

**Invitation to Bid 20-ITB-001-WM
General / Residential Contractors for CDBG-DR Program
Technical Questions and Answers**

Please note that the Department's responses are not **final, official or binding**. Violation of section 287.057(23) of the Florida Statutes, by a respondent to a solicitation, or persons acting on their behalf, may be grounds for rejecting a response. The Department's responses to timely submitted questions are provided below:

Question Number	Page Number, Section	Question	Answers
1	General	On the previous (19-ITB-002-WM) THE Manufactured and Modular Homes were bid separate from the repair work on site built homes and multi-family units. In this solicitation, both of those seem to be combined. Will DEO segregate Manufactured Homes replacement and repair when putting together Project Bundles?	Yes, project bundles for site-built homes will be bundled separately from mobile/manufactured homes.
2	Page 27, C.6	What is the substantive equivalent to the AIA forms G702 & G703 for replacing a mobile/ manufactured home? The AIA forms are not compatible to manufactured home replacements.	DEO will provide format for invoicing relating to mobile/manufactured homes.
3	Page 27, C.6	Will a copy of the Jurisdiction Having Authority (county or city) inspection form be accepted as a licensed professional certifying the percentage of project completed. Or does the contractor have to hire an independent third party. Hiring a third party will slow the completion of a manufactured home replacement.	Yes, an inspection report from the Jurisdiction Having Authority certifying the project is complete will be sufficient. Prior to DEO conducting the final inspection, the contractor will be required to present the completed municipality inspection report. A local completion inspection does not substitute for the DEO final inspection.
4	Page 24, Housing Project Award Procedures, bullet # 2	How many manufactured home replacement will be bundled to each qualified contractor for the " initial equal award"?	The amount of projects to bundled during the initial award has not been determined, but it is expected that bundles will include at least 10 or more projects.
5	Page 27, C.4	Can the Contractor invoice the fully burdened rate plus overhead and profit of the Construction Lead and other administrative personnel working on the projected?	All contractors will be required to attend a pre-construction training, which will cover the invoicing process. All invoices are required to be submitted via the online portal.
6	Page 21 Replacement	When a project bundle is given to a Contractor for the replacement of a manufactured home, what entity has the final decision on choosing the floorplan and cost of the home; the grant awardee, DEO or the Contractor?	DEO
7	Page 21 Replacement	Can the Contractor have standard floorplan for 1,2,3 & 4-bedroom manufactured homes?	DEO will provide contractors with an approved list of site built and Mobile/ Manufactured home specifications prior to project award. Contractors can use standard floor plans if they meet the specifications provided by DEO and can be placed in the same footprint as that of the manufactured home unit that is being replaced.

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8	Page 20	What is the total time allowed from Notice to Proceed to completion for the replacement of a manufactured home? The bid documents are confusing on this point? Page 20 seems to suggest 20 days yet in other areas of the bid it seems to indicate 45 days for Pre- Construction and 30 days for Installation for a total of 75 days? Which is correct?	If the replacement is of a Mobile Home, the contractor has 45 days to move from Notice to Proceed to Notice to Construct. Once the Notice to Construct has been issued, the contractor has 30 days to complete installation of the Mobile Home. If the award package specifies a shorter or longer period for any phase of of the process, that period will apply to that specific project only.
9	Page 27	If 20 manufactured homes are bundled together is the expectation from DEO that all 20 homes would be replaced within the 75-80-day timeline? Please elaborate.	Yes, each individual project will be subject to the same time constraints. Please keep in mind that the clock on a specific project will start once the individual project has been issued a Notice to Start Construction.
10	Page 30, Sub 12	Can the contractor's Construction Lead also function as the person responsible for the company's quality control program?	Yes, the contractor's Construction Lead may serve as their internal quality control inspector. Please keep in mind that DEO conducts independent inspections of each project site prior to any invoice payment.
11	Attachment G	Attachment G is an internal DEO form for checking references. Are we to fill out the top portion for each of our references?	Attachment G will be filled out by DEO personnel when conducting reference checks of companies listed on Attachment A.
12		Our company is classified as an engineering firm that specialize in construction and roofing management. Our qualifier has a Professional Engineer License but does not have any contractor licenses. Our president does have State of Florida General Contractor and Roofing licenses. Are we still eligible to apply for this program using our president's license? Is this program even a good fit for construction management companies?	DEO will not comment on whether your company is a "good fit" for this program. The entity that is applying for qualification with the Program must obtain all required licenses to perform residential construction activities in the State of Florida. If your company meets the Florida legal requirements established to act as a General Contractor, then your company would be eligible for this program.
13		Is this project for Construction subcontractors only? Or is there an opportunity for Design professionals in the field of Architecture, Master planning and Construction related Engineering?	This ITB is for General/ Residential contractors.

