



City of Miami

REQUEST FOR PROPOSALS

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

**RFP NUMBER
09-10-009**

ISSUE DATE

February 8, 2010

NON-MANDATORY PRE-PROPOSAL CONFERENCE

FEBRUARY 19, 2010

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE

FEBRUARY 26, 2010

RESPONSE SUBMISSION DEADLINE

MARCH 10, 2010 @ 2:00 PM

CONTACT

Capital Improvements Program
City of Miami
444 SW 2nd Avenue, 8th Floor
Miami, Florida 33130
Attention: Anthony Rolle
Email: arolle@miamigov.com



City of Miami

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PUBLIC NOTICE

CITY OF MIAMI
REQUEST FOR PROPOSALS

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

RFP NO: 09-10-009

Completed Responses, including technical and fee proposals, must be delivered to the Office of the City Clerk, City Hall, 3500 Pan American Drive, Miami, Florida 33133 by 2:00 PM on March 10, 2010 (“Response Submission Deadline”). Proposers are solely responsible for ensuring timely delivery of their Response and any Responses received after the above stated date and time or delivered to a different address or location will not be considered.

RFP documents may be obtained on or after, February 8, 2010, from the City of Miami Capital Improvements Program (CIP) webpage at:
www.miamigov.com/capitalimprovements/pages/ProcurementOpportunities/Default.asp.

The purpose of this RFP is to pre-qualify up to six (6) contractors, or teams for the design and construction of affordable, single-family housing on City owned lots, with 2 companies to be prequalified for the construction of each of three (3) model homes. The City initially anticipates constructing approximately eight (8) single family homes under this solicitation. The number of homes to be constructed may increase depending on the availability of funding. The Successful Proposers pre-qualified under this solicitation may be selected to design and construct single-family homes on an as needed basis. However, pre-qualification does not guarantee the Successful Proposer that they will be selected to construct any homes.

A non-mandatory Pre-Proposal conference will be held on February 19, 2010 at 2:00 PM at **the City of Miami, City Hall Chambers, 3500 Pan American Drive, Miami, FL 33133**. Please review the RFP for details concerning attendance.

Any addendum issued for this RFP will only be available through the CIP webpage. It is the sole responsibility of all interested parties to ensure the receipt of any addendum and it is recommended that interested parties periodically check the CIP webpage for updates and the issuance of addenda.

The City of Miami reserves the right to accept any Responses deemed to be in the best interest of the City, to waive any minor irregularities, and/or omissions and/or technicalities in any Responses, or to reject any or all Responses and to re-advertise for new Responses, in accordance with the applicable sections of the City Charter and Code.

THIS SOLICITATION IS SUBJECT TO THE “CONE OF SILENCE” IN ACCORDANCE WITH SECTION 18-74 OF THE CITY CODE.

Pedro G. Hernandez, City Manager



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SECTION 1

1.0: INTRODUCTION TO REQUEST FOR QUALIFICATIONS

1.1. Invitation

Thank you for your interest in this Request for Proposals (“RFP”). The City of Miami (the “City”), through its Capital Improvements Program (“Department”) invites responses (“Responses”) which offer to provide the services described in Section 2.0: “*Scope of Services.*”

1.2. Agreement Terms and Conditions

The Proposer(s) selected to provide the service(s) requested herein (the “Successful Proposer(s)”) shall be required to execute an agreement (the “Agreement” or “Contract”) with the City in substantially the same form as the Contract included as (Exhibit A to this RFP which shall be issued pursuant to an Addendum hereto). The City anticipates entering into contracts for one year with an option to renew for one year at the sole discretion of the City Manager. **Exhibit A will be issued as an Addendum to the RFP.**

1.3. Submission of Responses

Sealed written Responses must be received by the **Office of the City Clerk located on the first floor at City Hall, 3500 Pan American Drive, Miami, Florida 33133 no later than the Response Submission Deadline indicated in the Public Notice and on the cover of this RFP in order to be responsive.** Proposers are solely responsible for ensuring timely delivery of their Response and any Responses received after the Response Submission Deadline or delivered to a different address or location will not be considered. Faxed documents are not acceptable. Proposers must submit sealed written Responses that include one (1) original and seven (7) copies plus one (1) copy in digital form (on CD-ROM in pdf format). of your Response or the Response may be disqualified.

Proposers must submit a separate Section 4.1.A.7., Development Plan for each model (Model) home(s) for which they are submitting. As such, a separate Development Plan must be submitted for Model #1 – the 3 bedroom, 1 car garage home, Model #2 – the 3 bedroom, two car garage home and/or Model #3 – the 4 bedroom, two car garage home, whichever model(s) is/are included in the Proposer’s Response. Proposers must ensure that they comply with each requirement for the Development Plan for each Model of home proposed.

1.4. Cone of Silence

Pursuant to Section 18-74 of the City of Miami Code (Ordinance No. 12271), a “Cone of Silence” is imposed upon this RFP.

Written communications may be in the form of fax, mail or e-mail to Cecelia Wilson, at 444 SW 2nd Avenue, 8th Floor, Miami, FL 33130. Fax 305-416-2153, e-mail arolle@miamigov.com with a copy to the Office of the City Clerk at marcia@miamigov.com.



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Please review City of Miami Ordinance No. 12271 and City Code Section 18-74 for a complete of the Cone of Silence.

Proposers are hereby cautioned not to contact any member of the Evaluation Committee or any staff (except as provided above) regarding this RFP until such time as the Cone of Silence is lifted. Failure to abide by this condition of the RFP shall be cause for rejection of your Proposal.

1.5. Non-Mandatory Pre-Proposal Conference

A non-mandatory pre-proposal conference ("Conference") meeting will be held on **February 19, 2010** at 2:00 PM at the **City of Miami, City Hall Chambers, 3500 Pan American Drive, Miami, FL 33133**. Prospective Proposers are not required to attend this Conference. Attendees will be requested to sign-in and provide contact information at the time of sign-in. Failure to attend or sign-in will not result in a Proposer's Response being rejected as non-responsive

1.6. Additional Information or Clarification

Requests for additional information or clarifications must be made in writing. Prospective Proposers may fax or e-mail their requests for additional information or clarifications in accordance with Article 1.4 Cone of Silence. Facsimiles must have a cover sheet that includes the Proposer's name, the RFP number and title, the specific project title and the number of pages transmitted. Any request for additional information or clarification must be received in writing no later than 5:00 P.M. on February 26, 2010.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Response Submission Deadline. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility for assuring receipt of all addenda. Prior to submitting the Response, the Proposer should periodically check the City of Miami, Capital Improvements' Program webpage, where all addenda will be posted. The website is located at <http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp>.

1.7. Proposal Bond

A Proposal bond in the amount of \$5,000 shall be submitted with the Response. Further details on the Proposal Bond are included in the attached (Exhibit A), which provisions are incorporated herein and made a part of this RFP. Failure to submit the Proposal Bond with the Response will result in rejection of the Proposal as non-responsive.

1.8. Award of an Agreement

The City reserves the right to award up to six (6) Agreements if the City determines that this will best achieve all of the Project goals and be the best value to the City. Agreement(s) may be awarded to the Successful Proposer(s) for the Project(s) by the City Commission or City Manager, as applicable, based upon the qualification requirements (as shown in the Technical



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Proposal) and the Cost Proposal submitted. The form of the Contract is attached hereto as Exhibit A (to be issued by Addendum) and it is incorporated herein and made a part of this RFP. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer(s) when it is determined to be in the City's best interests. The City does not represent that any award will be made or that any Agreement will be executed with a successful Proposer.

