



Issue Date: December 19, 2025

NOTICE IS HEREBY GIVEN that BDO Government Services LLC is accepting proposals for:

**REQUEST FOR PROPOSALS #PC-001, COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) RECONSTRUCTION, REHABILITATION, AND MHU REPLACEMENT SERVICES IN SUPPORT OF THE PEOPLE FIRST HURRICANE RECOVERY PROGRAM**

Copies of the Request for Proposals (RFP) documents may be obtained by download at: <https://contractor.pinellas-recovers.com>

**PROPOSAL SUBMISSION DUE DATE:**

Electronic offers for furnishing the above will be accepted up to **12:00 pm EST, Friday, January 23, 2026**, via the electronic submission portal on the URL above. Late submissions will not be accepted.

Firms shall not be permitted to hand-deliver, mail, telephone, fax, or email offers. Responses received after the submission deadline and/or transmitted outside of the designated procurement portal shall be rejected.

**NOTICE TO RESPONDENTS:**

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of contact for this solicitation is [GeneralContractors@pinellas-recovers.com](mailto:GeneralContractors@pinellas-recovers.com)

**QUESTIONS:**

All questions or concerns regarding this Request for Proposals shall be submitted by email to [GeneralContractors@pinellas-recovers.com](mailto:GeneralContractors@pinellas-recovers.com) no later than **5:00 pm EST Tuesday, December 9, 2025** to the attention of Danny Permar, Senior Manager, referencing the Solicitation number.



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## EXECUTIVE SUMMARY

Pinellas County, Florida (Pinellas County) is in receipt of Community Development Block Grant – Disaster Recovery (CDBG-DR) allocations from the United States Department of Housing and Urban Development (HUD) to aid in recovery from federally declared disaster events of Hurricanes Idalia, Helene, and Milton. BDO Government Services LLC (“BDO”) has contracted with Pinellas County to provide Management Consulting Services for program and contract administration services for the Pinellas County’s Community Development Block Grant – Disaster Recovery (CDBG-DR) programs. As required by that contract and by issuance of this Request for Proposals (RFP), BDO is requesting proposals from highly qualified construction contractors to comprise a pool of as many as twelve (12) construction General Contractors, as defined by FL Statutes 489.105, who may be contracted to perform rehabilitation and reconstruction of single-family residential conventionally built structures and replacement of manufactured housing units (MHUs), or replacement only of MHUs, in compliance with local, state, and federal statutory requirements for grants under the CDBG-DR grants for Pinellas County within the contract period.

Contractors may choose to bid on all project types, or some project types, as described below.

- **Option 1:** Rehabilitation projects only, including multi-family units. General Contractors who are selected for rehabilitation projects only will not be considered for reconstruction, or replacement project assignments.
- **Option 2:** MHU Replacement projects only. General Contractors who are selected for replacement projects only will not be considered for reconstruction or rehabilitation project assignments.
- **Option 3:** Rehabilitation and Reconstruction Projects. General Contractors who wish to be considered for reconstruction projects must also commit to completing rehabilitation projects. There is no option for reconstruction projects only. General Contractors who are selected for rehabilitation or reconstruction projects will not be considered for MHU replacement project assignments.
- **Option 4:** All Award Types. General Contractors who are selected for all award types will be considered for reconstruction, rehabilitation, or MHU replacement project assignments.



## DEFINITIONS

- A. **ACTION PLAN:** refers to Pinellas County's plan for expending Community Development Block Grant - Disaster Recovery (CDBG-DR) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and can be found at:  
<https://recover.pinellas.gov/action-plan/>
- B. **ADDENDUM:** means a written clarification or revision to the Request for Proposal issued by BDO. Respondent must acknowledge receipt of any addendum or addenda in the submission of the Solicitation Response.
- C. **AFFILIATE:** means any individual or entity that, directly or indirectly, is in control of, is controlled by, or is under common control with, Respondent. Respondent shall be deemed to control another entity if it can directly or indirectly direct or cause the direction of the management and policies of the other entity, whether through the ownership of voting securities, membership interests, by contract or otherwise.
- D. **CDBG-DR:** means the Community Development Block Grant - Disaster Recovery funds, appropriated by Congress under the Community Development Block Grant program, authorized under Title I of the Housing and Community Development Act of 1974, as amended.
- E. **CFR:** means the Code of Federal Regulations (CFR), the codification of the general and permanent rules and regulations (sometimes called administrative laws) published in the Federal Register by the executive departments and agencies of the federal government of the United States.
- F. **CONTRACTOR:** means the Respondent(s) awarded a contract under this Solicitation.
- G. **ELECTRONIC SUBMISSION PORTAL:** means the sole portal through which Solicitation Responses may be submitted to BDO:  
<https://horne.app.box.com/f/1a3d30053b8743838559b145ccc41f83>
- H. **ELEVATION STANDARDS:** means elevation standards under 24 CFR Part 55 that apply to structures in a floodplain or equivalent in FEMA's data source identified in 24 CFR 55.2(b)(5) and 24 CFR 55.2(b)(11).
- I. **GENERAL CONTRACTOR:** means a contractor authorized to perform work without limitation on the type of construction activity, as defined under Florida Statutes §489.105. This includes the ability to contract for any activity requiring licensure and to execute any work requiring licensure under this part, except where expressly restricted by Florida Statutes §489.113.
- J. **HUD:** means the U.S. Department of Housing and Urban Development.



- K. **NOTICE TO PROCEED (NTP):** means written notice provided by the Program to begin construction of a Project.
- L. **PDF:** means Portable Document Format.
- M. **PROGRAM:** refers to People First Hurricane Recovery Program
- N. **PROJECT:** means the rehabilitation or reconstruction of conventionally built homes, or MHU replacement(s), of a specified residential structure for the HUD disaster recovery grant program for a specific disaster.
- O. **Question Submission Deadline:** means **5:00 pm EST Tuesday, December 9, 2025**, the date and time by which questions regarding this Solicitation must be received by BDO, as set forth in this Solicitation, INSTRUCTIONS TO RESPONDENTS, paragraph 2.
- P. **RESPONDENT:** means an individual or entity responding to this Solicitation.
- Q. **RFP:** means Request for Proposal(s).
- R. **SOLICITATION:** means this RFP.
- S. **SOLICITATION RESPONSE:** means the Respondent's entire response to this Solicitation, including all documents requested in this Solicitation.
- T. **SOLICITATION RESPONSE DEADLINE:** means **12:00 pm EST, Friday, January 23, 2026**, the date and time by which Solicitation Responses must be received by BDO.



## INSTRUCTIONS TO RESPONDENTS

### 1. SUBMISSION

Solicitation Responses shall be submitted no later than **12:00 pm EST Friday, January 23, 2026** via the Electronic Submission Portal at: <https://horne.app.box.com/f/1a3d30053b8743838559b145ccc41f83>. The Electronic Submission Portal is the exclusive means by which Solicitation Responses may be submitted.

**Offers by mail, hand-delivery, e-mail, telephone, or fax shall not be accepted. Solicitation Responses submitted outside of the designated electronic submission portal shall be rejected as non-responsive regardless of where received.**

BDO shall not be responsible for delays in the submission of any Solicitation Response caused by any occurrence, whether within or outside the control of the Respondent. The time/date stamp clock located in the electronic submittal portal shall serve as the official authority to determine lateness of any offer. The submission deadline shall be strictly applied and any Solicitation Response submitted after the Solicitation Response Deadline will be deemed nonresponsive. It is the sole responsibility of the Respondent to ensure its Solicitation Response is received by BDO by the Solicitation Response Deadline. The decision to refuse to consider a Solicitation Response that was received by BDO after the Solicitation Response Deadline shall not be a basis for a protest of any decision or intended decision by BDO with respect to any determination by BDO relating to or arising out of the Solicitation.

Respondents may submit Solicitation Responses any time prior to the Solicitation Response Deadline, however, Solicitation Responses shall not be opened or reviewed by BDO until after the Solicitation Response Deadline.

A Submission of a Solicitation Response to this Solicitation constitutes the acceptance of all terms and conditions contained in the Solicitation, its exhibits and any amendments.

### 2. QUESTIONS REGARDING THIS RFP

All questions or concerns regarding this Solicitation must be submitted in writing, by email as indicated on the Cover Page of this Solicitation, referencing the Solicitation #PC-001. When required, BDO will issue an addendum to this Solicitation. The addendum will be available at <https://contractor.pinellas-recovers.com> for access by potential Respondents. Additionally, Respondents that submit questions will be emailed all RFP Addendums. Respondents are instructed to not contact BDO directly to determine whether any addendum has been issued.

Respondents shall not direct any queries or statements concerning their Solicitation Response to the BDO or Pinellas County staff during the selection process, specifically



from the Solicitation Response Deadline through the date of the execution of contract(s) that are the subject of this Solicitation.

Any Respondent who initiates any communications with BDO or Pinellas County staff in any manner other than that described in this Solicitation is subject to disqualification from this procurement.

Respondents' names shall be removed from questions in the responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

- Section;
- Paragraph number;
- Page number;
- Text of passage being questioned; and
- Question.

