



## THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO, CPPB  
PURCHASING AGENT

GWEN MCLAREN, CPPB  
ASST. PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 16, 2020

**PROJECT NAME:** Acquisition and Project Management Services

**SOLICITATION NO:** B201042

**RE:** ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *In several places, they list 4 copies and 6 copies. Which set is being required?*

Response: One (1) unbound original, six (6) copies and one (1) electronic copy are required.

**Question #2:** *Is Tab 1, introduction, is this intended to be a cover letter?*

Response: Please refer to Page 9, Section Q of the Special Provisions.

**Question #3:** *No proposal pricing form is included? Will one be provided?*

Response: Please refer to Page 11, Tab 7 of the Special Provisions.

**Question #4:** *Will you provide link for addenda posting?*

Response: All addenda will be posted on the Galveston County website:  
<http://www.galvestoncountytexas.gov/pu/Pages/BidListings.aspx>.

**Question #5:** *Will the County provide all surveys or is the proposer responsible for this?*

Response: The County will not provide any surveys.

**Question #6:** *Will the appraisals need to be done using "yellow book" format for the General Land Office (GLO)?*

Response: The General Land Office will determine the method.

**Question #7:** *Will the appraisals need to be reviewed by an independent reviewer and should that be included in the fee structure?*

Response: Yes.

**Question #8:** *As for relocation goes, will all property owners be offered benefits in accordance with the Uniform Relocation Act, and all follow all state and federal guidelines? i.e.: Housing supplement, rental supplement, packing and moving, temporary storage, personal property and business assistance if applicable?*

Response: Residents will be offered benefits per GLO guidance.

**Question #9:** *Will the proposer be responsible for demolition and handling the process of clearing the improvements?*

Response: No.

**Question #10:** *My understanding is this is a voluntary buyout so no form of eminent domain will be used to acquire the property.*

Response: That is correct.

**Question #11:** *Would the County consider allowing submission via electronic means such as email or other electronic portal through issuing a Special Provision to the subject solicitation. This would allow Respondents to deliver the highest quality and safest response possible to the County during the ongoing Covid-19 Pandemic.*

Response: At this time Galveston County is not equipped to have proposals turned in electronically.

**Question #12:** *Can Galveston County please post an OCR pdf to Microsoft Word file format of the RFP so that the RFP can be searched?*

Response: No. The risk for altering the original document is too great.

**Question #13:** *After skimming through the package, appears that the County is looking for a project manager to assist with coordination and purchase of several parcels of property in the county. Some of the scopes is outside our normal course of business, but would be happy to handle the examination and title portion of the project. If you are not aware, our title premium rates are set /regulated by the Texas State Board of Insurance and based on the contract sales price. Are you able to disclose where the proposed properties are located within the County?*

Response: Yes.

**Question #14:** *Please confirm that no bid bond or cashier's check for 5% of contract value is required. Item C in the special provision section states that no performance or bid bond is required, but item 38 on page 18 indicates a bond or cashier's check is required.*

Response: No bid bond or cashier's check is required.

**Question #15:** *Item 3 on page 2 of general provisions section notes that "a label shall be provided" for purposes of labeling the submission package/envelope. Where can proposers obtain said label?*

Response: No label is required. All submittals must be clearly marked with the company name and the RFP title.

**Question #16:** *Item 12 of the General provisions section on page 4 indicates that proposers must submit "lump sum or unit price as shown on the proposal sheet". Where can proposers obtain this proposal sheet?*

Response: Please disregard this reference to this particular proposal sheet.

**Question #17:** *Section A. Purpose of the special provisions section of the RFP notes that funds for this project are derived from a HUD grant through GLO Contract No. 20-066-046-C455. What is the amount of HUD funding dedicated to the buyout program? Are all funds for this program anticipated to be granted through HUD CDBG-DR?*

Response: It is an Acquisition program with a grant total of \$2,838,296.00. Yes, all funds for this program anticipated to be granted through HUD CDBG-DR.

**Question #18:** *Section A. Purpose of the special provisions section notes that services should be “bundled and all proposals should include a breakdown of each service per property. “For which services are price per property requested?*

Response: All.

**Question #19:** *The RFP notes that it is anticipated that 12 parcels will be purchased through the buyout program. Has the County identified the targeted parcels and/or the neighborhood or city where said parcels are located? If so, where are the targeted parcels?*

Response: It is an Acquisition program. Yes, Frenchmen’s Creek Townhomes in Friendswood, Texas.

**Question #20:** *Part 4. Negotiation in the scope of work section notes that awarded proposers shall “work on title curative or limited title sheet that are not acceptable to the County.” To what extent is the selected propose expected to clear titles or is this line item indicative of the selected proposer collaborating with another entity to complete curatives?*

Response: Selected proposers are expected to clear titles if necessary.

**Question #21:** *Part 4 © in the scope of work section notes that awarded proposer shall prepare extension requests when needed for homeowner to present counteroffer. What is the base timeline for a homeowner to accept or counter the County’s purchase offer?*

Response: Please see section N. SPECIFICATIONS, part 4) Negotiation, c. Request extension letter

**Question #22:** *Part 4 (g) in the scope of work section mentions condemnation proceedings. Does the County intent to conduct voluntary and involuntary acquisitions under this program? Is one pathway (voluntary or involuntary) preferred?*

Response: This is a voluntary program.