1.9. Agreement Execution

By submitting a Response, the Proposer agrees to execute, if selected, the attached Agreement, without any revisions. Without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for the City's consideration. None of the foregoing shall preclude the City from seeking to negotiate changes to the Agreement during the negotiation process.

1.10. Unauthorized Work

In the event that an Agreement is executed, the Successful Proposer(s) shall not begin work until the City issues a Notice to Proceed. Such Notice to Proceed shall constitute the City's authorization to begin work.. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the City and Proposer will not have any recourse against the City for performing unauthorized work.

1.11. Submittal Instructions

Careful attention must be given to all requested items contained in this RFP. Proposals shall comply with all requirements of this RFP to be considered. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.** Proposers shall make the necessary entry in all blanks and forms provided for the Response.

Proposers must fully complete all forms and submit all required documentation.

1.12. Changes/Alterations

Proposer may change or withdraw a Response at any time **prior to** Response Submission Deadline. All changes or withdrawals shall be made in writing to the point of contact specified in Article 1.4, Cone of Silence. Oral/Verbal modifications will not be allowed and will be disregarded. Written modifications will not be accepted after the Response Submission Deadline. Proposers shall not assign or otherwise transfer their Response. The forms provided for completion and submission with Responses to this RFP shall not be altered in any way.

1.13. Subcontractors(s) or Subconsultant(s)

A Subcontractor or Subconsultant is an individual or firm contracted by the Proposer to assist in the performance of services required under this RFP. A Subcontractor shall be retained and paid by the Proposer. The City shall have no contractual relationship with, nor any liability with respect to, any such Subcontractor, which shall be retained by the Proposer for the performance of the Work under the Agreement. Any and all liabilities regarding the use of a Subcontractor or



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Subconsultant shall be borne solely by the Successful Proposer(s) with whom they have contracted. Neither the Successful Proposer(s) nor any of its Subcontractors are considered to be employees or agents of the City.

Proposers shall require the Subcontractors to indemnify the City, for their portion on the Work, in the same manner and to the same extent that Proposers are required to indemnify the City under the Contract.

Proposer's will be required to make a good faith effort to meet Section 3 goal of 10% of the total Agreement value that will be awarded to Subcontractor's that are "Section 3 businesses" and that 305 of the new hires and trainees for this Project will be low or very low income area residents who qualify as a "Section 3 resident". (See Exhibit A for further details regarding Section 3 requirements).

1.14 Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City's Department of Capital Improvements Program in the manner prescribed in Sections 1.4 and 1.6 of this RFP, above. Should it be necessary, the City will issue a written addendum to the RFP clarifying such conflicts or ambiguities.

1.15. Disqualification

This RFP requires the use and submission of specific City Forms which shall not be altered in any way. In addition, the RFP requires the submission of additional documents and information. Failure to utilize the City Forms and submit the required documents will result in the rejection of the Response as non-responsive and it will not be considered.

The City reserves the right to disqualify Responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any Response, to reject any or all Responses in whole or in part or to reissue this RFP.

Any Proposer who submits in its Response any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated or incorrect, shall be disqualified from consideration for award of a Contract.

Any Response submitted by a Proposer who is in arrears, (e.g., money owed or otherwise in debt by failing to deliver goods or services to the City including any agency or department of the City) or where the City has an open claim against a Proposer for monies owed the City at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

1.16. Proposer's Expenditures

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the City in connection with the Responses in response to this RFP shall be borne exclusively by the Proposer(s). The City shall



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not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response, and/or anticipation of a contract award, and/or to maintain the approved status of the Successful Proposer(s) if the Contract is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

1.17. Execution of Proposal

The Response must be signed by an individual authorized to legally bind the Proposer, such as a partner or corporate officer, and the name and title of the person signing for the Proposer must be clearly stated on the document. The Response shall include documentation evidencing the individual's authority to bind the Proposer, including, as applicable, certificate of corporate resolution, partnership certificate and official records, such as certificate of good standing showing the names of the "officers/directors/partners/managing members of the Proposer."

Proposer understands that submission of a Response to this RFP does not constitute an agreement or contract between the Proposer and the City.



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SECTION 2

2.0: RFP SCOPE OF SERVICES

2.1. Purpose

The City of Miami is seeking to procure qualified experienced companies for the purposes of construction of up to eight single family homes (the “Project” or “Projects”). Section 3.4, below, addresses the minimum qualification that Proposer’s must meet to be considered responsive.

The revitalization effort of this infill Project is to construct infill housing within City neighborhoods where the City has obtained property for this purpose. This initiative is funded by The Housing and Economic Recovery Act of 2008 (HERA) under the Neighborhood Stabilization Program (NSP) and the US HUD Neighborhood Initiatives Program.

On July 30, 2008, President George W. Bush signed The Housing and Economic Recovery Act of 2008 (HERA), which appropriated \$3.92 billion for assistance to state and local governments for the redevelopment of abandoned and foreclosed homes under the Neighborhood Stabilization Program (NSP). To facilitate quick implementation and funding of NSP, Congress used the basic elements of the U.S. Department of Housing and Urban Development (HUD)’s Community Development Block Grant Program (CDBG) for this program only. Many of the CDBG requirements will apply to this Request for Proposals (RFP). The City of Miami is the recipient of \$12,063,702 in NSP federal funding to acquire, rehabilitate, and re-sell/rent, lender-foreclosed properties to income-eligible buyers and renters.

The City has allocated \$533,000 of its NSP funds to redevelop properties located within the City’s Areas of Greatest Need (AGN) under the NSP program. In addition, US HUD funding from their Neighborhood Initiative Program will be used in to fund this project. This RFP is expected to fund a minimum of 8 houses. The City reserves the right to increase the amount of funding available for this RFP, as well as the number of houses.

2.2. Project Services

Consultant shall provide all work and related services necessary for the design and construction of the Project(s).

2.3. Project Scope of Work

The Proposed Scope of Work consists of initially constructing up to eight (8) single-family, affordable homes based on the following three models: (Model #1) - 3 bedroom single car garage, (Model #2) - 3 bedroom two car garage, and (Model #3) - 4 bedroom 2 car garage. The attached Exhibit B provides more detail relative to the type of housing the City is seeking to have constructed.



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The Proposer must retain its own design professionals to design or develop its own designs for the requested homes with landscaping and irrigation. For Successful Proposers, consideration shall be made regarding the development pattern and architectural character of each neighborhood. Designs shall not be repetitive if on adjacent properties or directly across the street and shall be developed in a manner that provide variations along street frontages.

The Successful Proposer(s) who enter into contracts with the City must expect to commence construction of a home within 6 months of the date the contract is executed by the City.

Proposers are to assume the following in the preparation of their Responses:

- Soil will support conventional foundation systems
- No groundwater concerns
- No environmental concerns
- No setback issues
- Public water, sewer, electric and telephone utilities are all located in front of the lot(s) at the street line with no complications for tie-in.
- Average length of driveway and water and sewer lines

Specific details concerning the detailed Scope of Work can be found in the attached Exhibit B to this RFP.

2.4 Sustainable Design and Construction

The City is seeking to develop high performance homes that can be constructed without compromising affordability. The homes should reduce impact on natural resources, create healthy, comfortable living environments as well as minimize monthly electric expenditures by conserving energy.