**IMPORTANT NOTE:**

The Question Submission Deadline is noted on the Cover Page of this Solicitation. Please provide company name, address, phone number, e-mail address and name of contact person when submitting questions.

### 3. GENERAL REQUIREMENTS

For ease of evaluation, the Solicitation Response shall be presented in a format that corresponds to, and references sections outlined within, this Solicitation, and shall be presented in the same order. Responses to each section and subsection shall be labeled clearly to indicate the item being addressed. In BDO's sole and unfettered discretion, exceptions to this will be considered by BDO during the evaluation process.

Respondents shall complete and upload the documents listed below to the Electronic Submission Portal. Each file uploaded to the Electronic Submission Portal shall include Respondent's company name and the title of the document, for example: "Company X: Cost Proposal."

- a. One **Narrative Proposal** file submitted as one (1) PDF file that is a text scannable / searchable PDF (no scans);
- b. One **Cost Proposal** file submitted as one (1) PDF file that is text scannable/searchable PDF (no scans) and one (1) Excel files as applicable; Total of two (2) documents may be included in the Cost Proposal.

The Narrative Proposal should not exceed 25 pages in length. The cover letter, cover page, signed acknowledgements of addenda, signed affidavits, resumes, financial reports, litigation history, EMR Letter, Certificate of Insurance, and Table of Contents



are considered supporting documentation and are not included in the page limit. The Solicitation Response should be formatted using 12-point or larger font, except for charts, graphs, or other graphical representations of data.

Proposals are subject to public records requests. If any information in the Narrative Proposal or the Cost Proposal is considered confidential, proprietary, or trade secret information, a *separate version* with specific redactions and reference to the basis of the redaction of the Narrative Proposal and/or the Cost Proposal should be submitted.

If no redacted version is provided, Respondent waives any rights of confidentiality, proprietary, or trade secret information and releases BDO from any liability associated with the release of said information.

Acceptance by BDO of any redacted materials shall not constitute any agreement by BDO or Pinellas County that any redacted materials contain confidential, proprietary or trade secret information. Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, trade secret, or otherwise not subject to disclosure. Further, Respondent shall protect, defend, indemnify, and hold harmless BDO and Pinellas County for any and all claims, costs, fines, and attorney's fees arising from or relating to Respondent's determination that the redacted portions of its Solicitation Response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

Respondent shall prepare a Solicitation Response that accurately, clearly and concisely represents its qualifications and capabilities pursuant to this Solicitation. Any terms and conditions attached to a Solicitation Response will not be considered unless specifically referred to in this Solicitation and may result in disqualification.

The Solicitation Response shall be a public record and subject to production, disclosure, inspection and copying consistent with the requirements of Chapter 119 of Florida Statutes.



## SCOPE OF SERVICES

### 1. PURPOSE: CONSTRUCTION GENERAL CONTRACTOR SERVICES

The Contractor shall perform, or cause to be performed, rehabilitation and reconstruction of single-family residential homes, and repair or replacement of manufactured housing units (MHUs), for residential construction projects (the “Project”) for the CDBG-DR program. In order to complete assigned projects, the Contractor will be capable of providing services including, but not limited to, demolition services, elevation and foundation services, architectural and engineering, Lead-Based Paint (LBP) removal/stabilization, Asbestos-Containing Material (ACM) removal/disposal, and radon mitigation, as needed.

### 2. WORK AREA

The Action Plan established housing as the largest unmet need in Pinellas County, FL. General Contractors (GCs) must be able and willing to accept, and complete residential and/or commercial rehabilitation, reconstruction and MHU replacement projects located within Pinellas County, FL.

### 3. DESCRIPTION OF SERVICES AND REQUIREMENTS

Respondent must be familiar with the Pinellas County Action Plan approved by HUD, Pinellas County Recovers Single Family Housing Guidelines, Florida Building Codes, Municipal Building Codes, applicable federal regulations, and local and/or regional codes, permitting requirements, and/or land use regulations, if applicable. Each municipality will be nuanced depending on local construction requirements, community recovery needs, Program goals and other applicable locally approved Program requirements.

The Pinellas County Action Plan can be found at:

<https://recover.pinellas.gov/action-plan/> and is incorporated herein by reference. Contractors will be bound by Pinellas County Recovers Single Family Housing Guidelines (**Exhibit A**), which and are subject to change.

#### 3.1 Rehabilitation Services

The scope of work for each Rehabilitation Project will vary, but may include, although not be limited to, the following:

- Coordination with the property owner and their family, friends, or other support network and case management from assignment to obtaining a Certificate of Occupancy, certificate of completion (or permit signoff equivalent) for closing;
- Development of a thorough scope of necessary repairs using Pinellas County’s - prescribed procedures. Contractors will be expected to conduct

their own thorough review of the property prior to submitting their cost estimate for Program review;

- Determining which permits are required and obtaining all necessary state and local permits and approvals prior to the commencement of the work for each structure. Contractor is required to obtain permit signoff on all open permits pulled by the Contractor in order to complete Program scope of work;
- Demolition and proper disposal of damaged interior and exterior materials;
- Foundation leveling or repair;
- Structural damage repair;
- Building envelope repair, including:
  - Roof repair or replacement and attendant damage
  - Door and window replacement
  - Siding/veneer repair or replacement;
- Rough and trim carpentry;
- Mechanical (HVAC), electrical, and plumbing systems repair or replacement;
- Drywall repair or replacement;
- Surface preparation and painting;
- Flooring repair or replacement;
- Cabinet, countertop and appliance replacement;
- Appliance replacement;
- Lead-based paint mitigation and clearances in accordance with federal, state, and local regulations;
- Asbestos containing materials testing and abatement in accordance with federal, state, and local regulations;
- Radon mitigation and clearance in accordance with federal, state, and local regulations;
- Construction activities must comply with all requirements of provided Tier II Environmental Review Records (ERRs);
- Specialty construction elements associated with historic properties, including direction provided by the Program, State Historic Preservation Offices (SHPO), and other local historic districts and stakeholders in other jurisdictions;
- Wind mitigation and retrofitting measures;
- Specialty construction elements associated with applicable federal regulation construction techniques as required by HUD;
- Content manipulation may be required to initiate construction efforts. As such, Contractors may be required to incorporate moving activities into scopes of work or change orders for review by the Program;
- Address special needs accessibility requirements (The Contractor will not move walls to expand the size of an existing bathroom or reconfigure the

bathroom to install accessibility accommodations except for relocating drain lines for roll in showers). Because rehabilitation projects are largely constrained by the size of existing rooms, there are no standard width/length size requirements for tub/shower compartments. The Contractor will attempt to replace tub/showers with fixtures similar in size to the existing fixtures using standard sized components. All replaced toilets in repair scopes of work, unless otherwise specified, will be chair/comfort height (17-19" from floor to top of seat). When replacing toilets, the entire toilet must be replaced. Contractors may not utilize toilet seat risers in lieu of replacement comfort height toilets);

- Conducting close-outs for each project, which may include obtaining certificate(s) of occupancy, certificate(s) of completion (or permit signoff equivalent) from applicable state and local authorities, LBP clearance certifications, ACM abatement/disposal/clearances documentation, radon testing certificates, elevation certificates, flood insurance policies and/or as-built surveys.

Rehabilitation services are intended to repair the remaining storm damage and to make the home habitable, decent, safe, and sanitary. Pinellas County does not provide "like-for-like" repairs. Contractor repairs will be completed using standard economy/builders' grade materials, not with materials matching what was there before. For example, if a rehabilitation award calls for replacement of cabinets, the Contractor will replace existing cabinets with standard grade cabinets regardless of the grade of the pre-existing cabinets.

Rehabilitation scopes of work will be limited to those items identified by the program as in need of repair to bring the home back up to habitable, decent, safe, and sanitary conditions. Repairs, upgrades, or modifications requested by the homeowner will not be considered. For example, if some windows are in need of repair or replacement, the Contractor will repair or replace those windows in need of repair or replacement only; other operable or undamaged windows will not be replaced or repaired regardless of aesthetics, efficiency, or design.

Standard essential appliances that are not functioning or non-existent at the time of damage assessment will be replaced. Essential appliances include stove/range, oven, range hood, water heater and refrigerator only. Dishwashers may be replaced only if a dishwasher previously existed in the home and is not functioning. Rehabilitation awards will not include a dishwasher if a dishwasher was not present at the time of the damage assessment or if it is not reasonably determined a dishwasher was removed as a result of storm damages. Washing machines and dryers, microwaves, stand-alone freezers and other non-essential appliances are not eligible for replacement. Any appliances replaced as part of the repairs must be replaced with products or appliances that meet applicable federal regulations.

Luxury items, including but not limited to, high-end countertops, high-end appliances, wood, stone or tile flooring, security systems, swimming pools, spas, fireplaces, sheds, outbuildings, fences, and television satellite dishes are not eligible under Pinellas Recovers, unless required by the Homeowners Association (“HOA”) or code/zoning requirements.

