



THE COUNTY OF GALVESTON

BRUCE A. HUGHES, CPPO, CPPB
PURCHASING AGENT

RUFUS CROWDER, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 MOODY AVE (21ST ST.)
5TH FLOOR
GALVESTON, TEXAS 77550
(409) 770-5371

January 5, 2010

RE: **ADDENDUM #1**
RFP #B101007, Galveston County Housing Construction
RFQ #B101008, Galveston County Reconstruction

Dear Proposers,

This addendum is issued to provide responses to questions submitted regarding the above mentioned Request for Proposal and Request for Qualification. The following changes are being provided to aid in preparation of your proposal submittal:

As a reminder, there is a mandatory pre-proposal conference scheduled for Thursday, January 7, 2010 at 10:00 a.m. for the RFP #B101007, Galveston County Housing Construction and at 2:00 p.m. for the RFQ #B101008, Galveston County Reconstruction.

RFP #B101007, Galveston County Housing Construction

General Provisions Section, Page #8, Item 33

This provision has been deleted in its entirety and the following instructions are to be adhered to when completing your proposal:

- The County of Galveston may require payment and performance bonds in the amount of 100% of the total amount of each contract ultimately awarded to the contractor responding to this Request for Proposals.

The proposer shall provide a statement from a bonding company authorized to do business in the State of Texas that the proposer is eligible to receive payment and performance bonds written by the bonding company. The bonding company shall specify the maximum amount of bonding capacity which the proposer is eligible to obtain from the bonding company.

In the event the proposer is unable to provide payment and performance bonds, the proposer shall so state in its response to this RFP.

Contractors who are capable of bonding larger amounts may be eligible to receive a greater scope of work.

Any bonds are to be made payable to the County of Galveston on forms provided by the surety for residential construction/demolition projects in Texas.

ADDENDUM #1

RFP #B101007, Galveston County Housing Construction

RFQ #B101008, Galveston County Reconstruction

Page 2

Special Provisions Section 1.0, page 5, PERFORMANCE AND PAYMENT BOND(S):

Paragraphs 2 and 3 are to be disregarded and deleted in their entirety. The following instructions are to be adhered to when completing your proposal:

- Any bonds required by the County for a given project shall be made payable to the County of Galveston on forms provided by the surety for residential construction projects in Texas in the amount specified by the County.

RFQ #B101008, Galveston County Reconstruction

Section 1.0 – Qualification Requirements: The paragraph entitled Performance and Payment Bond(s) is deleted in its entirety and the following instructions are to be adhered to when preparing your qualification submittals.

- The proposer shall provide a statement from a bonding company authorized to do business in the State of Texas that the proposer is eligible to receive payment and performance bonds written by the bonding company. The bonding company shall specify the maximum amount of bonding capacity which the proposer is eligible to obtain from the bonding company.

In the event the proposer is unable to provide payment and performance bonds, the proposer shall so state in its response to this RFQ.

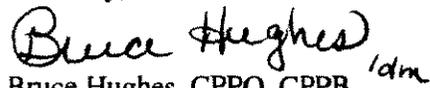
Contractors who are capable of bonding larger amounts may be eligible to receive a greater scope of work.

Any bonds are to be made payable to the County of Galveston on forms provided by the surety for residential construction/demolition projects in Texas.

If you have any further questions regarding this RFP and RFQ, please address them to Bruce Hughes, Purchasing Agent via e-mail at bruce.hughes@co.galveston.tx.us, via fax at (409) 621-7987, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

 *dm*

Bruce Hughes, CPPO, CPPB

Purchasing Agent

Galveston County



THE COUNTY OF GALVESTON

BRUCE A. HUGHES, CPPO, CPPB
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COUNTY COURTHOUSE
722 MOODY AVE (21ST ST.)
5TH FLOOR
GALVESTON, TEXAS 77550
(409) 770-5371

January 19, 2010

RE: ADDENDUM #2
RFP #B101007 – Galveston County Housing Construction

Dear Proposers,

As a result of questions that arose regarding **RFP #B101007 – Galveston County Housing Construction**, the following attached information is being provided to aid in preparation of your proposal. Additionally, it is very important that all potential proposers familiarize themselves with the following information.

RFP #B101007 – Galveston County Housing Construction, originally scheduled to be opened on Thursday, January 21, 2010 at 2:00 p.m., has been re-scheduled.

The new deadline for submitting proposal packets is as follows:

Date: Tuesday, January 26, 2010
Time: 2:00 p.m.

Please send RFP packets to:
Galveston County Purchasing Agent
Attention: Bruce Hughes, CPPO, CPPB
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

Certificate of Occupancy:

Contractors will be required to obtain a Certificate of Occupancy at Contractors expense on all completed homes. Some jurisdictional entities may provide Certificates' of Occupancy and where they are not provided, contractors will be responsible to obtain a Certificate of Occupancy from a third party.

