

SECTION 3 SCOPE OF WORK/SPECIFICATIONS

3.1 INTENT

The City of Tallahassee (hereinafter, referred to as the “City”), is soliciting written proposals from the two pre-qualified State of Florida developers and/or licensed Contractors that are interested in providing professional single-family home construction services.

The City will select one or more pre-approved small business Contractor(s) to construct two to six single-family home(s). The construction will be based on three previously identified designs and will be built on six designated City properties in the Greater Bond and Greater Frenchtown neighborhoods as part of the New Home Infill Program.

The City wants to ensure that it addresses and accommodates the needs of low- and moderate-income citizens by constructing sustainable, low-maintenance, energy-efficient homes while meeting the affordability standard. The construction must incorporate certain accessibility standards through the elimination of accessibility obstacles to the homes and all their components including at least one accessible bathroom. The construction of the homes shall comply with the latest Florida Residential and Energy Codes as well as all applicable building codes.

It is anticipated that the selected Contractor(s) whose specialty and prime area of expertise is best suited for the task of constructing affordable homes will manage the construction of the home(s). Prospective respondents will need to visit the designated sites prior to submitting their proposals.

A MANDATORY PRE-BID meeting is scheduled to take place at the Renaissance Building, 435 North Macomb Street, 3rd Floor. ATTENDEES MUST REGISTER TO ATTEND. Respondents are expected to be familiar with the local development regulations including the Tallahassee Environmental Management Ordinance (EMO) pertinent to site-development.

3.2. BACKGROUND

In support of the Tallahassee City Commission’s vision for promoting and encouraging the construction of housing that is affordable in Tallahassee, the City will fund the construction of the homes on the following properties, which will be sold to qualified low- to middle-income buyers that are at or below 100% Area Median Income (AMI), adjusted for household size:

- 803 Dunn Street (2 lots; A and B)
- 1805 Keith Street (3 lots; A, B and C)
- 2006 Saxon Street (1 lot)

3.3 INTRODUCTION AND SCOPE

Florida licensed Contractors’ services are needed to construct two to six single-family homes in Tallahassee. The development of these new homes shall generally follow the process below:

- Only those qualified through the RFQUAL-106-20-KM - Design and Construction Services for Affordable Single-Family Homes can provide a quote.
- Respondent Contractors must submit specifications for the materials they intend to use during construction. Such specifications may include, but are not be limited to windows, doors, roofing material, cabinets, countertops, appliances, etc. (cabinets made of particle boards or MDF materials are not acceptable).
- It shall be the responsibility of the winning Contractor(s) to submit to the City of Tallahassee Building Department the plans to obtain a building permit for this project. All permits necessary and pursuant to this project shall be secured and paid for by the Contractor. Such permits shall include, but are not limited to foundation, roofing, wind-load analysis, energy calculation, etc.
- The winning Contractor(s) shall directly supervise all ongoing home construction, or subcontract the task to persons who are familiar with the construction industry as stipulated by the Florida Department of Business and Professional Regulation and Chapter 489 F.S.

- The Contractor must comply with the following:
 - Material Standards
 - Reference Standards
 - Manufacturer’s and Trade Association Standards.
- The City anticipates that construction on the homes should begin Aug/Sep 2021 and that the houses will take approximately four to six months to construct.

3.4 LOCATION AND SPECIFICATIONS

Bidders are responsible for familiarizing themselves with the products to be delivered and/or the work to be performed under this Bid. See *Attachment 1 - Parcel Map* and *Attachment 2 - House Plans and Designs for Models 1, 4 and 5* for specific locations and house plans/designs. See *Attachment 3 – General Notes and Specifications* for additional notes and design specifications. Bidders should inspect all locations prior to submitting a bid in order to be fully aware of the scope of services required. Failure to inspect the various sites will not relieve the successful Bidder from performing in accordance with the intent and meaning of the specifications at the awarded prices.

The chart below identifies the model number and location for each of the houses that will be built.

3.4.1 House Model and Location Specifications Chart

Item No.	Item Description: Six Single-Family Homes						
	Home Model	Location: Neighborhood & Address		Square Footage	Bedrooms	Bathrooms	One-Car Garage
1	Model 1	Frenchtown	803 Dunn St., Parcel A; Corner Lot	1,155	3	2	Yes
2	Model 4, Elev.#3	Frenchtown	803 Dunn St., Parcel B	1,220	2	2	Yes
3	Model 1	Bond	1805 Keith St., Parcel A	1,155	3	2	Yes
4	Model 5, Elev.#1	Bond	1805 Keith St., Parcel B	1,240	2	2	Yes
5	Model 1	Bond	1805 Keith St., Parcel C	1,155	3	2	Yes
6	Model 1	Bond	2006 Saxon St.	1,155	3	2	Yes

Respondent Contractor(s) are required to bid on each of the following three options in accordance with the location, design, and specifications identified above.

