



# CITY OF MIAMI

## Capital Improvements Program

Pre-Qualification for Single-Family Infill Housing Project  
RFP No. 09-10-009

ADDENDUM NO. 1

March 8, 2010

### TO: ALL PROSPECTIVE BIDDERS:

The following changes, additions, clarifications, and deletions amend the above-captioned Bid/Contract documents, and shall become an integral part of the bid responses and the subsequent contract. Please note the contents herein and affix same to the documents you have on hand.

All attachments (if any) are available on the CIP website and are part of this Addendum.

- A. **REVISED RESPONSE SUBMISSION DEADLINE:** The Response Submission Deadline for RFP 09-10-009 has been changed to:

**THURSDAY, MARCH 18, 2010 @ 2:00**

- B. **Additions, Revisions & Clarifications to Request for Proposals (RFP) No.: 09-10-009:**

1. Exhibit A, which is the draft Contract to be executed by each pre-qualified contractor, is attached hereto and made a part of the RFP. Exhibit A includes the applicable federal provisions and Davis-Bacon wage rates, which may or may not be applicable (see Q5 and A5, below). **EXHIBIT A INCLUDES FEDERAL FORMS AND DOCUMENTS THAT MUST BE SUBMITTED WITH YOUR RESPONSE TO THE RFP.** The federal forms and documents are further identified in A.2., below.
2. The federal forms and documents contained in Exhibit A that must be submitted with your Response are:
  - a. Section 3, Affirmative Action Plan for Utilization of Project Area Businesses;
  - b. Assurance of Compliance (Section 3, HUD Act of 1968);
  - c. Authorized Representative Statement;
  - d. Buy American Certification;
  - e. Declaration of Financial Interest;
  - f. Certification Regarding Debarment, Suspension & Other Responsibility Matters Primary Covered Transactions;
  - g. Certification of Sound Fiscal Management;
  - h. Conflict of Interest Forms.



3. **RFP Section 3.10 Key Personnel** – The following sentence in RFP Section 3.10 - “All field Key Personnel assigned to this Project are to be assigned solely to this Project and their time will not be permitted to be comingled with time on other projects.” **is hereby deleted and replaced with the following:**

“The Construction Superintendent identified pursuant to RFP Section 4.1.A.6. shall be assigned solely to this Project and his/her time will not be permitted to be comingled with time on other projects.”

**B. Requests for Information – During and since the Pre-Proposal Conference for RFP No.: 09-10-009 on Friday, February 19, 2010**

The following are responses to questions posed during and since the Pre-Proposal Conference for RFP No.: 09-10-009 on Friday, February 19, 2010:

**Q1. Will permit fees be waived?**

A1. Please refer to Page 57, Article 88 of Exhibit A for the requirements for permits.

**Q2. How do I complete the reference form where the project was funded by Community Development but the work was done for a private owner?**

A2. The private owner must complete the reference form. However, Proposer must also provide documentation showing that a government entity funded the project.

**Q3. Please provide a standard size lot or the specific lots to know how to configure the home models.**

A3. Assume a Standard lot size of 50”X100”.

**Q4. Should the floor plans, and other such documents be submitted as schematic drawings or as construction documents?**

A4. Schematic drawings.

**Q5. Are Davis Bacon wages required?**

A5. Davis Bacon wages are only required if one contractor is awarded all 8 homes.

**Q6. Can federal corporate income tax returns be submitted in lieu of the certified or audited financial statements requested in Section 4.1.A.3.f.i. of the RFP?**

A6. Proposer shall provide one of the following: 1) 3 years of financials (company prepared or certified) plus the last 3 years of federal tax returns + IRS form 4506, which allows the City to request copies of the federal tax forms from the government directly; or 2) 3 years of audited statements, with the management letter.

**Q7. How much funding has been allocated for this particular Project?**

A7. To date, \$533,000 of Neighborhood Stabilization Program funding and \$1.1 million of Neighborhood Initiatives Program funding has been allocated to this Project. The City, at its sole discretion may add additional funding should additional funding become available in the future.



