

THE CITY OF WALTHAM
MASSACHUSETTS

PURCHASING DEPARTMENT

CDBG Consultant

ADDENDUM NO. 2

August 15, 2018

CHANGES, CORRECTIONS AND CLARIFICATIONS

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 2) MUST BE ACKNOWLEDGED IN SECTION Price Sheet Page.

ITEM 1: ANSWERS TO POSED QUESTIONS

Q1. What is the Planning Department's current staffing structure, including the number of employees (FT and PT) and contracted staff, and each position(s) responsibilities?

A1. Not Relevant

Q2. Is the City looking for a consultant who will play an advisory role and perform "top end" functions (such as communicating with HUD and the auditors, preparing draws of funds, updating IDIS with progress on approved programs and projects, and facilitating meetings to develop Annual Action Plans) while city staff will perform normal day-to-day functions such as qualifying applicants, processing routing payments, dealing with clients, etc., OR is it looking for the consultant to be hands-on in implementing project activities and performing administrative functions, OR both?

A2. Yes

Q3. Will the consultant need to fulfill a variety of different functions, e.g., will the assignment require deployment of multiple persons with different skill sets?

A3. Your company determines the expertise required by the resources available within it.

Q4. Can you provide an estimate of the number of hours per month that the consultant would be devoting to the contract?

A4. No

Q5. What is the anticipated commencement date for the work after contract award?

A5. As soon as the contract is signed by the Mayor

Q6. Can you provide a list of the programs and/or projects you anticipate being part of your next One Year Plan (e.g., will you be doing homeowner housing rehabilitation? Larger rental housing rehabilitation? Homebuyer Assistance? Infrastructure Projects? Are there currently staff assigned to these activities?

A6. HOME TBRA Security Deposit Program
HOME TBRA Rental Assistance
HOME Rehab with the Waltham Housing Authority 6 units
CDBG Social Service Allocations (12)
CDBG Economic Development allocation (1)
CDBG Capital projects (4)
CDBG Homeowner Rehab Program

Q7. Do you anticipate beginning any new program, project, or activity? If so what is it and what is the projected funding level?

A7. See Specs

Q8. Is the City currently using a consultant to assist it? If so, in what capacity?

A8. Not relevant

Q9. Does the city currently have an outside auditor under contract, and if so, what firm is it?

A9. Not relevant

Q10. The Bid Price Form requests a single, all-inclusive hourly rate. The contract will be for a three year time period. Is it possible to adjust the hourly at some future time during the life of the contract (the rate and the date of the increase would be stated on the Form), or should a future adjustment be “built in” to the hourly rate at the current time?

A10. No. Single hourly price is fixed for 3 years and must calculate and include any company projected increases in year 2 and 3.

End of Addendum 2