



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

May 27, 2014

RE: ADDENDUM #1
RFP #B141022, CDBG-DRS Round 2 Rental Program for Galveston County, Texas

To All Prospective Proposers,

Attached you will find rental needs assessment amended information for RFP # B141022, CDBG-DRS Round 2 Rental Program for Galveston County, Texas.

The following item has been amended:

- **Special Provision Section:**
Item 65. Proposal Submissions: Page 31-32; Item #b. Proposed Project; sub-item 2.) AFFH and community feasibility; sub-item i.) Rent prioritization;

Sub-item i.) Rent prioritization, is to be removed in its entirety and replaced by the two-page attached document entitled Rental Need Assessment Houston-Galveston Area Council (H-GAC) & All Sub-recipients Within the COG.

If you have any further questions regarding this proposal, please address them to the Galveston County Purchasing Agent at the address listed below or via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", followed by a long horizontal flourish.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

**RENTAL NEEDS ASSESSMENT
HOUSTON-GALVESTON AREA COUNCIL (H-GAC)
& ALL SUBRECIPIENTS WITHIN THE COG**

RENTAL SUMMARY INFORMATION:

The below Rental Needs Assessment figures represent the percentage of rental unit allocations for the Round 2 Rental Programs. The Texas General Land Office (GLO) utilized FEMA Household Damage Claims Data in determining a Council of Government’s (COG’s) targeted unit percentages within each Low or Moderate Income (LMI) Category.

Note: *The GLO will accept the Subrecipient’s Needs Assessment figures if the Subrecipient has the unit makeup prior to either Hurricane Ike or Dolly damage, or has an approved Rental Needs Assessment. As a friendly reminder, Subrecipients must submit a final draft copy of the projects Land Use Restriction Agreement (LURA) prior to closing for GLO to review. The LURA must capture the needs assessment guidance and percentages required by each region. The City of Galveston and the City of Houston are excluded from following H-GAC’s Rental Needs Assessment.*

H-GAC

RENTAL NEEDS ASSESSMENT CALCULATIONS

Updated April 15, 2014

TABLE I: FEMA CALCULATION DATA BY INCOME CATEGORIES	
LMI Category	LMI Category %
Very Low	35%
Low	22%
Moderate	11%
Non-LMI	32%
	100%

- A Subrecipient may over serve a lower income category by reallocating units from any higher income category.
- A Subrecipient can not over serve a higher income category from a lower income category.
- Non-LMI units do not have a minimum that need to be served and thus can be allocated amongst all three LMI categories.

A Subrecipient is strongly encouraged to strive for the percentage unit allocation levels identified in the COG Rental Needs Assessment Calculations (Table I). Rents will be calculated based on the AMI of the jurisdiction where the units are actually located. Subrecipient unit allocations that have been contractually defined or approved differently through a waiver must meet the LMI Category percentage breakdown for the Very Low, Low, and Moderate income categories as previously approved. Defining this requirement in the Subrecipient’s NOFA and LURA will assure that these guidelines are followed and that the needs assessment figures are reached.

**RENTAL NEEDS ASSESSMENT
HOUSTON-GALVESTON AREA COUNCIL (H-GAC)
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RENTAL METHODOLOGY:

In the case where there is an absence of a Rental Needs Assessment for a Subrecipient, the methodology for the needs assessment figures follows the process below:

- 1) Calculate total units by LMI Category according to the respective LMI Category percentage (*Found in Table 1 above*).

ILLUSTRATION 1: EQUATION FOR TOTAL RENTAL UNIT ALLOCATION (ROUND 2)

Formula: LMI Category Unit Allocation
$RD2\ Units \times LMI\ Category\ \% = LMI\ Category\ Unit\ Allocation$

RD2 Units = Total Round 2 Unit Allocation

LMI Category % = FEMA Calculation by Income Category



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GALVESTON, TEXAS 77550
(409) 770-5371

June 13, 2014

RE: ADDENDUM #2
RFP #B141022, CDBG-DRS Round 2 Rental Program for Galveston County, Texas

To All Prospective Bidders,

The following information is being provided to aid in preparation of your bid submittal(s): Items marked with an asterisk * were omitted due to proposal disclosure procedures.

Question #1: *Per the RFP, a bid bond is required at time of submission in the amount of 5% of the total contract price. (The proposed project "Villages of Dickinson" has a contract amount of *, making the bid bond in the amount of *.) Is the 5% requirement still enforced on such a large contract amount or can bid bond percent be reduced to a lower percent?*

Response: The Bid Bond amount (5%) is set by the Commissioners' Court and will not be reduced.

Question #2 *(If the 5% bid bond is required for Villages of Dickinson, MBL Derbcity will cut a company check in the amount of *). Please confirm check will NOT be cashed unless Villages of Dickinson received an award from the county commissioner and fails to execute the contract within 30 days.*

Response: Please reference page 12, General Provisions, item #37, BID/PROPOSAL GUARANTEE, of the solicitation for the types of bid bonding types that are acceptable. A "company check" is not acceptable. The Bid Bond instrument is returned to the successful contractor upon satisfaction of the County receiving all requested documentation (insurance certificates, P&P Bonds, etc.) prior to being issued a Purchase Order Number and Notice to Proceed.

Question #3 *Will the bid bond check be held at the County of Dickinson in a secured deposit box?*

Response: If you meant the County of Galveston, then yes, sensitive material is kept in a secured safe in a secure location that will not be disclosed to the general public.

Question #4 *Once award is granted to a project, what is the required time frame to start construction?*

Response: It is dependent on the contract.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

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Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County