

**ADDENDUM NO. II**

**DATE:** October 3, 2017  
**TO:** All Potential Proposers  
**FROM:** Penny Owens, Assistant Purchasing Agent, City of Knoxville   
**SUBJECT:** Addendum No. II to the RFP for Funding for Improvements to Historic Buildings  
**RFPs TO BE OPENED:** November 13, 2017 at 11:00:00 a.m. (Eastern Time)

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

**ITEM 1:** The Submission Form S-1 is hereby revised and replaces the previously published form to include a space for the name of your representative who attended the mandatory pre-proposal meeting on September 26, 2017. The revised form is attached for inclusion in your proposal.

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

**Question #1:** In the event of a partial award, who determines what gets funded?

**Response:** The City of Knoxville will make the determination of what work gets partially funded.

**Question #2:** How soon after receipt of an invoice does the City issue a check?

**Response:** Typically, we can issue a check within a week after receipt of an invoice. If the invoice involves a large disbursement, a quick site inspection may be required first but typically we can do that within one or two days.

**Question #3:** Is there a prohibition against previous awardees from applying again?

**Response:** No

**Question #4:** Is there a forgivable loan available for owner-occupied residential properties?

**Response:** No, repayment of funds is required for owner-occupied buildings, per Section V, Eligible Properties.

**Question #5:** Is a residential rental property considered a commercial property?

**Response:** Yes and therefore treated as a commercial building per Section V, Eligible Properties.

**Question #6:** Would the application for a condominium with a Homeowners' Association have to come through the HOA?

**Response:** Yes

**Question #7:** What must be included in the plan to be submitted?

**Response:** A full description of the work to be and done and the ultimate use of the building must be included in the plan. See Section 7.4 Items to Include in Body of Proposal for details.

**Question #8:** What changes are there from the requirements published last year?

**Response:** There are no substantive changes to the program from last years' program.

**Question #9:** Has the repayment on residential buildings changed from last year?

**Response:** No, that requirement was included last year.

**END OF ADDENDUM I**

**CITY OF KNOXVILLE  
REQUEST FOR PROPOSALS**

**Funding for Improvements to Historic Buildings**

**Submission Form S-1**

**Proposals to be Received by 11:00:00 a.m., Eastern Time, November 13, 2017,  
in Room 667-674, City/County Building, Knoxville, Tennessee.**

**IMPORTANT:** Proposers shall include seven (7) hard copies (one original and 6 duplicates), as well as one electronic (.pdf format) copy of their submission; the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **IMPORTANT NOTE: A minimum of one of the submitted proposals must bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the proposals). This document is the official, original submission; the required copies may have copied signatures.**

**Please complete the following:**

**Legal Name of Proposer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Attendee at Mandatory Pre-Proposal Meeting on September 26, 2017:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

\_\_\_\_\_

**Note: Failure to use these response sheets may disqualify your submission.**