

ADDENDUM NO. 3

DATE: November 26, 2018

TO: All Potential Proposers

FROM: Penny Owens, Assistant Purchasing Agent, City of Knoxville

SUBJECT: Addendum No. 3 to the RFP for Funding for Improvements to Historic Buildings

PROPOSALS TO BE OPENED: November 28, 2018*** (See below) at 11:00:00 a.m. (Eastern Time)

This addendum is being published to address the following items regarding the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

ITEM 1: Postponement of Deadline. Due to time to gather clarification to provide answers, the Proposal Deadline is hereby postponed to Tuesday, December 4 at 11:00:00 a.m. (Eastern Time).

ITEM 2: Questions. This item is published to respond to questions asked by potential proposers about the above referenced RFP.

Question #1: Is all of the \$500,000 funding available, with the exception of the 5% for non-construction projects, only for short-term, interest-free loans? On page 7, there is mention of a 65/30 match for commercial buildings with residential units. In that scenario, is the 65% from the City a loan or a grant that does not need to be repaid upon completion of the project? Would a single-family residential structure that is rented qualify for this category vs. an owner-occupied single-family residential?

Response: It would qualify as commercial. It would need to be brought up to building code standards, be insured, and proof of rental would be required for forgiveness, over the five years. If sold prior to the end of the forgiveness period, they would owe part or all of the funding back to the city.

Question #2: Section 4.11, page 5 - You require proposers be registered with the City of Knoxville via the City's online Vendor Registration system. Do you define proposer as the entity submitting the application or the contractor proposed to accomplish the work?

Response: Proposer is the entity submitting the application, not the contractor.

Question #3: Section 5, page 6 - You indicate ownership of the building must be provided within the proposal - where and what is considered evidence?

Response: Recorded deed in applicants name.

Question #4: Section 6.8, page 10 - Under Insurance Requirements for Owner-owned Commercial Property, is "loan Proposal" the same as the actual grant request submittal?

Response: The proof of insurance is not required with the applications due on November 28th but must be provided for approval of loan. However, inclusion of proof of insurance would be helpful for application review.

Question #5: Do we need to file our project to the HZC for a Certificate of Appropriateness or to get a permanent overlay of H-1 submitted for review on the property prior to the submission?

Answer: The applicant(s) should submit an application for a historic overlay to the historic zoning commission for review for completeness of the property and include a copy of the application at the time of the grant application submittal. This part of the application process carries no fee. Should the proposal be chosen for funding, the next step for historic designation is to submit a rezoning application to the metropolitan planning commission. This carries a minimum fee of \$500.

END OF ADDENDUM 3