



# Environmental Specialists for Residential Home Inspection

## Request for Qualifications # PL-24-01

General Information		
<b>Project Cost Estimate</b>	Not Applicable	See Section 1.4
<b>Project Timeline</b>	Projects shall be on an as-needed basis, this agreement shall terminate no later than two (2) years after the date of execution.	See Section 1.4
<b>Evaluation of Proposals</b>	Evaluation Committee	See Section 1.7
<b>Pre-Bid Meeting</b>	Not Applicable	See Section 1.8
<b>Question Due Date</b>	May 6, 2024	See Section 1.8
<b>Proposals will be accepted until</b>	2:00 p.m. on May 21, 2024	See Section 1.8
<b>5% Proposal Security / Bid Bond</b>	<input checked="" type="checkbox"/> Not required. <input type="checkbox"/> Required, regardless of proposal cost. <input type="checkbox"/> Required in the event that the proposal exceeds \$200,000.	See Section 4.1
<b>100% Payment and Performance Bonds</b>	<input checked="" type="checkbox"/> Not required. <input type="checkbox"/> Required, regardless of proposal cost. <input type="checkbox"/> Required in the event that the proposal exceeds \$200,000.	See Section 4.2
<b>Grant or Federal Funding Information</b>	U.S. Department of Housing and Urban Development (HUD)	Not Applicable

THE CITY OF PEMBROKE PINES  
 PROCUREMENT DEPARTMENT  
 8300 SOUTH PALM DRIVE  
 PEMBROKE PINES, FLORIDA 33025  
 (954) 518-9020



## Table of Contents

SECTION 1 - INSTRUCTIONS .....	7
1.1 NOTICE .....	7
1.1.1 VIRTUAL BID OPENING .....	7
1.2 PURPOSE .....	8
1.2.1 Background .....	9
1.2.2 Section 3 Compliance .....	9
1.3 SCOPE OF WORK .....	9
1.4 PROJECT TIMELINE .....	10
1.4.1 Post Award Process .....	10
1.4.1.1 Approved Pool of Vendors .....	10
1.4.1.2 Environmental Inspection Services .....	10
1.4.1.3 Order of Operations: .....	11
1.4.2 Fees .....	11
1.4.3 Contract Performance .....	12
1.4.3.1 Specimen Contract .....	12
1.4.3.2 Manner of Performance .....	12
1.4.3.3 Poor Performance .....	12
1.5 PROPOSAL REQUIREMENTS .....	12
1.5.1 Questionnaires .....	12
Tab 1 - Experience and Capabilities (35 points): .....	13
Tab 2 - References Form (35 points): .....	13
Tab 3 - Firm's Understanding and Approach to the Work (30 points): .....	14
1.5.2 Other Completed Questionnaires .....	15
1.5.3 Other Completed Documents: .....	15
1.5.4 Optional Documentation .....	15
1.6 VENDOR REGISTRATION DOCUMENTS .....	16
1.6.1 Vendor Information Form .....	17
1.6.2 Form W-9 (Rev. October 2018) .....	17
1.6.3 Company Profile Form .....	17
1.6.4 Sworn Statement on Public Entity Crimes Form .....	17
1.6.5 Equal Benefits Certification Form .....	17
1.6.6 Vendor Drug-Free Workplace Certification Form .....	17



1.6.7	Scrutinized Company Certification.....	17
1.6.8	E-Verify System Certification Statement .....	17
1.6.9	Veteran Owned Small Business Preference Certification .....	17
1.6.10	Local Business Tax Receipts.....	18
1.6.11	Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds.....	18
1.6.12	Minority-Owned Business Enterprise .....	18
1.6.13	Woman-Owned Business Enterprise.....	18
1.6.14	HUBZone-Certified Small Businesses / Labor Surplus Area Firms.....	18
1.7	EVALUATION OF PROPOSALS & PROCESS OF SELECTION .....	18
1.8	TENTATIVE SCHEDULE OF EVENTS .....	19
1.9	SUBMISSION REQUIREMENTS .....	20
1.10	FREQUENTLY ASKED QUESTIONS (FAQs).....	20
1.10.1	GENERAL QUESTIONS .....	20
1.10.2	INSURANCE QUESTIONS.....	21
1.10.3	BONDING QUESTIONS .....	21
1.10.4	LICENSE QUESTIONS .....	21
1.10.5	FUNDING QUESTIONS.....	22
1.10.6	SECTION 3 BUSINESS CONCERN QUESTIONS.....	23
	SECTION 2 - INSURANCE REQUIREMENTS .....	25
	SECTION 3 - GENERAL TERMS & CONDITIONS.....	32
3.1	EXAMINATION OF CONTRACT DOCUMENTS.....	32
3.2	CONFLICT OF INSTRUCTIONS .....	32
3.3	ADDENDA or ADDENDUM .....	32
3.4	INTERPRETATIONS AND QUESTIONS .....	32
3.5	RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES .....	32
3.6	WARRANTIES FOR USAGE .....	33
3.7	BRAND NAMES.....	33
3.8	QUALITY.....	33
3.9	SAMPLES.....	33
3.11	DEVELOPMENT COSTS.....	33
3.12	PRICING.....	33
3.13	DELIVERY POINT .....	34
3.14	TAX EXEMPT STATUS .....	34



