



**ADDENDUM 1**  
**REQUEST FOR QUALIFICATIONS (RFQ)**

**FY 26 SINGLE FAMILY  
HOUSING REHABILITATION  
SERVICE PROVIDERS**

**CITY OF CHARLOTTE  
HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT  
HOUSING SERVICES**

**DATE ISSUED: September 22, 2025**

**The following questions were received regarding the RFQ. Responses are provided in bold type and are hereby incorporated into the RFP.**

1. Can you clarify the length of the contract plus potential renewal periods? Based on page 3, section 1.1 it is the initial year, plus two additional periods; however, page 4, section 1.2 states there are four potential additional renewal periods.

**Contract(s) will be for an initial one (1) year period and may be renewed at the City's option for two (2) year additional one-year periods.**

2. Can you clarify the missing details on page 11, the Completeness of Response section?

**Completeness of Response: Fully respond to each question. If a question does not pertain to your project, indicate N/A.**

3. Page 10, Section 3.1 D (the bolded text) states that Form E is where additional details can be provided for program model or work using internal resources. The Form E provided is to describe unresolved claims or disputes with the City. Is there an additional form that should be used?

**This request for qualifications assumes that the primary agency will subcontract all construction activities and all fees for that service are included in the fees provided. If the Service Provider has a different model or will complete the work using internal resources, this cost must be described and submitted on Form G.**

4. We plan to act as the GC for these repair projects utilizing subcontractors for trades and other items as needed. Subcontractor use will be identified on a per-project level after the scope of work is developed and work is bid out. Please clarify what subcontractor information is required in Form D (page 15).

**This section is intended to be used by agencies who will subcontract management or execution of the project as opposed to the agency itself. Use Form G to describe your approach to the project. Subcontractors on individual jobs may be utilized per project and do not need to be listed on Form D.**

5. Form D (page 15) and Form H (page 20) reference different RFQs – please clarify if these forms are required for the current proposal.

**Change “RFQ FY2026 Lead Hazard Control and Asbestos Testing and Clearance” to “RFQ FY 26 Single Family Housing Rehabilitation Service Providers”**

6. What are the terms of the deed restriction, deed of trust, and promissory note referenced on page 9, section 3.1 D 4?

**The terms of the deed restriction, deed of trust, and promissory note are assigned by the City based on program type and funding type. The City does not expect the terms of the deed restriction, deed of trust, and promissory note to affect the cost of services provided by the agency.**

7. Page 8, section 3.1 B, "Once an applicant is approved for services by the City, provide a Feasibility Inspection and Evaluation per single family unit to determine if the unit meets the program requirements for housing rehabilitation (See Sample Feasibility form, attached)." The feasibility form is not included in the RFP. Can you provide?

**Feasibility Checklist is attached to this addendum**

8. Page 9, section 3.1 C, "If the unit is feasible for rehabilitation, develop a cost estimate for each scope of work in a City-approved format and submit for approval (see attached samples)." The samples are not provided. Can you provide?

**Remove "(see attached samples)." A city approved format will include a scope of work that details the line item costs and a description of the scope of work to be provided for those costs. Final formatting will be discussed upon award of RFQ.**

**Housing Rehabilitation Standards & Minimum Repair Feasibility Evaluation**

This checklist provides a general overview of housing systems and is used to determine project feasibility and initial scope. Items identified in standard condition shall not be included in the project scope of work. Items identified and violations must be included in the project scope. Once violations are corrected, all deficiencies must be addressed before addressing enhanced rehabilitation items. Enhanced items shall be included in the project scope until all items are addressed for the estimated project scope cost ceiling is reached. All items shall be replaced with "like" materials, to preserve the aesthetics and quality of the home. Standard designation assumes the item is in compliance with Minimum Housing Code requirements. If an item is functioning as intended and is not up to current Building Code, it is not required to bring it up to Code.

**Standard** – may not be addressed by the rehabilitation

**Deficiency** – shall be addressed after violations so long as the cost ceiling is not reached

**Violation** – shall be addressed – if all violations cannot be mitigated for less than program budget (with contingency set aside), the project is not feasible

