

Addendum Date: September 12, 2022

CITY OF PENSACOLA, FLORIDA
ADDENDUM #1
TO THE REQUEST FOR PROPOSAL

**COMMUNITY DEVELOPMENT BLOCK GRANT-CV
HOMELESS HOUSING ACQUISITION/REHABILITATION PROJECT**

RFP NO: 22-051

The following items take precedence over the documents for the above named item. All other terms and conditions shall remain the same.

**A SIGNED COPY OF THIS ADDENDUM MUST BE RETURNED WITH YOUR
SUBMITTAL AS ACKNOWLEDGEMENT.**

Company: _____ Date: _____

Authorized:
Representative: _____ Title: _____
Printed Name

Signature: _____

1. The submittal due date has been extended to **October 3**, 2022, at 2:30 P.M., local time. Those submittals received will be opened and publicly read the following business day (*October 4, 2022, 10:00 A.M., local time*) via Microsoft Teams at the following link: [Microsoft Teams bid opening link](#).
2. The deadline for questions remains 10:00 A.M., local time, September 16, 2022.

Addendum #1 provides responses to questions/requests for clarification from the 9/6/22 non-mandatory pre-conference meeting. Questions may have been modified for clarity.

Q1: Are operating costs eligible under this RFP?

Q1 RESPONSE: Operating costs are not eligible under this RFP. See pages 7-9 of the RFP for a summary of eligible and ineligible costs.

Q2: Is a Performance and Payment Bond required at the time of RFP submission?

Q2 RESPONSE: The City is not requiring a P&P Bond at time of RFP submission, but it will be required for rehabilitation projects prior to commencement of construction.

Q3: Is any match required under this RFP?

Q3 RESPONSE: No.

Q4: Does the project have to be located within the City limits?

Q4 RESPONSE: Yes. See p. 7 of RFP.

Q5: Can you explain differences between single room occupancy (SRO), congregate housing, shared housing, and other housing types?

Q5 RESPONSE: See page 15 of RFP for a definition of a SRO unit, which will be permitted under this RFP.

The following are definitions of other special housing types:

Shared Housing is a unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

Congregate Housing is intended for use by elderly or persons with disabilities. Congregate housing contains a shared central kitchen and dining area and a private living area for the household of a least a living room, bedroom, and bathroom. Food service must be provided.

Group Home is a state-licensed, certified, or otherwise state-approved facility intended for occupancy by elderly persons and/or persons with disabilities. The group home consists of residents' bedrooms, which can be shared by no more than two people, and a living room, kitchen, dining area, bathroom, and other appropriate social, recreational, or community space that may be shared with other residents.

The only Special Housing Type considered eligible under this RFP is an SRO. Agencies considering a Special Housing type other than an SRO should provide a written follow-up question to determine if their project may be eligible.

Q6: Is there a minimum lease term required for tenants?

Q6 RESPONSE: This RFP does not specify a minimum lease term for tenants. However, a one-year lease is recommended.

Q7: Is there a penalty for a tenant breaking a lease?

Q7 RESPONSE: This RFP does not dictate penalties for early termination of a lease by a tenant. Agencies should be aware that Florida law allows for a tenant to legally break a lease without penalties under certain circumstances. The agency's lease with the tenant may specify terms and conditions regarding breaking the lease. Agencies should consider the target population being served when setting a "Termination Fee" for early breaking of a lease. Agencies should seek legal counsel to ensure that leases are in compliance with Florida Landlord Tenant Laws.

Q8: How should unit vacancies be filled?

Q8 RESPONSE: See p. 16 of the RFP under “Marketing and Waiting Lists” regarding filling vacant units. Agency must follow its tenant selection policy as provided to the City in filling all vacancies. Policies should not violate federal or state non-discrimination and fair housing laws.

Q9: Is this one-time funding?

Q9 RESPONSE: Yes. This RFP is being funded from a one-time special allocation of CDBG-CV funds from HUD.

Q10: Is site control needed for this RFP?

Q10 RESPONSE: If applicant will be requesting funds for acquisition costs, then site control is not required at the time of application since the funds will be utilized to help acquire the property.

If applicant is requesting rehabilitation funding ONLY, then site control is preferred, but not necessarily required. Given that the proposals will be evaluated based on “readiness to proceed,” lack of site control at time of submission or lack of demonstration of the ability to obtain site control with other funding may cause a proposal to receive lower consideration.

Site control includes fee simple ownership or demonstration of a long-term lease agreement as described on p. 8 of the RFP.

Q11: Is there a low-barrier shelter requirement? Can you define low barrier shelter?

Q11 RESPONSE: Note that this RFP is intended to provide rental units and not an emergency shelter or day shelter as leases are required under this RFP. Rental units under this RFP may be used for transitional or permanent housing.

The City encourages respondents to utilize Housing First principles and not bar participants from accessing housing due to minimum income requirements, sobriety, credit history, participation in services, minor criminal record, etc. Agency may put in place “House Rules” or equivalent as a lease addendum for all tenants to abide by. All eligibility criteria and program rules should be applied equally and consistently to all program applicants and tenants. Any House Rules developed for a development should be reasonable, be consistent with HUD requirements, not discriminate on individuals based on membership under a protected class, and comply with state/local requirements.