If you have any further questions regarding this RFP, please address them to Bruce Hughes, CPPO, CPPB, via e-mail at bruce.hughes@co.galveston.tx.us, via fax at (409) 621-7987, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,


Bruce Hughes, CPPO, CPPB
Purchasing Agent
Galveston County

Attachment

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
1	Regarding time of completion – Does completion of the permitting process fall within the definition of issuance of the work order or does issuance of the work order take place prior to the permitting process?	Once the work order is issued, the contractor may begin permitting process.
2	What are the Contractor’s responsibilities in the relocation process of the homeowners?	Contractors are not responsible for relocation of home owners.
3	Is the Contractor responsible for bearing the cost of relocation of the homeowners?	No.
4	How and when is the Contractor reimbursed for any costs incurred in the relocation process of the homeowner?	See answers to Questions 49 and 50.
5	What allowances are made for the Contractor if the homeowner/occupant delays commencement of work or causes interruptions to the Work?	GCHAP expects the contractors to work closely with homeowner/occupants and the county to avoid work delays or interruptions.
6	Is Contractors Pollution Liability Insurance required for the Prime Contractor since this project involves handling of asbestos and lead based paint? If not, who will be financially responsible in the event that a claim results from an environmental concern?	Contractors shall be responsible for maintaining adequate liability insurance to address any environmental issues that may be encountered during the course of the work.
7	Is mold liability insurance required for the Prime Contractor since this project involves mold mitigation? Most General and Pollution liability insurance policies have mold exclusions.	Contractors shall be responsible for maintaining adequate liability insurance to address any environmental issues that may be encountered during the course of the work.
8	Does the \$50,000 maximum as indicated in Section 2.2, page 1 of 10, for elevating a home include the cost of the new foundation and associated site modifications (well head, onsite disposal system cover, site drainage, etc), or is this just for the cost of elevating the home?	The \$50,000 maximum is intended to cover elevation of the structure and accessibility including any modifications to the foundation associated with elevation. Wells, septic systems, etc. are covered separately under this scope.

**Galveston County Housing Assistance Program
 Responses to the Questions on Request for Proposals
 Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
 RFP# B101007**

