



Request for Proposals Design Build Services

RFQ 2020-01

Closing November 20, 2020 at 5:00 PM EST

Pamela E. Davis

10/15/2020

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

TABLE OF CONTENTS

Request for Proposals Design Build Services Advertisement.....2
Section I – GHDMC Background..... 3
Section II – Proposal Requirements..... 3
Section III – Evaluation & Award of Contracts.....5
Section IV – Required Submittal Timeline.....6
Non Collusive Affidavit Attachment 1
Florida Statutes on Public Entity CrimesAttachment 2
Certification Regarding Drug Free Work PlaceAttachment 3
Section 3 Business PreferenceAttachment 4
Representations, Certifications, and Other Statements of Bidders.....Attachment 5
General Conditions for Construction Contracts.....Attachment 6
Model Form of Agreement Between Owner and Design ProfessionalAttachment 7

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

Advertisement for Request for Request for Proposals (RFP)

Gainesville Housing Development and Management Corporation (GHDMC) herein solicits Request for Proposals (RFP) from qualified, licensed, and responsible firms interested in providing GHDMC with Design Build Services (RFP 2020-01).

Date and Time for Receiving Proposals:
Friday November 20, 2020 by 5:00 p.m. EST

Proposals are to be submitted electronically through Demand Star at
<https://network.demandstar.com>

Specifications and instructions for proposal submission and the criteria that will be used to evaluate submissions are available at:
PamelaD@gnvha.org or www.gainesvillehousingauthority.org

By: Ms. Pamela E. Davis, Executive Director
Gainesville Housing Development and Management Corporation
Gainesville Florida

GHDMC is an Equal Opportunity Employer



OCT. 16, 23, 2020 -GVILLE SUN
OCT. 21, 2020 GUARDIAN

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

I. BACKGROUND

Incorporated October 2014, Gainesville Housing Development and Management Corporation (GHDMC) is a Florida not-for-profit formed to provide, develop and manage affordable housing opportunities and properties for low-income persons and families primarily located in Gainesville, Florida, and surrounding areas.

Mission

GHDMC advocates, collaborates, and develops quality affordable homes and sustainable communities.

Vision

GHDMC will be the leader in creating affordable housing opportunities.

II. PROPOSAL REQUIREMENTS – DESIGN BUILD SERVICES

GHDMC seeks qualified contractors to present design-build proposals for one two-bedroom duplex building that will be designed, constructed and ready for occupancy on a vacant wooded lot located at 5915 SW 10th Lane, Gainesville, FL 32607. All applicants should provide GHDMC with design build proposals for an innovative, energy efficient building while utilizing sustainable construction solutions.

1. Cover Sheet

All proposals must include a completed and signed Proposal Cover Sheet (attached herewith).

2. Experience

1. Provide a written narrative (2 pages max.) describing your company, its history and ownership, and its single-family residential construction and/or development experience, particularly highlighting, as applicable, any such experience with affordable housing, partnership with community non-profits, and urban in-fill development.

2. Provide three (3) client references with contact information.

3. Provide a list of all single-family homes/Duplex/Triplex - built/developed by your company from 2017 through 2020, including address, model name/number, size, construction price, completion date, and sales price/fair market value (if known).
Optional: you may also attach up to twelve photos (3 sheets max) of homes constructed.

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

3. Capacity

- Indicate your normal construction time for a single home (Duplex), from permitting to Certificate of Occupancy, what your production capacity is (i.e., how many homes can you have under construction at one time), and how your normal build time would be impacted if you did have multiple homes underway simultaneously.
- Provide corporate financial statements, letters of credit and/or other evidence that demonstrates your company's financial strength and capacity to participate in this project.

4. Home Plans

Proposing builders must submit a set of Duplex plans and specifications from which GHDMC will evaluate for a final selection.

- The Duplex should include but not be limited to:
 - Between 950 – 1100 sq ft of living space in each unit
 - 2 bathrooms minimum per unit
 - 2 bedrooms minimum per unit
 - Raised foundation and crawl space (if slab on grade, define why)
 - Required parking in accordance with building code
 - Required landscaping in accordance with building code
 - Energy efficient appliances
 - Modern finishes
 - Attractive exterior design
- The home Plans submitted should take into account, and be compatible with, the physical and design context of the existing neighborhood housing stock
- Optional privacy fencing
- Included for each Plan submitted must be a floorplan, with dimensions, elevation drawings of all four sides, a list of standard features, and construction specifications.

5. Pricing and Payment

Provide a pricing sheet for the Plans submitted that includes the following:

- A firm, fixed-price cost for construction of the base/standard Plan, as submitted, and a line item list of all options with option pricing.
- An indication that the cost/pricing will remain in effect through the end of 2020.
- A schedule of values for draws or progress payments during construction.