The Proposer should enhance the quality of the living space through natural light, interior layouts and the use of materials that minimize environmental impact. The homes should incorporate innovative ideas, systems, products and objects and maximize the use of renewable energy and/or incorporate energy efficiency considerations. The constructability of the home models proposed should incorporate concepts that promote ease of construction, maintenance and repair.



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SECTION 3

3.0: RFP GENERAL CONDITIONS

3.1. Acceptance/Rejection

The City reserves the right to accept or reject any or all Responses or to select the Proposer that, in the opinion of the City, is in its best interest. The City also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the City, and who is not in a position to perform the requirements defined in this RFP. Further, the City may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFP and may, at its discretion, withdraw and/or re-advertise the RFP.

3.2. Legal Requirements

This RFP is subject to all applicable federal, state, county, city and local laws, codes, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

3.3. Non-Appropriation of Funds

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the City, shall have the unqualified right to terminate the Contract with any and all Successful Proposers without any penalty or expense to the City.

3.4. Minimum Qualification Requirements

The City will only consider Responses from companies that are Certified General Contractors or Building Contractors with a minimum of three (3) years experience under its current business name. The Proposer must have successfully completed the construction of at least three (3) single-family homes or infill projects within the past five (5) years. These projects shall evidence the Proposer's ability to construct homes with a high level quality of design, efficiency and neighborhood compatibility.

The City will consider a Proposal as responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change of name has been filed with the State of Florida or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposer must include documentation substantiating such name change as part of its Response for the City to consider crediting the years of experience to the Proposer under its previous name. Failure to include such documentation with the Response will result in a determination of non-responsive. For joint ventures, each of the firms comprising the joint venture must meet the minimum of three (3) years experience. However, the lead firm in the joint venture must meet



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the minimum requirement of having successfully completed at least three (3) single-family homes or infill projects within the past five (5) years.

Proposer(s) must submit a minimum of three (3) references and a maximum of five (5) references from Owner's of the project(s) or homes of a similar, size, scope, and complexity are to be included in the Response. The Proposer must utilize **Form RFP-PE-R** for these references and the form must be signed by the Owner of the project or home. Failure to submit the reference forms may result in the Response being deemed non-responsive.

Each firm interested in responding to this RFP must provide information on the firm's qualifications and experience, qualifications of the Project team, members and staff, Project Manager's experience, and previous work of similar size, scope and complexity. See Section 4.0 "Instructions for Submitting a Response: Submission Requirements" for further direction. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process.

3.5 Business Tax Receipt Requirement

Proposer(s) shall meet the City's Business Tax requirements in accordance with Chapter 31, Article II of the City of Miami Code, as amended. Proposer(s) with a business location outside the City of Miami shall meet the applicable local Occupational License or Business Tax requirements. A copy of the license or receipt should be submitted with the Response. The City may, at its sole option, allow the Proposer to submit a copy after the Response Submission Deadline.

3.6. Resolution of Protests

Any actual or prospective contractual party who feels aggrieved in connection with the solicitation or award of a contract may protest in writing to the Chief Procurement Officer who shall have the authority, subject to the approval of the City Manager and the City Attorney, to settle and resolve a protest subject to final approval by the City Commission. Proposers are alerted to Section 18-103 through 107 of the City's Ordinance No. 12271 (the City of Miami Procurement Code) describing the protest procedures. Protests failing to meet the requirements for filing shall **NOT** be accepted. Failure of a party to timely file shall constitute a forfeiture of such party's right to file a protest. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

3.7. Review of Responses for Responsiveness

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A "responsive" Response is one which meets the requirements of the RFP is submitted in the format outlined in the RFP, is of timely submission, can be evaluated in accordance with the Evaluation Criteria, and has appropriate signatures/attachments as required on each document. Failure of the Proposer to provide the information as required under Section 4 of this RFP may result in a rejection of the proposal as non-responsive.



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3.8. Collusion

The Proposer, by submitting a Response, certifies that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with any City department. The Proposer certifies that its Response is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The City will investigate all situations where collusion may have occurred and the City reserves the right to reject any and all Responses where collusion may have occurred.

3.9 Clarifications

The City reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the Response Submission Deadline.

3.10 Key Personnel

Subsequent to submission of a Response and prior to award of the Contract, Key Personnel shall not be changed. Any changes in Key Personnel will result in the Response being rejected and not considered for award. 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.

3.11 Public Entity Crimes

A person or affiliate who has been placed on the convicted Proposer/Bidder list following a conviction for a public entity crime may not submit a Response on a contract to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public works project, may not submit a Response on a lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section §287.017, Florida Statutes, as amended, for Category Two for a period of 36 months from the date of being placed on the convicted Bidder / Proposer list.



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SECTION 4

4.0.: INSTRUCTIONS FOR SUBMITTING A RESPONSE

Submit the following information and documents with Proposer's Response to this RFP. Failure to do so shall cause your Response to be deemed non-responsive. Non-responsive submittals will receive no further consideration.

4.1. Submission Requirements

A Response must be fully completed, and signed as required in an 8½" X 11" format. Each Response must contain the following documents and forms required by Sections 4.1 A, each fully completed and signed as required. Proposers shall prepare their Responses utilizing the same format outlined below in Section 4.1.A. and 4.2. Each section of the Response as stipulated in 4.1.A shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFP that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers are not to include any documents not specifically required or requested, including, but not limited to, media and public relations literature, annual reports, pictures, etc. Such documentation will not be considered and will be redacted from the copies provided to the Evaluation Committee. The submission of such documentation may adversely affect the evaluation of the Response by the Evaluation Committee.

Hard cover binders are not to be used in the submission of a Response to this RFP. Only heavy stock paper, not exceeding 100#, is to be used for the front and back covers as well as the required section dividers. Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the format set forth in 4.1.A. and 4.2. Where the RFP does not require the use of the City's Forms, Proposers shall use a font size that shall be no less than 11 utilizing either "Arial" or "Times New Roman".

Page limitations have been established for certain documents, sections and forms as identified below. In addition all requested resumes shall not exceed 1 page. Any pages in excess of the stated page limitations will not be considered and will be removed or redacted prior to the Responses being provided to the Evaluation Committee. City Forms shall not be altered or revised in any manner. Such action may result in the rejection of a Response as non-responsive.

A. TECHNICAL PROPOSAL:

The content and form of the Technical Proposal should present a clear, comprehensive and well documented representation, understanding and commitment of how the Proposer intends to implement and fulfill the requirements set forth in this RFP and the requirements of the Contract;



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and how it intends to administer, coordinate and complete all requirements of this RFP and the Project.

1. **Proposal Cover Letter (Maximum 1 page)**

Form RFP-PL is to be used for the Proposal Letter.

2. **Narrative (Maximum 2 page)**

Narrative is to explain the specific reasons why the Proposer is the most qualified and best choice to be awarded this Project. Proposer shall use RFP-N.

3. **Qualifications of the Proposer**

Proposer shall provide the following information as separate sections under this Category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:

a. **Form RFP-QP (maximum 3 pages)**

- b. Resume of the principal-in-charge of this Project for the Proposer.
- c. Copies of any federal, State of Florida, county, or local small business certifications identified in Form RFP -QP.
- d. Copy of business licenses, including Local Occupation License or Business Tax Receipt, and Florida Registration.
- e. Copy of State Corporate or other proof from the State of Florida that the Proposer is authorized to perform work within the State of Florida.
- f. **Financial Capacity:** Proposer must provide the documentation specified below and be capable of meeting the Contract bonding and insurance requirements to be considered responsive to the RFP.