Because rehabilitation scopes of work only address items in need of repair for the home to be habitable, decent, safe, and sanitary, Pinellas County does not guarantee that work completed as part of a rehabilitation award will match other items in the home. Some examples of this include, but are not limited to:

- Flooring replaced in portions of a home may not match flooring in other rooms. Contractor will replace flooring by room, to the nearest opening; floor repairs in bathrooms with existing tile.
- Light fixtures replaced may not match pre-existing light fixtures or fixtures in other parts of the home;
- If only a portion of the windows require replacement, all the windows in the home may not match. If a window is a custom size, it will be framed down to a standard size; or
- If a portion of the home requires paint, paint in the repaired portion of the home may not match paint in other rooms (interior) or on other elevations (if exterior). Contractor will attempt, to the greatest extent feasible, to match the original paint color when repainting an area of the home that was included on the scope of work. Contractor will paint whole interior rooms, to the door or opening, or whole exterior sections to the next architectural break. Additional rooms or elevations will not be painted for aesthetic reasons alone.

### **3.2 Reconstruction Services**

Eligible applicants with conventionally built homes qualify for a reconstruction award type when the estimated cost to repair is greater than or equal to \$150,000, or greater than 75% of the structure market value. Eligible applicants with properties otherwise deemed not suitable for rehabilitation may also qualify for a reconstruction award if it is feasible to reconstruct the structure on the property.

Homes that meet the threshold for a reconstruction award will be demolished and reconstructed in substantially the same footprint, when feasible. Pinellas County will develop a group of standardized floorplans and specifications to accommodate the most common lot dimensions to be encountered and incorporate the bedroom/bathroom configurations. Reconstructed homes will meet local building codes and will incorporate applicable federal regulations. Size of the reconstruction will be determined using information related to the damaged

structure's bedroom/bathroom configuration. The standardized floorplans and specifications developed by the program will incorporate program minimum standards, International Residential Code (IRC), local code, and zoning requirements, and will include builder-grade materials. These standardized floorplans are not being developed to create a like-for-like replacement for reconstruction efforts. Reconstruction plans and specifications will include any environmental considerations identified through the ERR process. All reconstruction projects will be required to obtain certifications meeting any applicable federal regulations.

As single-story homes are more cost-effective than multi-story configurations, the program will default to single-story homes where they fit lot constraints. The program may offer a smaller floorplan if required based on the lot size.

Pinellas County will not provide customized home designs. The program will determine which floorplan size each homeowner requiring reconstruction is eligible for based on the information above.

The scope of work for each reconstructed or newly constructed structure will vary but may include, although not be limited to, the following:

- Coordination with the property owner and their family, friends, or other support network from assignment to obtaining a Certificate of Occupancy for closing;
- At minimum, comply with all environmental requirements/mitigation identified in the provided Tier II ERR;
- Provide storage containers on site or off site in container owners storage location;
- Architectural and engineering services required for permitting;
- Obtaining elevation certificates and site surveys required for permitting;
- Utility disconnection and reconnection;
- Debris removal in accordance with all federal, state, and local requirements, including the disposal of potential asbestos containing materials;
- Site preparation;
- Fill dirt to be provided as required to construct house pad and to ensure proper site drainage;
- All Contractor disturbed soil shall be stabilized at time of final program inspection;
- Luxury vinyl plank (LVP) floor coverings in bathrooms;
- Construction of new residential structures including 2-, 3-, and 4-bedroom floorplans in accordance with all applicable local and state codes and standards as well as any applicable federal regulation standards;
- Addressing special needs accessibility for reasonable accommodations;



- All reconstruction projects require compliance with the 2023 Florida Building Code; Appendix F: Florida Standard for Passive Radon-Resistant New Residential Building Construction, or the comparable standard in effect at the time of construction. The requirements can be found here: 2023 Florida Building Code, Residential, Eighth Edition - APPENDIX F (iccsafe.org); and
- Standard accommodations for kitchen and/or bathroom modifications.

### 3.2.1 Size and New Unit Configuration

The Program will provide applicants who qualify for reconstruction awards with standard program floorplan homes. The program offers 2-, 3-, and 4-bedroom homes; all standard floorplans include 2 bathrooms. Which standard floorplan the applicant receives is based on the number of bedrooms present in the storm damaged property, as verified via the damage assessment. Exceptions to reconstructed home bedroom/bathroom configuration will only be considered if overcrowding exists within the home, as determined by the program.

- If the storm damaged property had two (2) bedrooms or fewer, the applicant will receive a standard 2-bedroom, 2-bathroom home.
- If the storm damaged property had three (3) bedrooms, the applicant will receive a standard 3-bedroom, 2-bathroom home.
- If the storm damaged property had four (4) bedrooms or more, the applicant will receive a standard 4-bedroom, 2-bathroom home.

Sample floor plans for 2-bedroom, 3-bedroom, and 4-bedroom Projects are included with this Solicitation as **Exhibit D**. The sample plans shall be the basis of any Respondent’s reconstruction project cost proposal and BDO evaluation of the reconstruction cost proposals. After the contract award, the BDO in consultation with third-party experts, intends to approve plans for use in HRRP. The Program 2-, 3-, and 4-bedroom standard floorplans are offered in the following square footage ranges only.

<b>Bedroom/Bathroom Configuration</b>	<b>Conditioned Square Footage</b>
2 bedroom / 2 bathroom	1000 – 1200 SF
3 bedroom / 2 bathroom	1200 – 1500 SF
4 bedroom / 2 bathroom	1300 – 1700 SF

Reconstructed homes do not include reconstruction of garages (attached or detached), sheds, pool houses or other outbuildings. Such outbuildings may be allowed for demolition only during reconstruction to allow enough space for the new home to be built or because such structures pose a health or safety issue. Attached garages are allowable when required by code or HOA requirements.

The following is a non-exhaustive list of items that are not included or considered when determining the floorplan, bedroom/bathroom configuration, or size of the reconstructed home. The Program does not reconstruct like-for-like:

- Interior or exterior finishes;
- Square footage;
- Number of bathrooms (if more than 2);
- Extra/Bonus rooms such as dens, playrooms, offices, studies, libraries, etc.

### **3.2.2 Reasonable Accommodations**

All conventionally built reconstruction projects are designed with the following accommodations. All reconstructions will receive the following universal accommodations, regardless of whether a reasonable accommodation has been requested by the applicant:

- 36” hallways, wide enough to accommodate a standard wheelchair;
- Adequate turning radius for a wheelchair in the kitchen;
- Adequate turning radius for a wheelchair in one (1) bathroom ;
- All doors installed with levers instead of knobs;
- Exterior doors, bedroom doors and hall bathroom doors are 36” wide; and
- All toilets are chair height.

In addition, the applicant may request reasonable accommodations in the bathroom, kitchen, entrance, and/or strobe smoke detectors throughout.

Applicants who request reasonable accommodations in a bathroom may select one (1) of three (3) standard available options. Accessibility modifications will only be made in one (1) bathroom. By default, the modified bathroom will be the primary bathroom.

#### **Reasonable Accommodation 1 (RA-1)**

Applicants who opt for Reasonable Accommodation 1 (RA-1) will be provided one (1) bathroom with the following accessibility modifications:

- Tub/shower combination is 30” x 60”, with no seat and with grab bars installed in tub/shower enclosure; and



- Chair height toilet, unless otherwise specified in the scope of work, with grab bars (one behind and one adjacent).

### **Reasonable Accommodation 2 (RA-2)**

Applicants who request Reasonable Accommodation 2 (RA-2) will be provided one (1) bathroom with the following accessibility modifications:

- Tub/Shower combination is 30" x 60" with grab bars, folding seat and shower wand with adjustable rail; and
- Chair height toilet, unless otherwise specified in the scope work, with grab bars (one behind and one adjacent).

### **Reasonable Accommodation 3 (RA-3)**

Applicants who request Reasonable Accommodation 3 (RA-3) will be provided one (1) bathroom with the following accessibility modifications:

- 30" x 60" roll-in shower compartment, equipped with grab bars, folding seat and shower wand with adjustable rail; and
- Chair height toilet, unless otherwise specified in the scope of work, with grab bars (one behind and one adjacent).
- Roll under vanity.

Applicants may request reasonable accommodations to make a kitchen more accessible. Standard reasonable accommodations for kitchens in reconstruction project types include:

- Wheelchair accessible cook top (controls on front of appliance).
- Roll under kitchen sink.
- Refrigerator with bottom freezer, only upon request.

### **3.3 Replacement of Manufactured Housing Units (MHUs) Services**

Eligible applicants with manufactured housing unit (MHU) properties qualify for a replacement award type when the estimated cost to repair is greater than \$15,000, or the unit is greater than 5 years old, and the applicant is otherwise eligible. Eligible applicants with MHUs on leased land must have landowner consent to replace an MHU on the land prior to award or must have identified a suitable alternate location. Homes that meet the threshold for a replacement award will be demolished and a new MHU will be installed in substantially the same footprint, when feasible. If a replacement MHU is provided, the original MHU must be demolished and removed from the site prior to the replacement of that structure. Size of the replacement unit will be determined using information related to the damaged structure's bedroom/bathroom configuration. MHU installation height will be up to a standard five (5)' above existing grade.



