

RFP# 25102 - CDBG
Questions and Answers

	Questions	Answers	RFP Section	RFP PG #
1	Will you please let me know where I can find the recording of the CDBG training?	<p>We had technical difficulties and were unable to provide a recorded CDBG session. Please watch our AHTF video, as much of the material is the same.</p> <p>You can also view the Procurement PDFs on our webpage as well: https://cityofsantafenmvendors.munisselfservice.com/Vendors/default.aspx</p>		
2	I have previously applied through Munis, Do we need to create a new Vendor to submit the RFP, or should we link to our existing vendor information?	please link your existing account to prevent duplicate profiles		
3	In the past years we have applied and received funding to support rental assistance to allow formerly homeless and now housed residents with little or no income to maintain their housing. But this year's application form attached to the RFP seems to focus solely on new construction.	<p>Our apologies if the examples gave the impression our office has shifted its focus; it has NOT.</p> <p>We look forward to seeing your proposal regarding rental support and other wonderful work you are currently doing.</p> <p>We are very much still entertaining applications for rental assistance, and you may use the same application for your proposal; there is no separate application for your scope of work.</p>		
4	In your below email you state: "you will need to upload all items on Page 14 to "Technical Proposal"	<p>Correct. Create ONE PDF for all attachments to submit into Technical Proposal, <u>excluded</u> Attachment F</p> <p>ONLY Attachment F goes into "Cost Proposal"</p>		14
5	When you say, "Confidential Technical Proposal", what are you meaning by "confidential"? In other words, what would be the reason someone would include confidential information within the attachments we are to use?	As our pool of candidates have varied levels of confidentially, this is up to your own discretion. If you do not have confidential information, you do NOT need to add anything there.		

6	Are you anticipating other attachments not listed on page 14?	NO		14
7	If the milestone table on Attachment F is to include Total Development Costs of the project less contingencies and value-added.	NO. Value-Added items are not included in your 'total development cost'.	Attachment F	14
8	how do you want us to fit these costs into the Project Area table? In other words, does labor include non-construction labor; does construction interest go in overhead; does required operating reserves go into overhead; do materials only include hard construction materials, etc.?	All costs should be broken out in the project area three sections. Labor includes all labor activities. Materials includes all materials used. Overhead is all admin expenses that wouldn't be covered in the other two.	Attachment F	14
9	What is the purpose of the Value-Added Section?	The "value-added" section is only to illustrate if you have additional projects/items that support your primary project that add value to the city. This section is NOT the appropriate place to itemize your project expenses. Make sure you can execute your proposed project WITHOUT the value-added items, as this section is optional.	Attachment G (2)	16
10	How to upload your documents appropriately	You will need to upload all items on Page 14 to "Technical Proposal". Excluding Attachment F: All anticipated program costs (Attachment F), to "Cost Proposal" Any confidential information mentioned in your "Technical Proposal" needs to be submitted to "Confidential Technical Proposal".		14
11	What information goes onto Attachment H?	Your references pertaining to the value-added section and level of expertise (Attachment H) can be any individual/entity that can verify your ability to execute items listed in value-added as well as level of expertise.	Attachment H	18
12	Where Does each attachment go: Attachment A, Proposal Cover Page, Declaration & Checklist	See answer to question #10 in the sheet. Attachments I-L do not need to be submitted but are for your own reference.		14

	<p>Attachment B, Campaign Contribution Disclosure Form</p> <p>Attachment C, Conflict of Interest Affidavit</p> <p>Attachment D, Non-Collusion Affidavit</p> <p>Attachment E, Key Personnel Proposal Form</p> <p>Attachment F, Project Cost Proposal Form</p> <p>Attachment G, Project Capability Submittal (SC/LE, VA) Checklist and Format</p> <p>Attachment G1, Scope/Level of Expertise Plan (SC/LE)</p> <p>Attachment G2, Value Added Plan (VA)</p> <p>Attachment H, Reference List</p> <p>Attachments I-L: To submit the RFP, do we need to upload Attachments I, J, K, L? Do we need to fill out Attachments J: Weekly Risk Reporting and Attachment L: Draft Agreement?</p>			
13	<p>Last year we submitted two proposals with different scopes. Does this mean we can only do one?</p>	<p>We will receive only one proposal per grant type.</p> <p>With the exception of including “Value-Added” items if you choose.</p> <p>If you have supporting projects in your pipeline that may “add-value” to your proposal, you may include those items for consideration.</p> <p>If any of your value-added items are selected for review, you will be given 15min additional time in your presentation to discuss the item/s.</p> <p>Furthermore:</p> <p>If you are only applying for CDBG: only submit one proposal</p> <p>If you are only applying for AHTF: only submit one proposal</p>		17

		If you have an interest in both CDBG & AHTF, you may submit one proposal for each.		
14	<p>Attachment F:</p> <p>In what terms should Milestones be described? Should every step of the process be detailed?</p> <p>In the Project Area, can Overhead be salary/admin expenses?</p> <p>What information goes into each section:</p> <ul style="list-style-type: none"> • Labor (#hours) • Materials • Overhead 	<p>Milestones should be up to your own discretion, as your scope of work goes into detail of your project.</p> <p>Salary should be included in labor. Salary can NOT be included in overhead.</p> <p>Overhead can include admin expenses.</p> <p>The total cost should be broken out into the three categories of labor, materials and overhead.</p>	Attachment F	14
15	<p><u>The Attachment H:</u></p> <p>Reference Chart- should there be only one CLIENT Name per line and reference contact?</p> <p>If there are more than one project per reference contact, should additional Client Names be on separate lines? IF so, may we add lines to include more references than 10? Or should we just list one project per reference.</p>	<p>There can be more than one client name per line and reference contact.</p> <p>You can list multiple projects in one line if they are the same reference contact.</p> <p>If there are multiple client names for one project then they can be added in the same line.</p> <p>There can be more than 10 more references.</p>		