

**Addendum #1**  
**City of Tampa – RFP Workshop**  
**Single Family – Code Diversion**  
**June 21, 2011**  
**Ragan Park Community Center**

The Single Family Code Diversion Rehabilitation RFP workshop was held on Tuesday, June 21, 2011 at Ragan Park Community Center. The workshop began at 11:00 am pursuant to notice. Applications were distributed on June 10th to all interested parties via e-mail. Applications are due no later than **July 15, 2011** at 4:30 pm to the City's Purchasing office located on the 2<sup>nd</sup> floor of the City Administration building located at 306 E. Jackson St. Late submittals will not be accepted.

The first addendum to the RFP will include questions received in writing prior to and questions asked during the workshop. This addendum will be posted to the City's HCD website.

[http://www.tampagov.net/dept\\_housing\\_and\\_community\\_development/Programs\\_and\\_Services/request\\_for\\_proposals.asp](http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp) (Code Diversion Rehabilitation)

Clarifications to the RFP:

- Up to \$270,000 in SHIP funds will be awarded to one or more successful proposers under this RFP for Code Diversion rehabilitation referrals.
- Rehabilitation will address Cited items ONLY, up to \$20,000 maximum per house.
- Joyce Stevens of City HCD office will refer clients to successful proposer(s). If there are more than one successful proposer, the referrals will rotate.
- All projects must serve clients earning at or below 80% Area Median Income. Proposer must income qualify clients prior to work.
- Proposer must confirm ownership, taxes, utility payments are up to date, home is not in foreclosure, and insurance of owner, and submit to City for review with write up prior to beginning work.
- Work write ups may be evaluated for cost reasonableness prior to work beginning.
- Maximum construction per home is set at \$20,000. Proposers may earn a 20% administrative fee for each job for a maximum total per house of \$24,000. Successful proposers have the option to bill for 50% of admin fee once construction work is at least 50% complete. Inspections must be done prior to any funds being released.
- Please address ALL items in the RFP for evaluation.
- All funds must be expended and units occupied by December 2012.
- The deadline for applications has been extended to Friday, July 15, 2011 at 4:30 pm.**

- All dates for review committee meetings will be publicly posted as required by State Sunshine Laws
- The sign in sheet for this meeting will be attached to this addendum
- The City's Rehabilitation Standards will be attached to this addendum
- Permits are to be obtained for appropriate work performed by general contractors and sub contractors.
- Funds will be paid on a reimbursement basis. Contractor and other subs, suppliers, etc must be paid (with certification/proof of payment and lien releases) submitted with invoice for reimbursement.
- Please provide letter of credit or financial capacity to work on a reimbursement basis.
- All properties will be inspected for permits as well as Quality Assurance by City inspectors prior to release of payment.

#### **Questions from the meeting**

**Q1: What information do you require for Green Building rehab?**

A: Please be specific on the Green Building practices of your company, materials and products used, etc.

**Q2: Is the Home owner required to have insurance?**

A: No, however if the property is in a flood zone, they must have flood insurance.

**Q3: Please clarify the warranty requirements.**

A: In addition to product/manufacturers warranty, the City requires a 1 year warranty from the contractor on workmanship and installation of all items.

**Q4: How many copies are required?**

A: Please submit 1 original and 3 complete copies.

**Q5 Please explain sub contractor forms.**

A: Proposers must list all potential contractors and subs so the City can check if they are on the barred list or are eligible to work in State of Florida. The form on page 18 must be submitted with proposal.

**Q6: When will the funds be made available?**

A: Once successful proposer(s) are awarded, the funding agreement will be presented to City Council for approval. Each successful proposer will be awarded a specific amount of funds.

**Q7: Will all work be paid on a reimbursement basis?**

A: Yes, once all work is inspected for permits and quality of workmanship the City will release payment. Proof of payment for all items/contractors is required at time of request for reimbursement.

**Q8: What is the turn around time to receive payment?**

A: Usually within 10 days after work has passed quality inspections.

**Q9: Are quotes needed for submission?**

A: No. Proposals will be judged on capacity to perform work and financial stability.

**Q10: Are permits required?**

A: Yes, for every property.

**Q11: Does the Minority/SBLE requirements mean the City's list of approved contractors?**

A: Yes.

