

Request for Proposal – Addendum and Extension

RFP: TJPDC-2022-02 Strategic Plan Implementation - CVRHP

The following addendum provides additional, clarifying information concerning the scope of the original Request for Proposal, extends the due date for proposal submission, and answers questions submitted by potential applicants.

Addendum: Revision to Scope of Work

Currently, the TJPDC is working to engage executive board members of the Central Virginia Regional Housing Partnership, as well as staff with programmatic and financial experience to complete the Virginia Housing-required Pre-Assessment. This pre-assessment will be submitted to, and scored by Virginia Housing, and then shared with all potential applicants prior to the revised proposal submission deadline.

A successful and complete response to the RFP will come in the form of a cost estimate for proposed work and a Recommendation Report, a required component of the application to Virginia Housing for Tier II Implementation funding.

Per the CVRHP's Tier I program outcomes, the CVRHP is focusing primarily on the following focus areas:

- Board Development
- Fund Development
- Community Engagement/Volunteer Management

Focus areas may be refined by the results of the pre-assessment. **Consultants will be provided with Pre-Assessment results no later than January 13, 2023.** The successful applicant will tailor its Recommendation Report to one of these focus areas (unless otherwise notified).

Extension

Addendum Date Issued:

- December 9, 2022

****NEW* Revised Date Due:**

- Proposals must be received by 4:00 pm on Friday, January 27, 2023.

Questions:

- Please direct any questions regarding this Addendum/Extension to Ian Baxter (ibaxter@tjpd.org).

Selection Process:

- Proposals will be reviewed within **ten** business days of the amended closing date and notification of a decision will be made by Friday, February 10, 2023. Successful

consultants will be notified of selection with the understanding that a Notice to Proceed will be dependent upon a successful grant award from Virginia Housing.

Responses to Questions Received

1. Q: Have you engaged with Virginia Housing to refine the scope of the RFP?

A: Yes – Conversations with Virginia Housing have clarified what is being requested of potential applicants. See summary above.

2. Q: The Tier II grant is limited to \$12,500 for consultants. Will you be adding additional funds to accommodate the full scope of work?

A: TJPDC will consider adding resources as needed, depending on proposals and costs of services.

It is recommended that applicants incorporate the optional \$2,500 that is provided for the production of implementation items into their cost estimate. The remaining \$10,000 eligible for implementation items will be dependent on work conducted during the grant period and should not be included in the proposal.

3. Q: Have you taken the grant assessment yet from your board and if so, which areas scored highest and lowest?

A: We have started the pre-assessment and have not completed it. We will share it with all consultants who received the RFP once complete.

4. Q: Are you applying for Tier II to fund this project, or is this project setting up a Tier II project?

A: We are looking to receive both a quote and Recommendation Report from a VHDA-approved consultant in order to apply for Tier II funding.

The Thomas Jefferson Planning District Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.