



## **ADDENDUM # 1**

### **to that certain Request for Qualifications (“RFQ”) of The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”) issued on August 12, 2022, and relating to Owner-Occupied Rehabilitation Program Management Service**

#### **Addendum Date: August 26, 2022**

The following changes, additions, and/or clarifications are made to the RFP as of the Addendum Date. All capitalized terms not defined herein shall have the meanings ascribed to them in the RFP.

#### **QUESTIONS SUBMITTED TO INVEST ATLANTA ON OR PRIOR TO AUGUST 26, 2022:**

Invest Atlanta received some questions that were beyond the scope of the RFP. However, for the benefit of all potential respondents, we have elected to publish the following questions, edited for clarity, along with answers thereto.

#### **A. Questions Regarding the Owner-Occupied Rehabilitation Program Management Services**

1. There are 15 points for scoring for Membership in at least one certification group: NACHI, ASHI, or GAHI. Does the Home Inspector partner qualify as the membership or does the proposer have to be a member of one of the inspector associations?

Answer: This information has been updated in the RFQ. Please see revisions.

2. Since we can't contact Invest Atlanta employees regarding this RFQ, how can we obtain a letter of good standing and stay in compliance with the RFQ?

Answer: If you have worked with Invest Atlanta in the past, we can provide a statement on your behalf. This letter will only address your status with Invest Atlanta as a previous home inspector and will not have any influence on the scoring of your response.

3. In terms of financial strength, are there minimums in revenue, profit or maximums in debt that evaluators will use to rate financial strength?

Answer: There are no minimums. The Respondent must demonstrate the ability to sustain itself at the onset of the program. Program management fees cannot be paid until a loan closing has occurred.

4. I didn't see any page limits, are the evaluators looking for brief and concise responses.

Answer: There is no response page limitation. Provide as much detail as possible in your responses.

5. Per the RFP, the program manager is “to provide program management services to market, implement, and coordinate the Owner-Occupied Rehabilitation Program”. Please further define “market”. Is the intent that the program manager will incur/pay for advertising or other means in promoting the program?

Answer: In terms of marketing the program, the Program Manager is expected to attend those events created and managed by the Program Sponsors. The Program Manager will not incur costs associated with those events.

6. If so, is this a reimbursable expense?

Answer: Marketing expenses will be incurred by the Program Administrator.

7. Within the homeowner eligibility criteria, it states that the homeowner’s insurance must be submitted annually. Please confirm that this is not a program manager responsibility to monitor the homeowner on an annual basis.

Answer: No, the Program Administrator collects this information.

8. If the respondent is not a Nonprofit, is the request for audited balance sheet and two (2) years of audited financial statements not required. Generally speaking, our financials are not audited. We are a limited liability company.

Answer:

- a) Provide the information that best meets the requested criteria.
- b) The requirements for the general contractor “financial capacity” states that the contractor can provide a bank statement or bank letter confirming financial capacity. Is this option not available for the program manager?
- c) Provide the information that best meets the requested criteria.

9. The evaluation metrics provide relative weight if the respondent is a member of NACHI, ASHI OR GAHI. How is the weight earned if the program manager only uses Certified Home Inspectors (who have membership in one of those organizations) BUT that inspector is not a part of the respondent’s company? Ultimately, if the respondent is not self-performing this service/task, then no points are awarded? Please clarify/confirm.

Answer: This information has been updated in the RFQ. Please see revisions.

10. Listed within the Scope of Services, it lists that construction progress etc. shall be monitored by a Certified Construction Inspector. Please confirm that the cost for this service is an eligible expense for the project budget.

Answer: Invest Atlanta uses MultiVista as the Certified Construction Inspector, for pre and post inspection of all projects. This expense is included in the project budget.



11. What is the length of time that the files and records must be maintained? Can it be electronically versus in paper form?

Answer: Program Managers are required to maintain all documents for 24 months after the applicant has been served in the program. Program Managers will upload all files and records into our Neighborly platform, where they are maintained electronically by the Program Administrator.

12. Are program managers required to obtain three (3) bids from general contractors? Specifically in some instances, there are some projects in which one or two general contractors best for...and therefore obtaining one more bid would not necessarily be fruitful.

Answer: The selected Program Managers will follow the General Contractor Selection Criteria that allows the Program Manager to directly assign contractors that have successfully completed (3) contracts under the OOR or similar repair program.

13. Within the scope of work, it states that all permits must be obtained before the homeowner closes. Please confirm that this is a reimbursable expense...especially in the instance if the project does not move forward due to no fault of the contractor.

