

**ADDENDUM**

**ADDENDUM NO. 2**

Date of Addendum: 10/14/2022

PROJECT NAME: Grant Administrative Services – Houston-Galveston Area Council (H-GAC) of Governments (COG) Method of Distribution (MOD) Grant Administration for the City of Friendswood

RFP NO: 2022-18

BID DATE: October 18, 2022

FROM: City of Friendswood  
Engineering Department  
15355 Blackhawk Boulevard  
Friendswood, TX 77546

TO: Prospective Submitters

This Addendum forms a part of the RFP Documents and will be incorporated into the Contract documents, as applicable. Insofar as the original Project Manual and Drawings may conflict, this Addendum governs.

**CLARIFICATIONS**

- 1) It was asked the GLO's Regional Mitigation Program is funded by HUD's CDBG-MIT allocation to Texas. Is there a reason why the two (2) funding sources noted in this section reference BRIC/FMA?

*The funding source for the Regional Mitigation Program is HUD's CDBG-MIT allocation.*

- 2) It was asked if the City anticipates leveraging CDBG-MIT funding to cover its local cost-share match on FEMA BRIC or FMA projects? If so, what is the status of those projects funded by FEMA BRIC or FMA?

*The City does not anticipate leveraging CDBG-MIT funding to cover its local cost-share match on FEMA BRIC or FMA projects.*

- 3) It was asked if the respondent would only be responsible for the grant administration responsibilities related specifically to GLO CDBG-MIT.

*Yes, the respondent would only be responsible for the grant administration responsibilities related specifically to GLO CDBG-MIT.*

- 4) It was asked if the City could clarify the scope of work intended for the funding received via HUD-GLO and H-GAC as several items refer to FEMA program requirements, which are not a requirement of HUD-GLO? (i.e., PW tasks, Insurance deductions, etc.)

*Respondents will be tasked with guiding the City through all the necessary requirements of the GLO, including identifying tasks not related to the grant.*

- 5) It was asked that in reviewing the proposed scope of work, it appears Affirmatively Furthering Fair Housing (AFFH) was not noted as a grant administration task. Can the City clarify this activity and if the respondent is to assist the City in AFFH tasks?

*Respondent is to assist with any required grant administration tasks overlooked by the RFP.*

- 6) It was asked for the City to provide guidance as to where “III.C.1.” can be found. Or alternatively, clarify if reference details required for all “Texas” projects presented in perspective submitter’s response?

*Replace text in Section III.C with the following:*

*List comparable projects for federal, state, or local governments, whether ongoing or completed, including references. For each, please provide:*

- 7) It was asked for the City to confirm Section C item d, “Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project”, is referring to a company contact versus a client contact.

*Section C item d, “Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project”, references a project contact.*

- 8) It was asked for the City to confirm that project references are required in Section C and E.

*List additional references unrelated to those already listed.*

- 9) It was asked what is the minimum number of references the City would like to see from perspective submitters.

*There is no minimum number of references.*

- 10) It was asked if the respondent would be responsible for the procurement of the Title Company, Appraisal Firm, etc. for the City’s acquisition activities, or would the City perform that procurement with the respondent’s guidance.

*The respondent would be responsible.*

- 11) It was asked what the anticipated duration of the City's contract with the GLO upon approval of its application is.

**The City anticipates the contract to last through any deadline set by the GLO and/or COG.**

END OF ADDENDUM NO. 2

**END OF DOCUMENT**

**ACKNOWLEDGEMENT OF ADDENDA**

Date: 10/07/2022

To: Prospective Submitters

From: City of Friendswood  
Engineering Department  
15355 Blackhawk Boulevard  
Friendswood, TX 77546

Re: RFQ No: 2022-19 Professional Engineering Services for 2022 Funding of Building Resilient Infrastructure and Communities (BRIC) Grant Program and/or the Flood Mitigation Assistance (FMA) Grant Program

This signed document shall be included in the final RFQ submittal. This is to serve as an official acknowledgment any addenda that were issued have been received and the contents understood.

Please list addenda by number and date.

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Name: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Printed name)

Name: \_\_\_\_\_  
(Company name)

**END OF DOCUMENT**

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