

QUESTION & ANSWER ACKNOWLEDGEMENT FORM

TALLAHASSEE COMMUNITY COLLEGE
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Proposal No: RFP 2020-04
Proposal Title: Residential Construction Mitigation Program
Proposal Due Date: May 12, 2020 @ 1:45 p.m. EDST
Proposal Opening: May 12, 2020 @ 2:00 p.m. EDST
Date: April 22, 2020

THIS FORM CONTAINS QUESTIONS SUBMITTED BY PROSPECTIVE RESPONDENTS AND THE COLLEGE'S ANSWERS.

THE QUESTION & ANSWER FORM MUST BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE PROPOSAL.

RESPONDENT: Amy Bradbury

BY: April 30, 2020

ADDRESS: Tallahassee Community College

PHONE: 850.201.8519

CITY, STATE: Tallahassee, Florida

DATE:

AUTHORIZED SIGNATURE: _____

Questions From: Wind Storm, Amber Turner, 850.559.0603, aturner@wind-storm.net , kcashin@wind-storm.net	
Question #1	Page 17- TCC will utilize independent QC inspector to verify quality and completion of work. QC form will be submitted by QC inspector as one of the documents to get paid. - Who are the independent QC inspectors? What are their qualifications? - Independent QC inspectors were previously proposed and used without success (in our opinion) as they were unwilling to work with contractors tied down schedule. If the QC form has to be submitted prior to us being paid will they be held to the schedule of the contractor timeframe? - Will this inspection be in place of the DHSMV inspection or will we now have to carry out 2 inspections? - Will this QC inspector position be bid through RFP? - Who is creating this QC form? - Is there a set percentage for QC inspections to be completed in each park or individual home?
Answer #1	The Quality Control Inspectors for 2020-2021 have not yet been selected. All independent contractors are at a minimum licensed mobile home installers. Page 17, your invoice is due within 15 calendar days of completion of a project. As the third-party inspection form is a requirement of backup documentation of invoicing, timely cooperation is expected of the QC inspector. The DHSMV and/or QC form(s) will need to be completed before invoice is submitted [page 18, G. 6]]. The two inspections vary in purpose. DHSMV inspects the quality of components installed are in accordance to code. The QC inspector inspects the quality of performance in accordance with DEM requirements. TCC is required to do a RFP for any contract over \$65,000. Vendor selection will only be through a competitive RFP if we anticipate the contract to exceed that amount. TCC has an established post-inspection form in place. No, the percentage is at the discretion of TCC "to verify quality and completion of work" (Page 17).
Question #2	Page 18- Does the reviewed Financials have to be signed by CPA?
Answer #2	In accordance to page 18, F., financial statements must be reviewed by a certified public accountant. If submitted statements are not signed by a CPA, please ensure documentation that they were reviewed accordingly.
Question #3	Page 18- Our written plan needs to involve Requests for information, Letters of Interest. What is the colleges expectation of the contractors in these matters? Typically, parks send those directly to the college and we just respond to parks assigned to us.
Answer #3	The college or the contractor may receive additional requests for information, inquiries, letters of interest from parks or homeowners. When necessary, forms should be promptly forwarded to the college. We also expect the contractors to promptly reply to any disputes or concerns, and to maintain open communication to ensure accurate and positive representation of the program.
Question #4	Page 20- The state is broken down into regions. Can you choose regions in which you want to work in?
Answer #4	Yes, See Page 30, Proposal Response Form. You may choose one or more regions to serve.
Question #5	Page 21- We are being asked to bid on non-removable skirting which has never been served in the past. - Is there a pricing cap for each home? - Can at least 4 anchors be completed on each home cost effectively under the pricing cap? - Can you choose not to bid on the removal skirting portion of the program?
Answer #5	There is no pricing cap. There is a minimum of 4 tie-downs to be installed on a home. Services requested are to be provided by all vendors.
Question #6	Page 22- Says proposer is responsible for removal and reinstallation of removal skirting. What about non-removal skirting? Will the contractor be responsible for removing and replacing any mortared skirting broken out?
Answer #6	Please reference page 21, b. where skirting is mortared/non-removable skirting, there must be an access panel to be serviced by the program.