Q.No.	Question	Answer
9	Capacity to Perform. RFP indicates that the Proposer should provide the number of housing units the firm is capable of having under rehabilitation at any point in time throughout the Program Cycle. To answer this question with any amount of accuracy the Proposer must have an assumed level of rehab in each house. There is a big difference in time and effort between only replacing a roof on a house versus gutting the entire interior down to studs and rebuilding the interior of a flood damaged home. Please provide the baseline assumption to allow for a proper response.	Proposers are free to make their own assumptions regarding average scope for rehabilitation projects. Past experience offers the best demonstration of capacity to perform.
10	Capacity to Perform. Please provide more information as to what the GCHAP envisions conceptually this Gap Financing program that would be that is supposed to provide by the Contractor.	GCHAP does not require contractors to provide gap financing; however, if a contractor is capable of and willing to provide gap financing, please include this information in your qualifications.
11	Will the GCHAP be holding 1st mortgages on the homes?	No.
12	Section 2.2, 1.07.C.1., page 8 of 10. Weekend work is subject to approval of the Homeowner, GCHAP, and local ordinance. In most cases the homeowner will be displaced and lodged elsewhere temporarily during the rehab period. Considering this, it is in the best interest of all parties to complete the work as expeditiously as feasible. A minimum 6 day work week would be customary for our company in a time sensitive effort as this. Will there be a joint effort by GCHAP and the Contractor to coordinate with local authorities to facilitate some amount of weekend work?	GCHAP will attempt to make reasonable accommodations on work schedule depending on local conditions or regulations.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
13	Section 2.2. 1.08.B.3. Contractor shall maintain existing controls on livestock/pets/animals on such properties encountered in this program so as to not release or endanger livestock from the property. When a Homeowner vacates a home, I assume they will be told to take their family dogs, cats, fish tanks, hamsters, rabbits, snakes, plants, etc. Having these animals in the home or at the home during rehabilitation is not advisable. Does the GCHAP really want to pay the Contractor to take care of an Owner's pets during the rehabilitation/maintenance projects?	There may be circumstances where outdoor pets/livestock are present on a property. Contractor is not expected to care for pets or livestock but must ensure maintenance of existing controls.
14	Who will provide for proper signing of waste manifests for Household Hazardous Wastes, asbestos wastes, universal wastes, etc. removed from homes prior to demolition. This includes regulated items such as asbestos, lead wastes, bulbs, ballasts, mercury switches, computer monitors, electronic wastes, oils, hazardous substances, tires, compressed cylinders, small gas powered equipment (i.e. lawn mowers, Chain saws, weed whackers) etc.	Contractors are expected to coordinate with homeowners on these issues. GCHAP will assist with this coordination as necessary.
15	Are there any regulatory waivers that apply to this project such as No Action Assurance letters from EPA Region 6 that may pertain to how homes are demolished containing asbestos containing building materials.	Not at this time.
16	When exactly does the 100 day timeline begin for new construction completion as it relates to issuance of the Work Order? After the permit is issued and when the occupant has vacated? How does this timeframe relate to lots that require septic tank replacement, water wells replacement, fill dirt, modifications of site elevations, site access, setbacks and other civil and site needs?	The 100 day timeline begins the date of issuance of the work order. Under special circumstances on large scope programs, requested schedule accommodations will be addressed prior to issuance of the work order.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
17	General Provisions Item 32. It appears this provision is superseded in Section 1.0 in the Proposal Bond section. Please verify that a \$25,000 Cashiers Check, Certified Check, or Bond in the amount of \$25,000 is the requirement for this proposal submittal.	Yes, that is the requirement per Section 1.0.
18	The Proposal Package section states the RFP is considered part of the proposal package. Are you expecting the entire RFP document to be returned with the contractor's proposal?	No.
19	May we scan the proposal form or recreate the form electronically (to match the RFP format), add our pricing, and then print the final copy we submit as opposed to pulling the proposal form pages from the RFP and recording our pricing manually on those pages?	Yes.
20	Can you provide additional detail about the timetable to expect after the February 3rd recommendation to the Commissioner's Court, namely when you expect to make notification of award to contractors and when those contractors can expect initial assignments and begin work?	GCHAP intends to expedite the process; however, a specific date for notification of an award has not been determined at this time.
21	Can you provide further clarification on the draw schedule we should expect in this program? Will there be two draw schedules dependent upon the contractor's ability to obtain payment/performance bonds?	The draw schedule is currently under development with an approximate schedule of 30/30/30/10 with 10% being retainage. At this time, GCHAP is not anticipating an alternate draw schedule for contractors who are unable to bond.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
22	Please clarify the payment timetable on draw submittal to payment (number of days between contractor's request for a draw and receipt of funds in the contractor's account). Also, if a draw request is dependent upon an inspection by Shaw, please confirm the time we should expect between our request for an inspection and the completion of that inspection and receipt of documentation from Shaw so that a draw request may be submitted.	GCHAP estimates a minimum of 30 days to payment on approved draw submittals. GCHAP will make every effort to complete progress inspections in a timely manner. Average anticipated inspection times will be in the range of 1 to 5 business days.
23	It is stated that the P card is the preferred method for receiving payments from the county. What are the payment methods if the contractor does not set up the P card?	The alternate method to P-card is the county's Purchase Order.
24	Section 2.3 page 3of10: Item H. What year of the code will be used for IRC and IBC?	This will be determined jurisdictional/regulatory authority.
25	Section 2.3 page 7of10: Item 2. Is there a desired location to perform this meeting? Who is responsible for ensuring the homeowner vacates?	Benefit selection meetings will normally be conducted at one of three GCHAP outreach offices. GCHAP will assist the contractor with coordination on homeowner vacates'.