Address: \_\_\_\_\_ Date: \_\_\_\_\_ PM: \_\_\_\_\_

\*Add note to indicate location of condition where applicable

Item	Standard	Deficiency (2nd Priority)	Violation (Required)	Notes
<b>SECTION 1: GENERAL REQUIREMENTS</b>				
Lead-Based Paint (LBP)	<input type="checkbox"/> Home built after 1978 or no LBP found	<input type="checkbox"/>	<input type="checkbox"/> Lead-based paint or dust detected in LIRA	LBP hazards must be addressed regardless of program used
Asbestos-Containing Materials (ACM)	<input type="checkbox"/> No ACM materials will be disturbed or none found	<input type="checkbox"/>	<input type="checkbox"/> Confirmed ACM to be disturbed during construction	Volume of ACM abatement determines if asbestos awareness training is sufficient, or licensed abatement contractor is needed
Radon Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> All homes receive a radon test kit and follow up.	
Termite Treatment	<input type="checkbox"/> Customer has evidence of treatment/policy	<input type="checkbox"/> Treat if budget allows	<input type="checkbox"/> Evidence of active infestation	
Extermination (other)	<input type="checkbox"/> No evidence of pests in home	<input type="checkbox"/>	<input type="checkbox"/> Active pest infestation	Rodents, ants, roaches, bedbugs
Trees	<input type="checkbox"/> No tree hangs over roof	<input type="checkbox"/> Tree is dead, poses hazard to the structure but currently not touching or hanging over the roof.	<input type="checkbox"/> Tree limbs hang over or touch roof, may be trimmed enough to remedy threat to health/safety	
Grading	<input type="checkbox"/> No evidence of drainage issues	<input type="checkbox"/>	<input type="checkbox"/> Ponding water next to structure, evidence of detrimental active erosion	
<b>SECTION 2: MAJOR SYSTEMS</b>				
Foundation	<input type="checkbox"/> Masonry foundation with continuous footing and pier system, constructed to meet Building Code requirements -OR- n/a (home has concrete slab foundation)	<input type="checkbox"/> Older pier-and-curtain foundation walls - no action needed if intact and functioning as intended	<input type="checkbox"/> Damage must be addressed to preserve structure and ensure safety	
Vapor Barrier	<input type="checkbox"/> 6 mil, overlapped by 12 inches and up each wall and column by 12 inches	<input type="checkbox"/> No vapor barrier (install if budget allows)	<input type="checkbox"/>	If crawl space has high humidity, muddy soil/standing ground water - consider installing
Floor Insulation	<input type="checkbox"/> Insulated sufficiently	<input type="checkbox"/> Insulated but not up to Building Code required R19 value, no insulation installed	<input type="checkbox"/>	
Floor System	<input type="checkbox"/> No issues	<input type="checkbox"/> Minor issues, not perfectly level, system not current Building Code compliant but intact and functioning as intended	<input type="checkbox"/> Damage must be addressed to preserve structure and ensure safety (no earth-to-wood contact)	Floor system includes subfloor, joists, band joists and sills, girders, and any associated blocking or bracing
Drain lines/waste lines	<input type="checkbox"/> operable, no leaks, no clogs	<input type="checkbox"/> Non-pvc, high risk of failure within 5 years	<input type="checkbox"/> Missing, damaged, clogged, leaking	
Supply Lines	<input type="checkbox"/> operable, no leaks	<input type="checkbox"/> Older copper supply lines with significant patina, galvanized supply lines, low pressure but functioning, exterior plumbing exposed to weather not insulated	<input type="checkbox"/> Missing, damaged, leaking, extremely low pressure, inoperable	
Water Heater	<input type="checkbox"/> operable	<input type="checkbox"/> operable but > 15 yrs old - replace if budget allows, not installed to current Building Code	<input type="checkbox"/> Leaking, inoperable, improperly installed gas water heater that poses threat to health/safety	
Electrical Distribution	<input type="checkbox"/> No occupant reported electrical issues	<input type="checkbox"/> Inadequate number of receptacles; two prong receptacles, aluminum branch circuits or other obsolete wiring (i.e. knob and tube wiring) are in use but functioning as intended	<input type="checkbox"/> Open wiring splices, damaged wiring, unprotected wiring in occupant usable and exterior spaces, open junction or outlet boxes, broken/cracked devices and cover plates, inoperable receptacles or switches, unprotected and ungrounded 3-prong outlets, evidence of burning/melting/arcing	