- i. Include the Proposer's most recent and the two prior years certified or audited financial statements, together with a breakdown indicating current Working Capital Ratio, Profitability and Return on Asset Ratio.

- ii. Documents from banking institutions or other financial institutions substantiating available line(s) of credit, including a breakdown demonstrating the available balance and any limitations on the line(s) of credit. A letter from a surety company licensed to conduct business in Florida stating the Proposer can furnish a performance and payment bond in an amount not less than \$200,000.

- iii. Letter from the insurer stating that the Proposer is capable of meeting the insurance requirements contained in Exhibit A.

g. Form RFP-WC.



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4. Qualifications of the Project Team

Proposer shall provide the following information as separate sections under this category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:

- a. Form RFP-QT
- b. Questionnaire form is to be completed by the Proposer.
- c. A one page resume shall be included for each of the key personnel's technical qualifications, number of years working for the Proposer, the number of years working in the position identified for this Project, Project experience that reflects experience in projects of a similar, size scope and complexity and experience with Construction Manager at contracts. In addition, copies of all relevant professional licenses or certifications are to be submitted.
- d. Organization chart of the Project Team indicating key personnel and their relationship(s).
- e. If Key Personnel have worked together previously on projects of a similar size, scope and complexity, identify which individuals worked together. Identify the project(s), the names of the personnel, their title, and role in the project, if the work was performed while working with or for another firm. Provide the project description(s), a brief description of the scope, and the final cost of the Project. (Maximum of 1 page).

5. Qualifications of Project Manager

- a. In addition to the information provided in Item 4, above, the following shall also be provided for the Proposer's Project Manager.
 - Proposer shall complete and submit Form(s) RFP-PM for the Project Manager.
 - Proposer shall submit a 1 page resume for the Project Manager, which reflects his/her relevant expertise & experience.
- b. Proposer shall submit Form RFP-PM-R for each Form RFP-PM submitted with their Response.

6. Qualifications of Construction Superintendent

- a. In addition to the information provided in Item 4, above, the following shall be provided for the Proposer's Construction Superintendent.
 - Proposer shall complete and submit Form(s) RFP-CS for the Construction Superintendent.



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- Proposer shall submit a 1 page resume' for the Construction Superintendent, which reflects his/her relevant expertise & experience.

Proposer shall submit Form RFP-CS-R for each Form RFP-CS submitted with their Response.

7. Development Plan

Proposer must submit a complete separate Development Plan for each Model home which they are including in their Response, labeled with a separate Development Plan number for each Model. For example, where the Response includes Development Plans for both Model #1 and Model #2, the plan for Model #1 should be labeled as Development Plan 7.1 and the plan for Model # 2 should be labeled as Development Plan 7.2. Failure to comply with this requirement may adversely affect the evaluation of a Response. In developing the cost for design and construction the Proposer shall base their calculations on a sale price not to exceed \$190,000. Each Development Plan must include the following:

- a. Construction Drawings. Proposer must provide:
 - a typical site plan, floor plan, roof plan, elevations, landscape, and irrigation plan.
 - All drawings submitted shall be 11" x 17".
 - Minimum lot size requirements
 - list of standard material features with prices for each standard model/design – include a breakdown by hard-cost and soft-cost category with profit/overhead amounts shown
 - total cost per square foot
- b. Energy-efficient amenities. Proposer shall provide detail on proposed energy efficient amenities
- c. If Proposer intends to offer design or amenity option(s), provide a list of optional materials and features with a corresponding itemized price list.
- d. A detailed development and construction schedule, showing all appropriate milestones including periods for site plan approval, permitting, design, construction and date of turnover to the City.
- e. Estimated construction cost for each design, based on the requirements of this RFP and the information contained in Proposer's Response. Include breakdown by hard-cost and soft-cost categories with profit/overhead costs itemized. Proposers must attach a completed Exhibit C for each type of home



City of Miami

for which they are submitting a Response. Exhibit C is broken down into three forms, as noted below

- Exhibit C-1, 3 Bedroom Home, with one car garage (Model #1)
 - Exhibit C-2, 3 Bedroom Home, with two car garage (Model #2)
 - Exhibit C-3, 4 Bedroom Home, with two car garage (Model #3)
- f. Details of the customer service plan and warranty information regarding appliances.

8. Federal Experience

- a. Proposer's experience with and display of knowledge and general understanding of Federal housing regulations including, but not limited to, the requirements of the Housing and Economic Recovery Act of 2008, the NSP1 requirements, CDBG regulations and all applicable HUD and Federal requirements. (Form RFP-FedEx (maximum of 2 pages))
- b. Whether Proposer is itself a Section 3 business concern and Proposer's strategy to comply with the Section 3 training and employment requirements.

9. Project Experience

The Proposer shall provide for the following as part of its Response.

- a. Provide a brief history of Proposer's experience with Federal Infill Housing Projects (maximum of 1 page)
- b. Provide a brief history of Proposer's experience in the construction of low to moderate income stand alone environmentally friendly single family homes (maximum of 1 page)
- c. Form RFP -PE
- d. Proposer shall provide a completed reference letter, Form RFP-PE-R for each Form RFP-PE submitted with its Response.

10. Small Business and Local Workforce Participation – (Maximum of 2 page)

In addition to the requirement to comply with the federal Section 3 response, Form RFP-SB is to be used to address process for meeting the federally required small business goals, including the participation of businesses located within Liberty City. In addition, Proposers shall address how they will maximize the participation of the local workforce, including those residing in Liberty City.

11. Addendum and Federal Forms

Proposer is required to complete and submit all required federal forms and signed addendum forms.



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4.2. Response Format

One (1) original and seven (7) bound copies, plus one digital copy (in .pdf file format), of your complete response to this RFQ must be delivered to:

**Ms. Priscilla A. Thompson, City Clerk
City of Miami
Office of the City Clerk
3500 Pan American Drive
First Floor
Miami, Florida 33133**

Responses must be clearly marked on the outside of the package referencing

RFQ No. 09-10-009

REQUEST FOR PROPOSALS FOR PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

Responses received at any other location than the aforementioned or after the Proposal submission date and time shall be deemed non-responsive and shall not be considered.

Responses must be signed by an official authorized to bind the Proposer to the provisions given in the Response. Responses are to remain valid **for at least 120 days**. Upon award of a Contract, the Response of the Successful Proposer(s) may be included as part of the Contract, at the City's discretion.

SUBMITTAL GUIDELINES

1. General

Only one (1) Response from an individual, firm, partnership, corporation, joint venture or other entity will be considered in response to this RFP.

Any Joint Venture Submission must submit the agreement entered into by the joint venture for this Project. Failure to furnish this agreement will result in the Response being deemed non-responsive.

Throughout this RFP, the phrases "must" and "shall" will denote mandatory requirements. Any Response that does not meet the mandatory requirements is subject to immediate disqualification.

The City requires that the successful Proposer register as a Bidder/Vendor indicating the commodities/services which the Proposer can regularly supply to the City. Should the successful Proposer not be currently registered through the City's Purchasing Department they may register via the internet at: <http://www.miamigov.com/Procurement/pages/SupplierCorner/default.asp>. For any questions, contact the Vendor Registration Section at (305) 416-1902. Failure to comply



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with this requirement will result in the rescission of the recommendation for award and the RFP being rejected. It is the sole responsibility of the successful Proposer to insure that they are properly registered with the City.