26	Section 2.3 page 7of 10: Item 12. Can the homeowner stop final payment if the house is completed, CO obtained, and all county and Shaw inspections have been satisfactorily completed?	The homeowner will sign off on the final inspection to indicate satisfactory completion.
27	Section 2.3 page 8of 10: Item D. Just to be clear, does the Issuance of Work Order occur after the closing meeting indicated as number 4 in the sequence of work?	The work order will be issued after completion of benefits selection.
28	Section 2.4 page 1of8: Access to lot to demo home - is that the homeowner's responsibility?	GCHAP anticipates that the contractor will coordinate access with the homeowner and GCHAP will assist with coordination; when necessary.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
29	Section 2.4 page 2 of 8: This appears to suggest that the entire lot needs to be cleared and graded (such as debris left by homeowner in yard outside the 5' perimeter of the home) which appears to conflict with the statement in section 2.3 page 8 of 10 item B2. Please clarify.	The two sections do not conflict. Section 2.3 page 8 of 10 item B2 speaks to minimizing contractor's impact to the property. Section 2.4 page 2 of 8 item B speaks to requirement of site grading and drainage.
30	Section 2.4 page 8 of 8: Is there a requirement for overhead fans?	This section does not state a requirement for ceiling fans.
31	Section 2.2 page 16 of 36 Item UB14 and UB15. Bid Item UB14 states that all locks should be changed to the Kwikset Delta lever to conform to UFAS, but this is not stated in Bid Item UB15 (ADA shower). Should we include the change to the Kwikset lever in UB15 as well?	Please provide pricing to each UB # proposal item as requested.
32	Section 2.2 page 17 of 36 Item UB19: Is the package only requesting the addition of one (1) additional dedicated 20amp circuit or is there a possibility for multiple?	Yes.
33	Does the RFP answer everything in the RFQ? We have not previously turned in the RFQ. Do we have to do both or will the RFP suffice?	The RFP does not address submittal requirements for the RFQ. If the contractor wishes to perform services requested in the RFQ, they need to provide separate responses as requested in the RFQ.
34	Is BP39 is the cost of the foundation, which would be pilings, stringers and joists?	BP 39 is the cost to elevate contractor's 2 bedroom/1 bathroom plan.
35	Is BP1 is the cost to build a 2/1 regardless of vertical feet needed to comply with FEMA BFE?	BP1 is the cost of new house construction not including the cost of elevation of the home.
36	Am I correct in my assumption that the cost of a New House on Bolivar Peninsula as considered in BP1 through BP23 are for the home itself absent piling/foundation costs?	New house construction should include all costs to construct a house on-grade including a foundation. As an example, a house built slab on-grade would require additional foundation costs associated with elevation where as a house built on-grade using a pier and beam foundation could be elevated without additional foundation related costs.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
37	Is it correct to assume that since we are not privy at this time to the exact locations of each house that our prices provided in the following sections "Stick-built/modular homes 1 through 23, BP 1 through 23 and Mobile Home Units 1 through 23 and BP 1 through 23 are to include only the cost of the house and does not include any demolition, foundations or items listed in 24 through 53, UB1 through 19, BP24 through 53 and BPUB 1 through 19" in both the Stick-built/modular homes and Mobile Home Unit sections of the Proposal Form??	Demolition is compensated separately from house construction. GCHAP assumes that all basic house bids include a foundation. Also, see answer to question no. 36
38	We also assume that the cost of identifying and removing lead based paints and asbestos containing materials from the existing houses will be paid for as an extra to the contract as there is no way at this time to determine which houses contain these materials or how much it will cost for the investigation and removal.	Your assumption is correct.
39	Some City's require at least a one car garage. Can we use the sq. ft. of the garage in the total footage asked for in the RFP?	The RFP does not request pricing or inclusion of garage in the plans.
40	Why is there two different sized homes of the same category, such as 1000 sq. ft. 2/1 and a 1200 sq. ft. 2/1? If we have 3 plans that are 1200 sq. ft. that are within your limit why would anyone select a smaller plan?	Some home owners may request smaller plans to avoid costs associated with heating, cooling, property taxes, etc.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
41	Are concrete modular homes acceptable?	GCHAP will consider concrete modular homes for the program.
42	Our insurance provider has read the professional liability requirement in Section 1.0 on page 6 of 8 and asks that since we design and build the homes ourselves could our coverage be limited to the product itself, as we are the builder of the home(s) and do not subcontract the design, drawings or professional services?	No.
43	Could you provide us with a sample of the contract agreement that we would be asked to sign for the RFP #B101007 and for the RFQ #B101008?	Not available at this time.
44	You have requested one original of the proposal form, plus eleven copies. How many sets (copies) of plans do you require? How many copies of the other requested documents are required?	Contractors are expected to deliver one original and eleven complete copies of the entire proposal response.
45	The proposal form asks for acknowledgement of 3 addendums , we have # 1 , where is # 2 and # 3	There has been only one published addendum at this time and others may follow. Contractors are asked to acknowledge each addendum received by the contractor prior to submittal.
46	Regarding Section 1.0 -Proposal requirements, line item # 5 (and other information covers a broad spectrum , exactly what other information needs to be included in the proposal package ?	This section is intended to be a broad overview of submittal requirements. Contractors are responsible for submitting all information requested in the body of the proposal.
47	Regarding item #32 on page 7 of the RFP pertaining to Bid/Proposal Bond	Item #32 pertaining Bid/Proposal Bond was superseded by Section 1.0 Page 4 of 8.
48	On the bonds will contractors that may not have the ability to bond be treated the same as ones that can provide bonds such as large state wide and national corporations?	Bond requirements are defined in the RFP and Addendum #1.
49	Is it possible to allow more time for the local contractors to get the bids together that are truly needing this support and income to maintain their families that lost all in the hurricane?	GCHAP has extended the submittal deadline to Tuesday January 26, 2010 2:00 P.M. CST. Please see attached Addendum #2.