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14		Is there and application process for registration if so where can I get a packet?	To do business with the State of Florida, you must be registered or licensed with the Florida Division of Corporations, MyFloridaMarketPlace, the Department of Business and Professional Regulation, and the Department of Financial Services. In order to participate in U.S. government funded programs, you must register with the System for Award Management (SAM) to work with programs that are federally funded.
15		Where is this located?	The DEO office is located in Tallahassee, Florida, but the program will address the unmet need of applicants throughout the State of Florida. DEO has divided the state into 4 specific regions. Successful vendors may limit their participation to within one or more of those specified regions.
16	Attachment L	Many of the qualifications listed in Attachment L are for General or Residential Contractors. Our company is only interested in the replacement of manufactured housing. We have all the necessary qualifications and licenses for this task and have many years of experience in disaster housing recovery efforts. General contractors do not replace manufactured housing and are not licensed as such by the Department of Business & Professional Regulation. Our licenses for sale and installation of manufactured housing are issued by the Department of Highway Safety and Motor Vehicles. Please clarify whether the qualifications in Attachment L will be required for the replacement of manufactured housing.	The entity that is applying for qualification with the Program must obtain all required licenses to perform residential construction activities in the State of Florida, including manufactured housing.
17	Page 8, Section B.18; Page 23, Section C.1	Please confirm the \$350K cap is inclusive of all costs (hard and soft) associated with the home.	The project cap is for the initial unmet need of the applicant, which consists of all hard costs.
18	Page 23, Section C.1	Will the bundles of homes be assigned, or will they require competitive bidding from qualified contractors?	DEO will assign the bundles of projects.
19	Page 23, Section C.1	If homes are to be assigned, what is the basis for pricing? Will Florida be using a pre-determined composite pricing method or some other method?	DEO will provide a copy of the Xactimate scope. The contractor will be responsible for pricing out each item in Xactimate.
20	Page 46, Attachment H,	Is it acceptable to submit a thumb drive for electronic copy or are only CDs accepted?	No. Electronic copies must be submitted on Compact Disc.

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21	Page 45, Attachment G	Regarding Attachment G, Evaluation of Past Performance, are bidders required to solicit these evaluations from the Reference provided in Attachment A and include in the bid package?	No. Attachment G will be filled out by DEO personnel when conducting reference checks of companies listed on Attachment A.
22	Page 29 of 38	I cannot access the "Attachment B - Cost Response", is it mandatory? Or is there another way I can access it?	Yes, please refer to the MANDATORY REQUIREMENTS FOR EVALUATION section of B.13. Issues with accessing documents for this solicitation should be directed to: <i>Winston McGriff</i> <i>Phone: (850) 245-7467</i> <i>FAX: (850) 245-7470</i> <i>107 East Madison Street</i> <i>B-047</i> <i>Tallahassee FL, 32399-4128</i> <i>Email: Winston.McGriff@deo.myflorida.com</i>
23	Page 6 of 38	are the 7 forms listed there the only ones to submit since they are mandatory?	Please refer to the MANDATORY REQUIREMENTS FOR EVALUATION section of B.13.
24		<i>What is the price point we are marking up for Attachment B?</i>	The maximum markup cost for any project awarded pursuant to this solicitation is thirty percent (30%).
25	Pg. 6, Section B.13	Attachment G- is this document that we are to have filled out and turned in with the bid or is this something that the Deo fills out when they contact the references? On the form its says that the questions will be asked of the client reference chosen at the discretion of DEO?	No. Attachment G will be filled out by DEO personnel when conducting reference checks of companies listed on Attachment A.
26	Page 8-9, B.20 contract period	The contract term initial of 36 months with potential for up 3 year renewal, but then it states total contract term with extension not to exceed 3 years. Please clarify contract term and extension terms.	The initial contract term will be 36 months with the potential for up to a 3-year renewal.
27	Page 38, Attachment A; Page 45, Attachment G	Should we pre- fill Attachment G Evaluation of Past Performance with the respondent's reference name? Should these references directly relate to the projects listed on Attachment A Reference form?	No. Attachment G will be filled out by DEO personnel when conducting reference checks of companies listed on Attachment A.