**Question #23:** *The evaluation criteria section of the RFP mentions that proposer should describe any database or electronic tracking system it will use to administer this program, but the scope of work does not mention systems development. Please confirm it is expected that proposers supply a system. Does the County have any of its own systems that it intends to use in the execution of this program that would complement or interface with a proposer’s system?*

Response: Proposers shall provide database.

**Question #24:** *Evaluation criteria, tab 7, notes that proposers should indicate how they will bill the County for services provided, and gives examples that allude to a time and materials pricing structure and a unit price pricing structure. How are proposers expected to price responses?*

Response: Unit pricing is preferred.

**Question #25:** *Section M subparagraph 8: Please confirm whether the Selected Proposer is responsible for procuring and paying the legal services, if required, to facilitate the dissolution of a Homeowners Association and how this should be accounted for in the cost proposal.*

Response: Yes, should be included in price per each property.

**Question #26:** *Could the County clarify how many of the identified parcels are part of a Homeowner's Association?*

Response: HOA has not been determined.

**Question #27:** *The scope of work listed in the proposal appears to indicate that the County is seeking a vendor to provide all-inclusive buyout services, such as title closing (escrow) and property valuations (appraisals). Is this correct?*

a. *Is the county open to hiring a grant manager that specializes in CDBG-DR housing programs/URA/environmental and them subsequently completing several other small purchase procurements for common services such as title, escrow, and appraisal?*

Response: All-inclusive services are encouraged. Yes.

**Question #28:** *Has Galveston County received a grant contract for this project from the GLO? Is so, what was the date it was executed?*

Response: Yes. July 3, 2020...

**Question #29:** *The RFP notes that the contract term between Galveston County and the chosen vendor will be one (1) year. Will there be any provisions for a one-year renewal or extension to that contract term if the County is satisfied with the vendor's performance, but the project is not complete?*

Response: Yes, if the Texas General Land Office approves an extension.

**Question #30:** *Has Galveston County authored its program guidelines?*

- a. *If yes, have they been through the required public comment period?*
- b. *If yes, has the GLO issued a formal approval of the program guidelines?*
- c. *If yes, will the County share its approved program guidelines as an addendum to the RFP?*

Response: No.

**Question #31:** *Is the County's program voluntary or involuntary for property owners?*

Response: Voluntary.

**Question #32:** *Is the County's program a buyout (i.e. demolishing properties and creating open space) or an acquisition program (i.e. redeveloping the properties into resilient & affordable housing units)?*

Response: It is an Acquisition program. Final use is to be determined.

**Question #33:** *Are the owners of the properties being targeted for buyout already aware that the buyout program is going to occur? Or will the notice they receive in the mail be the first time they hear about the program?*

Response: It is an Acquisition program. The Homeowners are aware but selected consultant will need to contact the homeowner to provide further information.

**Question #34:** *Page 1 of the RFP asks for one (1) unbound original, four (4) copies, and one (1) electronic copy of the proposal. RFP #B201042, Special Provisions, Page 1 of 12 asks for one (1) unbound original, five (5) copies, and one (1) electronic copy of the proposal. Can the County please clarify how many copies of the proposal are required?*

Response: Please refer to the response to Question #1.

**Question #35:** *Page 4, Section 12 – Pricing references that pricing will be wither lump sum or unit prices as shown on the proposal sheet; however, there is no proposal sheet included. Special Provisions, Page 11 of 12, Tab 7. Cost and Documentation seems to indicate that job titles/classifications and labor rates plus materials and services may be requested for billing/invoicing. Please provide clarification on how the County desires the proposer to provide pricing (unit prices or labor rates).*

Response: Unit pricing is preferred.

**Question #36:** *The HGAC MOD indicates the County was allocated \$4,359,763. Is this correct, or is there a different amount of funds available for buyout?*

Response: HGAC MOD is correct, but the available funding for this Acquisition project differs.

**Question #37:** *Exhibit A contains a request to provide information for three (3) major suppliers to demonstrate financial capability. However, Tab 8 – Financial Information requires copies of the last two years of audited financial statements. Can the County determine the information provided in Tab 8 is sufficient financial information to demonstrate financial capacity, rather than requesting additional information on three (3) suppliers (especially considering that this RFP is for services to be performed by the Consultant and is not for the purchase of goods)?*

Response: Tab 8. Financial Information can be used.

**Question #38:** *In the RFP, the County mentions requiring one unbound original, four copies, and one electronic copy on page 6, and on page 46 it says that we are to provide one original, six hard-copies, and one electronic copy. It also mentions that the proposals are to be provided in three-ring binders. Can the County please clarify what format you want to receive proposals in and how many copies?*

Response: Please refer to the response to Question #1.

**Question #39:** *Tab 1 is listed as an introduction. Is this to be provided in lieu of a cover letter or does the County desire to receive both?*

Response: Both will be desired.

**Question #40:** *Please clarify the number of total copies the County would like to receive. There are multiple discrepancies throughout the associated RFP.*

- *PDF Page 2 & 6 (as well as Proposal Checklist) = 1 unbound, 4 copies (a total of 5 hard copies), and 1 electronic copy*
- *DPF 39 under F = 1 unbound original, 5 copies (a total of 6 hard copies), and 1 electronic copy*
- *PDF 46 = 1 original, 4 copies (a total of 7 hard copies), and 1 electronic copy > also does not specify bound or unbound for the original.*

Response: Please refer to the response to Question #1.

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 (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@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,

A handwritten signature in black ink that reads "Rufus Crowder" with a stylized "TD" superscript at the end.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County