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SECTION 5

5.0 EVALUATION/SELECTION PROCESS

A. Evaluation Procedures

The procedure for response evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of Responses.
3. Opening of Technical Responses and listing of all Responses received.
4. Preliminary review of Technical Responses by City staff for compliance with the submission requirements of the RFP, including verification that each Technical Response includes all required documents.
5. Review by City staff and/or Selection Committee certifying that the Proposer's Team is qualified to render the required services according to State regulations.
6. The Selection Committee, appointed by the City Manager, shall meet to evaluate each responsive Technical Response in accordance with the requirements of this RFP. At the Committee's option, the Committee may require the Proposers to attend an interview session.
7. City Staff will calculate the score for each Response in accordance with the methodology stated in Section 4 and advise the Selection Committee members of total score and rank of each Proposer.
10. The Selection Committee will forward its recommendation of the most qualified Proposer to the City Manager inclusive of the ranking of the Responses.
11. After considering the recommendation(s) of the Selection Committee, the City Manager may approve the recommended Proposer(s) or, may direct that the Committee re-evaluate the Responses. The City Manager may also reject any or all Responses. Upon approval of the Committee's recommendation, by the City Manager the Proposers will be listed in rank order on the CIP webpage, <http://www.miamigov.com/CapitalImprovements/pages/ProcurementOpportunities/Default.asp>. If applicable, the City Manager will recommend to the City Commission, the Proposer(s) deemed to be the most qualified.
12. The City Commission, if applicable, shall consider the City Manager's and the Committee's recommendations, and may approve the recommended Proposer or, may direct that the Committee re-evaluate the Responses. The City Commission may also reject any or all Responses.



City of Miami

13. The City Manager or designee(s) may further negotiate the Agreement and final home costs with the successful Proposer.

B. EVALUATION CRITERIA

Responses shall be evaluated according to the following criteria and respective weight:

- | | |
|--|-------------------|
| ➤ Qualifications of the Proposer | Maximum 20 points |
| ➤ Qualification of Project Team | Maximum 25 points |
| ➤ Development Plan | Maximum 15 points |
| ➤ Project Experience | Maximum 15 points |
| ➤ Federal Experience | Maximum 15 points |
| ➤ Small Business and Local Workforce Participation | Maximum 10 points |

SECTION 6

6.0 RFP RESPONSE FORMS

6.1. RFP INFORMATION FORM

RFQ NO. 09-10-009: Pre-Qualification for Single-Family Infill Housing Project

I certify that any and all information contained in this RFP is true. I certify that this RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFP for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFP, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Name

Title

Authorized Signature

6.2.1

CERTIFICATE OF AUTHORITY

(IF CORPORATION)

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____

a corporation existing under the laws of the State of _____, held on _____,
, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, as President of the Corporation, be and is hereby authorized to execute the Response
dated, _____, 20_____, to the City of Miami and this Corporation and that their
execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall
be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this
_____, day of _____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____

organized and existing under the laws of the State of _____ , held on _____ , 20 _____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ , as _____ of the Partnership, be and is hereby authorized to execute the Response dated, _____ 20 _____ , to the City of Miami and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF _____)
) SS:
COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Principals of the _____
_____ organized and existing under the laws of the State of _____,
held on _____, 20_____, the following resolution was duly passed
and adopted:

"RESOLVED, that, _____ as _____ of the Joint
Venture be and is hereby authorized to execute the Response dated, _____ 20____, to
the City of Miami official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of
_____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FOR MAY DISQUALIFY YOUR RESPONSE

6.2.4

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
_____ and as a d/b/a (doing business as) _____
(if applicable)
_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Response dated, _____, 20____, to the City of Miami as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20_____.

NOTARY PUBLIC: _____
Commission No.: _____
I personally know the individual/do not know the individual (Please Circle)
Driver's License # _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

6.3 DEBARMENT AND SUSPENSION

(a) Authority and requirement to debar and suspend:

After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the City Manager, after consultation with the Chief Procurement Officer and the City Attorney, shall have the authority to debar a contractual party for the causes listed below from consideration for award of city contracts. The debarment shall be for a period of not fewer than three (3) years. The City Manager shall also have the authority to suspend a contractor from consideration for award of City contracts if there is probable cause for debarment. Pending the debarment determination, the authority to debar and suspend contractors shall be exercised in accordance with regulations, which shall be issued by the Chief Procurement Officer after approval by the City Manager, the City Attorney, and the City Commission.

(b) Causes for debarment or suspension include the following:

1. Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.
2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.
3. Conviction under state or federal antitrust statutes arising out of the submission of bids or Responses.
4. Violation of contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a contract or to perform within the time limits provided in a contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension.
5. Debarment or suspension of the contractual party by any federal, state or other governmental entity.
6. False certification pursuant to paragraph (c) below.
7. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the contractual party performing City contracts.

(c) Certification:

All contracts for goods and services, sales, and leases by the City shall contain a certification that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above or debarred or suspended as set forth in paragraph (b) (5).

The undersigned hereby certifies that neither the contractual party nor any of its principal owners or personnel has been convicted of any of the violations set forth above, or debarred or suspended as set forth in paragraph (b) (5).

Company Name: _____

Signature: _____

Date: _____

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

Pre-Qualification for Single-Family Infill Housing Project

RFP 09-10-009

Exhibit B

The following are the standards or minimum requirements that each Model home should possess.

Model #1: 3 bed/ 2 bath - one car garage - not less than 1350 sq. ft.

Model #2: 3 bed/ 2 bath - two car garage - not less than 1400 sq. ft.

Model #3: 4 bed/ 2.5 bath - two car garage - not less than 1800 sq. ft.

General Requirements

- All Models must be ADA compliant
- All Models should be based on standard universal designs and construction which facilitate construction, repair, replacement, and maintenance.
- Occupiable spaces, habitable spaces and corridors shall have a ceiling height of not less than 7 feet 6 inches. Bathrooms, toilet rooms, kitchens, storage rooms and laundry rooms shall be permitted to have a ceiling height of not less than 7 feet.
- The minimum room widths. Habitable spaces, other than a kitchen, shall not be less than 7 feet in any plan dimension, kitchens shall have a clear passageway of not less than 3 feet between counter fronts and appliances or counter fronts and walls
- Sleeping rooms shall be arranged so that access to a bathroom, shower room, or water closet compartment intended for use by occupants of more than one (1) sleeping room can be done without going through another sleeping room or outside the structure.
- Rooms cannot be arranged so that access to a sleeping room can be had only by going through another sleeping room, bathroom, shower room, or water closet compartment.
- Every dwelling unit shall have at least one room that shall have not less than 120 square feet of net floor area. Other habitable rooms shall have a net floor area of not less than 100 square feet. Exception: Every kitchen shall have not less than 70 square feet of gross floor area.
- Every kitchen sink, lavatory basin, and bathtub or shower must be properly connected with both hot and cold water lines.
- An appropriately sized tankless water heating facility properly installed and connected in a manner that is capable of supplying hot water on a continuous basis;
- Energy Star rated Exhaust Fans in bathrooms that exhaust to the outdoors and are connected to a light switch and are equipped with a humidistat sensor or timer, or operate continuously.
- Tub and Shower enclosures - Use fiberglass or similar enclosure or, if using grout, use backing materials such as cement board, fiber cement board or equivalent (i.e. not paper-faced.).
- Every space intended for human occupancy shall be provided with natural light by means of exterior glazed openings in accordance with Florida Building Code. Exterior glazed openings shall open directly onto a public way or onto a yard or court. The minimum net glazed area shall not be less than 8 percent of the floor area of the room served. Note: No skylights allowed.