- Option 1:** The construction of two houses in Greater Frenchtown (Items 1 and 2);
- Option 2:** The construction of four houses in Greater Bond (Items 3 through 6); and
- Option 3:** The construction of all six houses in both Greater Frenchtown and Greater Bond neighborhoods (Items 1 through 6).

3.4.2 Awarded Contractor(s) shall submit with their bid a realistic, proposed schedule for construction of the houses proposed. This information is to be included in the Bid Schedule. Final schedule will be negotiated between the Contractor(s) and the City.

3.5. CONTRACTOR RESPONSIBILITIES

- 3.5.1. Provide a local dedicated account manager at time of contract award that is readily available to administer the City contract on a day-to-day basis.
- 3.5.2. Have the facilities, capabilities, equipment and support staff to maintain regular and consistent services for the term of the contract.
- 3.5.3. Provide the contact information of service technician(s) or representative(s) who are experienced and qualified to provide services for any resulting account.
- 3.5.4. Employ proven methods, transport, handling, applying, installing, etc., which shall be in strict accordance with the manufacturer’s label instructions.

- 3.5.5. If applicable, set up a service schedule that is designed to suit the City's requirements by each area.
- 3.5.6. Must have departmental authorization before beginning service work and obtain proper signature from designated authorized City representative upon completion of services.
- 3.5.7. Notify City Authorized User Department Representative of any hazardous conditions and/or damage to City property.
- 3.5.8 Respond timely in the review and approval/or denial of Contractor reports, invoicing, or other documentation or requests. Communicate any issues with the Contractor representative for resolution.
- 3.5.9 The City reserves the right to conduct inspections of the Contractors' work at unannounced times and at unannounced intervals for evaluation purposes.

3.6 CONTRACTOR PERSONNEL REQUIREMENTS

- 3.6.1 Successful bidder(s) shall be licensed by the State of Florida. The license should be applicable to the requirements and regulations under State Statutes. Each individual actually performing the work must possess a valid and subsisting permit issued by the State.
- 3.6.2 The successful bidder(s) shall forward a copy of their renewed license to the Contract Administrator at least 30 days prior to the license expiration each year they hold the Contract. Failure to do so may terminate the contractual relation.
- 3.6.3 Identify any special licensure or required certifications, etc. to complete the job.
- 3.6.4 No one except authorized employees of the Contractor is allowed on the premises of City property to provide service. Contractor's employees are not to be accompanied in their work area by acquaintances, family members or any other person unless said person is an authorized employee of the Contractor.
- 3.6.5. The City of Tallahassee may require that the Contractor remove from the job covered by this Contract any employee who endangers persons or property or whose continued employment under this Contract is inconsistent with the interest of the City.
- 3.6.6 The City may require background checks on all employees of the Contractor providing services to the City. The City shall incur the cost of this service.

3.7 SUPERVISION

This contract will be under the direct supervision of the City of Tallahassee or its authorized representatives. The Contractor shall have available at all times on the project one competent individual who has been authorized to act in a supervisory capacity over all the work that is actually being performed. The individual who has been so authorized shall be experienced in the type of work being performed and is fully capable of managing, directing, and coordinating the work; of reading and thoroughly understanding the contract, and of receiving and carrying out directions from the City of Tallahassee. This person shall be certified as described in the Prequalification for Bidders.

3.8 REQUIREMENTS FOR SITE ACCESS

All Contractor vehicles, equipment, and supplies shall be parked/stored in designated areas only.

3.9 RESPONSE TIMES

- 3.9.1 Response time to all NON-SCHEDULED BUSINESS HOUR REPAIR service work shall be within twenty-four (24) hours on-site after Contractor receives a request from the City, with the exception of an emergency request that occurs during business hours, which shall be four (4) hours.
- 3.9.2 Response time to all EMERGENCY REPAIR service work shall be within four (4) hours after Contractor receives request from the City. The City will determine what constitutes an emergency. Note: The requirement to provide emergency repairs means that the Contractor must have a 24-hour point of contact (name and phone number) and the capability to respond to the site after contact is made.
- 3.9.3. Response time to NON-SCHEDULED HOLIDAY OR WEEKEND REPAIR service shall be within eight (8) hours on-site after Contractor receives request from the City.

3.10 STAGING AND DROP-OFF LOCATIONS

Staging and drop-off locations, days, and times (if applicable) will be negotiated with the City prior to commencement.

3.11 PRODUCT/SERVICE STANDARDS

3.11.1 Parts and Materials - All parts and materials supplied by Contractor shall be new, first quality products meeting original equipment manufacturer (OEM) specifications.

3.11.2 Services - All services provided to the City shall be performed in accordance with recognized industry standard and/or manufacturer standards for the products or services provided.