**Galveston County Housing Assistance Program
 Responses to the Questions on Request for Proposals
 Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
 RFP# B101007**

Q.No.	Question	Answer
50	Are we bidding on a special area or we required to bid on any place listed in the manual?	Contractors may be expected to execute projects throughout Galveston county.
51	Do you take into consideration the contractor's ability to build beach homes 16 to 21ft. BFE. as many out of town/state contractors have not performed this construction process?	Yes.
52	Is there a sample package of how you prefer the bid to be submitted?	No.
53	Please confirm that flood insurance is required as part of the builder's risk as it relates to both rehab and new home contracts. Private flood insurance is generally not available or is prohibitively expensive for properties located in FEMA special flood hazard areas i.e. flood zones A, V, SHX or B for example. Federal flood insurance is written for a one year term payable upfront. Federal flood cannot be cancelled for return premium except in very specific and limited circumstances such as sale of the property. Can the FEMA flood premium be an add-on cost to each contract based on the actual cost of FEMA flood insurance for each specific contract?	Contractors are expected to meet all insurance requirements defined in the RFP.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
54	Galveston County is requesting to be added as an additional insured on all insurance policies. We can add Galveston County as an additional insured to all of our policies except for workers compensation. No worker comp insurer we know of will add an additional insured to a worker compensation policy that does not have common ownership with the primary insured. We can add a “waiver of subrogation endorsement” to our workers compensation which is often requested from contractors by commercial firms and public entities. Is a waiver of subrogation endorsement in favor of Galveston County, and additional insured status acceptable for workers compensation insurance only?	A waiver of subrogation endorsement will be acceptable to county.
55	Is there a chance that Proposal items 51, 52 and 53 could change from a Lump Sum UOM to a Cubic Yards due to the variance of factors that could affect the price?	GCHAP is requesting pricing as presented in the RFP.
56	How can the proposer provide an accurate price on the hydro-mulch activities as described in the last sentence of the second paragraph in Section 2.4 F when the lot sizes vary and the proposer does not know the size of the lots? Can GCAHP give an estimated figure to price this item, or is there any way this could be added as an additional line item?	Please provide pricing on all items as requested in the RFP.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
57	If a job site is small, and the contractor is forced to encroach on the adjacent property, who is responsible for obtaining permission to access this property. (Ex. When setting a modular house, if the crane needs to be set-up on the neighbor's property, who will obtain a release from the neighbor to allow the work to be completed?)	Contractors are responsible for addressing access issues of this nature.
58	Is there a standard deck that will be required for each unit?	No
59	When the ramp/steps end, how will the deck size be determined?	Deck sizes must comply with all federal, state, and local jurisdictional requirements.
60	Is there a possibility of adding a line item for square footage of deck?	GCHAP is not requesting separate pricing on decks.
61	What length of run for utilities should the contractor allow for in the figures? (Ex. In line item 1, it states "all appurtenances including all utility connections, and related activities necessary to complete the work". Then line item UB5, UB6 and UB7 ask for additional lines by the linear foot.).	Contractors are expected to include costs for commonly encountered utility connection scenarios. Under special circumstances in which extraordinarily long runs are required, GCHAP will negotiate these additional costs with the contractors.
62	In the past contracts similar in nature, the contractor is responsible for the first 50' of utility runs and then the additional line item comes into effect for any length over 50', is there any way that you can further explain these line items?	See answer to question no. 62.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
63	In regards to Addendum #1 concerning the performance bonds; it now states that County may require payment or performance bonds. The builder may disclose in the RFP that they don't currently have a bond, but what happens if a builders bid is accepted and they cannot provide the payment or performance bond?	No work will be awarded to contractors who are unable to provide payment or performance bonds.
64	Is the \$25,000 Bid Bond forfeited? See General Provisions # 32	Per question 63, in the event of contractors' failure to produce payment/performance bonds after the contract is awarded, the Bid Bond will be forfeited.
65	Will the County allow the builder to enter into a contract without the bond?	No.
66	Would the County consider changing the payment structure for builders without a bond?	No.
67	Does the County require the builder to bid on all 23 plans listed on the bid form?	Yes
68	In General Provisions #25 C&D, would the RFP be considered not property completed if all plans are not bid or filled in?	Yes, the response would be considered incomplete; however, exceptions to this are addressed in Sections 2.1 and 3.1 second paragraph of evaluation process.
69	Why does Bolivar Peninsular have a separate bid form? It has the same basic information, plan size, payment caps, etc. as the bid form labeled Base Proposal – Excluding Bolivar Peninsular. Was there intended to be a difference because with elevation & windstorm requirements it will cost more to build on Bolivar Peninsular?	The proposal separates Bolivar Peninsula due to the difficulty in accessing the area.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
70	It appears the Seaward, Inland 1 and Inland 2 all have the same bid payment caps. The same plan built in each zone will have different cost due to the elevation and windstorm requirements in each. Will the County take that into account?	The RFP does not address these areas separately. Contractors are responsible for pricing homes that can be built in any of these areas.
71	Are concrete and lumber trucks allowed on the ferry?	Contractors should contact the ferry authority.
72	Can a builder bid only on the Base Proposal – Excluding Bolivar Peninsular?	No.
73	According to Section 1.0 pages 4 of 8, paragraph 5, proposer shall examine the site. The County does not know the location of the "site" yet. How does the County expect the builder to give a fair and accurate bid? Will the County make a provision by Addendum to address this?	Refer to Section 4.0 answer to Questions 1 and 2. The county will not produce and addendum to address this.
74	Would the County consider extending the 100 day time frame to complete a house?	See answer to question no. 16.
75	Would the County consider extending the RFP deadline of January 21 st ?	GCHAP is not anticipating an extension of the RFP deadline.
76	Would the County consider excluding the requirement for Workers Comp. Insurance and allow a builder to have just General Liability?	Workers Compensation coverage is a requirement of the RFP.
77	Why is the County requiring 11 copies of the RFP?	GCHAP needs ample copies in order to complete the review process in a timely manner.
78	Bonding agencies in this state will not provide bidders with a universal bond. How does the bidder handle this?	Addendum #1 defines all bonding requirements for this proposal.
79	Will the Program consider releasing the bond before final payment – so bond can apply to next home?	GCHAP anticipates release of the bond upon satisfactory final inspection of the home.
80	Will the Program issue a document in writing to contractors indicating tax exempt status of Program?	See RFP General Provisions page 2; Item 10

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Proposals
Stick-built/Modular/Mobile Home Units – Reconstruction/Replacement
RFP# B101007**

Q.No.	Question	Answer
81	Can letters of credit be substituted for the \$25,000 proposal bond requirement?	No.
82	If bidder is self-insured will this meet the Worker's Compensation Insurance policy requirement?	Workers Compensation Insurance requirements are addressed in RFP Section 5, Page 2.
83	Is this process going to repeat itself if additional CDBG funds are awarded to the county?	That determination may not be made at this time.
84	Will the county consider a property bond in satisfaction of the performance bond requirement?	No.
85	What is the estimate of the volume of new construction vs. rehabilitation?	This information regarding new construction is provided in the RFP and information regarding rehabilitation is provided in the RFQ.
86	Can the applicant receive grant money for relocation?	Applicant's eligibility of grant money for relocation is not relevant to this proposal.
87	Are wood pilings acceptable on elevated homes?	Contractors must comply with all federal, state, and local jurisdictional requirements regarding pilings.