3.15	CONTRACT TIME .....	34
3.16	COPYRIGHT OR PATENT RIGHTS .....	34
3.17	PUBLIC ENTITY CRIMES .....	34
3.18	CONFLICT OF INTEREST .....	34
3.19	FACILITIES .....	34
3.20	ENVIRONMENTAL REGULATIONS .....	35
3.21	SIGNATURE REQUIRED.....	35
3.22	MANUFACTURER’S CERTIFICATION.....	35
3.23	MODIFICATION OR WITHDRAWAL OF PROPOSAL .....	35
3.24	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS .....	35
3.25	RESERVATIONS FOR REJECTION AND AWARD.....	36
3.26	BID PROTEST .....	36
3.27	INDEMNIFICATION.....	36
3.28	DEFAULT PROVISION .....	37
3.29	ACCEPTANCE OF MATERIAL.....	37
3.30	LOCAL GOVERNMENT PROMPT PAYMENT ACT.....	38
3.31	SCRUTINIZED COMPANIES LIST.....	38
3.32	PUBLIC RECORDS; TRADE SECRET, PROPRIETARY AND CONFIDENTIAL SUBMITTALS .....	38
3.33	PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES....	39
3.34	CONE OF SILENCE .....	39
3.35	E-VERIFY .....	40
3.36	JESSICA LUNSFORD ACT .....	41
SECTION 4 - SPECIAL TERMS & CONDITIONS.....		42
4.1	PROPOSAL SECURITY.....	42
4.2	PAYMENT AND PERFORMANCE BONDS .....	42
4.3	OWNER’S CONTINGENCY .....	43
4.4	TAX SAVER PROGRAM .....	43
4.5	RELEASE OF LIEN.....	43
4.6	SOLID WASTE CONSTRUCTION AND DEMOLITION DEBRIS COLLECTION AND DISPOSAL REQUIREMENTS.....	43
4.7	LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS .....	44
A.	NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES.....	44



B.	ACCESS BY THE GRANTEE, SUBGRANTEE, FEDERAL GRANTOR AGENCY AND COMPTROLLER GENERAL .....	44
C.	EQUAL EMPLOYMENT OPPORTUNITY .....	44
D.	DAVIS-BACON & RELATED ACTS .....	45
E.	COPELAND ANTI-KICKBACK ACT .....	45
F.	CONTRACT WORK HOURS AND SAFETY STANDARDS .....	45
G.	FEDERAL CLEAN AIR AND WATER ACTS .....	45
H.	SUSPENSION AND DEBARMENT .....	46
I.	ANTI-LOBBYING .....	46
J.	RECYCLED PRODUCTS / RECOVERED MATERIALS .....	47
K.	MINORITY / WOMEN'S / LABOR SURPLUS FIRMS PARTICIPATION .....	47
L.	COMPLIANCE WITH STATE ENERGY POLICY AND CONSERVATION ACT 47	
M.	REPORTING & RETENTION OF RECORDS .....	48
N.	RIGHTS TO INVENTIONS .....	48
O.	NO OBLIGATION BY THE FEDERAL GOVERNMENT .....	48
P.	DHS SEAL, LOGO, AND FLAGS .....	48
Q.	COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS .....	48
R.	FRAUDULENT STATEMENTS .....	48
S.	PROHIBITION ON CONTRACTING FOR COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES .....	48
T.	DOMESTIC PREFERENCE FOR PROCUREMENTS .....	49
U.	LICENSE AND DELIVERY OF WORKS SUBJECT TO COPYRIGHT AND DATA RIGHTS .....	50
V.	PERSONALLY IDENTIFIABLE INFORMATION .....	50
W.	RIGHTS IN DATA .....	50
X.	INSPECTION AND ACCEPTANCE .....	50
Y.	DOCUMENTATION OF COSTS .....	51
Z.	DRUG FREE WORKPLACE .....	51
AA.	ADMINISTRATIVE, CONTRACTUAL OR LEGAL REMEDIES .....	51
BB.	PROHIBITIONS OF GRATUITIES .....	51