3.11.3 Inspection and Acceptance

- No supplies and/or services received by the City pursuant to the contract shall be deemed accepted until City has had reasonable opportunity to inspect the supplies and/or services.
- All supplies and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected.
- In addition, all supplies and/or services which are discovered to be defective or which do not conform to City requirements specified herein upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- The City reserves the right to reject shipment or services at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacement must be received. The City's right to reject any unacceptable supplies and/or services shall not exclude any other legal, equitable or contractual remedies the City may pursue.

3.12 SERVICE HOURS

3.12.1 The service work hours/ delivery will be established with the awarded Contractor prior to contract commencement. Typical business working hours as follows:

- Business Hours is work performed between 8:00 AM to 5:00 PM, Monday through Friday excluding City holidays.
- After Hours Service is defined as work performed after 5:00 PM and before 8:00 AM
- Weekend and Holiday work is defined as being performed during Saturday, Sunday or during any City holiday.

3.12.2 Provide City Holiday Schedule as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

3.13 ADDITON AND DELETION OF ITEMS OR SERVICE LOCATIONS

The City reserves the right to add or delete products and/or service locations at any time during the term of the contract without penalty.

Contractor(s) shall visit new site(s) within ten business days of request by the City Contract Representative.

Upon approval by the City and upon receipt of written notice, Contractor(s) shall begin servicing within ten business days of the date of the written notice. The City shall give the Contractor(s) thirty (30) days written notice for any service location deletions.

Billing for the deleted service location will end when services are terminated. Site additions and deletions shall be made by User Departments with written notification to the Procurement Contract Manager. Prices charged for site additions will be the same cost basis as those used in formulating the original bid.

3.14 REPORTING REQUIREMENTS AND PROCEDURES

Contractor(s) shall provide an expenditures report of all City purchases at least once per contract year, or as requested from the designated department representative or Procurement Services. The report shall identify higher-level detail of the types of items purchased and/or services provided by month, location, and dollar amount. If the Contractor(s) services multiple locations, it is beneficial to have those locations specified separately. The level of detail in the report will assist Procurement Services and the Department in providing more accurate information and estimates of future need.

3.14.1 The Contractor(s) may be required to obtain a signature by the City Authorized User Department Representative on the service ticket upon completion of each service acknowledging services performed. And leave a copy of the signed service ticket with the authorized departmental representative. The second copy of each service ticket shall be attached to the monthly invoice submitted by the Contractor(s) for payment of services.

3.14.2 The Service Ticket should contain the following:

- Location serviced (areas treated) (Building name and identification)
- Date and time of service
- Type of Service provided
- Technician Name
- Potential risks or problems identified by technician along with recommended course of action

3.14.3 Invoicing – Contractor(s) shall *maintain separate records for each house that is being built*. The Contractor(s) shall submit an invoice at the end of every month [or other specified interval], in which services were rendered [or in which supplies were delivered] and accepted, by one of the following methods:

- E-mail (electronic PDF image of invoice): invoices@talgov.com
 - Mail: Accounts Payable, 300 S. Adams St, Mail Box A-28, Tallahassee, FL 32301-1731
 - Hand Delivery: Accounts Payable, 3rd Floor, City Hall, 300 S. Adams St, Tallahassee, FL
- NOTE 1: At the request of the user-department, a copy of the invoice may be submitted to the project manager or designee at an address to be supplied.

NOTE 2: If payment has been made utilizing a City Purchase/Credit Card the invoice must be sent to the attention of and to the address for the individual who made the purchase. The City of Tallahassee IFB-075-21-KM 6/22/2021, Invoice should indicate that payment has been with a Purchase Card.

Accounts Payable Contact Telephone: (850) 891-8280; Fax: (850) 891-8788

A proper invoice must include—

- (1) Name and address of the Contractor;
- (2) Invoice date;
- (3) Invoice number (the Contractor is encouraged to assign an identification number);
- (4) Contract number, if applicable;
- (5) City's Purchase Order number, if applicable;
- (6) Contract line item number (if applicable);
- (7) Descriptions, quantities, units of measure, unit prices, and extended price of each item;
- (8) Terms of any prompt payment discounts offered;
- (9) Name and address of official to whom payment is to be sent; and
- (10) Federal Identification Number or Social Security Number (whichever applies)

3.15 CONTRACTOR BONDING REQUIREMENTS

A 10% bid security bond and a 100% performance bond are required. The Contractor(s) will agree to furnish a sufficient and satisfactory bond in the sum of not less than one hundred percent (100%) of the contract price

of the work awarded. It is further agreed that in case of failure on the part of the Contractor to execute said Contract and bond under the conditions of this Bid, the accompanying Bid Security, made payable to the City of Tallahassee, of not less than ten percent (10%) of the base bid, shall be forfeited as liquidated damages.