SUBJECT: **RFQ FOR HURRICANE MATTHEW HOUSING REPAIR PROGRAM**

BID # **RFQ-0037-20** OPEN DATE: **2019-11-20**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
EVALUATED BID- REQUEST FOR QUALIFICATIONS

AGENCY: **HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

BASIS OF AWARD: **EVALUATE AND QUALIFY FIRMS**

NUMBER OF BIDS INVITED: 5 NUMBER RECEIVED: 7 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to reject the following three proposals: ONAS Corporation for not meeting the minimum requirements and being deemed non-responsive; Dajis Construction, Inc, for incomplete and missing required documents, and MCM Building Enterprise, Inc., for not receiving the minimum score of 80 points required, the company's final score was 78.50.

Recommend approval of award to the following four (4) vendors that were found to be responsive, responsible and have met the requirements for this request for qualifications (RFQ) listed in alphabetically order:

1) Ducky Recovery- 95.00
2) PDC Management Group- 83.50
3) Persons Services Corp. - 100.00
4) SLSCO LTD- 84.50

Based on the financial and personnel capacity it is recommended that PDC Management Group receive one job at a time (with the allowance to bid on another job at 80% completion of current job); additionally SLSCO LTD will be required to provide additional financial and insurance information prior to approval on multiple jobs.

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Bid Rejection Letter/Email Confirmation, Section 1.4, Section 2.6, Attachment B

BUYER Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED
GREGORY PEASE CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Tom Daly, Housing and Community Development Division, Chief/ Sarah Bohentin, Disaster Assistance Program Manager, Housing and Community Development Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

ONE CITY. ONE JACKSONVILLE.

DATE: December 23, 2019

12/30/19 10:25:20
Procurement Division

TO: Gregory Pease, Chief
Procurement Division

THRU: Tom Daly, Chief of Housing and Community Development
Housing and Community Development Division

FROM: Sarah Bohentin, Disaster Assistance Program Manager
Housing and Community Development Division 12/23/19

SUBJECT: RFQ-0037-20 (Hurricane Matthew Housing Repair Program) Results and Recommendations

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The RFQ for the Hurricane Matthew Housing Repair Program was posted on October 23, 2019 and closed on November 21, 2019. We received seven responses; however, one was eliminated prior to scoring for failure to provide required information. Of the remaining six responses, two did not meet the minimum score of 80 points and were thus eliminated.

Dajis Construction, Inc.'s submission was incomplete and was missing required documents and records. Based on what was provided, Dajis did not meet the minimum requirements as established in the RFQ.

MCM Building Enterprise, Inc. was rejected due to lower scores in each category that resulted in the average score being less than the minimum required. The score that was the lowest was in the Project Team Identification & Competence Section.

Below please find the vendors that we found to be qualified and the scores that they received:

Persons Services Corp. (100)

Ducky Recovery (95)

SLSCO LTD. (84.5)

PDC Management Group (83.5)

Based on the financial and personnel capacity, it is our recommendation that PDC Management Group be considered qualified to receive one job at a time (with the allowance to bid on another job at 80% completion of current job).

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Additionally, SLSCO LTD. will be required to provide additional financial and insurance information prior to approval on multiple jobs.

Both Persons Services Corp. and Ducky Recovery are qualified to take on any number of jobs at a time.

Attachments

- RFQ CDBG-DR Matthew – Scoring Averages

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM		MCM BUILDING ENTERPRISE, INC	ONAS CORPORATION	PDC MANAGEMENT GROUP	DAJIS CONSTRUCTION, INC.
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
No. Invited: (5)	No. Received (7) No Bids: (0)					
ITEM	DESCRIPTION	QTY				
	MINIMUM REQUIREMENTS					
1	MUST BE LICENSED GENERAL CONTRACTOR CURRENTLY LICENSED IN THE STATE OF FLORIDA		YES	YES	YES	YES
2	MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN LIABILITY INSURANCE AS REQUIRED BY THE CITY.		YES	YES	YES	YES
3	MUST HAVE DOCUMENTED, QUALIFYING EXPERIENCE		YES	NO	YES	YES
4	MUST BE LICENSED TO DO BUSINESS IN THE STATE OF FLORIDA AND POSSES A LOCAL BUSINESS TAX CERTIFICATE IF APPLICABLE.		YES	YES	YES	YES
	CONFLICT OF INTEREST:		YES	YES	YES	YES
	ADDENDUM(S) (1,2)		YES	NOT ACKNOWLEDGED	YES	YES