THE COUNTY OF GALVESTON

BRUCE A. HUGHES, CPPO, CPPB
PURCHASING AGENT

RUFUS CROWDER, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 MOODY AVE (21ST ST.)
5TH FLOOR
GALVESTON, TEXAS 77550
(409) 770-5371

January 5, 2010

RE: **ADDENDUM #1**
RFP #B101007, Galveston County Housing Construction
RFQ #B101008, Galveston County Reconstruction

Dear Proposers,

This addendum is issued to provide responses to questions submitted regarding the above mentioned Request for Proposal and Request for Qualification. The following changes are being provided to aid in preparation of your proposal submittal:

As a reminder, there is a mandatory pre-proposal conference scheduled for **Thursday, January 7, 2010 at 10:00 a.m. for the RFP #B101007, Galveston County Housing Construction and at 2:00 p.m. for the RFQ #B101008, Galveston County Reconstruction.**

RFP #B101007, Galveston County Housing Construction

General Provisions Section, Page #8, Item 33

This provision has been deleted in its entirety and the following instructions are to be adhered to when completing your proposal:

- The County of Galveston may require payment and performance bonds in the amount of 100% of the total amount of each contract ultimately awarded to the contractor responding to this Request for Proposals.

The proposer shall provide a statement from a bonding company authorized to do business in the State of Texas that the proposer is eligible to receive payment and performance bonds written by the bonding company. The bonding company shall specify the maximum amount of bonding capacity which the proposer is eligible to obtain from the bonding company.

In the event the proposer is unable to provide payment and performance bonds, the proposer shall so state in its response to this RFP.

Contractors who are capable of bonding larger amounts may be eligible to receive a greater scope of work.

Any bonds are to be made payable to the County of Galveston on forms provided by the surety for residential construction/demolition projects in Texas.

Special Provisions Section 1.0, page 5, PERFORMANCE AND PAYMENT BOND(S):

Paragraphs 2 and 3 are to be disregarded and deleted in their entirety. The following instructions are to be adhered to when completing your proposal:

- Any bonds required by the County for a given project shall be made payable to the County of Galveston on forms provided by the surety for residential construction projects in Texas in the amount specified by the County.

RFQ #B101008, Galveston County Reconstruction

Section 1.0 – Qualification Requirements: The paragraph entitled Performance and Payment Bond(s) is deleted in its entirety and the following instructions are to be adhered to when preparing your qualification submittals.

- The proposer shall provide a statement from a bonding company authorized to do business in the State of Texas that the proposer is eligible to receive payment and performance bonds written by the bonding company. The bonding company shall specify the maximum amount of bonding capacity which the proposer is eligible to obtain from the bonding company.

In the event the proposer is unable to provide payment and performance bonds, the proposer shall so state in its response to this RFQ.

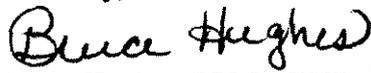
Contractors who are capable of bonding larger amounts may be eligible to receive a greater scope of work.

Any bonds are to be made payable to the County of Galveston on forms provided by the surety for residential construction/demolition projects in Texas.

If you have any further questions regarding this RFP and RFQ, please address them to Bruce Hughes, Purchasing Agent via e-mail at bruce.hughes@co.galveston.tx.us, via fax at (409) 621-7987, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,


Bruce Hughes, CPPO, CPPB *adm*
Purchasing Agent
Galveston County



COUNTY OF GALVESTON

REQUEST FOR PROPOSALS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM

RFP #: B101007

OPEN: January 21, 2010 2:00 P.M.



RFP #: B101007
OPEN: 1/21/2010
2:00 PM

REQUEST FOR PROPOSAL GALVESTON COUNTY HOUSING CONSTRUCTION GALVESTON COUNTY, TEXAS

Sealed proposals in triplicate will be received in the office of the County Purchasing Agent until **2:00 PM** on **01/21/2010** and opened immediately in that office in the presence of the County Auditor and the Purchasing Agent. Any proposal received after **2:00 PM** on the date specified will be returned unopened.

All proposals must be marked on the outside of the envelope:

RFP #:B101007, GALVESTON COUNTY HOUSING CONSTRUCTION

Proposers name, return address, and the enclosed label should be prominently displayed on the envelope. Pricing will be as shown in Request for Proposal.

Each proposal must be accompanied by a Certified Cashier's Check or acceptable Bidder's Bond from any bank within the State of Texas in the amount of \$25,000 payable to the County of Galveston as a guarantee that, if awarded the contract, within thirty (30) days from the date of bid opening, the bidder will enter into a contract and execute any required Performance and Payment Bonds.

A mandatory pre-proposal conference will be held on Thursday, January 7, 2010 at 10:00 a.m. at the Galveston County Courthouse, Commissioners' Courtroom, located at 722 Moody(21st Street), First (1st) Floor, Galveston, Texas 77550.

Specifications can be obtained on application at the office of the County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody (21st Street), Fifth (5th) Floor, Galveston, Texas.

Proposals will be either lump sum or unit prices as shown on the proposal sheet, if applicable. The net price will be delivered to Galveston County, including all freight or shipping charges. The County is tax exempt and no taxes should be included in your proposal.

Upon satisfaction of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), vendor is to be paid via Galveston County's normal accounts payable process.

Sealed proposals are to be delivered to the Galveston County Purchasing Agent, Galveston County Courthouse, 722 Moody (21st Street), Fifth (5th) Floor, Galveston, Texas.

Commissioners' Court reserves the right to waive any informality and to reject any and all proposals and to accept the proposal or proposals which, in its opinion, is most advantageous to the County.