**Q12: Q15: If Non-profit organizations receive monetary donations and supplies, can they leverage that to do more?**

A: Yes.

**Q13: What Rehabilitation Standards are to be used?**

A: The City's Rehabilitation Standards are attached to this addendum and will be available on the following website.

[http://www.tampagov.net/dept\\_housing\\_and\\_community\\_development/Programs\\_and\\_Services/request\\_for\\_proposals.asp](http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp)

### **Questions received via e-mail**

**Q 1. This references p. 20, Form MBD 20, Schedule of Sub-(Contractors-Consultants/Suppliers) to be Utilized. on the line starting with "Amount of Quote". The next to last column is "Amount of Quote, Letter of Intent, if available". What is a Letter of Intent within the context of this proposal?**

A: Please provide a letter from contractors/subcontractors you will be using if available.

**Q 2. Is it acceptable to solicit bids for a 6 month period, in which multiple subs for each of the trades are selected to be the organization's exclusive subs, with jobs being assigned on an alternating basis within each trade group? This would lock in for 6 months the quoted rates for labor, markup and overhead and profit of those selected. This process would be repeated for each 6 month period.**

A: Yes.

**Q3: If the 6 month exclusive list is not acceptable, is there a dollar threshold under which a bid process would not have to be used, eg, if the amount of work by the sub is less than \$3,000?**

A: You may choose your contractors, subs as necessary to perform the work required.

**Q4: As our invoice will be provided on a monthly basis, can we bill for services that were done that month even if the job may not yet be completed or should we wait until a job is completed to submit for invoicing?**

A: Invoices should be provided per job once it is completed and inspected by City Inspectors/staff.

**Q5: If we are to bill on a monthly basis, we understand that Form DMI 30 on p. 22, is to be submitted with our invoice. This Form has several references to “pay period”. For the purposes of this RFP, does “pay period” start with the date of the first expense we incurred for the job being billed or does it refer to the beginning of the month for which we are billing? Also we assume the end date is the end of the month, which is when we would be submitting all invoices for work completed during that month. Is this correct?**

A: Invoices should be provided per job once each is completed and inspected by City Inspectors/staff. Each property shall be invoiced individually. The pay period is per job.

**Q6: Still on form DMI 30, is the column “Dollar Amount previously Paid” to be answered based on what that vendor was paid for that particular job or is it to be answered in terms of all that the vendor has previously been paid under this contract, regardless of the number of jobs completed?**

A: Successful proposers will be awarded a contract with a total dollar amount. Previously paid is based on all jobs previously invoiced for to account for the total dollars expended to date.

**Q7: Page 9, in the section about Sub-Contracting Forms, it states that forms MBD 10 and MBD 20 are to be submitted. Does this mean each of these forms is to be submitted with the proposal ?**

**If yes, as we will not have individual jobs bid when the proposal is submitted, is your expectation that we would respond to MBD 20, in the column, “Amount of Quote” with NA?**

**Regarding the same form, MBD 20, we assume the “Percent of Contract “ column is merely an estimate of how much the contractor thinks may be paid to the vendor, which would a rough guess because we do not yet know the scope of work. Do you prefer a rough estimate or NA as a response?**

A: Provide forms and information if available. If not, please use “N/A” and state in narrative how you will be securing contractors.

**Q8: Forms MBD10 (p. 18) and MBD 20 ( p. 20) both reference “suppliers”. Does this mean we are to list Home Depot, Lowe’s etc as suppliers? Or does Suppliers mean a sole source supplier which might be used? For Form 20 as above, we would have no way of knowing how much material we would be using prior to the contract being bid. Do you prefer a rough estimate or NA as a response?**

A: Provide forms and information if available. If not, please use “N/A” and state in narrative how you will be securing materials and supplies.

**Q9: P. 6 , item 1.6, asks for a copy of the complete manufacturer’s warranty statement to be submitted with the proposal . As we will not have repaired anything at the time and would have no warranties, how should this be addressed in the proposal?**

A: Provide forms and information if available. If not, please use “N/A” and state in narrative how you will handle warranty items.

**Attachments:**

- Sign in Sheets
- HCD Rehabilitation Standards
- HCD Energy Efficiency Measures