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM		DUCKY RECOVERY CONSTRUCTION SERVICES	SLSCO, LTD	PERSONS SERVICES CORP.	
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
ITEM	DESCRIPTION	QTY				
	MINIMUM REQUIREMENTS					
1	MUST BE LICENSED GENERAL CONTRACTOR CURRENTLY LICENSED IN THE STATE OF FLORIDA		YES	YES	YES	
2	MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN LIABILITY INSURANCE AS REQUIRED BY THE CITY.		YES	YES	YES	
3	MUST HAVE DOCUMENTED, QUALIFYING EXPERIENCE		YES	YES	YES	
4	MUST BE LICENSED TO DO BUSINESS IN THE STATE OF FLORIDA AND POSSES A LOCAL BUSINESS TAX CERTIFICATE IF APPLICABLE.		YES	YES	YES	
	CONFLICT OF INTEREST:		YES	YES	YES	
	ADDENDUM(S) (1,2)		YES	NOT ACKNOWLEDGED	YES	

Bid: RFQ-0037-20 RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM

Contractor Names		FIRM SUMMARY	PROJECT TEAM IDENTIFICATION & COMPETENCE	PAST PERFORMANCE & REFERENCES	PROJECT APPROACH & WORKLOAD	FINANCIAL RESPONSIBILITY & STABILITY	TOTAL POINTS	Average
MCM Building Enterprise Inc. Florida	Sarah Bohentin	5	25	15	15	20	80	78.50
	Rick Reynolds	5	22	15	15	20	77	
							0	
Dajis Construction Inc. Florida	Sarah Bohentin	0	0	0	0	0	0	60.00
	Rick Reynolds	5	20	15	20	0	60	
							0	
PDC Management Group Florida	Sarah Bohentin	5	25	15	15	20	80	83.50
	Rick Reynolds	5	22	20	20	20	87	
							0	
SLSCO LTD Texas	Sarah Bohentin	4	30	20	20	10	84	84.50
	Rick Reynolds	5	30	20	20	10	85	
							0	
Ducky Recovery Louisiana	Sarah Bohentin	5	30	20	20	20	95	95.00
	Rick Reynolds	5	30	20	20	20	95	
							0	
Persons Services Corp. Alabama	Sarah Bohentin	5	30	20	20	25	100	100.00
	Rick Reynolds	5	30	20	20	25	100	
							0	
							0	#DIV/0!
							0	
							0	

EVALUATION CRITERIA Sarah Bohentin

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM					
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
SCORER NAME/SIGNATURE:	Sarah Bohentin		Dajis	PDC	Persons	MCM
ITEM	DESCRIPTION	POINTS				
1	FIRM SUMMARY	5	0	5	5	5
2	PROJECT TEAM IDENTIFICATION & COMPETENCE	30	0	25	30	25
3	PAST PERFORMANCE & REFERENCES	20	0	15	20	15
4	PROJECT APPROACH & WORKLOAD	20	0	15	20	15
5	FINANCIAL RESPONSIBILITY & STABILITY	25	0	20	25	20
	TOTAL POINTS	100	0	80	100	80
			Did not submit required	Max of 1		Max of 1
			Docs	job at a		job at a
				time based		time based
				on capacity		on financials + capacity

12/12/19

EVALUATION CRITERIA

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM					
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
SCORER NAME/SIGNATURE:			DUCKY	SLS		
ITEM	DESCRIPTION	POINTS				
1	FIRM SUMMARY	5	5	4		
2	PROJECT TEAM IDENTIFICATION & COMPETENCE	30	30	30		
3	PAST PERFORMANCE & REFERENCES	20	20	20		
4	PROJECT APPROACH & WORKLOAD	20	20	20		
5	FINANCIAL RESPONSIBILITY & STABILITY	25	20	10		
	TOTAL POINTS	100	95	84		