## ATTACHMENTS

Attachment A: Non-Collusive Affidavit

Attachment B: Sample Insurance Certificate

Attachment C: Specimen Contract - **Continuing Services Agreement (Federal)**



## **SECTION 1 - INSTRUCTIONS**

### **1.1 NOTICE**

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

#### **RFQ # PL-24-01**

#### **Environmental Specialists for Residential Home Inspection**

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the <https://ppines.bonfirehub.com/> website.

If you have any problems downloading the solicitation, please contact the Bonfire Support at [Support@GoBonfire.com](mailto:Support@GoBonfire.com).

If additional information help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at [purchasing@ppines.com](mailto:purchasing@ppines.com). The Procurement Department hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Messages” section for the specific project on the <https://ppines.bonfirehub.com/> website. Under the “Messages” section, vendors will find the “Opportunity Q&A” tab in which they can ask their specific question(s). Responses to the questions will be provided online at [https://ppines.bonfirehub.com](https://ppines.bonfirehub.com/). Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via Bonfire is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., Tuesday, May 21, 2024.** Proposals must be submitted electronically at <https://ppines.bonfirehub.com/>. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

#### **1.1.1 VIRTUAL BID OPENING**

The City may not be opening up the physical location for public access.

As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**



Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date**.

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department  
 City of Pembroke Pines  
 8300 South Palm Drive,  
 Pembroke Pines, FL 33025  
 954-518-9022  
[purchasing@ppines.com](mailto:purchasing@ppines.com)

## **1.2 PURPOSE**

The City of Pembroke Pines is seeking to acquire proposals from qualified firms with specialized skills and interest in providing professional services to conduct environmental inspection services to determine the extent of mold and lead that is present in the property and the cost for each repair. The intent of this RFQ is to contract with approximately two (2) or three (3) Environmental Specialists to perform environmental inspections such as lead and mold.

Interested firms shall submit qualification statements, performance data and other information relative to the proposed Scope of Services. Responses will be evaluated by a Selection/Evaluation Committee. Firms that do not provide the information requested, or which fail to meet the minimum qualification criteria, shall be disqualified from further consideration.





### **1.2.1 Background**

The City of Pembroke Pines receives funds from the U.S. Department of Housing and Urban Development (HUD) through multiple programs including the Community Development Block Grant (CDBG) Program, and HOME Investment Partnerships Program (HOME). In addition, it receives State Housing Initiatives Partnership (SHIP) funds from the Florida Housing Finance Corporation. From time to time, it may receive similar types of funds to carry out similar activities.

The City utilizes a pool of General Contractors, Home Inspectors, and Environmental Specialists for these projects. The pool of contractors for Home Inspectors and Environmental Specialists services is set to expire on August 29, 2024.

The City is issuing RFQ # PL-24-01 “Environmental Specialists for Residential Home Inspection” and RFQ # PL-24-02 “Residential Home Inspection and Cost Estimating Services”. These solicitations will replace the existing pool of contractors. Pursuant to regulations of the U.S. Department of Housing and Urban Development, a vendor can only participate in one of the three pools of vendors; therefore, a proposer can only submit a response for one of the two RFQs.

Any vendor (including vendors currently under contract with the City) that wishes to be part of the new pool of contractors must submit a response to this solicitation.

### **1.2.2 Section 3 Compliance**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance for HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

## **1.3 SCOPE OF WORK**

### **1.3.1 Lead Inspection**

1. If property was built on or before 1978, a program specialist will contact environmental inspection company to conduct a lead examination.
2. Results and prices will be provided to The City Contract Housing Administrator along with the steps necessary to nullify the presence of lead.
3. Submit invoice for payment, per program procedures.