The scope of work for each MHU replacement will be inclusive of the following activities:

- All required permits and fees;
- Conduct site specific analysis for surveying, zoning, HOA/park requirements and approvals, plot plans or any activity required to obtain permits/Certificate of Occupancy;
- Disconnection of all utilities;
- Architectural and engineering services required for permitting;
- Obtaining elevation certificates and site surveys required for permitting;
- Demolition and disposal of the existing storm damaged unit in an approved facility;
- Debris removal in accordance with all federal, state and local requirements, including the disposal of potential asbestos containing materials;
- Sitework and grading required to install new MHU including fill dirt to prepare pad;
- Purchase of a new HUD Certified MHU compliant with program minimum requirements. All MHUs shall be rated for Wind Zone 3;
- All appliances shall include a refrigerator/freezer, oven/stove, dishwasher, garbage disposal, and water heater. All units shall come with a washer/dryer hook-up in the unit;
- Delivery of the new (previously untitled) MHU to the applicant address;
- Installation of the new MHU to the applicant address in accordance with program and state and local code requirements;
- Vented skirting;
- Connection of all appliances and central HVAC system (mini-split units will not be allowed);
- GC testing of all mechanical, electrical, and plumbing systems;
- Installation of 2 hose bibs (spigots);
- Reconnection of all utilities;
- Installation of stairs/ramps/platform lifts for at least separate points of ingress/egress;
- Testing/permitting for new septic systems and septic system install;
- All required code inspections;
- Fill dirt to be provided as required to construct MHU pad and to ensure proper site drainage;
- Placement of 4 pallets of sod for erosion stabilization and all Contractor disturbed soil shall be stabilized at time of final program inspection;
- Completion of all required program inspections;
- Title work - issued in the applicant's name prior to requesting program final inspection;
- Certificate of Occupancy required prior to final inspection;



- Warranty requirements in accordance with the contract issued as a result of this Solicitation;
- Coordination with the applicant and their family, friends, or other support network for all activities, from assignment to obtaining a Certificate of Occupancy for closing;
- Obtaining applicant approval of replacement MHU floorplan prior to delivery and installation of new unit;
- Incorporation of accessibility needs prior to key turnover.

### **3.3.1 Size and New Unit Configuration**

The Contractor will provide applicants who qualify for replacement awards with 2-, 3-, and 4-bedroom singlewide or doublewide MHUs; all bedroom configurations include 2 bathrooms. Which unit configuration an applicant receives is based on the number of bedrooms present in the storm damaged property and the width (single or doublewide) of the storm damaged MHU, as verified by the damage assessment. If overcrowding exists, the program has elected to attempt to solve overcrowding situations to the extent they can be solved up to a maximum configuration of 4 bedrooms and 2 bathrooms for a MHU singlewide replacement or maximum configuration of 4 bedrooms and 2 bathrooms for a MHU doublewide replacement.

- If the storm damaged property had two (2) bedrooms or fewer, the applicant will receive a 2-bedroom, 2-bathroom MHU.
- If the storm damaged property had three (3) bedrooms, the applicant will receive a 3-bedroom, 2-bathroom MHU.
- If the storm damaged property had four (4) bedrooms or more, the applicant will receive a 4-bedroom, 2-bathroom MHU for singlewide units and 3-bedroom, 2-bathroom MHU for doublewide units (or a 4-bedroom, 2-bathroom MHU for doublewide units on case-by-case basis)

The storm-damaged MHU width configuration will also be based on the width of the storm-damaged MHU. Pinellas County only provides singlewide and doublewide units.

- If the storm damaged MHU was a singlewide, the applicant will receive a singlewide.
- If the storm damaged MHU was a doublewide, the applicant will receive a doublewide. If a singlewide unit is the only width unit that will fit on the lot and comply with code/zoning requirements, then the unit may be replaced with a singlewide.

To reduce the required time from award to completion as related to replacement awards, BDO will task the assigned Contractor to source an MHU in the awarded singlewide or doublewide bedroom/bathroom configuration. Pinellas County does not offer standard floorplans for MHUs. Pinellas County offers standard



bedroom/bathroom configurations in singlewide or doublewide units in the following standard square footage ranges. All MHUs sourced by the Contractor must be new (previously untitled), HUD approved units and comply with local code and zoning requirements including applicable wind and thermal zones. The table below outlines square footage ranges for singlewide and doublewide units. Square footage of the units will be measured from outside wall to outside wall. Eaves and trailer tongue dimensions will not be considered for purposes of square footage measurements.

<b>Bedroom/Bathroom Configuration</b>	<b>Square Footage</b>
Singlewide 2 bedroom / 2 bathroom	750 – 900 SF
Singlewide 3 bedroom / 2 bathroom	1000 - 1200 SF
Singlewide 4 bedroom / 2 bathroom	1000 – 1200 SF
Doublewide 2 bedroom / 2 bathroom	1000 – 1250 SF
Doublewide 3 bedroom / 2 bathroom	1250 – 1500 SF
Doublewide 4 bedroom / 2 bathroom	1400 – 1800 SF

All MHUs must comply with the following minimum specifications:

- Minimum 4” vented eaves with drip edge;
- Central HVAC units - mini splits will not be allowed;
- Washer/dryer hook-ups in unit;
- 8’ wall height;
- Storm doors on all exterior in-swing doors;
- Architectural shingles or metal roofs;
- Insulation:
  - R13 walls
  - R38 ceiling
  - R19 floors

Pinellas County replacement MHUs do not include replacement or reconstruction of garages (attached or detached), sheds, pool houses, carports, decks, awnings, or other outbuildings unless required by the Homeowners



Association (“HOA”) or code/zoning requirements. Such outbuildings may be demolished during construction to allow ample space for the new MHU to be delivered/installed, or in the event such structures pose a health or safety concern.

The following is a non-exhaustive list of items that are not included or considered when determining the bedroom/bathroom configuration or size of the replacement MHU. Pinellas County does not provide like-for-like, including but not limited to:

- Interior or exterior finishes;
- Square footage;
- Manufacturer of the storm damaged unit;
- Trim level of the storm damaged unit;
- Number of bathrooms (if more than 2);
- Extra/Bonus rooms such as dens, playrooms, offices, etc.; or
- After market additions such as decks or covered porches.

### **3.3.2 Reasonable Accommodations**

Reasonable accommodations in MHU projects will be provided with a “wheelchair accessible” mobile home unit, as applicable.

“Wheelchair accessible” Mobile Home Units MUST include at minimum:

- One bathroom with:
  - Step-in, low-threshold shower, with threshold no higher than nine (9) inches from the floor covering;
  - Shower wand on an adjustable rail and a seat in the shower, and
  - Comfort height toilet, with seat 17” - 19” above the floor;
- Minimum 32” width for exterior doors;
- Minimum 36” hallway width; and
- Minimum 32” bathroom and bedroom doors.

Additional reasonable accommodations will be considered separately and, on a case-by-case basis, based on the applicant’s needs.

### **3.4 Additional Requirements**

In addition to performing rehabilitation and reconstruction of single-family residential conventionally built homes, and replacement of manufactured housing units (MHUs), for residential and/or commercial construction projects in the defined Work Area, Contractors shall be required to:

- Provide professional labor, equipment, and materials adequate to perform the work in accordance with the scope of work issued for each eligible



applicant's residential structure while ensuring that all applicable housing standards and codes are met;

- Comply with all applicable local, state and federal laws, regulations, guidelines, contracts, and Program provided guidance and construction bulletins, which are incorporated by reference in the Contract, which may include: HUD Community Development Block Grant disaster laws, regulations, and guidelines;
- Comply with all mitigation requirements contained in the Program provided Tier II Environmental Review Record;
- Mobilize to the Pinellas County area at the execution of a Contract;
- Provide documentation and detailed/consistent tracking of construction and preconstruction progress in the program system of record and upon request by any People First Hurricane Recovery Program staff;
- Contractors are expected to have extensive communications with homeowners/applicants regarding People First Hurricane Recovery Program and should plan to staff accordingly. All communications, updates, interactions, site visits, etc. with any applicant or in direct support of progressing an applicant must be recorded in Canopy™. It is expected that Contractors will input notes in Canopy no less than **twice** weekly for all assigned, active projects. Contractors must provide timely, ongoing communication with each applicant regarding all aspects of the applicant's case, home repairs, reconstruction, or replacement, and keep the applicant fully aware of all expectations and construction timelines. One of the minimum two (2) weekly notes will include the communications with the applicant and the method of communication. All applicant communications should be entered timely on an ongoing basis. Failure to comply to this requirement may result in suspension of future projects;
- Meet with the BDO staff and individual property owners/applicants to review the scope of work to be performed, including establishing a work schedule acceptable to property owners and the BDO and reviewing work upon final inspection. The initial meeting between the Contractor, applicant and BDO staff will be done through a preconstruction meeting at 2600 McCormick Drive, Suite 100, Clearwater, FL 33759 or 5000 Park Street, Suite 4, St. Petersburg, FL 33709 (or an alternation location as applicant's require) with BDO staff participation, located within the Pinellas County area. Attend regular in-person meetings with BDO staff as needed;
- Start construction activities (obtain Notice to Proceed) within 90 days from Project specific work order signed date;
- Meet People First Hurricane Recovery Program's schedule expectations as outlined below:
  - Reconstruction:
    - 120-day construction completion requirement from the Notice to Proceed for reconstruction projects,
  - Rehabilitation
    - 30 calendar days for rehabilitation projects with a scope <\$50,000,