EVALUATION CRITERIA

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM		MCM Building Enterprise Inc. Florida	Dajis Construction Inc. Florida	PDC Management Group Florida	SLSCO LTD Texas
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
SCORER NAME/SIGNATURE:						
ITEM	DESCRIPTION	POINTS				
1	FIRM SUMMARY	5	5	5	5	5
2	PROJECT TEAM IDENTIFICATION & COMPETENCE	30	22	20	22	30
3	PAST PERFORMANCE & REFERENCES	20	15	15	20	20
4	PROJECT APPROACH & WORKLOAD	20	15	20	20	20
5	FINANCIAL RESPONSIBILITY & STABILITY	25	20	0	20	10
	TOTAL POINTS	~~100~~	77	60	87	85

12/19/19

RFQ- Regards

EVALUATION CRITERIA

TITLE:	RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM		Ducky Recovery	Persons Services Corp.		
BID NO.	RFQ-0037-20 (HOUSING)					
OPEN DATE:	NOVEMBER 20, 2019 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST		Louisiana	Alabama		
SCORER NAME/SIGNATURE:						
ITEM	DESCRIPTION	POINTS				
1	FIRM SUMMARY	5	5	5		
2	PROJECT TEAM IDENTIFICATION & COMPETENCE	30	30	30		
3	PAST PERFORMANCE & REFERENCES	20	20	20		
4	PROJECT APPROACH & WORKLOAD	20	20	20		
5	FINANCIAL RESPONSIBILITY & STABILITY	25	20	25		
	TOTAL POINTS	100	95	100		

Laidler, Marilyn

From:	Laidler, Marilyn
Sent:	Monday, January 06, 2020 10:41 AM
To:	'bandele@onascorporation.com'
Cc:	Laidler, Marilyn; Pease, Gregory
Subject:	RFQ-0037-20 RFQ Hurricane Matthew Housing Repair Program- Bid Rejection Letter
Attachments:	BID REJECTION LETTER FOR ONAS CORPORATION.pdf

Hello,
Attached is the bid rejection letter for project referenced this email will serve as notification of receipt.

Thank you

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

CITY OF JACKSONVILLE

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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NOTIFICATION OF RECOMMENDED BID REJECTION

January 6, 2020

ONAS Corporation
2050 University Blvd N.
Jacksonville, Florida 32211

BID# RFQ-0037-20 **DATE OPENED: 2019-11-20**

TITLE: RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM

REASON FOR RECOMMENDED REJECTION:
ONAS Corporation is being rejected for not meeting all the required minimum requirements per RFQ, by not submitting required documents for experience their proposal was not evaluated and is deemed non-responsive.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/09/2020** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Rands

Laidler, Marilyn

From:	Laidler, Marilyn
Sent:	Monday, January 06, 2020 10:43 AM
To:	dajisconstruction@gmail.com
Cc:	Laidler, Marilyn; Pease, Gregory
Subject:	RFQ-0037-20 RFQ Hurricane Matthew Housing Repair Program- Bid Rejection Letter
Attachments:	BID REJECTION LETTER FOR DAJIA CONSTRUCTION.pdf

Hello,
Attached is the bid rejection letter for project referenced this email will serve as notification of receipt.

Thank you

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

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Lenny Curry, Mayor

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214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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NOTIFICATION OF RECOMMENDED BID REJECTION

January 6, 2020

Dajis Construction, Inc.
1257 Edgewood Ave W, Suite 1
Jacksonville, Florida 32208

BID# RFQ-0037-20 **DATE OPENED: 2019-11-20**

TITLE: RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM

REASON FOR RECOMMENDED REJECTION:
Dajis Corporation, Inc is being rejected for incomplete and missing required documents and records, per RFQ.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/09/2020** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Rudt

Laidler, Marilyn

From:	Laidler, Marilyn
Sent:	Monday, January 06, 2020 10:45 AM
To:	cmcmbuilders@gmail.com
Cc:	Laidler, Marilyn; Pease, Gregory
Subject:	RFQ-0037-20 RFQ Hurricane Matthew Housing Repair Program- Bid Rejection Letter
Attachments:	BID REJECTION LETTER FOR MCM BUILDING ENTERPRISES.pdf

Hello,
Attached is the bid rejection letter for project referenced this email will serve as notification of receipt.