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28	Page 24, Item C.2 Background/ Overview- Housing	What are the rules of reimbursables if the applicant withdraws?	Contractor invoicing for overhead and profit shall not exceed 30% of the overall individual project total. DEO will not compensate Contractor for overhead and profit exceeding 30% of the overall individual project total. Contractor will submit with the invoice all documentation to support any reimbursements to DEO for review which must include: a. AIA Document G702; b. AIA Document G703/Schedule of Values; c. All supporting documentation for vendor payments; d. Photographs of the project in progress and completed work; and e. Proof of payment.
29		Is the individual reconstruction time expressed as “not to exceed 50 or 80 days, as applicable” calendar days or working days?	Time frames listed are Calendar Days.
30		If the proposed submitting entity is a partnership, association or joint venture does all the companies within the partnership needs to be registered in the DMS/MFMP system?	The named legal entity responding to this solicitation must be registered in the DMS/MFMP system.
31		If the proposed submitting entity is a partnership, association or joint venture where one or more of the members are not a Florida corporation, are the out-of-state requirements applicable?	The named legal entity responding to this solicitation must be registered, licensed, and able to do business within the State of Florida.
32		Does any joint venture have to be legally structured prior to proposal submittal?	Yes, all joint ventures must be legally structured prior to proposal submission.
33		If the responding entity is a partnership or a group, is a combined bonding capacity from two or more members of the group exceeding the \$5M requirement acceptable?	The named legal entity responding to this solicitation must meet the bonding requirement of the solicitation.
34		For the purposes of demonstrating respondent’s financial capacity, is a letter from a financial institution expressing access to the minimum \$1.5M sufficient or does it have to be an active credit line?	For the purposes of demonstrating respondent’s financial capacity, a letter from a financial institution expressing access to the minimum \$1.5M will be sufficient.

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35	Pg 6 of 52, B.13, solicitation requirement and pg 6 of 52 attachment A reference form	The mandatory requirement for evaluation on page 6 of 52 notes that attachment A Reference form must include previous CDBG-DR experience. However, the attachment A reference form does not contain the stipulation regarding previous CDBG-DR experience, but requires the clients listed be for services similar in nature to that described in this solicitation. Please confirm if proposers must have previous CDBG-DR experience?	Yes.
36	Pg 6 of 52 B.13, solicitation requirement and pg 6 of 52 attachment A reference form	If the answer to question 1 is yes, please explain the rational in requiring the CDBG-DR experience if a contractor can otherwise demonstrate extensive experience for services similar in nature to that described in this solicitation?	All work under the established program must be completed in compliance with all Housing and Urban Development’s requirements for Community Development Block Grants Disaster Recovery. DEO has determined that the requested experience will ensure the most effective and efficient administration of its program.
37	Pg 6 of 52, B.,13, solicitation requirement and pg 6 of 52 attachment A Reference form	If the answer to question 1 is yes, please explain how does the CDBG-DR experience requirement benefit DEO, when a contractor can otherwise show DEO best value, efficiency, ability to perform the scope of services with other related experience.	All work under the established program must be completed in compliance with all Housing and Urban Development’s requirements for community Development Block Grants Disaster Recovery. DEO has determined that the requested experience will ensure the most effective and efficient administration of its program.
38	Pg 9 of 52, B.22 Type of Contract Contemplated	This section states <i>“DEO reserves the right to award another type of Contract if doing so is believed to be advantageous to DEO and the State of Florida, “considering price and other factors.”</i> Is a Cost Plus (with GMP) Contract one of the other types of contracts that might be awarded?	At this time any alternative contract type will be evaluated as program needs and requirements change. DEO has not made a decision regarding any alternative contract type.
39	Attachment B, Cost Response, page 39	Pricing – Are we to assume the base year that the multiplier we bid with applies to the same base year in each period of the contract term or does the base changes to coincide with the multiplier bid for each term?	The base year multiplier the contractor submits bid applies to that year and may change from year 1 to year 3. The maximum markup cost for any project awarded pursuant to this solicitation is thirty percent (30%).
40	Attachment B, Cost Response, page 39	Page states “Respondent should specify minimum quantities and proposed pricing structure for future purchases that are made under the resulting contract.” Please provide additional detail or examples of what the state is seeking to effectively respond to this request.	The program requests contractor to advise on the minimum percentage of markup cost for the Regions in which the contractor is seeking to be qualified.

