



# **City of Gainesville**

Budget and Finance Department  
Purchasing Division

**Addendum Publish Date:** December 15, 2020

## **Affordable Housing Property Donation Pilot Program RFP #: HOUS-210001-GD ADDENDUM NO. 1**

**Bid Due Date:** January 14, 2021, 3:00pm (Local Time)

**NOTE:** The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), December 9, 2020, 3:00pm local time. Submit questions to: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the Pre-Bid Discussion/Information Checklist
3. Correction to RFP: Part 3 – Cost of Homes/Sale Price of Homes; 3.2 should read:

“Each Proposal must include the above information for every home site on the list provided in section 2, Project Overview”
4. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on December 2, 2020, 2:00pm:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and John Wachtel, Project Manager.
  - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date.
    1. All communication must go through Gayle Dykeman throughout the duration of the solicitation.
    2. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to submit bids. DemandStar will automatically close the solicitation at the specified date and time, and the City will not accept any late proposals, regardless of the format presented.
    3. Spoke at length about the rules guiding the Cone of Silence.
    4. Discussed Minimum Requirements
    5. Required forms – updated on the Meeting Checklist form attached
    6. Discussed the need for proposers to use the Professional Services Handbook that is attached to the solicitation, as it is different from the one that is posted on the City’s website.
  - c. John Wachtel reviewed the details of the solicitation and responded to questions. Opportunity to build affordable units and to create affordable long-term units to invigorate and stabilize the



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neighborhood. Address some of the economic and geographic disparities by using home owners to create wealth. Be creative.

5. Following are questions and answers that were discussed in the meeting:

a. Question:

Bid on all lots or just specific lot?

Answer:

Must bid on all lots – City reserves the right to award allocation of properties to one or more contractor, but all must be bid on.

b. Question:

Single homes or duplexes? Are duplexes going to be sold as separate units?

Answer:

We want you to be creative in how you approach the ownership of each home.

6. The Following questions were submitted by the questions deadline:

a. Question:

Do we build and/or act as a realtor to find buyers for the finished houses?

Answer:

The Proposer is to explain how it will identify qualified households and how it will sell the property to the households.

b. Question:

“In the event that the nonprofit organization is not able to complete that task, the ownership of the parcel will revert to the City.” Does the Parcel include the finished built house?

Answer:

Yes, although it is worth noting that if the parcel includes a "finished, built house" then the task is nearly complete.

c. Question:

“A limited amount of City funds may be available for down payment assistance to the households that will ultimately occupy the units.” Are there any funds, program or grants available to aid in the construction cost?

Answer:

The City has not budgeted any funds specifically to aid in the construction of these units.

d. Question:

There were some dollar figures started in this grant, is that monies from the city for payment of salaries for the architecture, builder and the construction crew? (Reference page 21: If applicable, the adjusted Living Wage for this contract will be \$12.5962 per hour (Living Wage with Health Benefits) or \$13.8462 per hour if Health Benefits are not offered.

Answer: No

e. Question:

It appears that the City intends to build streets for the lots not on the main road. Will the 2-year clock start ticking once these roads are in?

Answer:

The two-year time period to sell the home to an income-qualified family and move that family into the home begins when the property is transferred from the City to the nonprofit



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organization. The City will coordinate the timing of the road construction with the developers of the lots.

f. Question:

Property 10678-007-001 is 25-feet wide which makes it very difficult to build on and meet set-back requirements because of the narrowness. What kind of options do we have on that property?

Answer:

Development on the lots must be consistent with the City's Land Development Code, including Article X, Nonconformities and Vested Rights.

g. There are several wide lots that if two are put together can easily be made into 3 lots. Which makes a larger project but it would lower the overall development costs to keep the sales price down. Would the City be open to a longer timeframe for the project considering these and other facts?

Answer:

No, the City is aware of the size of the lots.

h. Question:

Would the City be open to allowing some side yard variances of a few feet to get 4 bedroom homes on the property?

Answer:

Please refer to the City Code, specifically, Chapter 30, Article III, Division 11.

i. Question:

There was talk of some of these properties having to be in a land trust? Is this required, or partially required?

Answer: No

j. Question:

We want to confirm the cost of the homes (sticks and bricks) be redacted to the public as confidential information.

Answer:

Please refer to the RFP document, Section 4.4 Disclosure and Confidentiality. The City cannot determine the legality of confidential information for vendors.

k. Question:

We would like to have 2, 3, and 4 bedroom plans. Are there specific recommendations the City wishes or can these be saved for approved clients to decide based on our typical qualification factors?

Answer:

In terms of the number of bedrooms in each unit, the City has no specific recommendations or wishes.

l. Question:

With Covid and current projects in place, a two year timeline might be tight to permit, build and move families within 2 years. Is there an opening to expanding this, especially if we are performing?

Answer:

The City does not anticipate revising the two-year timeline to move families into the homes.



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m. Question:

If the City is donating property, does the living wage apply as it is less than \$100,000 as per the policy?

Answer:

Correct, the Living Wage applies to projects over \$100,000. The City assumes that the value of the property is over \$100,000 and that the awardee would spend more than \$100,000 to complete the project, thus the living wage would apply.

n. Question:

Do the lots that are being donated already have water, electric and sewer service, as well as curb cuts provided at no cost to the contract recipient of home owner?

Answer:

Contact Gainesville Regional Utilities to determine the availability of potable water, electric and sewer (wastewater) service. Streets adjacent to the subject lots are not curbed.

o. Question:

If they do not, is it the understanding from the RFQ that costs to have these services to the lot(s) are to be included in the proposal price costs?