Answer: The selected Program Managers will follow a detailed process flow chart that allows permits to be obtained after closing and included in the rehab budget.

14. How will target areas be assigned to Program Managers?

Answer: Invest Atlanta/ Urban Residential Finance Authority of the City of Atlanta, Georgia ("URFA") will assign chosen respondents to target areas on a 1 to 1 basis, attempting to take desired areas into consideration. Assignment to a desired area is not guaranteed.

15. Some target areas have less viable homeowner candidates because they are more affluent, will multiple Program Managers be assigned to those areas?

Answer: We are aware that there will likely be no applications in some City council districts. To ensure coverage, those areas will be assigned to a selected Program Manager in addition to their primary assignment. None of those districts will be the only district assigned.

16. How will cases be assigned to multiple Program Managers in the same target area?

Answer: Each selected PM will be assigned to one (1) active council district. Some PMs will have an additional assignment to ensure coverage of all districts (including the districts that will not yield applications).

17. If a PM has had previous experience working with Invest Atlanta, should we answer yes to Question 7 of the Contractor Disclosure and Declaration Form?

Answer: Yes.



18. The RFQ states that homes within the Westside Tax Allocation District and Choice Grant funded neighborhoods will be excluded from the program. Since the Choice Grant program is sun-setting, will an applicant within this footprint be allowed to apply to this program?

Answer: That will be determined after the Choice program sunsets.

19. Regarding the requirement of providing proof of homeowner's insurance annually, who manages receipt of insurance certificates after the project is completed—Invest Atlanta or the Program Manager?

Answer: Invest Atlanta will manage receipt of insurance certificates after a project is completed.

20. Regarding the requirement that household income must not exceed 60% of AMI as published by HUD, if an applicant's income changes after their application is submitted (e.g., loses job, household member passes away), can the income be adjusted and the application considered?

Answer: The applicant's income should be reviewed and evaluated at the time of service, and the applicant should income qualify at that time. Income documents should not be less than 120 days old at the time of service.

21. Regarding the requirement that homes with children 6 years old and younger residing in the home must be tested for Lead Based Paint (LBP), does this apply to just homes built before 1978 or to all homes, regardless of age?

Answer: Program Manager will only test for Lead Based Paint ("LBP") if application indicates that the home was built prior to 1978 or that there is a child under the age of 6 that lives in or frequents the home. If there are no children under the age of 6, then lead testing will be done on the areas affected by the repair if the home was built before 1978. If children under 6 are in the home and lead is present, the homeowner will be referred out to a program to address such issues. In this case, an applicant will be on hold in the pipeline until LBP has been remediated. If no children are present, repairs will continue, and the localized lead affected repair area will be appropriately addressed. Any changes in the budget and scope of repairs due to lead treatment will require homeowner acknowledgement.

22. The RFQ states that "Prior recipients of owner-occupied rehabilitation grants from Invest Atlanta, City of Atlanta or Atlanta Housing over five thousand dollars (\$5,000) within the previous 12 months are excluded" from participation in this program. Are recipients of Fulton County funds eligible?

Answer: Yes.

23. Also, would this mean that program participants who received funding from those entities more than 12 months ago would be eligible for this program, even if they have a remaining lien?

Answer:

- a) If the applicant meets the title requirements regarding the number of allowable liens on the property, then they may be eligible.
- b) If so, would an additional 5 or 10 years of lien be applied? Yes, a new lien would be required.



24. The Program Management fee shall not exceed \$5,000 on cases over \$15,000 or \$2,500 on cases less than \$15,000. When will the Program Manager be allowed to invoice for services?

Answer: Half of the PM fee may be invoiced after closing. The remaining half may be invoiced after completion of the rehab.

25. Should the Construction Management Fee be included in the participant's budget or allocated as a percentage of the total contract?

Answer: The Construction Management Fee is included in the applicant's total budget, which is reflected in the loan amount.

26. The RFQ states that "No more than two (2) disbursement requests will be processed within a thirty (30) day period for each home." If a project is completed within thirty (30) days, can all outstanding disbursement requests be submitted and processed?

Answer: Yes, some Programs Managers only invoice once at the end of the project.

27. The RFQ states that "it is imperative that potential vendors and consultants provide the requested information [on the Diversity and Equity Certification Form] and return this form to Invest Atlanta's Assistant Director of Compliance for Housing and Community Development, as part of the response. Can the form be emailed?"

Answer: Yes, it should be emailed with the rest of the response to the RFQ.

28. If so, please provide the email address.

Answer: [Homeownership@investatlanta.com](mailto:Homeownership@investatlanta.com).