- 60 calendar days for rehabilitation projects with a scope >\$50,000 and <\$100,000,
- 90 calendar days for rehabilitation projects with a scope >\$100,000 and <\$150,000 construction completion requirements from the Notice to Proceed for rehabilitation projects, and
- MHU Replacement
  - 60-day construction completion requirements from the Notice to Proceed for MHU replacement projects;
- Provide applicable checklists and/or certifications meeting applicable federal regulations for completed reconstruction projects prior to requesting program final inspection;
- Provide a final elevation certificate for any project located within the Special Flood Hazard Area indicating that the home is elevated to the more stringent of 2' above Base Flood Elevation or local requirements for elevation, prior to requesting program final inspection;
- Provide an LBP clearance exam for all rehabilitation projects where LBP was detected during the risk assessment;
- Provide an ACM clearance report for all rehabilitations where ACM was detected;
- Respond to BDO, Pinellas County, and other Program requests in a timely manner;
- Meet all federal, state and local requirements for the transport and disposal of municipal solid, industrial, hazardous and other wastes from demolished structures and construction activities;
- Provide a one-year general warranty including plumbing, electrical, and mechanicals, and ten-year structural warranty for all work performed; and
- Assist homeowners in vacating their damaged home, if necessary.



## NARRATIVE PROPOSAL SUBMISSION

### **IMPORTANT NOTE:**

Modification or alteration of the submission forms contained in this Solicitation shall only be made upon receipt of prior written consent of BDO, such consent must be requested during the question-and-answer period. BDO may, in its sole and unfettered discretion, refuse such consent.

**Respondents are cautioned**, when completing your offer, do not attach any forms which may contain deviations from BDO's submission format and structure. Unauthorized modifications or alterations shall result in your Solicitation Response being deemed non-responsive.

### **1.0 PROPOSAL FORMAT**

BDO reserves the right to award contracts pursuant to this Solicitation without further communication with Respondents. Therefore, it is important that each Solicitation Response is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

### **2.0 SUBMITTAL REQUIREMENTS**

The following information shall be submitted with your Solicitation Response. Failure to submit this information in its entirety may negatively impact the evaluation of your Solicitation Response.

#### Section 1: Qualifications of Firm

A. Provide a comprehensive narrative of your firm, including the number of years in business, the core areas of expertise, major achievements, and any other relevant information that accurately demonstrates your firm's capability and experience in similar CDBG-DR projects and activities as outlined in this Solicitation. The narrative should include the firm's profile including the following:

1. The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly owned subsidiaries, affiliated companies, or joint ventures. (Please provide this information in a narrative and as a graphical representation). If Respondent is an Affiliate of, or has a joint venture or strategic alliance with, another company, please identify the percentage of ownership and the percentage of the parent's ownership. Finally, please provide a proposed operating structure for the services



requested under this Solicitation and which entities (i.e. parent company, Affiliate, Joint Venture, subcontractor) will be performing them;

2. The year the company was founded and/or legally organized. If organized as a business entity other than a sole proprietorship (e.g., corporation, LLC, LLP, etc.), please indicate the type of entity, the state under whose laws the company is organized and the date of organization;
3. The location of company headquarters and any field office(s) that may provide services for any resulting contract under this Solicitation, including subcontractors. The number of employees in the company, both locally and nationally, and the location(s) from which employees may be assigned;
4. The name, title, mailing address, e-mail address, and telephone number, of Respondent's point of contact for any resulting contract under this Solicitation;
5. Whether the company has ever been engaged under a contract for CDBG-DR funded residential and/or commercial construction and whether you were involuntarily terminated from participation in the Program or voluntarily ceased participation in the Program without completing all construction projects or if any liens have been filed on projects engaged under a contract for CDBG-DR funded residential and/or commercial construction.
6. Years of experience as a General Contractor in CDBG-DR residential housing programs; list of programs completed as a contractor; number of homes completed in each program as a contractor broken out by award type (rehabilitation, reconstruction, or MHU replacement).
7. Joint Ventures (JVs) are eligible entities to propose, however, JV partners cannot be party to another entity submitting a response to this Solicitation. The experience for each entity of the JV must individually meet all minimum requirements in order to be considered. Evidence of a legally formed JV should be provided in this section if Respondent is proposing as a JV.

**IMPORTANT NOTE:** A Respondent must be authorized in the state of Florida to perform work assigned and obtain any needed registrations or authorizations for other authorities having jurisdiction.

The respondent must provide satisfactory evidence of its ability to manage and coordinate the types of activities including the following:

1. Residential and/or commercial construction experience



2. Community Development Block Grant - Disaster Recovery Single Family Housing Program experience
3. Historic Preservation experience
4. LBP and ACM handling/removal experience
5. Subcontractor experience of any applicable federal regulations from previous programs
6. Home Warranty experience
7. Program System of Record experience

B. List at least three (3) references for which the Respondent has performed activities similar in scope including the following:

1. Name of Client
2. Contact name, address, email address, telephone number
3. Dates of the contract (year started/year ended or year anticipated to end)
4. Total Allocation (total number of projects & total amount of projects)
5. Types of Services/Description of Work
6. Key Staff assigned to referenced project

**IMPORTANT NOTE:** In order to clarify any response, BDO may contact references provided in response to this Solicitation, contact Respondent's clients, or solicit information from any available source concerning any aspect of the Solicitation deemed pertinent to the evaluation process. BDO reserves the right to review Florida Department of Business and Professional Regulation (DBPR) Complaint reports. BDO reserves the right to review past experience with BDO and experience of performance on past projects, regardless of whether provided in the proposal or not.

Section 2: Qualifications of Staff

- A. Respondent shall designate a dedicated Project Manager in this section who will be located within the Pinellas County response area. Identify the Project Manager and provide a comprehensive resume describing experience, training and education in the required residential and/or commercial construction services.
- B. Provide comprehensive resumes for all key staff proposed to be assigned in this contract each describing experience, training and education in the required residential and/or commercial construction services. Respondent's staffing profile



must not reflect a greater than 8:1 jobsites to superintendent ratio. Provide an Organizational Chart and identify the following key staff at a minimum. Please add additional roles as deemed pertinent by respondent:

- a. Superintendent(s)
- b. Permitting/Preconstruction Manager
- c. Warranty Manager
- d. Homeowner Liaisons (Customer Service)

Respondent must identify which employees will be physically located in the responding area as regular face-to-face meetings with BDO staff and applicants who are awarded contracts pursuant to this Solicitation will be required (i.e., mandatory preconstruction meetings with applicants for each application). It is intended that many of the face-to-face meetings with BDO staff and applicants who are awarded contracts pursuant to this Solicitation will occur at either of the People First Hurricane Recovery Program Intake Centers, 2600 McCormick Drive, Suite 100, Clearwater, FL 33759 or 5000 Park Street, Suite 4, St. Petersburg, FL 33709 .

### Section 3: Technical Approach

The contractor is not permitted to award more than 50% of an award for an individual home to one subcontractor to perform the work onsite. “Turn-Key” subcontractors will not be permitted in the People First Hurricane Recovery Program. Contractors will be required to submit HUD Form 2516 with final invoices for each project to identify all subcontractors/tradesmen utilized, the dollar value of each subcontract or Purchase Order, and the final amount paid. Unconditional lien releases will also be required with final invoice submissions indicating that all subcontractors listed on Form 2516 have been paid.

- A. Provide a detailed approach to the management of resources for this project.
- B. Respondent must describe, as clearly, specifically, and completely as possible, its proposed methodology and schedule for achieving the objectives and requirements of this Solicitation. Respondent must identify all tasks to be performed to be responsive to **Scope of Work** outlined in this Solicitation, including project activities, materials, and other products, services, and reports to be generated during the contract period and relate them to the stated purposes and specifications described in this Solicitation.



- C. Provide a brief description of the Respondent's approach to each project type: rehabilitation of single-family residential conventionally built homes, reconstruction of single-family residential conventionally built homes, and replacement of manufactured housing units (MHUs).
- D. Identify how compliance with People First Hurricane Recovery Program Guidelines, Florida Building Codes, Municipal Building Codes, applicable federal regulations, and local and/or regional codes and/or land use regulations will be ensured.
- E. Provide its workers' compensation experience modification rate (EMR) for the last five years. Respondent shall submit this information on its insurance carrier's letterhead, signed by the carrier. Respondent must also provide the name and job title of the person in its organization that manages its safety program, a description of that person's experience and qualifications, and a description of that program.
- F. Provide a description of firm's warranty program, including key personnel, and timeframes within which warranty complaints will be resolved. Warranty claims, communications, and resolutions will be required to be maintained in the program system of record.
- G. Provide a detailed approach to customer service.
- H. Describe preconstruction approach (everything between assignment through design, cost estimating, permitting, etc.). Ensure septic permits are addressed.