Bruce Hughes, CPPO, CPPB
Purchasing Agent
Galveston County

**GENERAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS**

1. PROPOSAL PACKAGE

The request for proposal, general and special provisions, drawings, specifications/line item details, contract documents and the proposal sheet are all considered part of the proposal package. Proposals must be submitted in triplicate on the forms provided by the County, including the proposal sheet completed in its entirety and signed by an authorized representative by original signature. Failure to complete and sign the proposal sheet/contract page(s) may disqualify the proposal from being considered by Commissioners' Court. Any individual signing on behalf of the proposer expressly affirms that he or she is duly authorized to tender this proposal and to sign the proposal sheet/contract under the terms and conditions in this proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Commissioners' Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each proposer is required to thoroughly review this entire proposal packet to familiarize themselves with the proposal procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with the County.

2. TIME FOR RECEIVING PROPOSALS

Proposals received prior to the submission deadline will be maintained unopened until the specified time for opening. If the proposer fails to identify the Proposal Number on the outside of the envelope as required, the Purchasing Agent will open the envelope for the sole purpose of identifying the proposal number for which the submission was made. The envelope will then be resealed. No liability will attach to a County office or employee for the premature opening of a proposal. If you do not submit a proposal, return this Request for Proposal and state reason, otherwise your name may be removed from our mailing list.

3. PROPOSAL OPENING

Only the names of proposers will be read at the opening. The Purchasing Agent will examine proposals promptly and thoroughly. No proposal may be withdrawn for a period of sixty (60) calendar days of the proposal opening date.

4. REJECTION OF PROPOSALS

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all proposals and waive any informality in the proposals received; (2) disregard the proposal of any proposer determined to be not responsible.

5. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or proposal procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for proposal opening. Vendors are to proposal as specified herein or proposal an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that Galveston County is seeking.

6. SUBSTITUTES

It is not the County's intent to discriminate against any materials of equal merit to those specified; however, should the proposer desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

7. EXCEPTIONS TO PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of the proposal. This sheet will be labeled, "Exceptions to Proposal Conditions", and will be attached to the proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

GENERAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS

8. PRICING

Proposals will be either lump sum or unit prices as shown on the proposal sheet. The net price will be delivered to Galveston County, including all freight or shipping charges. The County is tax exempt and no taxes should be included in your proposal.

Cash discount must be shown on proposal, otherwise prices will be considered net. Unless prices and all information requested are complete, proposal may be disregarded and given no consideration.

In case of default by the contractor, the County of Galveston may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County of Galveston. Prices paid by the County of Galveston shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

9. PROCUREMENT CARD PROGRAM

The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to the vendor by credit card. This method normally results in substantially faster bill payments sometimes within three (3) to five (5) days of the actual transaction date. If your company will accept payment via credit card (Visa, MasterCard), please notate this in your proposal submittal.

10. TAX EXEMPTION

Any resultant purchase orders are issued by a political subdivision of the State of Texas which qualifies for exemption from sales, excise and use taxes pursuant to section 151.309 – 151.311, Texas Tax Code. The contractor performing this contract may purchase all materials, and supplies, used or consumed in the performance of this contract by issuing to his supplier an exemption certificate complying with State Comptroller's Ruling #95-9307 in lieu of tax. Any such exemption certificate issued by the Contractor in lieu of tax shall be subject to the provisions of the State Comptroller's ruling #95.05 (effective October 2, 1968) or as hereafter amended. As a general rule, a vendor is not required to pay state sales tax on goods purchased that are totally incorporated into or consumed by the public improvements. Certificates may be issued upon request.

11. PASS THROUGH COST ADJUSTMENTS

Except in instances of extreme extenuating circumstances Vendor prices shall remain firm throughout the Contract period and any renewals. Examples of extreme extenuating circumstances include such situations as a nation wide rail strike, oil shortage or oil embargo.

In extreme extenuating circumstances Vendors may be allowed to temporarily "pass through" additional costs they are forced to incur through no fault of their own. A request for a pass through cost increase will not be considered unless a Vendor's cost for his product exceeds 10% over the original cost for the product. Also, the increase in cost must be nationwide and consistent for a minimum period of sixty (60) days. If a Vendor thinks he will be asking for a pass through cost adjustment during the term of his contract the original cost of his product to him must be stated in Vendor's original Proposal.

A request for a pass through cost does not guarantee that one will be granted. Vendors must submit such information on each request as is required by the County Purchasing Agent. The County Purchasing Agent will review each request on a case by case basis and determine the appropriateness of each request as well as amount and duration of increase. Vendors will not be permitted any additional compensation for mark-ups or profits based on the increase in price. Rather, such additional compensation will be limited to the actual increase in original cost to the Vendor as such increase is reflected by the original cost stated in the proposal. But in no event will the amount of additional compensation exceed 25% increase in Vendor's original cost for his product as such cost is reflected in Vendor's original proposal or the duration

GENERAL PROVISIONS GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM GALVESTON COUNTY, TEXAS

exceed a period of sixty (60) days. In addition, should, during the period of the pass through, cost return to normal or decrease to below pre pass through prices, appropriate downward adjustments will be made. No more than one pass through adjustment will be permitted per year.