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

6. Required Forms

Forms that must be included in the submittal:

- a. Non Collusive Affidavit
- b. Florida Statutes on Public Entity Crimes
- c. Certification Regarding Drug-Free Workplace Requirements
- d. Section 3 Business Concerns
- e. HUD-5369-A – Representations, Certifications, and Other Statements of Bidders
Public and Indian Housing Programs
- f. HUD 5370 – General Conditions for Construction Contracts – Public Housing
Programs
- g. Proof of Insurance
- h. Copy of Licenses

III. **EVALUATION AND AWARD OF CONTRACTS**

GHDMC will review and screen all written responses based on the qualifications and criteria for selection. One or more finalists may be selected to be interviewed before the Board of Directors who will select a firm from the finalists. The final determination for awarding the contract will be made by the evaluation committee, which will be the GHDMC Board of Directors.

This RFP will result in a contract, the terms of which will be negotiated between GHA and the selected responder. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

The evaluation of the professional qualifications of the proposals will be judged as stated:

1. Professional qualifications, relevant experience, and evidence of the responder’s ability to perform the work
Point Value 0-25
2. Capability to provide design build services in a timely manner
Point Value 0-20
3. Plans
Point Value 0-30
4. Pricing
Point Value 0-15



GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

5. Required Forms

Point Value 0-5

6. Section 3 Business Concerns

Point Value 0-5

Maximum possible points 100

AWARD OF CONTRACT:

After evaluation of the proposals received in response to the RFQ, the Agency shall engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. At the conclusion of the informal reviews and on the basis of evaluation factors the Authority shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Proposer.

IV. REQUIRED SUBMITTAL TIMELINE

A Pre-Submission Meeting for the RFQ will be held Tuesday November 10th at 2:00 P.M. EST on Tuesday November 10, 2020 via zoom please email malcolmk@gnvha.org for a link to the meeting.

The proposer must submit their proposal through the Demand Star website <https://network.demandstar.com>, by Friday, November 20, 2020, at 5:00 PM EST. The Contract Officer for this proposal is Pamela E. Davis, CEO of the Gainesville Housing Authority. She can be reached at 352-872-5500 Ext. 7119 or pamelad@gnvha.org.



ATTACHMENT 1
NONCOLLUSIVE AFFIDAVIT

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services
NON-COLLUSION AFFIDAVIT OF CONTRACTOR

_____, does hereby state:

1. S/He _____, *(Name)* is _____ the _____ of _____ *(Owner, Partner, Officer, or Representative)* _____, hereinafter referred to as Contractor. *(Business Name)*

2. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted to _____ *(Contractor)* : _____, for the specific work required in connection with a Gainesville Housing Authority (GHA) project titled _____ and _____ located at: _____.

3. Said Contractor's proposal is genuine and is not a collusive or sham proposal;

4. Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contractor has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against GHA, or any person interested in the proposed Contract; and

5. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

Signed: _____

Title: _____

Date: _____

Witnessed by: _____



ATTACHMENT 2

FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services
SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract # _____.

2. This sworn statement is submitted by (*entity*) _____, whose business address is _____ and (*if applicable*) Federal Employer Identification (*FEIN*) is _____ (If you're a sole proprietor and you have no FEIN, then the last four (4) digits of your Social Security number _____).

3. My name is _____ and the relationship to the entity named above is _____.

4. I understand a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, I any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Gainesville Housing Authority (GHA) ownership by one of the shares constituting income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under the length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION

Request for Proposals Design Build Services

- 7. I understand a "person" as defined in Paragraph 287.133(1)(e), Florida Statute, means any natural person or entity organized under the laws of the state or the United States with the legal power to enter into a binding contract for provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in neither management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the by the hearing officer determined it was in the public's interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

(Date)

STATE OF FLORIDA
COUNTY OF _____

_____, PERSONALLY
APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 20__, and is personally known to me, or has provided _____ as identification.

(Notary Signature)

NOTARY STAMP



ATTACHMENT 3
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE
REQUIREMENTS

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Contractor _____

Contract _____

Contractor _____

Date _____

The contractor acknowledges that the site(s) expected to be used for the performance of work under this contract are covered under the statement of a Drug-Free Workplace.

Place of Performance:

Total estimated number of employees expected to be engaged in the performance of the contract at the site(s) noted above _____.

(Contractor's Signature)

(Date)



ATTACHMENT 4
SECTION 3 BUSINESS PREFERENCE

GAINESVILLE HOUSING DEVELOPMENT AND MANAGEMENT CORPORATION
Request for Proposals Design Build Services
**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|--|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence |

For Business entity as applicable:

- | | |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names, titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|---|---|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3
day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than years from
3 years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature Attested by: _____

(Corporate Seal)



ATTACHMENT 5

REPRESENTATIONS,
CERTIFICATIONS, AND OTHER
STATEMENTS OF BIDDERS

HUD 5369-A

Available online at www.gainesvillehousingauthority.org

ATTACHMENT 6

GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS

HUD 5370

Available online at www.gainesvillehousingauthority.org

ATTACHMENT 7

MODEL FORM OF AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

HUD 51915

Available online at www.gainesvillehousingauthority.org