Section 4: Compliance Documentation

- A. **PROPOSAL COVER PAGE** shall be completed and submitted with your proposal.
- B. **ACKNOWLEDGED ADDENDA(S) OR ACKNOWLEDGEMENT OF ADDENDA FORM** shall be completed and submitted with your proposal.
- C. **NON-COLLUSION AFFIDAVIT** shall be completed and submitted with your Solicitation Response. The price and amount of any Solicitation Response must have been arrived at independently and without consultation, communication, agreement, or disclosure with or to any other contractor, Respondent, or prospective Respondent. Complementary proposals are illegal and prohibited. No attempt may be made at any time to induce any firm or person to refrain from submitting a Solicitation Response or to submit any intentionally high or noncompetitive Solicitation Response. All Solicitation Responses must be made in good faith and without collusion. Respondent must complete, sign, and notarize **Exhibit B, Non-Collusion Affidavit**.



- D. **LITIGATION HISTORY** - Respondent must include in its Solicitation Response a complete disclosure of any actual or alleged breaches of contract which have been asserted or claimed against it. In addition, Respondent must disclose any civil or criminal litigation or investigation pending at any point during the last three years to which Respondent is/was a party or in which Respondent has been judged guilty or liable. For each instance of litigation or investigation, Respondent shall list: basic case information (e.g., cause number/case number, venue information, names of parties, name of investigating entity); a description of claims alleged by or against Respondent or its parent, subsidiary, or other affiliate; for each resolved case, a description of the disposition of Respondent's involvement (e.g., settled, dismissed, judgment entered, etc.).

Failure to comply with the terms of this provision may disqualify any Respondent. Solicitation Responses may be rejected based upon Respondent's prior history with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor or significant failure(s) to meet contractual obligations.

If Respondent has no litigation history, as described above, it must so indicate in the appropriate section of the Solicitation Response.

- E. **CONFLICT OF INTEREST** - Respondent must disclose any potential conflict of interest it may have in providing the services described in this Solicitation, including all existing or prior business dealings resulting in such conflicts. Respondent must also disclose any such activities of any affiliate and individuals who may be assigned to manage this account. If there are no conflicts, as described herein, Respondent must indicate same in the appropriate section of the Solicitation Response.
- F. **FEDERAL AFFIRMATIONS** shall be completed and submitted with your proposal.



## COST PROPOSAL SUBMISSION

### **IMPORTANT NOTE:**

Modification or alteration of the submission forms contained in this Solicitation shall only be made upon receipt of prior written consent of BDO. Such consent must be requested during the question-and-answer period. BDO may, at its sole and unfettered discretion, refuse such consent.

**Respondents are cautioned**, when completing your offer, do not attach any forms which may contain deviations from BDO's submission format and structure. Unauthorized modifications or alterations shall result in your offer being deemed non-responsive.

### **1.0 PROPOSAL FORMAT**

BDO reserves the right to award contracts pursuant to this Solicitation without further communication with Respondents. Therefore, it is important that each Solicitation Response is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

### **2.0 SUBMITTAL REQUIREMENTS**

The following information shall be submitted with your cost proposal. Failure to submit this information in its entirety will negatively impact the evaluation of your cost proposal. Cost information must **not** be included with Respondent's Narrative Proposal. Respondent must submit a Cost Proposal for the services described in this Solicitation. BDO shall consider the Cost Proposals provided by Respondent(s) along with site-specific construction cost data to establish the cost benchmarks for each Project. These benchmarks shall be documented on the attached Cost Proposal Form.

#### Section 1: Rehabilitation Cost Proposal

Rehabilitation projects will be estimated through the use of an industry standard estimating software program, Xactimate. Xactimate estimates will be provided to the Contractors for rehabilitation projects at the time of the assignment. The Contractor will be required to conduct site visits prior to initiating construction activities to ensure the scope of work is complete and accurate without doing any destructive testing. Prices in Xactimate will not include Contractor overhead and profit. Respondents, as part of their cost proposal, are required to propose their combined overhead and profit rate to be provided on top of approved Xactimate cost estimates. The combined overhead and profit rate is not to exceed 25% in any circumstance. The Xactimate prices coupled with contractor bid combined overhead and profit rates will form the cost reasonable basis of a firm fixed price award for a specific application. Respondent must provide Overhead and Profit Declaration within **Exhibit C, Cost Proposal Form**, with its Solicitation Response.



Cost Proposals should include all costs for general conditions, overhead, profit, taxes, sales tax, labor, materials, tools, supplies, equipment, personnel, travel expenses, bonding/insurance, permits, inspections, licensure and all other associated and incidental costs necessary to provide the products and services according to the specifications, requirements, provisions, terms and conditions set forth within the contract.

### Section 2: Reconstruction Cost Proposal

BDO has provided three sample sets of housing floorplans (2-bedroom, 3-bedroom, and 4-bedroom), attached hereto as **Exhibit D**. Respondent must provide Cost Proposals for each of the sample floorplans (AND ONLY THE SAMPLE FLOORPLANS) for reconstructions. These sample floorplans will only be used for developing Program pricing per square foot. Actual homes to be constructed will be those approved by BDO for construction.

Respondent shall submit the Cost Proposals on the provided Cost Proposal Form, which is attached hereto as **Exhibit C**. The pricing listed on the Cost Proposal Form shall include all of Respondent's costs for completing the reconstruction Scope of Work outlined in this Solicitation and the sample homes listed in **Exhibit D**, including all labor, profit, overhead, materials, tools, supplies, equipment, personnel, travel expenses, bonding and insurance, permitting, surveys, architectural and engineering services, elevation certificates, licensure, taxes, sales tax, general site conditions, erosion control, and all other associated costs and incidental costs necessary to provide the products and services according to the minimum specifications, requirements, provisions, terms, and conditions set forth in this Solicitation. Note that **Exhibit C** contains multiple tabs or worksheets included and respondents shall provide the pricing for **ALL** tabs or worksheets.

Cost Proposals should include all costs for general conditions, overhead, profit, taxes, sales tax, labor, materials, tools, supplies, equipment, personnel, travel expenses, bonding/insurance, licensure and all other associated and incidental costs necessary to provide the products and services according to the specifications, requirements, provisions, terms and conditions set forth within the contract.

### Section 3: Replacement of MHUs Cost Proposal

Respondent must provide Cost Proposals and sample floor plans for MHU Replacements for the Size and Unit Configurations listed in the MHU Replacement Scope of Work.



Respondent shall submit the Cost Proposals on the provided Cost Proposal Form, which is attached hereto as **Exhibit C**. The pricing listed on the Cost Proposal Form shall include all of Respondent's costs for completing the MHU Replacement, including all labor, profit, overhead, materials, tools, supplies, equipment, personnel, travel expenses, bonding and insurance, permitting, surveys, elevation certificates, licensure, taxes, sales tax, titling costs, general site conditions, erosion control, and all other associated costs and incidental costs necessary to provide the products and services according to the minimum specifications, requirements, provisions, terms, and conditions set forth in this Solicitation. Note that **Exhibit C** has multiple tabs or worksheets included and respondents shall provide the pricing for **ALL** tabs or worksheets.

Cost Proposals should include all costs for general conditions, overhead, profit, taxes, sales tax, labor, materials, tools, supplies, equipment, personnel, travel expenses, bonding/insurance, licensure and all other associated and incidental costs necessary to provide the products and services according to the specifications, requirements, provisions, terms and conditions set forth within the contract.



## FINANCIAL STABILITY SUBMISSION

**IMPORTANT NOTE:**

Modification or alteration of the submission forms contained in this Solicitation shall only be made upon receipt of prior written consent of BDO. Such consent must be requested during the question-and-answer period. BDO may, at its sole and unfettered discretion, refuse such consent.

**Respondents are cautioned**, when completing your offer, do not attach any forms which may contain deviations from BDO's submission format and structure. Unauthorized modifications or alterations shall result in your offer being deemed non-responsive.

### 1.0 PROPOSAL FORMAT

BDO reserves the right to award contracts pursuant to this Solicitation without further communication with Respondents. Therefore, it is important that each Solicitation Response is complete, adheres to the format and instructions contained herein, and is submitted in the most favorable manner possible.

### 2.0 SUBMITTAL REQUIREMENTS

- A. Provide an overview of the firm's financial capacity. Respondent shall submit an annual report that includes:
- a. Last three years of audited accrual-basis financial statements, including income statements and balance sheets;
  - b. If applicable, last three years of consolidated statements for any holding companies or affiliates; and
  - c. A full disclosure of any events, liabilities, or contingent liabilities.
- OR
- a. Other financial information sufficient for BDO, in its sole judgment, to determine if Respondent is financially solvent and adequately capitalized.

**IMPORTANT NOTE:** Compilations or internally prepared financials will not be permitted.

- B. As part of the bid submission, each bidder must provide a letter from a recognized financial institution confirming the bidder's access to a line of credit.