Answer:

All proposals must include the estimated sale price of each home. That price must include the costs of ensuring that the occupants of the home have access to potable water service, wastewater service, electric power, and adjacent roads.

p. Question:

What are the provisions for alternative power, water, sewer? Such as wind, solar, rainwater collection, septic, French drains, gray water and black water systems, composting toilets? Can these newer and alternative options be used?

Answer:

Development of the parcels must be consistent with all applicable federal, state and City codes and regulations.

q. Question:

Are there minimum and maximum sf requirements?

Answer:

Development of the parcels must be consistent with all applicable federal, state and City codes and regulations.

r. Question:

Can the smaller lots be rezoned to be combined with the larger lot next to (2.B) mentions.

Answer:

The City's Land Development Code governs procedures and criteria related to both rezoning land and combining lots.

s. Question:

Is it possible for use for an ADU (Accessory Dwelling Unit) to the main house on what would be the larger lot?

Answer: The City's Land Development Code governs procedures and criteria related to ADUs.



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- t. Question:  
The REQUEST indicated no modular homes. What is the provision for alternative materials and alternative building methods? Such as shipping containers or other similar that would be retrofit and worked similarly to stick built or block, printed, prefab.
- Answer:  
Development of the parcels must be consistent with all applicable federal, state and City codes and regulations.
- u. Question:  
Requirements indicate that the bidder must be an NPO (non-profit organization), registered in the state of Florida. I have a ministry NPO that is in a certain state, but covers my work in the US and world-wide, as in donations, contract funds, etc. are tax deductible. Does that qualify?
- Answer: No.
- v. Question:  
If you require it to be an NPO, it seems that the process eliminates non-NPOs who would like to participate in the process and still make it cost effective and affordable to HUD qualified individuals.
- Answer:  
This comment is noted.
- w. Question:  
Is it the correct understanding that the costs to make each lot buildable are also to be added/included in the bid price as part of the cost of building the home?
- Answer:  
The developer determines the price that the buyer will pay for the lot and the home.
- x. Question:  
On the non-conforming lots, specifically the smaller ones, will the city make exception so that the normal setback requirements are waived and a single stand-alone unit can be creatively built? I am specifically referring to the very small non-conforming lot that is not contiguous with any other offered lots in this REQUEST
- Answer: Refer to the City's Land Development Code, including Article III and Article X.
- y. Question:  
Is there a limit to the number of stories to which the residence can be built?
- Answer: The RFP does not limit the height of the structures, but the City's Land Development Code does.
- z. Question:  
Is it possible for a number of not-for-profit organizations, some registered in Florida and some not, to join together for purposes of submitting a proposal and qualifications?
- Answer:  
There must be only one applicant per proposal. The applicant can hire or work with other entities, but the City will only communicate with one entity and only donate land to one entity. Although the RFP asks for information about the development team, the proposal should clearly state who is the applicant.



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ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

## **CERTIFICATION BY PROPOSER**

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LEGIBLY PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PRE-BID DISCUSSION/INFORMATION CHECKLIST

BID NAME: Affordable Housing Property Donation Pilot Program

BID NUMBER: HOUS-210001-GD

PRE-BID DATE: 12/2/2020

1. Introductions  
Questions/Answers and topics of discussion addressed at the pre-bid will be available through [DemandStar](#) via Addendum 1. You can link to Demandstar through the City's website or direct.
2. All questions after this meeting must be in writing
  - a. Email to [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
  - b. **Questions Deadline: December 9, 2020, 3:00pm**
3. CONE OF SILENCE – PG 4: 1.5 - All communication, contact and/or correspondence must be with Gayle Dykeman, [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org) or Purchasing Division staff.  
Bidders who have contact with anyone other than Gayle Dykeman or Purchasing Division staff (City Manager, Staff, City elected officials, etc.) will be disqualified.  
ATTACHED IS THE DEFINITION OF THE CONE OF SILENCE
4. **Bid Due Date: January 14, 2021 at 3:00PM local time;** Location to receive bids: [DemandStar](#)
5. All Zoom Meeting information is located in Exhibit 6 of the Solicitation
6. Minimum Qualifications (MUST or SHALL) - Page 8, 2.3
7. **REQUIRED FORMS** – Listed on Page 12 – All forms should be signed (if applicable) and attached to the submittal in the last section of the submittal document
  - a. RFP Cover Page
  - b. Proof of nonprofit status from the State of Florida.
  - c. Drug-Free Workplace Form
  - d. Bidder Verification Form
  - e. **Reference Form (not listed on RFP in section on page 12, but required)**
  - f. **Cost of Homes/Sale Price of Homes (not listed on RFP in section on page 12, but required)**
  - g. Certification of Compliance with Living Wage, if applicable to proposer
  - h. 501c3 letter from the IRS
  - i. Copy of any applicable, current licenses and/or certifications required by City/County/State
  - h. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
  - i. Copies of all Addenda, signed **(not listed on RFP in section on page 12, but required)**
8. **REQUIRED DOCUMENTS** – Page 11, 4.2
9. Local Preference – Policy on page 20, Part 8, 8.1, Response on page 34
10. Living wage – Policy on page 20, 8.3; Form is in Section 10, Page 34
11. Refer only to the Professional Services Handbook attached to the solicitation – Exhibit 7. It has been modified to suit the purpose of this RFP.
12. Bid Information Form - If not bidding, please complete the form and let us know why you are not bidding.

41-424      Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.