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41	Attachment B, Cost Response, page 39	Should the minimum quantities/proposed pricing structure information be provided following the cost response or included in the narrative section of the proposal?	Please included all proposed pricing structure information within the cost response of the proposal.
42	Section C, Scope of Work	What methodology does DEO/Program Manager intend to use in aggregating work for assignment to be bid to contractors, i.e. how will they determine size and content of “bid packages” for contractors?	DEO intends to conduct an initial equal award of Project Bundles to each qualified contractor in the contractor pool created from this solicitation (for example, each contractor in each region will be awarded 10 Projects). DEO may bundle as many as 200 projects in a single Project Bundle. DEO will monitor and evaluate the performance of each contractor with respect to the initial Project Bundle award. DEO will award subsequent Projects to contractors, directly or through a third-party, based upon the contractors’ demonstrated capacity, capability, and performance on the initial Project Bundle. The initial bundle size has not been determined at this time.
43	Section C, Scope of Work	Is there a minimum value of bid packages?	No.
44	Section C, Scope of Work	Upon NTP, will a DEO representative(s) attend an initial site walk along with the awarded contractor to determine if the initial scope of work is accurate? This would greatly assist in the initial scope alignment procedures and reduce lag of initial scope alignments.	No.
45	Section C, Scope of Work	Please advise at what point any required bond will be required to be submitted in the award procedure.	All required permits and bonds must be promptly submitted after the Notice to Proceed is issued.
46	Section C, Scope of Work, page 24	Please confirm the timelines provided in the RFP. 80 days for reconstruction will be extremely challenging given permitting and other requirements.	The 80-day timeline will not begin until the Notice to Start Construction has been issued. The Notice to Start Construction will not be issued until all permits are obtained and submitted to DEO.

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47	C.6, Deliverables, Tasks, Performance Measures and Financial Consequences, page 28	Please provide sample invoicing forms to be used by contractors. Are contractors to provide their own AIA G702/703 forms for progress payments, or will DEO or its vendor provide these documents as templates to be completed for each draw request?	The program will provide format for invoicing.
48	C.7, page 28-29	This section states that contractor responsibilities include “providing architectural and house plan renderings” and “professional engineering design”. Please advise the extent of drawings/plans and engineering services required for rehabilitation projects and reconstruction projects under this program.	Unless otherwise stated in Scope of Work for any project, the program will provide architectural and house plan renderings and/or professional engineering designs, as required.
49	B.13, page 7	Is a USB drive acceptable in lieu of a CD for electronic and redacted electronic submissions?	Yes
50	B.13, page 7	May electronic and redacted electronic submissions be submitted on the same drive or CD (based on answer to prior question)?	No, it is required to submit the separate redacted electronic version on a separate USB drive or CD.
51	Section C, Scope of Work	Is this bid intended to be utilized for more than one disaster or emergency?	Yes.
52	Attachment L, Respondent Qualification Checklist	Regarding requirements for experience, may team cumulative experience (for prime and subcontractors) be used as meeting experience requirements, or is prime direct experience required?	The experience requirement applies to the prime contractor.
53	Page 39, Attachment B	Will DEO issue scopes to contractors with the Xactimate cost attached to complete the project or will it remain the contractors' responsibility to price out each project on Xactimate?	DEO will provide a copy of the Xactimate scope. The contractor will be responsible for pricing out each item in Xactimate.
54	Page 39, Attachment B	With "the maximum markup cost for any project awarded pursuant to this solicitation is thirty percent (30%)", are the contractors limited to 30% on top of Xactimate cost?	Yes.
55	Page 39, Attachment B	Are contractors allowed to add on more than 30% to capture costs outside of overhead and profit and the scope, but outside of the scope presented (i.e. Permits, etc.) or can these additional costs to complete the project be captured via change order?	No.

