



# CITY OF SAN ANTONIO

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## ADDENDUM I

SUBJECT: Historic Acquisition Program Request for Qualifications due  
December 28, 2010

FROM: Office of Historic Preservation

DATE: December 14, 2010

### **QUESTIONS RECEIVED BY CITY STAFF ARE ANSWERED AS FOLLOWS:**

**Question 1:** Does the City of San Antonio and/or the Office of Historic Preservation currently have a list of properties that can be classified as eligible?

**Response:** Yes, we have a list that is in progress and is continually added to.

**Question 2:** Does the City of San Antonio and/or the Office of Historic Preservation currently have a list of eligible buyers that can be made available to responders?

**Response:** We have a list of people that have contacted us that are interested in purchasing a historic home. We can make this list available or contacted those interested when the home goes onto the market.

**Question 3:** Will the Office of Historic Preservation make available to responders maps showing eligible neighborhoods (community development neighborhoods) that qualify for the use of CDBG funds for rehabilitation?

**Response:** Yes. Once we are ready to acquire the historic property we will work together to identify potential areas and actual properties.

**Question 4:** Please define and give examples of administrative or operational costs that are deemed non-reimbursable.

**Response:** Please see section 24 CFR 507.206 for definitions of eligible administrative costs. Eligible reimbursable costs will be addressed during contract negotiations.

**Question 5:** Is there a specific time period for allocating and spending of the funds available for this program?

**Response:** Yes. The current funds are available until September 30, 2011, but we will be able to apply for at least a one-year extension.

**Question 6:** How much money is available for the allocation of this RFQ? What is the funding source?

**Response:** The total funding for this project is \$250,000 and is through a Community Development Block Grant.

**Question 7:** Once the initial money is spent, will additional money be made available to continue as a revolving fund?

**Response:** Since it is a revolving fund, we are hopeful that through the sales of the rehabilitated properties we will be able to gain the initial investment back. We are also looking into more options for fundraising for this specific fund.

**Question 8:** How will the money be made available to the respondent? Will the respondent be able to draw advances for project phases?

**Response:** This contract is on a reimbursement basis only unless both parties agree to other arrangements.

**Question 9:** Are recipients expected to have fee simple title to the properties under this program?

**Response:** No

**Question 10:** Will it be a legal obligation of the responders to complete the project with their own allotted funds if the Historic Acquisition Program funding is insufficient during a project?

**Response:** No. It will not be a legal obligation but if the funds were to run out then you could either sell the property as is or you could finish the work at your own expense and then sell the property.

**Question 11:** Can the respondents withdraw and return funds from the program to COSA or the Office of Historic Preservation?

**Response:** All funds (program income) are to be returned to the Office of Grants Monitoring and Administration.

**Question 12:** Are holding costs reimbursable?

**Response:** No

**Question 13:** Can the respondent be allowed to incorporate other grant funding in order to offset any administration fees not covered by the Historic Acquisition Program?

**Response:** Yes.

**Question 14:** Which City Department would be responsible for compliance with the Federal environmental regulations?

**Response:** The Office of Historic Preservation and the Office of Grants Monitoring and Administration

**Question 15:** In regards to deliverables, under Section II (Scope of Services) what is meant by associated reference tables and listings; what is to be done with them?

**Response:** It is just stating that if you are to create any reference tables or listings during this process, it would be your responsibility to do so.

**Question 16:** Will there be a project phasing requirement mandated for this project?

**Response:** No.

**Question 17:** Are contractors able to include contingency cost in their bids?

**Response:** Yes.

**Question 18:** Will the responder's team be required to hire a licensed architect in order to review and certify drawings?

**Response:** No, but for reasons such as liability regarding any structural repairs, a licensed architect or engineer should be consulted.

**Question 19:** When can we expect to receive responses for the above questions in order to facilitate the completion of the RFQ by the proposed deadline?

**Response:** This addendum includes the responses to the questions received up to this point.

**Question 20:** Because of the holidays, could the deadline for submission be extended to January 14, 2011?

**Response:** No

Attachment: Small Business Presentation

Norbert Dziuk  
Purchasing and Contract Administrator  
Purchasing and General Services