

	City of Rocky Mount Addendum 1
Refer <u>ALL</u> Inquiries regarding this RFP to: Fantashia Dickens Purchasing Associate III	RFP # 320-060426FD Housing Rehab Assessments – FY26 Housing Repair Program & Urgent Repair Program
	RFP Due Date: April 28, 2026
	Contract Type: Service

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR BID TO REJECTION ON THE AFFECTED ITEM(S):

Question 1: Please confirm whether the stated 24 homes is a guaranteed quantity, estimated quantity, or maximum not-to-exceed volume for the contract term.

Answer 1: **Estimated Quantity**

Question 2: Please confirm weather the stated 24 homes of eligible candidates are pre-selected.

Answer 2: **Pre-selected Applicants**

Question 3: Please confirm if homeowners in this program qualify for Temporary Relocation Assistance if the repairs scope requires them to be out of the home. If so, is this included in the \$20,000.00 cap? Who is responsible for handling it?

Answer 3: **No temporary relocation assistance will be available.**

Question 4: Please confirm if the \$20,000.00 project cap includes our admin cost.

Answer 4: **The administrative cost is NOT part of the \$20,000.00.**

Question 5: Please confirm if the \$20,000 cap per home is a soft cap, or if it is inclusive of the rehab contractors' overhead and profit added to their bid.

Answer 5: **The \$20,000.00 is the cost of the housing repair/urgent repair.**

Question 6: Please confirm if a project can be eligible for both the Housing Repair Program and the Urgent Repair Program and potentially be awarded up to \$40,000.00 worth of repairs.

Answer 6: **The applicant cannot receive both Housing Repair and Urgent Repair Program awards.**

Question 7: Please confirm whether there are any required Section 3 reporting, tracking, or compliance documentation requirements associated with this contract.

Answer 7: **There's no Section 3 reporting required. Each repair project will be \$20,000.00 or less.**

Question 8: Please confirm if the construction time frame is flexible as a completion date of May 30, 2026 is extremely unlikely given the scope.

Answer 8: There will be flexibility with the completion date of May 30, 2026.

Question 9: Please confirm whether partial invoicing by phase and/or per completed home will be allowed as work progresses, or whether the entire phase or home must be completed prior to billing.

Answer 9: You may partially invoice by the entire phase (i.e. Phase I – Planning, Phase II – Pre-Rehabilitation, and Phase III – Rehabilitation Supervision).

Question 10: Please confirm if change orders after the initial ECR are possible.

Answer 10: Did you mean “ERR” - environmental review record? Change orders can be done but they must be approved by the homeowner, the rehab firm, Director of Housing & Community Development, and Finance Director.

Question 11: The RFP states “request environmental testing” for eligible homes. Please clarify whether the selected vendor is expected to procure and manage third-party environmental testing vendors (including ACM, lead-based paint, mold, or specialty testing), or whether the City will provide these vendors and the consultant’s role is limited to coordination.

Answer: Environmental review testing is not required because the funding source is not federal funds.

Question 12: Please clarify whether third-party services such as environmental testing, lead assessments, asbestos testing, mold testing, and specialty engineering evaluations are to be excluded from the vendor’s unit pricing and procured directly by the City or reimbursed separately.

Answer 12: Environmental testing is not required because there are no federal funds supporting this RFP project. Lead testing is also not required on housing units built prior to 1978 when the repair costs are less than \$25,000.00. Repair costs will be less than \$20,000.00. All contractors are required to be Renovation, Repair, and Paint (RRP) certified and must follow lead safe work practices to prevent lead contamination for work performed in homes built before 1978.

Question 13: Please clarify whether any federal environmental review documentation or compliance requirements are expected as part of the consultant scope, including but not limited to HUD environmental review requirements, SHPO coordination, floodplain documentation, or asbestos-related compliance.

Answer 13: HUD environmental review requirements are not applicable due to no federal funds supporting this RFP project.

Question 14: Please clarify whether the selected vendor is responsible for preparing bid packages, contractor agreements, bidder outreach, contractor qualification review, bid leveling, and recommendation of contractor award, or whether these functions will be performed by the City.

Answer 14: The City of Rocky Mount Housing & Community Development staff would be responsible for preparing the bid packages, agreements, bid awards, etc.

Question 15: Please confirm whether the City or the selected vendor is responsible for contractor payment request review, draw certification, and payment processing support.

Answer 15: The City of Rocky Mount Housing & Community Development staff would be responsible for processing the contractor payment with the Finance Department Accounting Division. The Housing Rehab firm would be responsible for turning in all final close-out documents per housing unit (final inspection form, homeowner certification of satisfaction form, contractor invoice payment and forms, and warranty documents to city staff.

Question 16: Please confirm whether draw inspections are required for each contractor payment request, or only at milestone and final completion stages.

Answer 16: One payment will be made after the contractor completes the housing unit and turns in all required close-out documents.

Question 17: Please confirm if the scope requires an in-person pre-bid meeting on-site at each individual home.

Answer 17: Yes

Question 18: The RFP requires a minimum of two (2) onsite visits and separately requires a final inspection. Please confirm whether the final inspection is included within the minimum two (2) site visits or is expected to be an additional visit beyond the stated minimum.

Answer 18: Phase 3 – Rehabilitation Supervision states a minimum of two (2) on-site visits and one final inspection at the project completion.

Question 19: Please clarify whether the selected vendor is permitted to self-perform construction, and/or remediation work under this contract if they meet contractor licensing requirements?

