



## ADDENDUM 1

March 19, 2019

RFQ GM 46-19

### Okaloosa County Affordable Housing Construction Contracting Services

The following will provide answers to questions which have been asked about the project.

The opening date for this ITN remains March 25, 2019 at 3:00 P.M.

1. Will there be a dollar limit on each project? **The Local Housing Assistance Plan (LHAP) dictates the maximum amount allowed on projects. Currently the dollar limit for projects through funding year 18/19 is \$75,000. The next LHAP which will take effect starting with the FY 19-20 allocation is proposed to be \$50,000.**
2. Will there be any new construction or additions allowed under the scopes? **The County doesn't plan on new construction projects being encumbered although it is allowed under the current LHAP.**
3. What do they need to submit by the opening date? **They will need to submit all required paperwork included and required by the RFQ.**
4. Will a certificate of insurance be required for sub-Contractors? **They are not required as part of the Contractor's response to this RFQ. However, Sub-Contractors will be required to have all necessary insurance before they do any work on the homes. This is typically required in order to pull permits.**
5. What all is typically covered in the scope? **Funds are awarded to repair owner occupied homes to alleviate code violations, bring sub-standard housing into compliance with applicable portions of the Florida Building Code as may be necessitated by the condition of the house and rehabilitation work for which the grant is sought, health hazards, and life and safety issues. Typically include items such as roofs, doors, windows and ADA compliance.**
6. How will we learn of the jobs? **Once the Contractor has been approved to be on the SHIP Contractor list, they will be sent the scope of work along with the mandatory pre-bid meeting place and time. Those who attend the pre-bid meeting will be allowed to bid on that project.**

7. How does the County handle issues with lead-based paint and asbestos? Contracts written pursuant to this program will include provisions for testing for the presence of friable asbestos and, in the case of homes constructed prior to 1978, lead. The Contractor will be paid for the cost of the asbestos and lead analyses. If it is determined that asbestos and/or lead is/are present, the Contractor will notify the County and present a revised scope of work and price that includes all asbestos or lead removal or remediation as may be necessary. The Contractor shall not commence work beyond the asbestos and lead surveys until authorized by the County. If the addition of the lead and/or asbestos remediation causes the price of the project to exceed the dollar amount established in the LHAP for the type of work to be done, then the County and Contractor shall amend the scope of work to bring the project within the limits established by the LHAP. If the scope cannot be modified to come within the limits of the LHAP, the project will cease. The Contractor will be paid for work done and the job will be cancelled.
8. How are the funds obtained for this program? The County is allocated funds through Florida Housing Finance Corporation. The LHAP determines what strategies those funds are utilized for. LHAP available at attached link for your reference. [http://www.floridahousing.org/docs/default-source/programs/special-programs/lhap/county-lhaps/okaloosa-ft-walton-beach-16-19.pdf?sfvrsn=8e1b3f7b\\_2](http://www.floridahousing.org/docs/default-source/programs/special-programs/lhap/county-lhaps/okaloosa-ft-walton-beach-16-19.pdf?sfvrsn=8e1b3f7b_2)
9. How many Contractors will the County hire for this RFQ? To ensure that SHIP projects are acted upon swiftly and that the opportunity for work is spread equitably throughout the contracting community, the County intends to establish a substantial list of pre-qualified Contractors to whom notices of SHIP projects will be sent. It is also intended that the competitive selection process through which Contractors will be selected for specific projects will result in the most cost effective delivery of the projects. There is no upper limit on the number of Contractors that may be included on the list.
10. What is the term of the contract? The initial term will be two (2) years with an option of up to three (3) one (1) year renewals.
11. What is the bidding structure?
  - a. The approved Contractors will receive a scope of work.
  - b. A mandatory pre-bid meeting will be set and a walk-through will be held on the subject property with all Contractors that wish to bid on the job.
  - c. A revised scope (if needed) will be sent back out to those Contractors who attended the mandatory pre-bid meeting.
  - d. The Contractor will submit a sealed, line-item bid by the due date.
  - e. If all the bids submitted are over the amount allocated by the LHAP for the type of work contemplated, the County will select a Contractor as it normally would, and then develop a revised scope of work that only includes the items that are most important and within the limits prescribed by the LHAP.

12. What happens if the Contractor is fired before the job is complete? **The County will handle this situation on a case by case basis.**
13. Is bonding required? **No.**
14. Is certified payroll required? **No.**
15. How does the payment process work? Does it have to go through Board approval? **It does not require Board approval, the funds will come straight from the Growth Management Department.**
16. Will retainage be held? **No.**
17. How will the payments be made? **See Contractor's Handbook**  
**It will be made in three draws:**  
**Mobilization and Materials**  
**Partial Completion**  
**Final-paid only after the work is complete and has passed all inspections**
18. Does the Contractor have to go with the three draws or can they just submit one final invoice? **If the Contractor wishes to complete the project and submit a single, "final" invoice they may. However, if a single, final invoice is used, all work must be complete, final inspections passed and, where applicable, a certificate of completion by the jurisdictional permitting agency (i.e., County or municipality) issued.**
19. Are the Contractors qualified for all other jobs for the County? **No, all jobs require separate responses to solicitations for County projects.**
20. How many past job details are required? **The Contractor should provide five (5) jobs that have been completed and passed inspections.**