### **1.3.2 Mold Inspection**



1. If property is suspected to have a mold issue, the home inspector will report it to the program specialist.
2. An environmental inspection will be requested to determine the presence of mold.
3. A report and prices will be submitted detailing the steps necessary to remove the mold.
4. The contractor will remove the mold and then request a post-mold inspection.
5. Environmental inspector will conduct a post-mold inspection to ensure all of the mold was removed.
6. Submit invoice for payment, per program procedures.

## **1.4 PROJECT TIMELINE**

The Agreement shall take effect as of the date of execution and shall terminate no later than two (2) years after the date of execution of the Agreement by the City Manager, or upon the expenditure of all funds in conformance with the requirements of the respective program, unless terminated sooner by either party.

### **1.4.1 Post Award Process**

#### **1.4.1.1 Approved Pool of Vendors**

When the RFQ process is completed and the new pool of vendors is approved by the City Commission, the City's Procurement Division will route the agreements for approval. Upon approval, copies of the executed agreements will be forwarded to the City's Contract Housing Administrator along with the contact information for each approved vendor.

The City's Contract Housing Administrator will add all approved **Home Inspectors** and **Environmental Specialists** to their respective rotation schedule which lists the inspectors in alphabetical order.

Please note that the City reserves the right to limit the number of projects that a first time contractor may receive until the contractor is able to demonstrate the ability to satisfactorily close out their first two projects.

#### **1.4.1.2 Environmental Inspection Services**

**Lead Inspections:** If the property was built in or before 1978 a lead inspection is mandatory. Program specialists shall contact the Environmental Specialist to conduct their assessment before the independent Home Inspector. If any lead is present, the



Environmental Specialist shall provide a detailed report including corrective action and a cost estimate which shall be used in the work specifications.

**Mold Inspections:** In the event that a home owner identifies a mold problem, the independent Home Inspectors evaluates the area of concern. If the Home Inspector feels that there is mold present, a mold inspection is suggested to the City's Contract Housing Administrator staff. The City's Contract Housing Administrator will then contact the Environmental Specialist to request a mold inspection. If any mold is present, the Environmental Specialist shall provide a detailed report including corrective action and a cost estimate which shall be used in the work specifications.

#### **1.4.1.3 Order of Operations:**

1. Inspection completed at the property.
2. Work specifications with pictures and checklist completed for each project.
3. Work specifications approved by the City's Contract Housing Administrator.
4. Inspector has work specifications approved by homeowner.
5. Pre-bid meeting is set up at the property (all approved contractors invited).
6. Bid due date/time is set up for 5 to 7 days after pre-bid meeting.
7. Bids must be submitted on time in a sealed envelope with no un-initialed corrections. Section 3 agreement must be completed and signed as well as the pricing page of the bid otherwise the bid will be deemed non-responsive.
8. If the contractor agrees to hire a new Section 3 compliant employee in the bid, proof of the new hire must be provided by the required forms (including the Certification of Business Concerns Seeking Section 3 Form and the Assurance of Compliance Form) provided by the City's Contract Housing Administrator.
9. In the event of a tie-bid preference will be given to the contractor that agreed to hire a Section 3 candidate. If both contractors agreed to the Section 3 requirement, the contractor who submitted the bid first will be the winner. Each bid is clocked in to ensure timeliness.

### **1.4.2 Fees**

#### **1.4.2.1 Environmental Inspector's Fee Schedule**

<b>Description</b>	<b>Cost</b>
Lead Inspection	\$500
Mold Inspection	\$650
Post-Mold Inspection	\$600



### **1.4.3 Contract Performance**

#### **1.4.3.1 Specimen Contract**

A Specimen contract is included herein for general information of bidder. Upon award of the proposal, the awarded contractor shall be required to sign and agree to the terms of the attached Specimen Contract.

#### **1.4.3.2 Manner of Performance**

The Vendor(s) shall perform all its obligations and functions under this Contract in accordance with the requirements and standards contained herein and in a professional and businesslike manner. The Vendor(s) shall use its best efforts to coordinate its activities with and adjust its activities to the needs and requirements of the City of Pembroke Pines.

#### **1.4.3.3 Poor Performance**

The City of Pembroke Pines reserves the right to terminate the agreement with Successful Proposers, including revocation of registration, for any reason that the City determines is in the best interests of its residents and citizens, including but not limited to:

- Excessive complaints.
- Failure to perform as required.
- Failure to provide necessary documentation.
- Unethical business practices.
- Expiration or revocation of any required license or certification.
- Falsification of documents.
- Failure to pay fees, if required.

