



**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

**GWEN MCLAREN, CPPB**  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550  
(409) 770-5371

January 4, 2016

**RE: ADDENDUM #1**  
**RFP #B161004, CDBG-DRS Round 2 Rental Program for Galveston County, Texas**

To All Prospective Bidders,

The following information is being provided to aid in preparation of your bid submittal(s):

**REVISED OPENING DATE:**

Bid #B161004, CDBG-DRS Round 2 Rental Program for Galveston County, Texas originally scheduled to be opened on Thursday, January 7, 2016 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

**Date: Thursday, January 14, 2016**

**Time: 2:00 P.M.**

**Question #1:** *Is rehabilitation work in the SFHA (Zone A) area permitted under the Multifamily Rental Program? If so, must the lowest finished floor be above Base Flood Elevation if the scope of the rehab work does not constitute a substantial improvement?*

**Response:** Per HUD: The definition of "substantial improvement", which FEMA, the National Flood Insurance Program, and HUD's floodplain management regulations (24 CFR 55.2 (b) (10) define as >50% of the pre-construction market value of the structure. If the proposed rehabilitation is not a substantial improvement (i.e., is <50% pre-construction market value of the structure), that has consequences for both flood insurance and floodplain management requirements in HUD environmental review. For flood insurance: Since the property is in a floodplain, it will need to be insured through NFIP for at least the project cost or NFIP maximum, whichever is less. If it were a substantial improvement, NFIP would usually require elevating the lowest occupied floor above BFE, but if it is not a substantial improvement elevation should not be required to obtain flood insurance.

- For floodplain management:

If the project does not involve acquisition: The December 2013 revisions to 24 CFR Part 55 allow the use of an abbreviated 5-step decision-making process for categorically excluded rehabilitation of existing multifamily properties in the floodplain that are not a substantial improvement (see 55.12 (a) (3). This means that Step 2 (early public notice), step 3 (consideration of alternatives), and step 7 (final public notice).

If the project involves acquisition: Acquisition of a multifamily property in the floodplain using federal funds would require the full 8-step decision-making process and consideration of alternatives.

**Question #2:** *Our proposed project is a 5 phase construction rehabilitation project. It is permissible to bond the project by phase, or must the entire project be bonded under one performance and payment bond?*

Response: The entire project needs to be bonded under one performance and payment bond.

**Question #3:** *The RFP notes different construction performance periods, 18 months (Section 2.0, e) in one location and 12 months (62.A. third paragraph) in another. Can you clarify?*

Response: Proposers should disregard the 18 month reference made in the attachment entitled Galveston County Landlord Assistance Program: Multifamily Rental Guidelines, Page 5, Section 2.0 Funding Levels, sub-item E. This guideline is meant for the County. Proposers *should* adhere to the 12-month request mentioned in the Special Provisions, Pages 25-26, Item 62, Scope, sub-item a, paragraph 3.

**Question #4:** *Is the Proposer expected to hire a qualified firm to perform the Environmental Assessment to HUD standards on the submitted project:*

Response: Yes

**Question #5:** *We are a small firm, and therefore we do not have audited annual reports. Are Profit and Loss Reports and Balance Sheets acceptable for the requested fiscal years?*

Response: The requirement in the RFP will remain, however, small companies should submit whatever information they have and the Evaluation Committee will score these accordingly.

**Question #6:** *RFQ states the County is requesting annual reports from 2012 and 2013. Are these years correct or should they be later ie 2013, 2014 and/or 2015?*

Response: The correct years should be 2014 and 2015.

**Question #7:** *Some Federal programs require a cost share to the grant. Is there a cost share to the CDBG program? Is there any requirement for the Proposer to match the requested grant amount with cash?*

Response: No. There is not a cost share required nor a requirement for the Proposer to match the requested grant amount with cash.

**Question #8:** *Our project has lead based paint clearances on our project buildings from previous renovations. Do you require a new Lead Risk Assessment if we already have clearance?*

Response: Once an Environmental Assessment has been completed, we can pose that question to the General Land Office.

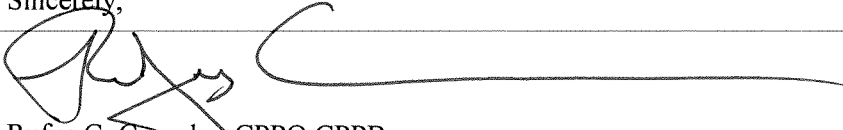
As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus G. Crowder', with a long horizontal flourish extending to the right.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County