

November 19, 2025

**Palatka Housing Authority Request for Qualifications
Design/Build Developer's Packet for RIVER Program**

Architect's Job Number: 016ZA09

ADDENDUM 1

All items in the Addendum are incorporated into the Contract Documents.

Item 1.

Q1. Although not mentioned, as it relates to impact fees, I believe the PHA is exempt from city and county impact fees. Is this the case? If not, will the PHA pay them?

A1. PHA is exempt from City of Palatka and Putnam County impact fees for development performed on PHA-owned land. This exemption applies to the Phase 1 RIVER Program sites. Should additional sites in future phases fall outside this exemption, PHA will evaluate those situations individually. For purposes of this RFQ, proposers should assume that PHA will not be paying impact fees.

Item 2.

Q2. Similar to above, are water and sewer connection fees being paid by the PHA? These are usually in addition to impact fees and cover the meter and actual connection to the system (water and sewer) for each unit. In our case, we will have four water and sewer connections per building, as they will need their own separate accounts.

A2. Connection fees are not covered by PHA. These fees must be included in the developer's cost assumptions and overall project delivery budget. Because each unit requires its own metered water/sewer service, proposers should include meter costs, tap fees, utility connection fees, activation fees, and any applicable backflow or meter box requirements. These are typical project-development costs and must be incorporated into the developer's submission.

Item 3.

Q3. The RFQ addresses dumpsters (as required). For most residential uses, the city uses an individual trash can that tenants take to the curb. I do not believe we will have enough room on a small site for a dumpster and they tend to be more expensive than individual use. Usually, when a person creates an account with the city, trash pickup is included. Trash pickup will also be addressed in the site plan review by the city. Your thoughts?

A3. You are correct that Palatka's standard for residential neighborhoods is individual roll carts, not dumpsters. PHA does not require dumpsters for these small sites unless: a particular lot, due to its size or configuration, is explicitly directed by the City to require one. In all standard scenarios, the proposal may assume individual roll carts assigned to each unit, resident-managed curbside placement, standard City of Palatka sanitation billing and service. This approach is consistent with our intended design and operational model.

Item 4.

Q4. Please provide clarity on the square footage targets and "Apples-to-Apples" Estimates?

A4. PHA is establishing fixed square-footage targets so that all proposers are estimating against the same baseline and PHA can evaluate costs equitably. Effective immediately, all proposals must assume the following minimum square footages - Unit Size Targets for Proposal Purposes -3-bedroom units: Minimum 1,375 sq ft and

2-bedroom accessible units: Minimum 1,250 sq ft. These targets replace the prior 1,000–1,500 sq ft range and eliminate the cost-variance problem created by broad size allowances. A few key clarifications: these sizes are for evaluation and cost-comparison purposes; final sizes may adjust slightly during formal design and engineering, but the intent of the RFP stage is to force “apples to apples” submittals; and site conditions vary, but all respondents must base estimates on these same targets. PHA is not asking proposers to “guess” on multiple square footage versions; we are standardizing the assumptions to control for cost dispersion. This produces fair, comparable proposals and prevents outlier pricing.

Item 5.

Q5. Regarding Part 3 – Contents of Design-Build Proposal – Submission Requirements - Item #8: Zoning and Code Compliance. There appears to be a typo which is listed as **Zode**, is this **Code**?

A5. Correct, this is a typo. It should read **Code**. This has been corrected and will be attached to Addendum 1. Another typo was discovered in the same section – Item #12, **Pre-wife** is to be corrected to **Pre-wire**.

Item 6.

Q6. Regarding Part 3 – Contents of Design-Build Proposal – Submission Requirements - Item #8: Zoning requirements. The document is asking for a compliance sheet for setbacks, height, coverage and parking for Palatka districts. This is listed on Municode. Do you only want to see what is listed in Municode for R-2 and R-3 zoning districts?

A6. Proposers should prepare the zoning compliance sheet using R-2 and R-3 zoning districts in the City of Palatka. These are the relevant zoning categories for quadplex-type development. No additional zoning designations are required. Your compliance sheet should address setbacks, height limits, lot coverage, parking requirements, and any supplementary district standards listed in Municode.

Item 7.

Q7. Regarding Part 3 – Contents of Design-Build Proposal – Submission Requirements - Item #9: Energy/MEP Memo regarding all-electric paths is mandatory. Should a construction narrative be generated?