Question #7	How many project experience forms are wanted?
Answer #7	At a minimum this should document required years' experience identified on page 18 B.
Questions From: DuckyJohnson, J. Tucker Brooks, 303.521.2157, brotucker@gmail.com	
Question #1	Will the work needed on each MHU require a permit? Who is responsible for obtaining the permit?
Answer #1	Please reference page 9, 29. LIABILITY, INSURANCE, LICENSES AND PERMITS, and page 18 G. 3). Permits may be required by city or county; vendor is required to obtain permits and the associated cost should be included in the bid pricing. Permits may be waived by city/county as this is a state-funded project.
Question #2	Will final inspection be required before completing the skirting and finishing the job?
Answer #2	Yes. Reference page 17 and page 18, G. 6)
Question #3	What final inspection documentation will be required with invoice?
Answer #3	DHSMV and QC will have the required forms for post-inspection.
Question #4	If an MHU has a permanent foundation or mortared skirting, is contractor allowed to engineer a custom solution that integrates the tie downs into the existing foundation?
Answer #4	No. Please reference page 21, b. where skirting is mortared/non-removable skirting, there must be an access panel to be serviced by the program. If a custom solution is required the home would be deemed ineligible by the guidelines of the program.
Question #5	Is contractor responsible for leveling home if it's found to be in need of leveling?
Answer #5	The MHTD program only adds additional tie-downs to a home. No additional work can be performed or solicited under this program.
Question #6	If a trailer park has active HOA or CCR's (covenants, conditions and restrictions) on design features and amenities, will contractor be compensated for additional costs associated with adhering to these requirements that may be required as part of the tie down installation and skirting replacement?
Answer #6	No, the vendor will not be compensated for additional costs, as this program only installs additional tie-downs. If the HOA or CCR has requirements in place that would require significant additional costs for each home, then that park would be considered ineligible for this program.
Question #7	Are the program participants (individual MHU owners and mobile home parks) already identified or is the contractor responsible for identifying and signing them up?
Answer #7	The College has an existing database of parks and individuals waiting to be served. Page 16 and 21, TCC assigns parks based on park eligibility, TCC then assigns parks to vendors. Page 22 g., the vendor is responsible in determining if an individual home is serviceable (pre-inspection), and how many components can be installed on each home.
Question #8	What is the anticipated date for the work to start?
Answer #8	Work cannot begin until a contract is established between TCC and the vendor. Historically this has been issued no later than September of the fiscal year.
Question #9	Is \$2,320,000 the maximum one contractor can receive under either one or a combination of multiple contracts?
Answer #9	Maximum amount for the program, encompassing all contracts.
Questions From: Timberline, Chris Hines, 205.335.5106 or 205.848.8301, chines@timberlinecg.com	
Question #1	Page 07, Is the tie-down material being used on the homes be tax exempt?
Answer #1	If your entity is not tax-exempt, no.
Question #2	Page 08, Where are the "specified brands" of equipment, supplies, materials listed?
Answer #2	Per FLHSMV, all tie down straps shall be Type 1, Finish B, Grade 1, Steel Strapping, .035 inches minimum thickness, hot-dipped galvanized zinc coating, .60 ounces per square foot, per surface, 4750 pounds minimum break strength, marked every 12 to 15 inches with the manufacturers name and ASTM Spec. D3953-91 and 1 ¼" wide.
Question #3	Page 11, How long does the contractor have to complete the scope of work once given a NTP? How long before liquidated damages are incurred?
Answer #3	Page 17, all work must be completed before project period ends June 15, 2021. There is no established timeline for liquidated damages.
Question #4	Page 11, Liquidated damages, will provisions be made for delay caused by things out the contractos control? Examples, could be permitting, inspection, occupant, COVID-19,

Answer #4	Being found in default of a contract is unique to each situation so this question cannot be addressed directly.
Question #5	Will the contractor be responsible to bring the unit under full conformance to current local requirements or just completing work outlined under this contract?
Answer #5	This program does not bring a home to code. The program only adds tie-downs to a home. No additional work can be performed or solicited under this program.
Question #6	Page 15, When is it anticipated the NTP be issued to awardees to begin work? How long after the Board of Trustees meeting?
Answer #6	Historically by September of the grant year. Determining factor is an executed agreement.
Question #7	Page 16, Does the TCC anticipate completing 3000 inspections/improvements by June 19, 2021?
Answer #7	Historically the program completes an average of 3000+ homes per year.
Question #8	Page 16, Does the TCC expect to complete 3000 inspection/improvements with contract awards totaling \$2,320,000 ? Or is that amount per contractor?
Answer #8	The award amount is cumulative among all contracts.
Question #9	Page 16, How many "work orders" (inspection/improvements NTP's) does the TCC expect to issue per week/month?
Answer #9	This question cannot be answered with a specific number. As park sizes vary and home-owner participation in the program is voluntary, numbers will vary. The contracts will include specific parks for the vendor to service for the contract period.
Question #10	Page 16, Is site specific scope of work to be completed made by TCC or awardees?
Answer #10	By the Awardees. TCC has an existing database of parks and individuals waiting to be served. Page 16 and 21, TCC assigns parks based on park eligibility, TCC then assigns parks to vendors. Page 22 g., the vendor is responsible in determining if an individual home is serviceable, and how many components can be installed on each home.
Question #11	Page 17, Payment is contingent upon acceptance for the independent QC inspector, but ultimately the installation will be required to meet local/ state installation guidelines and acceptance. Will the QC personnel accept or supersede the local/ state requirements?
Answer #11	They will accept local/state requirements. The QC inspector inspects the quality of performance in accordance with DEM requirements.
Question #12	Page 18, What will be proposer's responsibilities under (1) mobile homes intake and eligibility?
Answer #12	TCC has an existing database of parks and individuals waiting to be served. Page 16 and 21, TCC assigns parks based on park eligibility, TCC then assigns parks to vendors. Page 22 g., the vendor is responsible in determining if an individual home is serviceable, and how many components can be installed on each home.
Question #13	Page 18, What will be proposer's responsibility (deliverable) concerning pre-installation inspections?
Answer #13	TCC has an established pre-inspection form, which indicates what work can be done on a home prior to installation to be discussed with the homeowner. This is the point the vendor projects the number of components that can be installed on the home in relation to existing tie-downs and impediments.
Question #14	Page 18, We have inquired with multiple building and code office and they have stated permits will be required to complete this work. Should all cost be included in our single cost to install up to 4 tie-downs?
Answer #14	Please reference page 9, 29. LIABILITY, INSURANCE, LICENSES AND PERMITS, and page 18 G. 3). Permits may be required by city or county; vendor is required to obtain permits and the associated cost should be included in the bid pricing. Permits may be waived by city/county as this is a state-funded project. All costs should be included in the bid proposal for a MINIMUM of 4 tie down components per home (page 21 a. and b.) Proposer shall make the home as wind resistant as funding and the physical characteristics of the homes and their premises permit, and ensure that the work is performed to the satisfaction of the Department of Highway Safety and Motor Vehicles, Bureau of Mobile Homes.
Question #15	Page 18, Will the proposer be responsible for scheduling the work with the occupant once The College issues a NTP on that site?