Thank you

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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NOTIFICATION OF RECOMMENDED BID REJECTION

January 6, 2020

MCM Building Enterprise, Inc.
5440 Roanoke Blvd
Jacksonville, Florida 32208

BID# RFQ-0037-20 **DATE OPENED: 2019-11-20**

TITLE: RFQ- HURRICANE MATTHEW HOUSING REPAIR PROGRAM

REASON FOR RECOMMENDED REJECTION:
MCM Building Enterprise, Inc. is being rejected due to final average score of **78.50,** being less than the required 80 points needed per RFQ.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/09/2020** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Rand

separate RFP will enter into a Rehabilitation Agreement with the homeowner(s) of the specific property(ies). The scope of work for individual properties will be included as an exhibit to the Rehabilitation Agreement. The term of the Rehabilitation Agreement will commence upon execution and will continue until completion and acceptance of work specified in the in the scope of work. Project timelines will be determined for each individual project.

1.4 **Minimum Requirements for Firms.** Firms must satisfy the mandatory minimum requirements listed below. By submitting a Response, the Firm warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

A. CONSTRUCTION - CONTRACTOR REQUIREMENTS

1. Must be licensed General Contractor currently licensed in the State of Florida;
2. Must have the ability to obtain and maintain liability insurance as required by the City*;
3. Must have documented, qualifying experience (See Attachment B); and
4. Must be licensed to do business in the State of Florida and possess a Local Business Tax Certificate if applicable.

*A Firm MUST SUBMIT a signed affidavit from the Firm's insurance provider stating that they can provide all required coverage at the levels required by the RFQ or a "FOR BID PURPOSES ONLY" certificate of insurance evidencing all coverages, limits and additional provisions as required by the RFQ.

1.5 **Equal Business Opportunity Program.** It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory at the City's website at www.jseb.coj.net

1.6 **Section 3 of the Housing and Urban Development Act of 1968.** The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain federally assisted projects shall, to the greatest extent feasible, and consistent with existing Federal, State and County rules and regulations, be directed to low and very low-income persons, particularly those receiving housing assistance and to businesses that provide economic opportunities to these persons. This means that the City (and any entity acting on their behalf) must provide opportunities for training and employment arising from the expenditure of Federal funds to low-income persons residing in the program service area, to the greatest extent feasible. They must also make available all opportunities to bid on contracting work to be performed in connection with the expenditure of Federal funds to Section 3 business concerns that are located in or owned by persons residing in the program service area. Section 3 requirements apply to construction or rehabilitation projects where the amount of assistance in the project exceeds $200,000 and for each contract or subcontract that exceed $100,000.

The City reserves the right to award the Contract to the Respondent(s) that the City deems to offer the best overall qualifications, as defined in Attachment B, Evaluation Criteria in this solicitation. The County is therefore not bound to accept a Response or Bid based only on lowest price. In addition, the City has the sole discretion and reserves the right to cancel this RFQ, to reject any/all proposals, to waive any/all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the City to do so. Nothing prohibits the City from rejected/rebidding when responses exceed budget and the City must change the solicitation to lower costs. The City also reserves the right to make multiple awards based on experience and qualifications or to award only a portion of the items and/or services specified, if deemed to be in the City's best interest.

5) All copies are to be placed in a sealed package. The outside must be marked with (i) the RFQ Title and Number and (ii) Firm's name, address, contact person, and telephone number.

It is the sole responsibility of each Firm to ensure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Statement of Qualifications. City will evaluate the Responses for the purpose of establishing a pre-qualified list of Firms that meet the minimum criteria contained in Attachment B herein (the "Qualified Firms"). Before making an award, City reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response. City reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if City determines that doing so will serve City's best interests. City may reject any Response not submitted in the manner specified by the RFQ.

