

Project: **Condominium Ground Rent
Assistance Program Design and
Implementation Services**

Date: **March 27, 2023**

RE: **Addendum #1**
of **4**
Pages:

The following revisions and/or clarifications are to be made to the proposal documents for the Condominium Ground Rent Assistance Program Design and Implementation Services Request for Proposals (“RFP”). They are a result of issues discussed at the pre-proposal conference held on March 20, 2023 and any questions received by 4:00 p.m. on March 22, 2023.

Clarifications & Revisions:

1. Section III. TIMETABLE AND DESIGNATED CONTACT, subsection A. Key Dates, bullet 5 reads
 - “PROPOSAL DUE DATE: April 5, 2023 by 3:00 p.m. (the “Due Date”)”.

This is hereby revised to read:

- “PROPOSAL DUE DATE: April 7, 2023 by 3:00 p.m. (the “Due Date”)”.
2. Section V. PROPOSAL FORMAT AND CONTENTS, subsection A. Proposal Format of the RFP states that “The Proposal must: Be no longer than ten (15) pages, exclusive of the Cover Letter, Cost Proposal, and Required Attachments.”

This is hereby amended to read ““The Proposal must: Be no longer than fifteen (15) pages, exclusive of the Cover Letter, Cost Proposal, and Required Attachments.”

3. Section VI. INFORMATION REQUIRED, subsection C Required Attachments, paragraph 3 of the RFP states Required Attachments to include “Completed MBE/WBE and EEO Policy Statement and Diversity Practices Questionnaire (attached as part of Exhibit [X]).”
This is hereby amended to read ““Completed MBE/WBE and EEO Policy Statement and Diversity Practices Questionnaire (attached as part of Exhibit B).”

Responses to Questions:

1. What is the funding source?
The Authority expects to fund this contract and resulting program using the revenues it collects from its ground leases.
2. What is the determined or estimated amount of funding allocated to the project?
The budget for the project will be determined, in part, based on an analysis that will be conducted by the successful proposer in conjunction with BPCA.

3. Has any analysis been completed to identify the need or an estimate of units needing assistance?
The Authority conducted a [public survey](#) to solicit information regarding BPC homeowners' eligibility and interest in such a program, and has reviewed applicable census data.
4. Is the proposal limited to 10 or 15 pages?
Per Clarification Number 1, above, the proposal is limited to 15 pages exclusive of the Cover Letter, Cost Proposal, and Required Attachments.
5. Is there a required system of record or client relationship management system that the selected vendor will use in managing client information?
No, the Authority will entertain recommendations from the Selected Proposer as part of the Task 1: Program Design services.
6. How do they define "Need" for eligibility?
 - a. Would longevity be a reasonable requirement, residency that pre-dates 911 for example?
The Authority is willing to consider recommendations from the Selected Proposer regarding eligibility requirements through the Task 1: Program Design services. A baseline Preliminary Program Outline is included as an Appendix in the Exhibit A of the solicitation.
7. Would focusing on housing cost exclusively be preferred or do they want to account for other expenses?
The Authority is willing to consider recommendations from the Selected Proposer regarding eligibility requirements through the Task 1: Program Design services. A baseline Preliminary Program Outline is included as an Appendix in the Exhibit A of the solicitation.
8. If other expenses are taken into account do would they want to separate them by essential and non-essential (medical expenses v. car or boat expenses)?
The Authority is willing to consider recommendations from the Selected Proposer regarding eligibility requirements through the Task 1: Program Design services. A baseline Preliminary Program Outline is included as an Appendix in the Exhibit A of the solicitation.
9. Would you consider an extension on the due date?
See #1 in the Clarifications and Revisions section above.
10. Regarding the term of three years; is this an ongoing project or a one-time project?
The Authority will determine, in its sole discretion and in part dependent on the outcome of this Contract, whether the project will continue beyond the three-year term.
11. What is the average rent and delinquency? Would that information be provided to the selected bidder?

Ground rents vary significantly across Battery Park City condominiums, averaging \$5,780 annually in 2021. Additional information is publicly available on the Housing Affordability page of BPCA's website, as well as in [this presentation](#) to community members in 2022.

12. You made reference to a framework based on a survey provided to references. Are you prepared to share the information? Would you be able to provide proposers with information on housing affordability prior to the bid?

The Authority will share with the Selected Proposer the responses to the survey we conducted in conjunction with this project. Information on Housing Affordability in Battery Park City is available on the Housing Affordability page of our website at bpca.ny.gov.

13. In your opinion, if the program would be launched what is the success? Retaining residents, increasing residents?

The goal of the program is to assist both existing and potential future income-eligible Battery Park City homeowners to reside in this community.

14. The proposal mentions the development of an estimate budget, which should include estimates of program costs based on estimates in development with the Authority? Are you still in the fact finding stage with regard to costs?

See response to Question 2.

15. What is the time frame for when the program rollout would be?

The Authority would seek to initiate the project immediately upon contract award. It is expected that Task 1: Program Design will be completed within nine (9) months of contract execution, with the initiation of Phase 2 commencing shortly thereafter, after securing any requisite approvals.

16. Does the Authority have a platform/application in mind?

No. The Authority will entertain recommendations from the Selected Proposer as part of the Task 1: Program Design services.

17. Is there going to be a need to report any figures/statistics outside of the Authority? To the city/state?

Though no formal reporting is currently contemplated, we would expect that the Authority may be required to report on certain basic information regarding the program, including, for instance, information about the number of beneficiaries and the amount of benefit provided.

18. Would the Authority be open to dividing Task 1 and 2 among different vendors?

Per Section II of the RFP, the Authority reserves the right to "award the Work, in whole or in part, to one or more Proposers with or without interviews or negotiations."

By signing the line below, I am acknowledging that all pages of the addendum have been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____<fill in>

Distributed to: All present and all prospective Proposers