29. Regarding the Identification of requested Preliminary Owner-Occupied Target Geographies in order of preference, are we to select the Target Area or the District within the area?

Answer: Select your desired Council Districts within a target area. Choose more than one just in case your first choice is not awarded.

30. Can selected Program Managers be awarded more than one Target Area or District?

Answer: Each selected Program Manager (PM) will be assigned to one (1) active council district. Some PMs will have an additional assignment to ensure coverage of all districts and to include districts that will not yield applications.

31. For the insurance requirements, the request of \$10M aggregate for the Umbrella coverage is not a traditional requirement. Would it be possible to reduce or reconsider this requirement, or to fulfill through another means of coverage?

Answer: At this time, insurance requirements must be met.



32. For the requirement of providing “a current audited balance sheet”, would an audited balance sheet for CY2020 suffice?

Answer: Provide what you have; however, it is our preference that you provide the most recent audited balance sheet you have

33. The RFQ asks respondents to “attach documentation evidencing authority to transact business in the State of Georgia, not limited to Georgia Secretary of State documentation.” Does a corporate registration with the Georgia Secretary of State satisfy this requirement?

Answer: Yes.

34. We have a very robust repair program since 2016. Can we use our program requirements to determine eligibility? For example, use owner income instead of household income and increase to under 80% AMI, and homeowner has to have title to get approved in our program. No scopes are developed for people without clear title. Are you willing to discuss modifying your program requirements?

Answer: Unfortunately, no. The guidelines for the Atlanta Heritage program must be used to qualify participants in this program at household income of 60% AMI or below. However, the people that qualify for both your program and the Atlanta Heritage program could receive service from your program, only after repairs performed under the Atlanta Heritage program have been completed, to reduce program confusion with the homeowner.

35. How are the geographic areas matched to program managers? Is there any flexibility?

Answer: Each selected Program Manager (PM) will be assigned to one (1) active council district. Some PMs will have an additional assignment to ensure coverage of all districts, to include the districts that will not yield applications.

36. Page 3 lists “periodic reporting as requested.” How frequent will reporting be required, and how detailed with the reports be?

Answer: Most of the reporting will be done by the Program Administrator (PA) by pulling data entered into our Neighborly platform by the Program Manager (PM). Periodically, the PM may be asked to update missing data within Neighborly, to ensure that the PA can pull the necessary reports. If required data is properly entered by the PM, these requests are less likely to occur. The PM must complete an Accomplishment Report in Neighborly for each case in advance of final payment. This report outlines the work done for the homeowner.

37. Page 4 says “Other Services TBD.” What are the other services they would be asking us to complete on a regular basis?

Answer: As we continue to learn best practices, processes may be updated to reflect this.

38. Are there outreach measures required, or is it enough to deliver appropriate number of completed projects?

Answer: No, there are no outreach measures required. However, the Program Sponsors will market the program to include neighborhood outreach events. The Program Manager will be required to attend these events to promote the program.

39. Is there an expectation of volume of repair projects to complete in a defined timeframe?

Answer: Yes, we would like to see 25-30 cases completed each year from each Program Manager.

40. Is there an understanding that program applicants under this expansion would just roll into our current application process and would not receive any priority status or otherwise “skip the line”?

Answer: Applicants for the Atlanta Heritage program will be served in order of the outlined ranking. Those applicants may then receive services from your program if they qualify.

41. Are there post-completion survey requirements that may be different than ours?

Answer: The Atlanta Heritage Program Administrator will send the homeowner a Customer Satisfaction Survey, once the repairs are complete.

42. Is it understood that the first projects at the earliest would not be started until 2nd quarter 2023?

Answer: Late First Quarter of 2023 to early Second Quarter of 2023.

43. Is there a cost for us to be connected to Neighborly? We would need multiple licenses for intake and processing staff.

Answer: No. The Program Administrator covers the cost of Neighborly licenses for the program. Each PM is assigned two (2) Neighborly licenses.

44. It states that the program manager cannot be the general contractor. For our program we are the program manager and GC and we hire and manage contractors to do the work.

Answer: For the Atlanta Heritage program, the Program Manager may not serve as the GC. The Program Manager will hire the GC who manages contractors to do the work.