- Adjoining spaces; For purpose of natural lighting, any room is permitted to be considered as a portion of an adjoining room where one-half of the area of the common wall is open and unobstructed and provided an opening of not less than one-tenth of the floor area of the interior room or 25 square feet, whichever is greater, for exception see Florida Building Code lately edition. Maximize the efficiency of interior and exterior lighting.
- An opening not less than 20 inches by 30 inches shall be provided to any attic area having a clear height of over 30 inches. A 30 inch minimum clear headroom in the attic space shall be provided at or above the access opening.
- Ceiling fans with reverse cycle in bedrooms and living area
- All paint shall be low or no volatile organic compounds (VOC)
- All paints and paint colors must be approved in writing by the City prior to use.
- Owner's Manual for Appliances/Systems
- New Tenant Orientation

In addition to the above, all of the Models must meet the following requirements:

Exterior

- All models must be one story CBS construction w/textured stucco.
- Manufactured roof truss system
- Cement or Barrel Tile roofs only – No Shingles
- Wood Exterior Front Door with 160 degree viewer and chain door retainer. Metal Exterior Rear Door. No Screen doors.
- Central HVAC: Reverse Cycle with SEER rating of not less than 16. Note: Attic installation of air handlers is allowed.
- Impact resistant Single Hung Windows in lieu of shutters
- Paint Warranty required: 5 years minimum
- All caulk and sealants shall be silicone and mold resistant.
- Exterior wall insulation with Moisture Barrier required.
- Storm drain labels
- Permeable concrete driveway
- Permeable concrete walk path between driveway and front door
- Extermination for subterranean termites

Interior

- All doors required door stops
- All Models must be pre-wired for telephone and cable
- All water fixtures shall be low flow water conservation fixtures
- Washer and dryer located close to the garage
- No sliding glass doors
- Ceramic or porcelain tile throughout the house except in bedrooms.
- Walls to be smooth or light knockdown finish, or orange peel finish
- Door from garage to main part of the home required.
- Reducing Heat-island Effect: Planting Urea Formaldehyde-free Composite Wood Ventilation
- Marbelite window sills
- Flat paint on all walls and ceilings, semi-gloss on all trim
- Paint shall have a minimum five year warranty
- Mini-blinds or better on all windows

Master Bedroom:

- Not less than 12 x 14 ft
- Full bathroom with comfort-height, double flush toilet, & water conservation faucets and fixtures. Must have exhaust fan
- Walk-in closet with ventilated door
- Carpet with transition to tiled floors

Bedrooms 2, 3 and 4:

- Not less than 11 x 11
- Standard closets with ventilated doors
- Closet size: not less than 2 X 7 ft.
- Carpet with transition to tiled floors

Bathrooms:

- Full bathrooms with at least one bathroom with a tub
- All bathrooms with full-length mirror on door, medicine cabinet and towel racks, toilet paper holders, etc.
- Water efficient toilet and water conservation faucets and fixtures
- Shower curtain rods, no shower enclosures
- Exhaust fan, exterior or roof ducted

Kitchen:

- Kitchen tile shall be installed prior to the installation of any fixtures. All fixtures will be placed on top of the tile. Double kitchen sink or equivalent
- Kitchen cabinets standard size with a minimum height of 36 inches and shall contain
- Counter top shall incorporate a backsplash
- Pantry with fillers and toe guards as applicable
- Storage area
- Energy Star rated side-by-side Refrigerator/Freezer - 16-20 Cubic Feet
- Energy Star rated Range & Range Hood
- Dishwasher Hook up - Optional
- In-sink Garbage disposal required
- ~~Note:~~ An exhaust system is required including a kitchen range hood.

Landscaping:

- All shade, flowering, or fruit trees shall be a minimum of ten (10) feet in height.
- Fifty percent (50%) of the trees provided must be native tree species.
- The pervious lot area shall be a mixture of not less than twenty percent (20%) shrubs and ground covers, and limited to eighty percent (80%) sod or lawn areas. Twenty-five percent (25%) of the required shrubs and ground covers must be native plant materials.
- Shrubs shall be installed along the foundation of any side of the residence that is visible from any street (public or private).
- All mechanical equipment (i.e. air-conditioning units, generators, pool equipment, etc.) shall be screened with shrubbery or vision-obscuring fencing.
- All other lot areas not covered by driveways or structures shall be planted with grass, ground cover, or other approved landscape materials.

- All refuse container storage areas visible from an adjacent street or adjacent property must be screened with vision obscuring fencing or hedging.
- Xeriscape principles shall be utilized in landscape designs and installations. Proposers should be familiar with The South
- Florida Water Management District's "Waterwise South Florida Landscapes". These xeriscape principles include:
 - Appropriate planning and design to include consideration of the size and shape of lot, soil type, topography, intended use of area, and site specific planting to minimize irrigation waste.
 - Use of soil analysis and appropriate amendments to provide better absorption water and to provide beneficial plant nutrients.
 - Efficient irrigation systems, which permit turf and other less drought tolerant plantings to be watered separately from more drought tolerant plantings, consideration of low volume drip, spray or bubbler emitters for trees, shrubs, and ground covers.
 - Reduction of turf areas, utilizing less water demanding materials such as drought tolerant shrubs and living ground covers in conjunction with organic mulches.
 - Utilization of drought tolerant plant materials and the grouping of plants with similar water requirements.
 - Utilization of mulches to increase moisture retention, reduce weed growth and erosion and increase the organic content of soil upon degradation. Mulch should be initially applied at a three (3) inch depth, but pulled away from direct contact with stems and trunks to avoid diseases.

Irrigation Design Standards

- All landscaped areas shall be provided with an irrigation system, automatically operated, to provide complete coverage of all plant materials and grass to be maintained.
- All new installations of landscape irrigation systems and substantial modifications of existing irrigation systems, which use well water, including single-family residences, shall install, operate, and maintain rust inhibitor equipment to prevent staining of structures, plants, and pavement.
- Where feasible, sprinkler heads irrigating lawns or other high water demand landscape areas shall be circuited so they are zoned separately from those irrigating trees, shrubbery, or other reduced-water requirement areas.
- Automatically controlled irrigation systems shall be operated by an irrigation controller that is capable of watering high water requirement areas on a different schedule from low water requirement areas.
- Sprinkler heads shall be installed and maintained to minimize spray upon any public access, sidewalk, street, or other non-pervious area. Irrigation heads shall not excessively spray across a sidewalk, bike path, or roadway to cover a swale area. A separate line of pop-up heads shall be provided to cover the unpaved portions of the right-of-way.
- The use of low trajectory spray nozzles is required in order to reduce the effect of wind velocity on the spray system.
- The use of low volume or drip systems is encouraged.
- All new installations of landscape irrigation systems, and modifications of existing irrigation systems, shall be equipped with a rain-sensing device, which will override the irrigation cycle of the system when adequate rainfall has occurred. Further, these rain-sensing devices shall be operated and maintained for the life of the irrigation system.

Landscape Plans for Permitting

As part of the permitting and development process, landscape plans are required for a building permit and shall provide the following information.