### **1.5 PROPOSAL REQUIREMENTS**

Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

The <https://ppines.bonfirehub.com> website allows for vendors to complete, scan and upload their documents as part of the proposer's submittal on the website.

#### **1.5.1 Questionnaires**



The Bonfire system utilizes “Questionnaires” to request the following information from prospective proposers.

**Tab 1 - Experience and Capabilities (35 points):**

The relative experience and qualification of each applicant’s proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the team and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity.

1. Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects.
2. A minimum of two (2) years of experience. Please provide proof of such experience.
3. The firm or person’s must provide information on their proximity to and familiarity with the area in which the project is located.
4. Please describe the past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules, communication and coordination skills.
5. Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.
6. Provide resume(s) of key persons to be assigned to the project with emphasis on their experience with similar work.
7. Provide resume(s) of the on-site staff to be assigned to the project with emphasis on their experience with similar work.
8. Resumes should list qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.
9. Explain the ability and experience of the field staff with specific attention to project related experience.

**Tab 2 - References Form (35 points):**

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the last five years and should be capable of explaining and confirming your firm’s capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers’ submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the



ability to enter information for 5 different references including the Reference Contact Information and the specific Project Information. The projects listed in this section shall be the firm's best examples of previous projects that are similar in size and scope.

In addition, **do not provide references for City of Pembroke Pines projects.**

Details should include the following:

- 1. References Contact Information**
  - a. Name of Firm, City, County or Agency
  - b. Address
  - c. Contact Name
  - d. Contact Title
  - e. Contact E-mail Address
  - f. Contact Telephone #
- 2. Project Information**
  - a. Name of Contractor Performing the work
  - b. Name and location of the project
  - c. Nature of the firm's responsibility on the project
  - d. Project duration
  - e. Completion (Anticipated) Date
  - f. Size of project
  - g. Cost of project
  - h. Work for which staff was responsible.
  - i. Contract Type
  - j. The results/deliverables of the project

**Tab 3 - Firm's Understanding and Approach to the Work (30 points):**

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.

- 1. General:**
  - a. Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.
  - b. Please clearly describe all aspects of the project proposed.
  - c. How would you organize this project in terms of milestones?
  - d. Please clearly describe all aspects of the project proposed.
    - i. Include details of your approach and work plans.
  - e. Identify any issues or concerns of significance that may be appropriate.
  - f. A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.



## 2. **Quality:**

- a. How do you ensure the quality of your services?
  - i. What criteria do you use to measure your quality?
- b. How often do you find mistakes or errors in your work and what is done to correct these errors, and what is the average correction time?
- c. Describe the firm's techniques to quality control. At a minimum describe the firm's technique to control design and contract documentation, including record keeping.

### **1.5.2 Other Completed Questionnaires**

1. Contact Information Form
2. Proposer's Background Information
3. Vendor Registration Checklist

### **1.5.3 Other Completed Documents:**

1. Attachment A: Non-Collusive Affidavit

### **1.5.4 Optional Documentation**

#### **1. Trade Secrets:**

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.
- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.
- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT





MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE BONFIRE WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.

- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.

## **2. Financial Statements:**

- a. The City is **not** requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

## **3. Additional Information:**

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

### **1.6 VENDOR REGISTRATION DOCUMENTS**

The <https://ppines.bonfirehub.com/> website will allow vendors to update their information and documents on an as-needed basis. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. In the event that the City does not have





one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

**Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.**

The following documents can be completed prior to the bidding process through the <https://ppines.bonfirehub.com/> website and do not need to be attached to your submittal as the Bonfire website will automatically include it.

**1.6.1 Vendor Information Form**

**1.6.2 Form W-9 (Rev. October 2018)**

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

**1.6.3 Company Profile Form**

**1.6.4 Sworn Statement on Public Entity Crimes Form**

**1.6.5 Equal Benefits Certification Form**

**1.6.6 Vendor Drug-Free Workplace Certification Form**

**1.6.7 Scrutinized Company Certification**

**1.6.8 E-Verify System Certification Statement**

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

**1.6.9 Veteran Owned Small Business Preference Certification**

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of



Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

#### **1.6.10 Local Business Tax Receipts**

#### **1.6.11 Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds**

##### **a. Lobbying:**

- i. As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the Contractor must complete the **Certification Regarding Lobbying**.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall also complete and submit the **Standard Form - LLL, "Disclosure Form to Report Lobbying,"** in accordance with its instructions.