Electrical Service Panel	<input type="checkbox"/>	No occupant reported electrical issues. Grounding wire safely routed and securely attached to two ground rods	<input type="checkbox"/>	Older panel, less than 125 amp capacity, no main braker, missing breakers, mismatched breakers, no arc fault breakers, circuits not labelled, fuse box	<input type="checkbox"/>	Manufacturer with known safety issues (i.e. Federal Pacific or Zinsco), missing or defective dead front cover, evidence of burning/melting/arcing in panel box, overloaded circuits, bridged circuits, no clear evidence of grounding wire run to earth	Industry standard suggests considering panel replacement after 25-40 years
Electrical Service Connection	<input type="checkbox"/>	No issues observed. Service entry wires enclosed in conduit, waterproof weather head with drip loop, utility service wires securely attached to house at least 10' above ground level	<input type="checkbox"/>	Service/meter base does not meet current Building Code requirements but is functioning as intended, and existing electric panel is to remain	<input type="checkbox"/>	Service entry wiring and equipment not firmly attached to house. Utility service wires too low or caught in branches or other obstructions	
HVAC	<input type="checkbox"/>	operable, properly sized for home	<input type="checkbox"/>	operable but > 15 yrs old - replace if budget allows. No air conditioning currently installed but windows are screened and operable	<input type="checkbox"/>	No operable heat - repair or replace. Air conditioning if present, must be operable. If no central air conditioning present all windows are required to have screens and be operable.	
Ductwork	<input type="checkbox"/>	Intact, adequate for current system or no central system - duct work not required	<input type="checkbox"/>	Uninsulated ductwork	<input type="checkbox"/>	Missing, damaged, disconnected	
Roof Structure	<input type="checkbox"/>	No issues	<input type="checkbox"/>	Undersized and/or overspanned structure functioning as intended, needs minor repair	<input type="checkbox"/>	Major components missing, decayed, broken or damaged	
Attic Insulation	<input type="checkbox"/>	Insulated sufficiently	<input type="checkbox"/>	Insulated but not up to Building Code required R38-value	<input type="checkbox"/>	No insulation or not insulated up to R-19 Minimum Housing standard	
SECTION 3: EXTERIOR COMPONENTS							
Exterior Cladding	<input type="checkbox"/>	Siding/brick is intact, no reported issues	<input type="checkbox"/>	Old, worn, minor repair needed but still functioning as intended	<input type="checkbox"/>	Missing, decayed, damaged, paint peeling, no longer weathertight	
Porches	<input type="checkbox"/>	Structurally sound with smooth and even decking surfaces, guard rails in place if 30" or more above grade			<input type="checkbox"/>	Damaged, not structurally sound, guard rails not installed where required. If replacement is needed, front porch shall be replaced as same size. Decks and rear porches will be 8' x 8' or less if original size was smaller	
Exit Landing	<input type="checkbox"/>	Provides safe entry and exit access. Has guard rails if 30" or more above grade	<input type="checkbox"/>	Additional rails desired for accessibility or safety purposes	<input type="checkbox"/>	Unsafe, deteriorated, needs guard rails if 30" or more above grade	
Steps and Stairs	<input type="checkbox"/>	No issues, treads are uniform and handrail requirements are met	<input type="checkbox"/>	Additional rails desired for accessibility purposes	<input type="checkbox"/>	Unsafe, deteriorated, tread height and depth not reasonably uniform, 4 or more risers with no handrail present	
Storm/Screen Doors	<input type="checkbox"/>	Functioning as intended	<input type="checkbox"/>	Replace with similar style door only if budget allows	<input type="checkbox"/>	Door is not functioning as intended and/or is a safety hazard and will be removed	Storm doors are only replaced if they are currently installed. Storm doors are not newly installed if not present upon initial inspection
Entrance/Exit Doors	<input type="checkbox"/>	Properly weather stripped, operates smoothly and includes a peep hole, deadbolt and lockable entrance knob, jamb intact	<input type="checkbox"/>	Cosmetic issues/needs paint, uninsulated, damaged weather-stripping - repair	<input type="checkbox"/>	Damaged surfaces, jambs, stops, threshold or glass; inoperable, missing, door unable to be secured, no locking entrance knob, double-keyed deadbolt, not weather tight	Repair should first choice unless unfeasible - then choose replacement
Windows	<input type="checkbox"/>	Functioning as intended	<input type="checkbox"/>	uninsulated, missing or torn screens, fogged double glazed sashes, sashes difficult to operate, deteriorated paint or glazing compound	<input type="checkbox"/>	Inoperable or unable to lock (screens are required if there is no working central air conditioning)	
Gutters and Downspouts	<input type="checkbox"/>	Functioning as intended	<input type="checkbox"/>	Bent, dented, discolored, none installed. Repair damaged portions. Install only if evidence of need based on site condtions	<input type="checkbox"/>	Majority of system is damaged, disconnected	Consider installing if significant erosion, water infiltration in crawlspace - also consider if homeowner will maintain gutters
Roofing	<input type="checkbox"/>	Intact and functioning as intended, less than 20 years old	<input type="checkbox"/>	> 20 yrs or older and not leaking	<input type="checkbox"/>	Missing shingles, leaking, damaged	Consider life expectancy of standerd 3-tab shingles - it is less than archiectural shingles
SECTION 4: INTERIOR COMPONENTS							
Crawlspace Environment	<input type="checkbox"/>	Dry soil, no water, no visual evidence of flooding or mold - <b>OR</b> - n/a (home has concrete slab foundation)	<input type="checkbox"/>	Occasional water intrusion (evidence of water travel paths/light erosion, water level lines in low areas that are periodically wet but are able to dry out)	<input type="checkbox"/>	Constant standing water and flooding, puddles, mud, rusty ductwork, failing floor insulation (starting to fall down), widespread mold/fungal growth on soil/floor system, floor system decay, evidence of wood-destroying pests	
Floor Covering	<input type="checkbox"/>	Good condition, intact	<input type="checkbox"/>	Worn but fuctioning as intended	<input type="checkbox"/>	Deteriorated, missing, unsafe, torn, uncleanable, trip hazard	