- Be drawn to a scale consistent with the site plan with crowded areas provided in a larger scale presentation.
- Show all property lines, identify all adjacent streets, alleys, and access ways, whether public or private.
- Show all sight visibility triangles for driveways and intersections.
- Clearly delineate the existing and proposed parking spaces or other vehicular use areas, access aisles, sidewalks, building locations and similar features.
- Provide a note as to the proposed method and coverage of irrigation (irrigation systems require a separate permit).
- Designate by botanical and common name, quantity, height, spread, spacing, and location the plant materials to be installed or preserved. This information shall be presented in a tabular format or legend. Provide landscape calculations.
- Show location of utility and drainage easements, overhead lines, water meters, transformers, check valves, clean-outs, fire hydrants, light poles or other structures that may affect landscaping to avoid conflicts with proposed or existing tree canopies or roots and/or conflicts with other landscape materials. All conflicts must be resolved prior to certification of the site operated, to provide complete coverage of all plant materials and grass to be maintained. Systems shall be designed to comply with state, county and local watering restrictions.
- Show tree canopies on adjacent properties to avoid conflicts with the location of new trees. All proposed tree canopies shall be shown at the average mature spread.
- Show proposed or existing locations of refuse areas, air-conditioning units, generators, mechanical equipment, and methods of screening.

QUESTIONNAIRE

This completed form ***must*** be submitted with the response, the city may, at its sole discretion, require that the proposer submit **additional** information not included in the submitted form. such information must be submitted within seven (7) calendar days of the city's request. failure to submit the form or additional information upon request by the city may adversely impact the evaluation of the Response.

By submitting its Response the Proposer and General Contractor certify the truth and accuracy of all information contained herein.

A. Business Information

1. How many years has your company been in business under its current name and ownership?

a. Professional Licenses/Certifications (include name and number)* Issuance Date

(*include active certifications of small or disadvantage business & name of certifying entity)

b. Date company licensed by Dept. Of Professional Regulation: _____

c. Qualified Business License: Yes No If Yes, Date Issued: _____

c. What is your primary business? _____
(This answer should be specific. For example; paving, drainage, schools, interior renovations, etc.)

d. Name of Qualifier, license number, and relationship to company:

e. Names of previous Qualifiers during the past five (5) years including, license numbers, relationship to company and years as qualifier for the company

2. Name and Licenses of any prior companies

Name of Company	License No.	Issuance Date
-----------------	-------------	---------------

3. Type of Company:

Corporation "S" Corporation LLC Sole Proprietorship Other: _____

(Corporations will be required to provide a copy of their corporate resolution prior to executing a contract)

4. Company Ownership

a. identify all owners of the company

Name	Title	% of ownership

b. Is any owner identified above an owner in another company? Yes No
If yes, identify the name of the owner, other company names, and % ownership

c. identify all individuals authorized to sign for the company, indicating the level of their authority (check applicable boxes and for other provide specific levels of authority)

Name	Title	Signatory Authority			
		All	Cost	No-Cost	Other
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanation for Other: _____

(Note: "All" refers to any type of document including but not limited to contracts, amendment, change proposal requests (CPR), change orders (CO), notices, claims, disputes, etc. "Cost" refers to CPRs, COs. No-cost refers to RFIs, Notices, and other similar docuemnts)

5. Employee Information

Total No. of Employees: _____ Number of Managerial/Admin. Employees: _____

Number of Trades Personnel and total number per classification:
(Apprentices must be listed separately for each classification)

6. Has any owner or employee of the company ever been convicted of a federal offense or moral turpitude: If yes, please explain:

7. Insurance & Bond Information

a. Insurance Carrier name & address: _____

b. Insurance Contact Name, telephone, & e-mail: _____

c. Insurance Experience Modification Rating (EMR): _____
(if no EMR rating please explain why)

d. Number of Insurance Claims paid out in last 5 years & value: _____

e. Bond Carrier name & address: _____

f. Bond Carrier Contact Name, telephone, & e-mail: _____

g. Number of Bond Claims paid out in last 5 years & value: _____

8. Have any claims lawsuits been file against your company in the past 5 years, If yes, identify all where your company has either settle or an adverse judgment has been issued against your company. Identify the year basis for the claim or judgment & settlement unless the value of the settlement is covered by a written confidentiality agreement.

9. To the best of your knowledge is your company or any officers of your company currently under investigation by any law enforcement agency or public entity. If yes, provide details:

10. Has your company been assessed liquidated damages or defaulted on a project in the past five (5) years? Yes No (If yes, provide an attachment that provides an explanation of the project and an explanation.

11. Has your company been cited for any OSHA violations in the past five (5) years. If yes, please provide an attachment including all details on each citation,

12. Provide an attachment listing all of the equipment, with a value of \$5,000 or greater, owned by your company.

B. Project Management & Subcontract Details

1. Project Manager for this Project:

a. Name: _____

b. Years with Company: _____

c Licenses/Certifications: _____

d. Last 3 projects with the company including role, scope of work, & value of project:

2. Subcontractors:

Name	Trade	% of Work	License No.	Certification*
------	-------	-----------	-------------	----------------

(*active certifications of small or disadvantage business & name of certifying entity)

3. Scope of actual construction work to be performed by your company and the corresponding percentage of the work: (This does not include such items as insurance * bonds, dumpsters, trailers, and other similar non-construction work items)

Exhibit C

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT Construction of Single-Family Housing on Vacant Residential Parcels

PRICE SCHEDULE

Pricing shall include all costs to complete construction of the home, including irrigation and landscaping, as described herein.

Model #1

3 Bedroom Home \$ _____
3BR / 2BTH / 1350sf under A/C (one car garage) – **Attach Exhibit C-1**

Model #2

3 Bedroom Home \$ _____
3BR / 2BTH / 1400sf under A/C (two car garage) – **Attach Exhibit C-2**

Model #3

4 Bedroom Home \$ _____
4 BR / 2BTH / 1800sf under A/C (two car garage) – **Attach Exhibit C-3**

Please state the percentage of discount offered if awarded two (2) similar homes: _____%

Name of Contractor: _____

Authorized By: _____
Signature Print Name Title

Address: _____
Street City State Zip Code

Telephone _____ **Fax:** _____

E-Mail: _____

FEIN: _____

EXHIBIT C-1

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

Construction of Single-Family Housing on Vacant Residential Parcels

GENERAL CONDITIONS COSTS – Model #1 – 3 Bedrooms/1350 s.f. under A/C with one car garage

The following General Conditions costs are to be based on your estimated construction schedule period (date of commencement to final completion)

The following General Conditions Costs are based on a 6-month construction period.