A7. A high-level narrative is acceptable at this stage, as no engineered plans exist. Your narrative should cover general construction methodology, expected materials and systems, ADA compliance approach, sitework assumptions, energy efficiency concepts, and quality control and sequencing. This will be refined once a developer has been selected.

Item 8.

Q8. Regarding Part 3 – Contents of Design-Build Proposal – Submission Requirements - Item #11: states ***“Year 2+ site pipeline plan for developer-acquired parcels – MANDATORY.”*** Using R-2 and R-3, the developer was unable to find any properties other than government owned parcels (to include PHA owned properties) that can accommodate a quadplex at this time.

A8. PHA understands the limited inventory of quad-suitable parcels in Palatka and Putnam County. We are not expecting respondents to produce fully secured parcels during the RFQ stage. Instead, we require a documented acquisition strategy; the criteria you will use to locate viable parcels (size, zoning, setbacks, utilities, etc.); a summary of search areas, and your proposed process for submitting candidate parcels to PHA for evaluation. If the current search yields no immediately developable parcels, it is acceptable to say so, as long as you demonstrate a competent, ongoing acquisition approach. The purpose of this requirement is to confirm the developer has a repeatable pipeline strategy, not that properties must already be in hand.

Item 9.

Q9. Regarding Part 3 – Contents of Design-Build Proposal – Submission Requirements - Item #12: mentions that utility/low voltage plan showing per-dwelling metering and Comcast pathways are mandatory. Please provide clarification.

A9. A generalized schedule narrative is appropriate. Your submission should outline expected permitting timeframes; civil engineering/phasing logic; site sequencing; vertical construction sequencing; and anticipated total project duration. PHA understands that final timelines will adjust once the design is finalized and regulatory clearances are obtained.

End of Addendum No. 1

6. Proposed project approach and general construction timeline/schedule.
7. Design Mockups/Renderings (Street elevation plus perspective), floor plans, and a materials/finish board (roofing, tile, counters). MANDATORY
8. Zoning & Code Compliance Sheet (Setbacks, height, coverage, parking) for Palatka districts. MANDATORY
9. Energy/MEP Memo confirming that the all-electric path (HP HVAC/HPWH) is within a $\leq$ \$200,000 per dwelling. MANDATORY
10. Schedule proving three (3) units per year with Q1 completion. MANDATORY
11. Year 2+ Site Pipeline Plan for developer-acquired parcels. MANDATORY
12. Utility/Low Voltage Plan showing per-dwelling metering and Comcast pathway/pre-wire. MANDATORY
13. Proposals without the required mockups or without all-electric plus compliance are non-responsive. MANDATORY

Interested developers should obtain a Developer's Packet, which provides details project information and submission requirements from Willie Mae Thomas, Director of Procurement, 400 North 15th Street, Palatka, Tel: 386-329-0132; Fax: 386-329-0145

- A. Developer's Experience. The developer and the developer's contractor shall provide the following information relating to their housing construction and development experience in connection with:
 1. HUD projects: a Previous Participation Certificate (Form HUD-2530), which identifies the project number, location, units, and current development status for all HUD assisted housing projects (e.g., Public Housing, Section 8, Section 202) and HUD insured projects (e.g., Section 221(d) (4), Section 236, Section 207);
 2. Other projects: a list of other projects (excluding HUD assisted and HUD insured projects) developed, identifying the number of units, structure type, community, total project cost and current development status; and
 3. Financial statement: a Personal Financial and Credit Statement (Form FHA 2417). The PHA will not be authorized to release any financial information, except to the Area Office, without the express written consent of the developer or contractor.
- B. Developer's Certification. The developer shall submit a written certification which indicates that:
 1. The developer has read and understood the provisions of the design-build contract; and
 2. If the developer's design-build proposal is selected, the developer will comply and assure that any contractors or subcontractors employed by the developer will comply with the requirements of the contract of sale.

PART 4 - FORMS AND DOCUMENTS

The following forms and documents are provided with each packet:

1. PHA's Proposal Evaluation System
2. Form HUD-2530 (Previous Participation Certificate)
3. Drug-Free Workplace Form
4. Public Entity Crime Form
5. Examples of similar type project (limit 5).