2.6 Basis of Determining Qualified Firms. Under this RFQ, the City will evaluate and qualify the Responses based on the criteria contained in Attachment B attached hereto. Based on the evaluation results, City shall electronically post a notice of intended recommendation of the Qualified Firms at City's website. Please contact the Contact Person if you are uncertain of City's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with City a notice of protest in accordance with the Protest provisions provided in Section 2.18 of this RFQ. City does not intend to provide tabulations or notices of award by telephone. It is anticipated that multiple Firms will be awarded qualified status to participate in the Program for an initial period of two (2) years.

2.7 Terms of Agreement. The term of the Contract(s) resulting from this RFP shall commence upon execution and will continue through April 30, 2021, with the possibility of an extension, if needed, and dependent on the City receiving an extension from the State. A Firm that is rewarded a project through a separate RFP will enter into a Rehabilitation Agreement with the homeowner(s) of the specific property(ies). The scope of work for individual properties will be included as an exhibit to the Rehabilitation Agreement. The term of the Rehabilitation Agreement will commence upon execution and will continue until completion and acceptance of work specified in the in the scope of work. Project timelines will be determined for each individual project.

2.8 Public Meetings and Special Accommodations. Any meetings of the RFQ evaluation committee shall be noticed on City's website and shall comply with Florida's Open Meetings Laws. Please contact the Contact Person if you are uncertain of City's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Contact Person identified in Section 1 at least forty-eight (48) hours prior to the meeting.

2.9 Ex-Parte Communications. Communications regarding the RFQ by a potential vendor, service provider, bidder, lobbyist or consultant to city employees, staff, or hired consultants are prohibited. This prohibition includes communications with the City's Office of General Counsel unless the Contact Person has authorized those communications in advance. Violations may result in the rejection/disqualification of a Response.

These prohibitions on ex-parte communications do not apply to the following:

- Communications regarding the RFQ to the Chief of the Procurement Division or the Contact Person, provided the communication is limited strictly to matters of process or procedure already contained in the RFQ;

ATTACHMENT B – EVALUATION CRITERIA

General: The evaluations for QUALIFYING all firms will be based upon the following criteria. **Failure to provide adequate information on any criterion could result in rejection of the proposal as non-responsive.** Only Firms that meet all stated criteria will be deemed qualified. Respondents are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

Minimum Score of 80 points required.

1. Firm Summary (5 Points)

A brief summary of the Firm including the following

A. A brief history of the Firm;
B. Organizational structure of the Firm;
C. Designation of legal entity by which the Firm operates (i.e. sole proprietorship, limited liability company, etc.) including documentation from the appropriate state's agency confirming Firm's legal entity type (non-Florida Firms shall submit documentation from the state in which it was formed and documentation from the State of Florida authorizing Firm to perform business in Florida);
D. A Florida Department of State, Division of Corporations' Sunbiz report available at www.sunbiz.org;
E. Ownership interests;
F. Active business venues;
G. Present status and projected direction of business; and
H. Overall qualifications of the Firm to provide the services requested.

2. Project Team Identification & Competence (30 Points)

Provide concise information pertaining to qualifications, experience, and competence of the Project Team:

I. Identify the lead organization and primary members of the Team;
J. Contractor: Staff name, project role, business address, phone number and e-mail address; Identify job skills, education (degree and specification), professional training, total years of experience, years of experience with current firm, professional registration, and other professional qualification;
K. Subcontractors: Same as above – include years of experience working with the respondent;

3. Past Performance & References (20 points)

Provide concise information regarding past rehabilitation projects which illustrate the Firm's qualification for the scope of services. For each project listed, provide:

A. Project title and brief description including location, year project was completed, project cost and any other information relevant to this RFQ; and
B. Name of owner or owner's representatives for whom the work was performer who can verify and discuss the Firm's participation in the project (include title, address, phone number and e-mail address).

4. Project Approach & Workload (20 points)

Respondent shall explain their internal process, which include their proposed team for responding to request for work including their process and procedures for safety and quality control. Respondents shall describe the typical work flow process for a housing rehabilitation project under this program.