

**REQUEST FOR INFORMATION
FOR
HUD CPF GRANT MANAGEMENT, ENVIRONMENTAL REVIEW & ASSESSMENT SERVICES**

Addendum #2

1. Regarding the scope of work outlined in Appendix A, I noticed that the RFI timeline does not include a formal Q&A period. Could you please advise on the best way to submit questions or request clarification?
A Q&A period is open and lasts until 9/17 (Wednesday) at 5 PM. Please forward all questions to mayscue@haywood.edu. All questions and responses will be issued as an addenda items on the EVP posting, on or before E.O.B. on 9/18.
2. Page 3 of RFI; Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services, including Experience and Required Certifications, for Similar Projects: Please clarify the **maximum number** of relevant, similar projects completed and the **number of years** that is considered recent. The numerals do not match the spelling of the number in the RFI. List a maximum of three (3) relevant, similar projects, either currently in progress or having been completed in the past five (5) years, containing work comparable to this specific project:
3. Page 4 of RFI; Project Understanding. Methodology and Approach; Bullet 2 - In coordination with HUD Environmental compliance requirements, does the college have an established relationship with the city's or county's Grants Coordinator to assist with obtaining the Responsible Entity's Certifying Officer signature for environmental documents and subsequent Request for Release of Funds, or will this relationship need to be established after the contract is awarded? The college does has a relationship with the county grants administration, but the County is not serving as the responsible entity for this grant. This grant will follow CFR Part 50 compliance, and HUD will serve as the RE.
4. Page 13 of RFI, Form 5 Key Team Member Matrix: Is there an actual required form or format respondents need to use here? There is no template format for this item. Submittals should include some type of organizational chart or outline that is clearly understandable.
5. Cover Page and Table of Contents (TOC): If we include a cover page and TOC, would they count toward the page limit? No, the TOC and cover page will not count toward the page limit.
6. On Page 4, the RFI requests a discussion of the firm's qualifications with a number of social services. Are you looking for a firm that can handle all of the listed services or could some be completed by a separate entity? Sub-consultants can be included in a firm's project team. Haywood Community College will contract directly with only the lead firm.

7. There is no request for a project timeline in the “Submittal Requirements & Response Format”. Please confirm if this evaluation criteria is based on vendors response to “Availability of Key Team Members” or if vendors should provide a project schedule with their bids. The “Proposed Timeline” evaluation criterion is intended to reflect vendors’ ability to demonstrate capacity, readiness, and availability to support HCC’s CPF grant management. Vendors may satisfy this by describing anticipated availability and approach to timely support. A full project schedule is not required, though firms are welcome to provide a high-level schedule if desired.
8. If Vendors are to provide a project schedule, please provide additional information on activities that have been completed to date on this project. The “Proposed Timeline” evaluation criterion is intended to reflect vendors’ ability to demonstrate capacity, readiness, and availability to support HCC’s CPF grant management. Vendors may satisfy this by describing anticipated availability and approach to timely support. A full project schedule is not required, though firms are welcome to provide a high-level schedule if desired.
9. Given the page limitation requirements, can vendors provide a % availability for key team members in lieu of a list of projects they are supporting. A percentage availability for each key team member is acceptable in lieu of listing all current assignments, provided it clearly conveys their anticipated capacity for this project.
10. Please confirm the Key Team Member Matrix is intended to be a project organization chart showing team members and lines of authority. For Form 5 (Key Team Member Matrix), it is acceptable to avoid duplicating information if it is already presented in your narrative response. You may cross-reference the form to maintain clarity while remaining within the page limits.
11. Key Team Member Matrix and References: The information requested in these forms appear to be duplicative to some of the information requested in Qualifications and Relevant Experience. Due to the page limitation, will it be appropriate for vendors to reference evaluators to this Form rather than duplicate it within their response? For Forms 5 (Key Team Member Matrix) and 6 (References), vendors may avoid duplication by referencing these forms in the narrative response if the information is already presented.
12. Please confirm if vendors can add and delete Labor Categories as appropriate for this scope of work. Vendors may add or remove labor categories in Appendix B as appropriate for the scope of services proposed. Please ensure categories remain clear and relevant to the services outlined in the RFI.
13. Is there a budget range for this procurement? No. This RFQ is structured as a qualifications-based selection process. Costs will be negotiated with the selected firm based on hourly, time-and-materials rates under a not-to-exceed agreement.

14. Is it possible to extend the response deadline to September 30th or 7 business days following publication of answers to questions? At this time, we are not planning to extend the submission deadline. The intent is to receive concise qualifications packages on the published schedule so that the College can proceed with selection and contracting in a timely manner.
15. Is there a timeline for the project? Yes. Haywood Community College anticipates beginning work with the selected consultant in **October 2025**. Architectural design for the Workforce & Industry Center renovation will also begin in October. The project will then proceed in phases through environmental review, HUD approvals, design, and construction. The CPF grant period extends through 2032, allowing for phased implementation and closeout.
16. Has the CPF grant package been submitted to HUD?
The FY 2024 CPF Grant Award Package was issued by HUD on August 28, 2024. Haywood Community College is in the process of completing the required submissions through HUD's DRGR Grant Processing Module.
17. Has the grant agreement been fully executed?
No. A fully executed grant agreement will be generated once HCC's DRGR submissions are complete and HUD has completed its review and approval.
18. Is there a deadline for expending funds?
Yes. All FY 2024 CPF grantees have until 2032 to expend funds and close out their projects.
19. What scope of work is expected for grants management? Will the work primarily be focused on DRGR/financial management, or will it also include project management, procurement, etc.? The scope includes DRGR Action Plan setup and management, drawdowns, performance reporting, environmental compliance under Part 50, documentation of allowable costs, and coordination with HUD officers. While the primary emphasis is financial management and DRGR compliance, support may also extend to project management and procurement compliance as needed to ensure HUD requirements are met.
20. Will the consultant be expected to complete financial drawdowns in DRGR or is the expectation that the consultant will support staff, through training and capacity building, to complete drawdowns? The consultant will assist with DRGR drawdown requests. This may include either preparing drawdowns directly (if authorized) or supporting and training HCC staff in completing them, depending on capacity and need.

21. Does the DRGR Action Plan currently exist or will this need to be developed by the consultant? The DRGR Action Plan has not yet been completed. Development and submission of the Action Plan will be an early responsibility of the selected consultant in coordination with HCC staff.