The bank letter shall:

- Be issued on official bank letterhead and signed by an authorized officer
- Be dated within thirty (30) days of the bid submission



- Must state:
  - Total line of credit limit
  - Current outstanding balance
  - Available borrowing capacity
- Identify the Respondent by legal business name

C. As part of the bid submission, each bidder must provide a letter from a licensed and admitted surety company authorized to do business in the State of Florida.

The surety letter shall:

- Be on official surety company letterhead and signed by an authorized representative
- Be dated within thirty (30) days of the bid submission
- Must state:
  - Current single job limit
  - Aggregate bonding capacity
  - Total bonded exposure as of the letter date (sum of all open bonded jobs)
- Identify the Respondent by legal business name

**IMPORTANT NOTE:** In order to clarify any response, BDO may contact references provided in response to this Solicitation, contact Respondent's clients, or solicit information from any available source concerning any aspect of the Solicitation deemed pertinent to the evaluation process. BDO reserves the right to review Florida Department of Business and Professional Regulation (DBPR) Complaint reports. BDO reserves the right to review past experience with BDO and experience of performance on past projects, regardless of whether provided in the proposal or not.



## SELECTION CRITERIA

### 1.0 AWARD

It is the intent of BDO to award up to twelve (12) indefinite delivery/indefinite quantity (IDIQ) contracts for the services based on the final results of the evaluation of Solicitation Responses. Awards shall be made to Respondents that provide the “Best Value” to the Program.

BDO makes no guarantee of volume or usage under any contract resulting from this Solicitation.

BDO’s intent is to award multiple contracts under this solicitation to the highest scoring, most experienced, most qualified, most proven Respondents to expedite recovery for the negatively impacted homeowners. Award notice(s) will be emailed to all Respondents and posted to <https://contractor.pinellas-recovers.com> and will remain posted for a period of five (5) business days.

Any award is contingent upon the successful negotiation of final contract terms. Final contract terms may be subject to negotiation between BDO and the selected Respondents. Final contract terms must provide the best value for the Program, considering the effect of the purchase on Program productivity and all other best value factors described herein.

### 2.0 EVALUATION CRITERIA

Solicitation Responses shall be evaluated and scored in accordance with the criteria below. BDO shall not be obligated to award a contract to the Respondent that submits the lowest priced Solicitation Response but shall make an award to the Respondents that provide the “Best Value” to the Program.

<u>CRITERIA</u>	<u>WEIGHT</u>
Qualifications of Firm	25
Qualifications of Staff	15
Technical Approach	15
Cost Proposal	25
Financial Stability	20
<b>TOTAL</b>	<b>100</b>



### 3.0 MINIMUM QUALIFICATIONS

The Respondent must meet the minimum qualifications listed below. Respondents who fail to meet one or more of these requirements will be deemed nonresponsive and not responsible, and their Solicitation Responses will not be scored. Furthermore, Solicitation Responses that appear unrealistic in terms of technical commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected. BDO shall not be obligated to make awards to any or all firms that satisfy minimum solicitation requirements and shall make awards only to the highest scoring firms that provide the best value to, AND are in the best interest of Pinellas County.

Respondents' Narrative Proposal shall include specific support for not only meeting the minimum qualifications outlined in this Section but to demonstrate the full extent of their qualifications. This support should specifically state how the Respondent meets or exceeds each minimum qualification or can direct the evaluators to the appropriate section of the Solicitation Response, which provides support for the Respondent satisfying each minimum qualification. Respondents demonstrating they have met minimum qualifications are eligible to be scored. More points will be awarded to the most qualified and most experienced firms.

**Qualification 1:** Respondent must have been in the construction business for a minimum of five (5) years, or the principals/owners must have had a minimum of five (5) years of ownership/executive management experience in a previous company that provided residential construction services;

**Qualification 2:** Respondent must demonstrate they: 1) hold a current General Contractors license (where applicable) issued by any jurisdictions which Respondent states are within the geographical boundaries covered in the Action Plan;

**Qualification 3:** Respondent must demonstrate that the Company or the principals/owners has a minimum of three (3) calendar years' experience in the rehabilitation, reconstruction, and replacement in residential housing funded by Community Development Block Grant Disaster - Recovery funds. BDO reserves the right to confirm statements made by Respondent regarding their activity and performance in other programs;

**Qualification 4:** Respondent must demonstrate the ability to perform residential reconstruction, rehabilitation and replacement projects to completion within program requirements;

**Qualification 5:** Respondent must demonstrate the ability to, and have experience with, lead based paint and asbestos removal and environmental mitigation related to the rehabilitation and reconstruction of residential properties;

**Qualification 6:** Respondent must have experience in achieving compliance and reporting on compliance with state and federal construction laws, regulations, and



procedures, including the Davis Bacon Act, and producing the payroll documentation necessary for compliance;

**Qualification 7:** Respondent must be financially solvent, adequately capitalized, and demonstrate it has the financial resources to perform and complete the work and to provide all required warranties.

**Qualification 8:** The work to be performed under a contract awarded pursuant to this Request for Proposals will utilize funds provided by HUD and is subject to applicable federal regulations. Respondent shall commit to make a demonstrated effort to follow such regulations in the program area and demonstrate an ability to follow such regulation.

#### **4.0 SCORING**

Solicitation Responses shall be evaluated and scored in accordance with the criteria listed in each of the following sections. Satisfying minimum qualifications does not result in receipt of the maximum points available within each section. More points will be awarded to more experienced and more qualified firms than those who only demonstrate satisfaction with the minimum qualifications required.

##### **4.1 Qualifications of Firm (up to 25 points)**

Respondents should demonstrate experience in scattered site construction and for the scope types selected in the technical proposal. Respondents should highlight CDBG-DR single-family construction experience, with quantitative outcomes as possible (i.e. number of homes built, average build time, etc.). BDO reserves the right to contact other CDBG-DR programs for information and/or data, as available, on respondent's past or present performance, regardless of whether the program is included in the Respondent's Solicitation Response. BDO will attempt to contact all references. References who do not respond may be viewed unfavorably.

##### **4.2 Qualifications of Staff (up to 15 points)**

Respondents should demonstrate staff experience and qualifications in conducting scattered site construction and for the scope types selected in the technical proposal. Respondent's staff resumes should highlight CDBG-DR construction experience, quantitative outcomes where possible (i.e. number of homes built, average build time, etc.). BDO reserves the right to contact other CDBG-DR programs for information and/or data, as available, on Respondent's past or present performance, regardless of whether the program is included in the Respondent's Solicitation Response. BDO will attempt to contact all references. References who do not respond may be viewed unfavorably.

##### **4.3 Technical Approach (up to 15 points)**

Respondents should provide a detailed work plan or approach specific to how they will complete the work contemplated by this Solicitation in accordance with



schedule expectations provided herein from the moment of assignment of an application through construction completion, homeowner key turnover, and warranty service activities. Respondents should highlight how the applicable experience of key staff and other resources that will be incorporated into their work plan to achieve the objectives and requirements of the solicitation. Respondents should demonstrate how their approach is scalable to be able to facilitate multiple projects concurrently to achieve Program objectives.

**4.4 Cost Proposal (up to 25 points)**

The lowest reasonable cost proposed by a responsible, responsive and qualified Respondent will be awarded maximum points. Respondents who are responsible, responsive and qualified, who propose reasonable prices greater than the lowest reasonable price will receive fewer points, with points assigned in descending order from lowest reasonable price to highest reasonable price, with lowest reasonable price receiving maximum points and highest reasonable price receiving 5 points. Proposed prices that are determined to be unreasonable or irresponsible may receive 0 points. Cost reasonableness is determined utilizing market research for new home construction.

**4.5 Financial Stability (up to 20 points)**

Respondents who demonstrate strong financial stability will be awarded maximum points. Respondents shall submit financial statements, line of credit letters from a recognized financial institution, and bonding capacity letters from a licensed surety company. Missing or incomplete financial information may be viewed unfavorably.

**5.0 SHORT LIST**

BDO may make an initial evaluation of the Solicitation Responses to develop a short list of finalists. However, BDO is not obligated to develop this list. BDO, may at its sole discretion conduct oral interviews with short-listed firms prior to posting the Intent to Award.

Clarification discussions, at BDO's sole option, may be conducted with Respondents who submit Solicitation Responses determined to be responsive, acceptable and competitive. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions or clarifications of the Solicitation Responses. Such revisions may be permitted after submission and prior to award to obtain Best and Final Offers (BAFOs). In conducting discussions, there shall be no disclosure by BDO of any information derived from the Solicitation Responses submitted by competing Respondents.



## 6.0 POSTING

The Intent to Award for the Solicitation shall be distributed by email to the designated point of contact for each responsible Respondent who timely submits a responsive Solicitation Response to all Respondents and publicly posted via the URL (<https://contractor.pinellas-recovers.com>) for no less than five full business days after the evaluation. Respondents who were not selected for award may request a debrief with BDO following the closing of the protest period, which debrief may be declined in BDO's sole and unfettered discretion.