##### **b. Debarment, Suspension and Other Responsibility Matters:**

- i. Where the Contractor is unable to certify to any of the statements in the certification for **Debarment, Suspension and Other Responsibility Matters**, he or she shall **provide an explanation**.

#### **1.6.12 Minority-Owned Business Enterprise**

#### **1.6.13 Woman-Owned Business Enterprise**

#### **1.6.14 HUBZone-Certified Small Businesses / Labor Surplus Area Firms**

### **1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION**

- A. Staff will evaluate all responsive qualification statements received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the qualification statements as submitted. **As such,**



**the Qualification Statement should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**

- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate qualification statement based on the following criteria to determine if the firm is fully qualified to render the required service:

<b>Criteria</b>	<b>Points</b>
Experience and Capabilities	35 points
References Form	35 points
Firm's Understanding and Approach to the Work	30 points
<b>Total Points</b>	<b>100 points</b>

- C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to the City Commission for award of contract to a pool of contractors. The contract shall be awarded to the most responsive/responsible proposers whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.
- E. After the contracts have been executed with the awarded pool of contractors, the awarded pool of contractors will be invited to bid on specific projects on an as-needed basis. Please note that the City reserves the right to limit the number of projects that a first time contractor may receive until the contractor is able to demonstrate the ability to satisfactorily close out their first two projects.

## **1.8 TENTATIVE SCHEDULE OF EVENTS**

<b>Event</b>	<b>Time &amp;/or Date</b>
Issuance of Solicitation (Posting Date)	<b>April 23, 2024</b>
Pre-Bid Meeting	<b>Not Applicable</b>
Question Due Date	<b>May 6, 2024</b>
Anticipated Date of Issuance for the Addenda with Questions and Answers	<b>May 9, 2024</b>
Proposals will be accepted until	<b>2:00 p.m. on May 21, 2024</b>
Proposals will be opened at	<b>2:30 p.m. on May 21, 2024</b>
Evaluation of Proposals by Staff	<b>TBD</b>



Recommendation of Contractor to City Commission award
----------------------------------------------------------

TBD
-----

## **1.9 SUBMISSION REQUIREMENTS**

Bids/proposals **must be submitted electronically** at <https://ppines.bonfirehub.com/> on or before 2:00 p.m. on May 21, 2024.

Please note vendors should be registered on Bonfire under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

In addition, the vendor must complete any questionnaires on the <https://ppines.bonfirehub.com/> website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://ppines.bonfirehub.com/> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. Bonfire Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact [Support@GoBonfire.com](mailto:Support@GoBonfire.com) with ample time before the bid closing date and time.

**PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.**

## **1.10 FREQUENTLY ASKED QUESTIONS (FAQs)**

### **1.10.1 GENERAL QUESTIONS**

Question # 1	Can I include multiple parties in my response?
Answer	Yes, however, the City of Pembroke Pines will only pay one party for the work that is rendered. For instance, one party will receive the check as if they are the prime contractor and would have to pay the other parties as they would normally pay subcontractors.
Question # 2	With respect to the inspection part, are these inspectors required to complete the housing quality standard form?
Answer	Inspectors will use the inspection form that mirrors HUD's housing quality standard form. However, inspectors will be provided with rehabilitation standards adopted by the City as a guide to complete inspections and work specifications.



Question # 3	All the inspector has to do is issue reports and cost estimates?
Answer	<p>The general inspector must perform comprehensive inspection accompanied by checklist and photos as well as a detailed write up/works specifications on the repairs needed. The work specifications submitted to the City should have cost estimates. If any environmental inspections have been ordered on the property and mitigation is required, the general inspector will incorporate the mitigation steps in the overall work specs that the contractors will bid on.</p> <p>Environmental inspectors will be required to complete inspection requested, provide formal written report, photos and mitigation required. These reports should also have a cost estimate.</p>

### **1.10.2 INSURANCE QUESTIONS**

Question # 4	In regards to the Professional Liability / Errors & Omissions Insurance. Usually this type of insurance is not taken by construction companies, except in special cases such as this. The cost of this insurance is significant. Could this coverage be added to our liability insurance certificate at the time of signing a contract with the city rather than now?
Answer	Professional Liability / Errors & Omissions Insurance in no longer required. Please see section 2.6.5 is marked as NO.