45. What is the required documentation for receipt of payment for work completed?

Answer:

- a) Final Inspection – MultiVista
- b) Exhibit Q – General Contractor Affidavit and Lien Waiver
- c) Exhibit T – Subcontractor Affidavit
- d) Exhibit U – Acknowledgement of Completion
- e) Exhibit V – Final Change Order document to include all changes (If applicable)
- f) Any required loan amendment documents
- g) Complete Key Dates in Neighborly (software where application data is held)
- h) Complete Accomplishments Report in Neighborly (software where application data is held)

46. Are the income qualifications based on household income, or applicant income?

Answer: Household income



47. Page 5 states that “prior recipients of owner-occupied rehabilitation grants from Invest Atlanta, City of Atlanta, or Atlanta Housing over \$5,000 within the previous 12 months are excluded” from re-applying. How will we know if they have previously gone through the program, and when?

Answer: Neighborly data will be provided for cross reference.

48. Do they get put at a lower priority than people who haven't gone through the program once?

Answer: If the applicant is a prior recipient of owner-occupied rehabilitation grants from Invest Atlanta, City of Atlanta, or Atlanta Housing over \$5,000 within the previous 12 months, they will not qualify for the program.

49. Are there limits to exterior painting eligibility? For example, with our painting program, we can't paint vinyl, aluminum, brick, lead, asbestos, or metal.

Answer: No, there are no limits, aside from the lead/mold requirements referenced above.

50. What is the burden of proof for 5+ and 15+ years residing in the home? For example, in our repair program we prove residency for >1 year by ensuring the license and previous year's tax documents are in the residential address.

Answer: Fulton County and Dekalb Property Tax records are used to determine this.

51. Following up every year to see if the homeowner still has insurance is an arduous task. Are you willing to consider waiving that requirement?

Answer: This is not a Program Manager function. This is performed by the Invest Atlanta Compliance Department.

52. Do they subordinate liens? And who would coordinate these requests?

Answer: The program will allow for a subordination agreement. This is done through our Homeownership Team.

53. What happens if owner passes away during loan term? Who would answer questions about the loan documents?

Answer: Nothing happens with our loan unless the home is sold during the loan term. Then the unforgiven balance will be due upon sale. Our Homeownership Team will answer questions from the family.

54. Do they expect us to follow up about maintaining ownership, residency, and homeowner's insurance during loan period?

Answer: No, this is done by the Invest Atlanta.

55. Do they designate the closing attorney and are the documents already created and communicated to the closing attorney?

Answer:

- a) The closing attorney may be selected by the Program Manager (PM). The PM can certainly utilize closing attorneys that are currently working in the program.
- b) Closing document templates are provided. The PM must complete those with the required information (i.e., Applicant name, address and loan amount) then forward to the attorney and Invest Atlanta for approval in advance of closing.

56. Is the coordination of closing documents handled by Invest Atlanta or the Program Manager?

Answer: The Program Manager will coordinate with the Program Administrator, applicant and closing attorney to schedule and approve loan documents for closing.

57. Are closing costs included as a line item on the scope of work?

Answer: No, closing costs are not included in the scope of work or direct construction costs (DCC), however closing costs, inspection fees, title fees and Program Manager management fee(s) are all a part of the applicant's total budget, along with DCC.

58. Do they create their own closing paperwork and perform their own closings, or will we need to expand our legal capacity to manage it?

Answer: Closing document templates are provided. The Program Manager must complete those with the required information (i.e., Applicant name, address and loan amount) then forward to the attorney and Invest Atlanta for approval in advance of closing.

59. Who files the deed restriction and who releases it at the appropriate time?

Answer: The closing attorney will file the deed for recording. The Invest Atlanta Compliance Department will cancel the deed when the loan is paid off or expired. Payoff requests are handled by the Invest Atlanta Homeownership Team.

60. Lead-Based Paint: will Invest Atlanta provide contractor or LBP remediation programs to refer prospects to?

Answer: Invest Atlanta may refer a viable program. Otherwise, Program Manager must select the LBP contractor.

61. Does this program cover the cost of remediation, or is the homeowner expected to cover it themselves?

Answer: If the cost of remediation can be completed within the budget, along with additional work, it can be included. If remediation is required and exceeds the program budget, the applicant may not participate at that time. They may return to the program after remediation has been completed outside of the Atlanta Heritage program.



62. Mold/mildew remediation: will Invest Atlanta provide remediation contractors, or are we required to find and hire our own?

Answer: The Program Manager is required to locate and hire all contractors needed for rehab.

63. In our program, if someone has mold/ mildew/lead paint issues we require them to get this fixed and then come back to us for repairs. We don't want to incur any liability for our organization. Are you willing to change your requirement or is Invest Atlanta willing to indemnify us?

Answer: No, Invest Atlanta guidelines will remain as they are. Invest Atlanta will not indemnify any Program Manager.

END OF ADDENDUM NO. 1