Answer #15	Yes, please see page 16: “The Proposer shall obtain appropriate certifications prior to commencement of work on individual homes (e.g. owner’s permission, liability waiver, pre-inspection etc.). This shall be completed in a timely manner which will not interfere with the Proposer’s ability to complete the required work within the allotted time frame.”
Question #16	Page 20, Does The College have an estimated number of inspections/improvements for each region?
Answer #16	No. The College continues to accept applications, and participation is voluntary. Even within parks, individual homeowners can refuse service.
Question #17	Page 21, To ensure proper conformance with State requirements, the contractor will need to identify and locate all existing buried underground facilities prior to the installation of ground anchors and formal notification will be required to the One Call System. Some instances the utilities may not be able to be located and additional provisions may need to be made for 3rd party location/ identification. Can the contractor submit a change order for reimbursement for these services when required or should the cost be included in lump sum proposal cost?
Answer #17	Page 21, “Tie Down Services shall be listed at price per tie-down system...” All expenses should be included in the price.
Question #18	Page 21, In the event a permitting agency requires a survey, site plans or engineering, will the contractor be reimbursed for these services?
Answer #19 <i>**numbering is off starting here**</i>	All potential costs for this service should be included in the proposal cost.
Question #19	Page 21, Many homes may lack proper quantity and space between vertical tie downs needed to meet code even with adding 4 tie down systems. Is the awardee expected to make the complete tie down foundation up to code.
Answer #20	No. This program does not bring a home up to code. The MHTD program only adds tie-downs to a home. No additional work can be performed or solicited under this program.
Question #21	Page 21, Once a home reaches a certain length (52') many stabilizer manufacturers call for 6 systems in FL, will this be enforced?
Answer #21	The program requires a minimum of 4 components installed on a home; See page 21 “the Proposer shall make the home as wind resistant as funding and the physical characteristics of the homes and their premises permit”
Question #22	Page 21, Once a NTP is issued on a site, how long does the proposer have to complete the work on this site?
Answer #22	All work must be completed by June 15, 2021.
Question #23	Page 21, Does The College have a breakdown between units in parks and units on individual sites?
Answer #23	Since participation is voluntary we do not have a prescribed breakdown, however currently the majority of funding is issued for servicing parks.
Question #24	Page 21, When issuing work, would all the units in a specific park be issued at the same time?
Answer #24	Please see page 18, G. For parks, yes, it is anticipated that all homes within a park that authorize the vendor to proceed with installation would be scheduled and serviced in the same time period. The vendor is responsible for scheduling intake and home eligibility. Vendor may host an HOA meeting or small group. TCC has information available for hosting meetings or sharing with homeowners.
Question #25	We expect to be able to perform many of these repairs per day, will the awardee be in control of scheduling in order to be most productive and efficient with logistics.
Answer #25	Yes.
Question #26	What documentation will need to be present on site for inspections?
Answer #26	DHSMV and QC will have the required forms for post-inspection.
Question #27	If 5 awardees are issued contracts, what will be the process for dividing the work?
Answer #27	Factors for the decision include applicant date, number of homes in a park, number of vendors in each region, and number of parks in each region.

Question #28	If 3000 sites are to be issued to 5 contractors, should the propsoaers assume they will be issued 600 sites to complete by June 19, 2021?
Answer #28	No. Number of completed installations vary based on scheduling of park services, number of homes serviced in each park, and speed of coordinating parks vs. individual homes.