bev Rafferty, Administrative Assistant, has also been assisting with certain administrative duties.
- c. Does the City have an established budget or a budget range for this service? Response: Subject to the ongoing FY2013 budget process, the City's tentative budget for the CDBG program is \$5,000 for consulting services (hours, mileage, grant writing services, and other miscellaneous reimbursable expenses). This figure is reserved for drafting grant applications and other services which occur prior to CDBG award. All other services will be financed through CDBG administration fees for each awarded grant, respectively.
- d. Does the City have an estimate regarding the number of hours required per week, per month or per quarter to accomplish the tasks in item # 6 SERVICES REQUESTED a) through m) (pages 7 and 8) in the RFP? Response: The amount of time required for each task varies depending upon each grant application. For administration, the amount of effort depends on the type of project, whether Davis Bacon monitoring is required, and other such circumstances.

The base \$5,000 budgeted for FY13 is intended to support consultant services for authoring one CDBG application, together with attendance of 1-2 City CDAC meetings. This figure excludes the cost of newspaper notices, which the City will pay for separate from the base \$5,000 grant writing budget.

The \$25,000 administration budget for the Fisherville 107 Manufactured Housing Cooperative CDBG includes \$17,000 for consultant administration, much of which remains available as this project is just getting underway. This is a construction project which includes Davis Bacon compliance monitoring and reporting.

The \$500,000 Emergency CDBG application is still pending. Presently we anticipate an administration budget of \$5,000-\$7,500. Consultant administration will be reduced as funding is intended for items which are exempt Davis Bacon compliance monitoring.

- e. Did the City submit a CDBG application in January 2012? Response: No.
- f. Does the City expect to submit a CDBG application in July 2012? Response: Yes. Currently the City is seeking proposals from local eligible entities. We anticipate receiving 2 responses, one of which will likely be selected by the CDAC to bring forward for the July funding round.
- g. Does the City have any outstanding issues from its past CDBG awards that need to be resolved? Response: Subject to completion of audits for current grants, there are no outstanding issues which need to be resolved for current or past CDBGs.
- h. How often does the CDAC meet and does the CDBG Consultant normally attend those meetings? Response: CDAC typically meets approximately 10 times per year, typically on a monthly or every-other month basis. The Consultant shall attend when so requested by City staff. At the present time, it is envisioned that the Consultant will meet with the CDAC 2-3 times per year. Meetings typically last 60-90 minutes.
- i. What is the City's expectation regarding the Consultant's presence in the City's Community Development office; is regular attendance expected? Response: The consultant will only need to be present at the Community Development Office on an as needed basis.
- j. Does, or can, the City provide the Consultant with a desk and computer? Response: The City expects the Consultant to do the vast majority of his/her work at her/his office(s). A workstation might be available depending on time of year and other staffing needs (such as workstation needs for City interns).

PLEASE BE ADVISED THAT EACH CONSULTANT MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA AS PART OF THE CONSULTANT'S PROPOSAL.

CITY OF CONCORD, NEW HAMPSHIRE



DOUGLAS B. ROSS
PURCHASING MANAGER

**CITY OF CONCORD
PURCHASING DIVISION
NON-MANDATORY PRE-PROPOSAL SIGN-IN SHEET
CDBG WRITING AND ADMINISTRATIVE SERVICES
RFP NO. RFP24-12 DATE: 3/1/12 TIME: 10:00 AM**

ATTENDEES

| PRINTED NAME | COMPANY NAME (Representing) | TELEPHONE # (Including area code) | FAX # | E-MAIL |
|-------------------------|--------------------------------------------------|--------------------------------------|-----------------------|---------------------------------|
| 1. <u>Doug Ross</u> | <u>CITY OF CONCORD - PURCHASING</u> | <u>(603) 230-3664</u> | <u>(603) 230-3658</u> | <u>dross@concordnh.gov</u> |
| <u>Mailing Address:</u> | <u>311 NORTH STATE STREET, CONCORD, NH 03301</u> | | | |
| 2. <u>Alice Veensma</u> | | <u>603-783-4536</u> | | <u>aveensma@myfairprint.net</u> |
| <u>Mailing Address:</u> | <u>721 Morrill Rd, Canterbury, NH 03224</u> | | | |
| 3. <u>Matt Walsh</u> | <u>City of Concord</u> | <u>603-225-8570</u> | <u>603-225-8558</u> | <u>mwalsh@concordnh.com</u> |
| <u>Mailing Address:</u> | <u>41 Green St, Concord NH 03301</u> | | | |
| 4. _____ | | | | |
| <u>Mailing Address:</u> | | | | |
| 5. _____ | | | | |
| <u>Mailing Address:</u> | | | | |
| 6. _____ | | | | |
| <u>Mailing Address:</u> | | | | |
| 7. _____ | | | | |
| <u>Mailing Address:</u> | | | | |

(Handwritten signatures and dates)

2/1/12

~~_____~~

~~_____~~

~~_____~~