**Q8. Will the construction of the three models be distributed to the two pre-qualified companies, or will one company be selected to construct the three Models?**

A8. As stated in the RFP documents, the City intends to pre-qualify up to six (6) contractors or teams for the design and construction of affordable, single-family homes on eight (8) City-owned lots. Accordingly, it has not yet been determined how the individual home projects will be distributed between the pre-qualified contractors or teams.

**Q9. Will the design/concepts of each proposal remain that contractor's property and not be used by another pre-qualified contractor?**

A9. Please refer to Page 72, Section 3, Article 3 of Attachment A.

**Q10. Should elevations should be submitted for each Model?**

A10. Yes

**Q11. Will the three Models be constructed simultaneously? In the same general area?**

A11. It is possible. The initial eight (8) Models involve construction of homes on various City-owned infill lots within a several block radius. Future construction of Models may be scattered over a greater area throughout the City.

**Q12. Will you accept the experience of the construction team, if that team makes up the "company", or only the experience of the company?**

A12. As stated in the RFP documents, the specified Minimum Qualification Requirements must be met by the proposing Contractor.

**Q13. Will you consider experience that goes beyond the 5 years, or must it be only within the last 5 years?**

A13. Please note, Section 3.4 of the RFP requires that Proposers include in their response a minimum of three (3) and a maximum of five (5) references from Owners of projects or homes of a similar, size, scope and complexity. Of the reference projects submitted, at least three (3) of the homes must have been completed within the last five (5) years.

**Q14. Can bedrooms be 10 x 12 instead of 11 x 11?**

A14. All second and third bedrooms (non-master) must be a minimum of 12' X 12'.

**Q15. Lot sizes? How is net vs. gross measured? (Is gross measured to the centerline of the street?).**

A15. Please consult with your design professional.

**Q16. Verify 40% lot coverage (Is lot coverage measured by net or gross lot square footage?).**

A16. Please consult with your design professional.

**Q17. Please clarify if the City will accept optional documents or guarantees in lieu of: 1. Proposal Bond for \$5,000; 2. Payment and Performance Bond for \$200,000; and 3. Audited Financial Statements.**

A17. In lieu of the required Proposal Bond, a Contractor may furnish alternate forms of security in the form of cash, money order, certified check, cashier's check, Unconditional/Irrevocable Letter of Credit, treasurer's check or bank draft of any national or state bank (United States), in the amount of five thousand dollars (\$5,000), payable to City of Miami Florida, and conditioned upon the successful Contractor executing the Contract and providing the required Performance Bond and Payment Bond and evidence of required insurance within fifteen (15) calendar days after notification of award of the Contract. Proposal securities of unsuccessful Contractors will be returned after award of the contract(s).  
**A PERSONAL CHECK OR A COMPANY CHECK OF A BIDDER SHALL NOT BE DEEMED A**



**VALID PROPOSAL SECURITY.** Tendering a personal or company check will result in the Proposal being deemed non-responsive. Security of the successful Contractor shall be forfeited to the City as liquidated damages, not as a penalty, for the cost and expense incurred should said Contractor fail to execute the Contract and provide the required Performance Bond.

In lieu of the required Performance/Payment Bond, please consult the attached Exhibit A, Section 1, paragraph 9 - **Performance and Payment Bond** to confirm acceptable alternate forms of security.

Re: Audited Financial Statements, please see Q6 and A6, above.

**E. Additional Information:**

1. Please find posted on the CIP Webpage **Exhibit A to the RFP - AGREEMENT FOR THE DESIGN AND CONSTRUCTION OF SINGLE FAMILY INFILL HOUSING** which is made a part of this Addendum 1.

**THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENTS AND SHALL BE MADE A PART THEREOF.**

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Gary Fabrikant, Assistant Director  
Capital Improvements Program

This Addendum should be signed and dated by Bidder and submitted as proof of receipt with the submission of bids. The Bidder by identifying the Addendum number in their bid proposal and by the signing and submission of their bid shall serve as proof of receipt of this Addendum.

NAME OF FIRM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_