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
---	-------------	---------------------------	--------------------------------	-------	---------

A) PERSONNEL / LABOR

A01	Project Manager				
A02	Superintendent				
A03	Construction Layout				
A04	In-House Carpenter				
A05	Common Labor				
A06	Progress Cleaning / Site Maintenance				
A07	Final Cleaning				
A08	Punchlist				

B) INSURANCE / BOND

B01	Bonding				
B02	Builder's Risk Insurance				
B03	CGL				
B04	Worker's Comp				
B05	Auto Liability				
B06	Professional Liability				

C) PERMITS & FEES

C01	Electric Connection Fee				
C02	Water Service Connection Fee				
C03	Water Meter Installation Fee				
C04	Irrigation Meter Fee				
C05	Sewer (Lateral) Connection Fee				
C06	Solid Waste Disposal Fee				

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
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D) TEMPORARY / FIELD

D01	Const. Trailer Mobilization & Hookup				
D02	Construction Trailer Permit Fee				
D03	Construction Trailer				
D04	Temporary Toilet				
D05	Site Fence				
D06	Project Sign				
D07	Cell Phone				
D08	Temporary Landline Phone Hook-Up				
D09	Temporary Landline Phone				
D10	Job Site Fax Machine				
D11	Temporary Power Set-Up				
D12	Temporary Power Connection Fee				
D13	Temporary Power Usage				
D14	Temporary Water Connection Fee				
D15	Temporary Water Usage				
D16	Small Tools, Equipment, & Supplies				
D17	Equipment Rental				
D18	Equipment Fuel				
D19	Scaffold Cost (Install, Rental, Etc.)				
D20	Safety Rails				
D21	Unload, Lift, or Haul Materials				
D22	Dumpster, Carting, & Dump Fees				
D23	Temporary Protection / Repair				
D24	Quality Control				

E) TESTING SERVICES

E01	Density Testing and Inspection				
E02	Concrete Testing and Inspection				

#	Description	Cost / Unit of Measure	Total Quantity	Scheduled Value	Remarks
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F) MISCELLANEOUS

F01	Copies / Blueprint				
F02	Notice of Commencement				
F03	Drinking Water/ Ice/ Cups				
F04	Field Office Supplies				
F05	First Aid				
F06	Jobsite Fire Extinguishers				
F07	Miscellaneous Materials				
F08	Photographs				
F09	Submittals				
F10	Surveying				
F11	Vehicle Expense				
F12	Dewatering				

G) ADDITIONAL FEES/COSTS

G01	Change Order Markup Percentage (credits / deducts)				
G02	Contractor Proposed Profit				

TOTAL:

\$

EXHIBIT C-2

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

Construction of Single-Family Housing on Vacant Residential Parcels

GENERAL CONDITIONS COSTS – Model #2 – 3 Bedrooms/1400 s.f. under A/C with two car garage

The following General Conditions costs are to be based on your estimated construction schedule period (date of commencement to final completion)

The following General Conditions Costs are based on a 6-month construction period.

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
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A) PERSONNEL / LABOR

A01	Project Manager				
A02	Superintendent				
A03	Construction Layout				
A04	In-House Carpenter				
A05	Common Labor				
A06	Progress Cleaning / Site Maintenance				
A07	Final Cleaning				
A08	Punchlist				

B) INSURANCE / BOND

B01	Bonding				
B02	Builder's Risk Insurance				
B03	CGL				
B04	Worker's Comp				
B05	Auto Liability				
B06	Professional Liability				

C) PERMITS & FEES

C01	Electric Connection Fee				
C02	Water Service Connection Fee				
C03	Water Meter Installation Fee				
C04	Irrigation Meter Fee				
C05	Sewer (Lateral) Connection Fee				
C06	Solid Waste Disposal Fee				

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
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D) TEMPORARY / FIELD

D01	Const. Trailer Mobilization & Hookup				
D02	Construction Trailer Permit Fee				
D03	Construction Trailer				
D04	Temporary Toilet				
D05	Site Fence				
D06	Project Sign				
D07	Cell Phone				
D08	Temporary Landline Phone Hook-Up				
D09	Temporary Landline Phone				
D10	Job Site Fax Machine				
D11	Temporary Power Set-Up				
D12	Temporary Power Connection Fee				
D13	Temporary Power Usage				
D14	Temporary Water Connection Fee				
D15	Temporary Water Usage				
D16	Small Tools, Equipment, & Supplies				
D17	Equipment Rental				
D18	Equipment Fuel				
D19	Scaffold Cost (Install, Rental, Etc.)				
D20	Safety Rails				
D21	Unload, Lift, or Haul Materials				
D22	Dumpster, Carting, & Dump Fees				
D23	Temporary Protection / Repair				
D24	Quality Control				

E) TESTING SERVICES

E01	Density Testing and Inspection				
E02	Concrete Testing and Inspection				

#	Description	Cost / Unit of Measure	Total Quantity	Scheduled Value	Remarks
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F) MISCELLANEOUS

F01	Copies / Blueprint				
F02	Notice of Commencement				
F03	Drinking Water/ Ice/ Cups				
F04	Field Office Supplies				
F05	First Aid				
F06	Jobsite Fire Extinguishers				
F07	Miscellaneous Materials				
F08	Photographs				
F09	Submittals				
F10	Surveying				
F11	Vehicle Expense				
F12	Dewatering				

G) ADDITIONAL FEES/COSTS

G01	Change Order Markup Percentage (credits / deducts)				
G02	Contractor Proposed Profit				

TOTAL:

\$

EXHIBIT C-3

PRE-QUALIFICATION FOR SINGLE-FAMILY INFILL HOUSING PROJECT

Construction of Single-Family Housing on Vacant Residential Parcels

GENERAL CONDITIONS COSTS – Model #3 – 4 Bedrooms/1800 s.f. under A/C with two car garage

The following General Conditions costs are to be based on your estimated construction schedule period (date of commencement to final completion)

The following General Conditions Costs are based on a 6-month construction period.

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
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A) PERSONNEL / LABOR

A01	Project Manager				
A02	Superintendent				
A03	Construction Layout				
A04	In-House Carpenter				
A05	Common Labor				
A06	Progress Cleaning / Site Maintenance				
A07	Final Cleaning				
A08	Punchlist				

B) INSURANCE / BOND

B01	Bonding				
B02	Builder's Risk Insurance				
B03	CGL				
B04	Worker's Comp				
B05	Auto Liability				
B06	Professional Liability				

C) PERMITS & FEES

C01	Electric Connection Fee				
C02	Water Service Connection Fee				
C03	Water Meter Installation Fee				
C04	Irrigation Meter Fee				
C05	Sewer (Lateral) Connection Fee				
C06	Solid Waste Disposal Fee				

#	Description	Cost / Unit of Measure	Total Scheduled Quantity	Value	Remarks
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D) TEMPORARY / FIELD

D01	Const. Trailer Mobilization & Hookup				
D02	Construction Trailer Permit Fee				
D03	Construction Trailer				
D04	Temporary Toilet				
D05	Site Fence				
D06	Project Sign				
D07	Cell Phone				
D08	Temporary Landline Phone Hook-Up				
D09	Temporary Landline Phone				
D10	Job Site Fax Machine				
D11	Temporary Power Set-Up				
D12	Temporary Power Connection Fee				
D13	Temporary Power Usage				
D14	Temporary Water Connection Fee				
D15	Temporary Water Usage				
D16	Small Tools, Equipment, & Supplies				
D17	Equipment Rental				
D18	Equipment Fuel				
D19	Scaffold Cost (Install, Rental, Etc.)				
D20	Safety Rails				
D21	Unload, Lift, or Haul Materials				
D22	Dumpster, Carting, & Dump Fees				
D23	Temporary Protection / Repair				
D24	Quality Control				

E) TESTING SERVICES

E01	Density Testing and Inspection				
E02	Concrete Testing and Inspection				

#	Description	Cost / Unit of Measure	Total Quantity	Scheduled Value	Remarks
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F) MISCELLANEOUS

F01	Copies / Blueprint				
F02	Notice of Commencement				
F03	Drinking Water/ Ice/ Cups				
F04	Field Office Supplies				
F05	First Aid				
F06	Jobsite Fire Extinguishers				
F07	Miscellaneous Materials				
F08	Photographs				
F09	Submittals				
F10	Surveying				
F11	Vehicle Expense				
F12	Dewatering				

G) ADDITIONAL FEES/COSTS

G01	Change Order Markup Percentage (credits / deducts)				
G02	Contractor Proposed Profit				

TOTAL:

\$