### **1.10.3 BONDING QUESTIONS**

Question # 5	Will this project require the company to have Bonding?
Answer	Due to the budgeted amount for each project, these projects will not be subject to federal bonding requirements.

### **1.10.4 LICENSE QUESTIONS**

Question # 6	On April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes,
--------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	childcare facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. In other words, after April 22, 2010, federal law requires that contractors who perform renovation, repairs, and painting jobs should hold a valid EPA Certified Renovator per HUD 40CFR. The EPA certification is a 90 day process from course approved + application, to final certification. Therefore, this EPA certification must be part of the firm qualification documents. Please advise.
Answer	Contractors must submit a current and valid Certified-EPA Renovator's certificate with their bid packages.
Question # 7	What specific state/local licenses are required?
Answer	Requirements vary by occupation and services that are performed by the contractor. Firms should know what state/local licenses are needed for them to perform the required services.
Question # 8	Is the Certified EPA Renovator's Certificate a requirement for qualifying or just for jobs on pre-1978 structures?
Answer	If any of the upcoming home repair projects require environmental inspections, the City feels that requiring the EPA Renovator's Certificate is best practice because it allows all of the environmental jobs to be rotated through certified Environmental Inspectors.

#### **1.10.5 FUNDING QUESTIONS**

Question # 9	Are you doing a combination of DRI and CDBG to fund this home repair program?
Answer	The City will utilize federal CDBG, HOME and other funding sources as available. The program utilizes one streamlined process to capture the most restrictive program's requirement.
Question # 10	Please provide the estimated cost budget for this project.
Answer	The budget for each project is dependent on the program. Please contact the City's Contract Housing Administrator.
Question # 11	What is the maximum amount that you propose to give to an eligible homeowner?
Answer	The City provides a maximum amount depending on the program. Please contact the City's Contract Housing Administrator.



Question # 12	A lot of times when you use that housing quality standard, once you identify a deficiency, we somewhat have an obligation to correct that deficiency even if it goes over the \$90,000. Do you have some type of strategy in mind for these projects?
Answer	Code, health and safety are priority items that will be addressed. If a project is cost prohibitive, the City reserves the right to not fund the project. If the project is suitable and funds are available, the unit can be assisted under the City's substantial rehabilitation program. The majority of repairs can be assisted within the maximum budget due to the condition of the housing stock.
Question # 13	How many houses/projects are anticipated?
Answer	This varies as it is dependent on state/federal funding.
Question # 14	In terms of the draw schedule, how is mobilization addressed? If contractors only get paid upon 100% of completion of the job and satisfaction by the owner, what if you have a disgruntled owner, do you have something in place to circumvent that?
Answer	General contractors are paid upon 100% upon completion of the project. If the program inspection and building inspections indicate the work was done according to the approved work specifications, then there is no justification to withhold payment from a contractor.

#### **1.10.6 SECTION 3 BUSINESS CONCERN QUESTIONS**

Question # 15	Why do you require Certified Section # 3 business and concern?
Answer	Section 3 is a federal requirement that the City of Pembroke Pines must comply with. It is designed to create employment and training opportunities for residents living in the areas receiving federal funding.
Question # 16	Certified Section 3 Business Concern: Usually this type of service (inspections and estimates) is conducted only for the qualifier; not for employees. There is a special reason this Certified Section 3 Business Concern is required?
Answer	That is correct. Only the qualified person can perform the inspections. The section 3 employee can be the qualifier but does not have to be. For example, if an inspection firm needs to hire part-time clerical support as a result of being selected in the inspector's pool, then that would trigger section 3 compliance. Please refer to the 3 ways to qualify as a section 3 business concern.



Question # 17	Does Section 3 only apply for new hires?
Answer	Yes, Section 3 only applies to new hires.
Question # 18	Companies qualified as Section 3 in Miami Dade County meet with the requirements for this proposal? Or have to be independently qualified as Section 3 for Broward County?
Answer	Because the income guidelines are different for Broward and Miami-Dade, you will have to certify to Broward County's income guidelines and preferably hire someone from Pembroke Pines, but no further than beyond the Broward County jurisdiction. Section 3 is based on income and location of the employees.