Answer 19: No

Question 20: Please confirm whether additional services resulting from scope revisions, contractor performance issues, homeowner change requests, or failed inspections may be billed as additional services subject to City approval.

Answer 20: No

Question 21: Please confirm all services expected to be included in the per-home unit price, including initial inspection, re-inspections, floor plan preparation, photo documentation, environmental test coordination, work write-up revisions, homeowner meetings, and final scope approval.

Answers 21: Everything stated above except environmental test coordination. Environmental testing is not required. No federal funds will support this RFP project.

Question 22: Please confirm whether the per-meeting fee is intended to include meeting preparation, contractor Q&A responses after the meeting, bid tabulation support, and post-bid scope clarifications.

Answer 22: The housing rehab firm would not be responsible for bid tabulation support and post-bid scope clarifications. The firm would be only responsible for managing and attending pre-bid on-site meetings with contractors.

Question 23: Please confirm whether the per-home fee includes all required site visits through final completion, or whether additional site visits beyond the minimum two (2) are billable separately.

Answer 23: The housing rehab firm may bill for each unit per phase (Phase 1: Planning Phase, Phase 2: Pre-Rehabilitation Phase, and Phase 3: Rehabilitation Supervision).

Question 24: Please confirm whether Attachment A pricing is intended to be firm fixed unit pricing (per home / per meeting) for completed tasks, or whether the awarded contract will be administered on a not-to-exceed basis with payment for actual units completed.

Answer 24: Attachment A pricing is intended to be firm fixed unit pricing for Phase I, Phase II, and Phase III.

Question 25: Can we do a site visit?

Answer 25: At this time, individual site visits are not permitted prior to contract award, as specific properties have not been fully identified or released for procurement purposes. However, the selected Vendor will be required to conduct site visits as part of the Scope of Work, including inspections and participation in pre-bid meetings with contractors once properties are assigned.

Question 26: The detailed repair scope.

Answer 26: A detailed repair scope for individual homes is not available at this time. The selected Vendor will be responsible for developing the detailed scope of work, including inspections, cost estimates, and rehabilitation write-ups for each assigned property, in accordance with the requirements outlined in Section 5.0 of the RFP.

Question 27: The specifications of the 24 homes.

Answer 27: Specific property details are not available at this time. The 24 homes referenced in the RFP represent an estimated number of projects, and properties will be identified and assigned on a rolling basis as homeowners are approved for participation in the program.

Homes are anticipated to be owner-occupied residential structures within the City of Rocky Mount, generally 40 years or older, and in need of repairs consistent with the program guidelines described in Section 1.0.

Question 28: Section 4.1 states "All projects under this Agreement shall be fully completed no later than May 30, 2026" and further states "All properties shall have successfully passed all required inspections and obtained all applicable approvals no later than June 17, 2026." Can the City clarify whether the May 30 deadline applies to the completion of all three phases across all 24 homes, or whether it refers specifically to Phase I assessments and work write-ups, with Phase II and Phase III to follow?

Answer 28: The May 30 deadline does not apply to the completion of all three phases. This project is slightly behind the project schedule, and the city will negotiate a revised timeline with the housing rehab firm awarded the bid.

Question 29: Additionally, can the City clarify what must be completed by May 30 that is distinct from what must be completed by June 17?

Answer 29: The May 30 deadline does not apply to the completion of all three phases. This project is slightly behind the project schedule, and the city will negotiate a revised timeline with the housing rehab firm awarded the bid.

Question 30: Section 5.1 states that qualified contractors must have a Unique Entity Identifier and be registered with SAM.gov. Can the City confirm whether SAM registration is a mandatory disqualifying requirement for participating contractors, or whether it is a preferred qualification, given that many qualified local residential contractors may not currently hold SAM registration?

Answer 30: Yes, SAM registration is required.

Question 31: Section 5.1 requires the vendor to request environmental testing including lead testing for pre-1978 homes with repairs exceeding \$25,000. Can the City clarify whether the cost of lead testing is a reimbursable expense separate from the Phase I per-home fee, or whether it is expected to be absorbed within the vendor's proposed pricing?

Answer 31: Environmental testing is not required because there are no federal funds supporting this RFP project. Lead testing is also not required on housing units built prior to 1978 when the repair costs are less than \$25,000.00. Repair costs will be less than \$20,000.00. All contractors are required to be Renovation, Repair, and Paint (RRP) certified and must follow lead safe work practices to prevent lead contamination for work performed in homes built before 1978.

Question 32: Additionally, can the City specify the required level of lead assessment? Specifically, is a licensed lead inspector conducting formal XRF or paint chip sampling with laboratory analysis required, or is a field-level presumptive test acceptable to satisfy program documentation requirements?

Answer 32: Environmental testing is not required because there are no federal funds supporting this RFP project. Lead testing is also not required on housing units built prior to 1978 when the repair costs are less than \$25,000.00. Repair costs will be less than \$20,000.00. All contractors are required to be Renovation, Repair, and Paint (RRP) certified and must follow lead safe work practices to prevent lead contamination for work performed in homes built before 1978.

Question 33: Section 5.1 describes managing pre-bid on-site meetings with qualified contractors but does not specify a minimum number of bids required per home. Can the City confirm the minimum number of qualified contractor bids required per home prior to contractor selection?

Answer 33: There's not a minimum number of bids required per home.

REMINDER: All proposals must be emailed to Fantashia Dickens (Fantashia.dickens@rockymountnc.gov) or mailed to the City of Rocky Mount as stated in the RFP by 2:00 PM EST on January 27, 2026.