## TERMS AND CONDITIONS

### 1.0 CONTRACT TERM

It is the intent of BDO to enter into a one (1) year term contract with renewal clause for two (2) additional one (1) year terms for services as described herein. The Contractor shall be responsible for furnishing and delivering the services described herein on an “as needed basis” for the one (1) year Contract term. If the contract is terminated prior to its expiration, the Contractor shall provide up to three (3) months of transition assistance, if requested by BDO, to allow for continuation of the services without interruption or adverse effect and to facilitate orderly transfer of services to BDO. The transition assistance shall be governed by the terms and conditions of the executed contract.

BDO reserves the right to utilize the Contractors qualified under this Solicitation for any disaster recovery projects within Pinellas County for which BDO becomes the contracting authority. However, BDO’s utilization of the qualified Contractors shall not interfere with the services provided in accordance with any contract resulting from this solicitation.

### 2.0 DRAFT CONTRACT

The Sample Contract that BDO intends to use for award is enclosed for reference (**Exhibit E**). BDO has the right to require the selected Respondent to sign the attached contract or to negotiate revisions to the contract language prior to execution of the contract, at its sole and unfettered discretion.

Modification or alteration of the documents contained in the Solicitation or contract shall only be valid if mutually agreed to in writing by the parties.

BDO reserves the right to negotiate final contract terms with any selected Respondent; however, Exhibit E, Sample Contract is provided as a courtesy to Respondents interested in responding to this Solicitation. Please review the terms and conditions in the sample contract, as they are the standard contract documents used by BDO for the services requested herein. The terms and conditions in **Exhibit E** are subject to change prior to the execution of any contract that may result from this Solicitation.

Any exceptions to the draft contract terms must be submitted by Respondent along with proposed replacement language with the Solicitation Response. Submitted exceptions are subject to negotiation and may not be accepted by BDO.

### 3.0 CONTRACT AUTHORIZATION

During the term of any contract awarded under this Solicitation, BDO may request Contractors to perform certain Projects as described above, subject to specific work authorization in the form of a Notice to Proceed (NTP) for an individual application. No onsite construction activities are to proceed without an NTP. Initial project assignments will be made to general



contractors by the Program based on initial ranking and scores received during this procurement process. BDO will assign subsequent projects to general contractors based on the general contractor's performance history on Pinellas County construction projects and the general contractor's capacity to take on additional jobs at the time the project is ready to be assigned. All project assignments shall be at the sole and unfettered discretion of BDO and no contractor shall be entitled or have a right to any project assignment.

BDO shall consider the Cost Proposal provided by Respondent along with site-specific construction cost data to establish the cost benchmarks for each Project.

#### **4.0 INSURANCE AND BOND REQUIREMENTS**

For the duration of any contract resulting from this Solicitation, Respondent shall acquire insurance and bonds with financially sound and reputable independent insurers, in the type and amount listed in **Exhibit E** Sample Contract. The required coverage is to be with companies licensed in the state of Florida, with an "A" rating from A.M. Best, authorized to provide the corresponding coverage and must be listed in the Department of the Treasury's Listing of Certified Companies. The bond letter shall be on the surety company's letterhead, and a Power of Attorney shall be attached to the bond letter. Work on any contract shall not begin until after Respondent has submitted, and BDO has received, acceptable evidence of insurance. Failure to maintain insurance coverage or acceptable alternative methods of insurance or any required bonds shall be deemed a breach of contract. Respondent shall submit acceptable evidence of insurance and bonds not later than seven days following the effective date of the Contract.

Contractor must maintain performance and payment bonds in an amount equal to the value of the active construction projects issued under the awarded contract. BDO will award contracts in different amounts based upon the work that is required. Respondent must provide evidence of the maximum performance and payment bonding capacity with the Solicitation Response and the form of the bond that shall be executed and produced by the selected Respondent(s) at the time of Project assignment. Respondent must provide evidence of a minimum bonding capacity of Ten Million Dollars (\$10,000,000) with the Solicitation Response. Evidence of bonding capacity is a minimum requirement and shall be submitted in the form of a signed letter by contractor's surety/bonding agent possessing at least an "A" rating and listed in the Department of Treasury's Listing of Certified Companies. Submissions that do not contain evidence of bonding capacity greater than or equal to \$10,000,000 will be deemed non-responsive and shall not be scored. In no event shall the bond requirement be for less than one hundred percent (100%) of a Contractor's amount under contract at any given time. Bond riders will be required for all program approved change orders that increase contract value on an application-by-application basis. All bonds must be issued by a bonding agent with at least an "A" rating, and the bonding companies must be listed in the Department of the Treasury's Listing of Certified Companies.

## **5.0 LIQUIDATED DAMAGES**

The Program has set liquidated damages for not completing the work within 120 calendar days for reconstruction projects, 60 calendar days for MHU replacement projects, and 30 calendar days for rehabilitation projects with a scope <\$50,000, 60 calendar days for rehabilitation projects with a scope >\$50,000 and <\$100,000, 90 calendar days for rehabilitation projects with a scope >\$100,000 commencing on the date specified in written Notice to Proceed, including all officially approved extensions thereto, to be One Hundred Dollars and No/100 (\$100.00) PER DAY, per individually assigned Project. The Contractor may be liable for liquidated damages in the amount of One Hundred Dollars and No/100 (\$100.00) PER DAY, per affected Projects, if Contractor fails to complete the work within the contracted period.

## **6.0 PROTEST PROCEDURES**

### **6.1 Right to Protest**

A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of bidders or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section shall not be reviewed.

### **6.2 Posting**

The recommended award will be publicly posted via the URL <https://contractor.pinellas-recovers.com>.

### **6.3 Requirements to Protest**

If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package.



If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation.

The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

A formal written protest is considered filed with the county when the purchasing division receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing division. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder or proposer.

#### **6.4 Sole Remedy**

These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award.

#### **6.5 Lobbying**

Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing division's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of the County Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration.

#### **6.6 Time Limits**

The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal.

#### **6.7 Authority to Resolve**



The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof.

#### **6.8 Review of Director's Decision**

The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the bidder or proposer deems relevant to the issues raised in the request to review the decision of the director.

#### **6.9 Stay of Procurement During Protests**

There shall be no stay of procurement during protests.

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. [18-34](#), 10-23-18; Ord. No. [25-8](#), § 4, 2-11-25)

### **7.0 AUDIT**

The Contractor shall retain all records relevant to this contract for a period of five (5) years from the date of Pinellas County's submission of the final expenditure report on this federal award to HUD, or for federal awards that are renewed quarterly or annually, from the date of Pinellas County's submission of the quarterly or annual financial report, respectively, as reported to HUD.

### **8.0 GENERAL CONDITIONS**

#### **A. AMENDMENT**

BDO reserves the right to alter, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to the award, if BDO determines it is in the best interest of the Program or Pinellas County.

#### **B. INFORMALITIES**

BDO reserves the right to waive informalities and irregularities in any Solicitation Response received.

#### **C. REJECTION**



BDO reserves the right to reject any or all Solicitation Responses received prior to contract award.

**D. IRREGULARITIES**

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of BDO by emailing the point-of-contact for this Solicitation identified on the Cover Page as soon as possible, so that corrective addenda may be furnished to prospective Respondents.

**E. OFFER PERIOD**

Solicitation Responses shall be binding for a period of 90 days after they are opened. Respondent may extend the time for which their Solicitation Response will be honored upon contract execution, prices agreed upon by the Respondent are an irrevocable offer for the term of the contract and any contract extension(s). No other costs, rates or fees shall be payable to the Respondent unless expressly agreed upon in writing by BDO.

**F. CONTRACT RESPONSIBILITY**

Respondent shall be solely responsible for the performance of all contractual obligations that may result from an award based on this Solicitation. Respondent shall not be relieved of its obligations for any nonperformance by its subcontractors.

**G. PUBLIC DISCLOSURE**

Respondent is prohibited from advertising that it is doing business with BDO or use a contract resulting from this Solicitation as a marketing or sales tool without prior written consent of BDO. Respondent may not advertise or disclose Program activities on any social media platform. All external communications regarding Program activities will be done by BDO or Pinellas County.

**H. REMEDIES**

All remedies available to BDO for breach or anticipatory breach of any contract that results from this Solicitation are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. BDO may exercise any available legal or equitable remedy.

**I. ALTERNATIVE INSURABILITY**

Notwithstanding the preceding, BDO reserves the right to consider reasonable alternative methods of insuring the contract in lieu of the insurance policies customarily required. It is the Respondent's responsibility to recommend to BDO alternative methods of insuring the contract. Any alternatives proposed by Respondent should be accompanied by a detailed explanation regarding Respondent's inability to obtain the required insurance and/or bonds. BDO shall be the sole and final judge as



to the adequacy of any substitute form of insurance coverage, and such judgment may be exercised in BDO's sole and unfettered discretion.

**J. PROPOSAL PREPARATION**

The costs of preparation of a response to this request for proposals are solely those of the Respondent. BDO assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that BDO bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.



## EXHIBITS

EXHIBIT A. PROGRAM GUIDELINES

EXHIBIT B. NON-COLLUSION AFFIDAVIT

EXHIBIT C. COST PROPOSAL FORM

EXHIBIT D. SAMPLE FLOORPLANS

EXHIBIT E. SAMPLE CONTRACT

EXHIBIT F. FEDERAL AFFIRMATIONS