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56	Page 13, Section B.39, (4)	Will the contractor be notified in advance of when a representative will need to be present within the Tallahassee office or are contractors expected to have local staff in Tallahassee at all times, no matter the region assigned and/or if contractor is running its operation out of another region? If expected to have staff in Tallahassee at all times to meet when necessary, will office space be provided for the contractors to use?	The contractor will be notified in advance of when a representative will need to be present within the Tallahassee office and the number of days per week from that date moving forward. In addition, office space will be provided for all representative required to be in office.
57	Page 45, Attachment G	Is Attachment G to be completed by DEO personnel or is it the contractors' responsibility to conduct interviews with past clients? If not filled out by contractors, is this attachment to be included in the bid proposal with "Respondent's Name" completed and the rest of the document blank?	Attachment G will be filled out by DEO personnel when conducting reference checks of companies listed on Attachment A.
58	Page 10, Section B.27	Does DEO prefer contractors to provide Certificate of Insurance with bid Proposal to demonstrate ability or solely prior to execution of a contract with IDEO? If so, in what section of the bid proposal does DEO want the Certificate included?	The selected Contractor(s) shall be required to submit insurance certificates, evidence including such insurance coverage, prior to the execution of a contract with DEO. The insurance certificate must name DEO as an additional insured and identify DEO's Contract Number. Copies of new insurance certificates must be provided to DEO's Contract Manager with each insurance renewal.
59	Page 12, Section B.35	Does a flash drive suffice as electronic copy of the bid or does DEO prefer compact disc?	Yes
60	Page 14, Section B.41	What section of the bid proposal does DEO want the contractors' State Project Plan presented? (i.e., following Attachment H, since mentioned as No. 6). Does IDEO want contractors to type up a detailed State Project Plan within the bid Proposal?	The Respondent should submit a written plan addressing the State's four (4) objectives listed below, to the extent applicable to the items/services covered by this solicitation. DEO expects prospective respondents to address each objective. Objectives not addressed in the selected Respondent's bid must be addressed prior to Contract execution. The project plan may be submitted following Attachment H.
61	Page 50, Attachment L	Are contractors allowed to type a "Attachment L Summary" following Attachment L to demonstrate abilities and/or present information required within the Attachment L or how does DEO prefer the contractors to demonstrate the abilities and/or present the information requested/required within this attachment?	Yes, contractors are allowed to attach additional pages to Attachment L to demonstrate abilities and/or present information.

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62	Page 8, Section B.18	What is the minimum and maximum amount of homes (Project Bundles) that may be assigned to an individual contractor at one given time? How many homes are contractors expected to be able to work on at one given time?	The minimum number of homes in a project bundle is 2; The maximum number of homes in a project bundle is 200. Contractors are expected to be able to work on all projects in an assigned bundle at the same time. DEO may bundle between 2 and 200 projects in a single Project Bundle. DEO anticipates that the awarded contractor will be able to complete all assigned projects within the mandated time frames.
63	Page 8, Section B.18	If contractor has not worked on a home yet in the previous ITB, how does DEO intend on awarding newly operating contractors?	Award(s) will be determined by the respondents meeting requirements and qualifications as indicated in Sections B.13, C.7, and Attachment L. Clarification discussions, at the DEO's sole option, may be conducted with Respondents who submit Solicitation Responses determined to be acceptable and competitive. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of the Solicitation Responses. Such revisions may be permitted after submission and prior to award. DEO will confirm that Contractors continue to satisfy the minimum qualifications described in this ITB throughout the duration of any contract resulting from this solicitation. Contractors who no longer satisfy the required minimum qualifications may be removed from the contractor pool at the sole discretion of the DEO.