



TOWN *of*
WAKE FOREST

REQUEST FOR QUALIFICATIONS (RFQ #21-0003)
TOWN OF WAKE FOREST HOUSING REHABILITATION
PROGRAM

ADDENDUM # 1

This will be considered Addendum #1 for RFQ 21-0003 – Town of Wake Forest Housing Rehabilitation Program.

Below are the questions that were received for RFQ – 21-0003.

1. Is there a category in which administrative and reporting expenses should be included?
 1. All fees should be described under the Administrative Fee section as the awarded applicant will be the administrator of the program.
2. Could you further explain what "can charge an application fee" means?
 1. Depending on the model in which applicants choose, an application review fee may be passed on to the Town. For example, for every project that moves forward, the applicant charges the Town X dollars to review the application and contact the homeowner to make sure they are eligible.
3. We see this project as contributing to community building through home repair. For example, days for community revitalization events. Could related expenses be included in "hard" cost? Could you provide additional examples of "hard" expenses?
 1. Applicants should describe community revitalization events when discussing exclusions and additional services. Any fees associated with additional services should also be described in those sections. Hard expenses would include invoices the administrator would receive from their contractors or other hard costs as described in Section 4.8 of the RFQ.