Walls	<input type="checkbox"/>	Structurally sound with clean and intact finish	<input type="checkbox"/>	Minor wall finish (small holes, cracks, peeling paint or wallpaper, unsanitary)	<input type="checkbox"/>	Structural damage, large sections of wall finish damaged or missing	
Ceilings	<input type="checkbox"/>	No issues	<input type="checkbox"/>	All components intact but have minor defects	<input type="checkbox"/>	Damaged or missing covering, structural issues	
Interior Doors	<input type="checkbox"/>	Operates smoothly, bedroom and bathroom doors lock from inside	<input type="checkbox"/>	Cosmetic issues/needs paint	<input type="checkbox"/>	Damaged surfaces (holes), inoperable, missing, no lock	Repair should first choice unless unfeasible - then choose replacement
Light Fixtures	<input type="checkbox"/>	Fixtures in working order	<input type="checkbox"/>	Damaged or missing cover/globe, light bulbs are not energy-efficient	<input type="checkbox"/>	Missing fixture resulting in open exposed wiring or inoperable	
Sinks	<input type="checkbox"/>	Operable	<input type="checkbox"/>	Damaged but operable and not leaking	<input type="checkbox"/>	Damaged, missing, leaking, inoperable	
Bathtubs/Showers	<input type="checkbox"/>	Operable, no leaks, no cracks	<input type="checkbox"/>	Damaged but operable and not leaking	<input type="checkbox"/>	Damaged, leaking, inoperable, need for accessible bathing facility	
Toilets	<input type="checkbox"/>	Operable, no leaks, no cracks	<input type="checkbox"/>	Old and inefficient but operable	<input type="checkbox"/>	Inoperable or not functioning properly	
Bath Ventilation	<input type="checkbox"/>	Operable fan exhausting to exterior	<input type="checkbox"/>	dirty, old, no vent but operable window	<input type="checkbox"/>	No operable fan and no window that can be opened	
Kitchen Ventilation	<input type="checkbox"/>	Operable fan/range hood exhausting to exterior	<input type="checkbox"/>	Dirty, > 15 yrs old but still operable, not vented to exterior	<input type="checkbox"/>	No operable ventilation	
Smoke and Carbon Monoxide Detectors	<input type="checkbox"/>	Operable	<input type="checkbox"/>	operable but not hard-wired, doesn't meet current Building Code	<input type="checkbox"/>	Inoperable or missing	
Kitchen and Bath Countertops	<input type="checkbox"/>	Functioning as intended, impervious to water	<input type="checkbox"/>	Worn but still impervious to water, minor damage	<input type="checkbox"/>	Damaged, no longer impervious to water	
Kitchen and Bath Cabinets	<input type="checkbox"/>	Functioning as intended, properly finished to protect from water/contaminants	<input type="checkbox"/>	Worn finish, minor repair needed, older, but functioning as intended	<input type="checkbox"/>	Damaged, unsanitary, decayed, not properly secured to studs, no longer functioning as intended	
GFCI	<input type="checkbox"/>	Operable and installed where required			<input type="checkbox"/>	Unprotected outlets installed in Building Code defined wet/damp locations, or none installed where required	
Garbage Disposal	<input type="checkbox"/>	Operable			<input type="checkbox"/>	Inoperable - remove	The City's rehab programs do not cover the supply of new garbage disposals
Attic Access	<input type="checkbox"/>	Operable, has scuttle hole, or access contains ladder or pull down steps	<input type="checkbox"/>	Replace stairs or install scuttle hole if in inaccessible area	<input type="checkbox"/>	Pulldown ladder/stairs are in unsafe condition, scuttle hole cover is damaged	If no plumbing or mechanical equipment is in attic then access is not required
FEASIBLE?	YES		<input type="checkbox"/>	Notes:			
	NO		<input type="checkbox"/>				