12. MODIFICATION OF PROPOSALS

A proposer may modify a proposal by letter at any time prior to the submission deadline for receipt of proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by proposer guaranteeing authenticity. Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners' Court considering of same.

13. AWARD OF PROPOSALS

The award will be made to the responsible proposer whose proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. The prices proposed will be considered firm and cannot be altered after the submission deadline. **The proposed cost to the County will be considered firm, unless the County invokes its right to request and best and final offer and cannot be altered after the submission deadline.**

Each proposer, by submitting a proposal, agrees that if their proposal is accepted by the Commissioners' Court, such proposer will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this proposal and contract.

The contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Galveston County. The contractor will perform all services indicated in the proposal in compliance with this contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the Commissioners' Court Agenda and approved in open court. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of Galveston County. Only the Commissioners' Court, acting as a body, may enter into a contract on behalf of the County. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being signed by the County's authorized representative.

The County of Galveston reserves the right to accept proposals on individual items listed, or group items, or on the proposal as a whole; to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the County.

A Proposer whose proposal does not meet the mandatory requirements set forth in the RFP will be considered noncompliant.

In determining and evaluating the best proposal, the pricing may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant items. The Commissioners' Court shall be the sole judge in the determination of these matters.

Notice of contract award will be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor, whose proposal complies with all the requirements in the Request for Proposals.

Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for

**GENERAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS**

Proposals.

The contractor shall not commence work under these terms and conditions of the contract until all applicable Certificates of Insurance, Performance and Payment Bonds, and Irrevocable Letter of Credit (if required) have been approved by the County of Galveston and he/she has received notice to proceed in writing and an executed copy of the contract from the County of Galveston Purchasing Agent.

14. PUBLIC INFORMATION ACT

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid. County agrees to provide notice to Proposer in accordance with the Public Information Act in the event the County receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

15. RESULTANT CONTRACT

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, proposal package, any addenda issued, and any change orders issued during the work. If applicable to the attached bid/proposal, bidder/proposer must sign three (3) original contracts and return with their bid/proposal submittal.

The Criteria utilized for determining responsibility of proposer(s) includes, but is not limited to, the proposer's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County. The proposers shall furnish any information requested by the County in order for the County to determine whether a proposer is responsible.

16. CONTRACT TERM

The term of the resultant contract will begin on the date of execution by the Commissioners' Court and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

17. TERMINATION FOR DEFAULT

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case, either party may require corrective action within ten (10) days from date of receipt of written notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

All notices relating to default by Proposer of the provisions of the contract shall be issued by County by its Legal Department, and all replies shall be made in writing to the County Legal Department. Notices issued by or issued to anyone other than the County Legal Department shall be null and void and shall be considered as not having been issued or received.

Galveston County reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach or default of this contract, and may contract with another party, with or without solicitation of bids or proposals or further negotiations. At a minimum, Proposer shall be required to pay any difference in service or materials, should it become necessary to contract with another source, plus reasonable administrative costs and attorney fees.

In the event of Termination for Default, Galveston County, its agents or representatives shall not be liable for loss of any profits anticipated to be made by Proposer.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent

GENERAL PROVISIONS GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM GALVESTON COUNTY, TEXAS

default under the terms of this agreement.

County reserves the right to terminate this contract immediately in the event Proposer:

- Fails to meet delivery or completion schedules;
- Fails to otherwise perform in accordance with the accepted proposal and the contract

18. TERMINATION FOR CONVENIENCE

County may terminate this contract upon at least thirty (30) days prior written notice for its convenience or for any reason deemed by the County to serve the public interest. County may terminate this contract upon thirty (30) days prior written notice for any reason resulting from any governmental law, order, ordinance, regulations, or court order. In no event shall County be liable for loss of any profits anticipated to be made hereunder by Proposer should this contract be terminated early.

19. FORCE MAJEURE

If by reason of force Majeure either Party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of force Majeure, then the Party unable to carry out its responsibility shall give the other Party notice and full particulars of such force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the Party's responsibility for the continuance of the forced Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of a public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the Party is unable to overcome and which substantially interferes with operations.

20. ESTIMATED QUANTITIES

Any reference to quantities shown in the Request for Proposals are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

21. CONTRACTOR INVESTIGATION

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

22. NO COMMITMENT BY COUNTY OF GALVESTON

This Request for Proposal does not commit the County of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

23. BEST AND FINAL OFFERS

In acceptance of proposals, the County of Galveston reserves the right to negotiate further with one or more of the contractors as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes solicitation of a Best and Final Offer from one or more of the proposers. If invoked, it allows acceptable proposers the opportunity to amend, change or supplement their original proposal. Proposers may be contacted in writing requesting that they submit their best and final offer. Any such best

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and final offer must include discussed and negotiated changes.

24. SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to the Request for Proposals, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

25. REJECTION/DISQUALIFICATION OF PROPOSALS

Galveston County reserves the right to reject any or all proposals in whole or in part received by reason of this proposal package and may discontinue its efforts for any reason under this proposal package at any time prior to actual execution of the Contract by the County. Proposers may be disqualified and rejection of proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the proposal form furnished by the County
- B. Lack of signature by an authorized representative on the proposal form
- C. Failure to properly complete the proposal
- D. Proposals that do not meet the mandatory requirements
- E. Evidence of collusion among proposers

26. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this proposal, a written notice of such revision will be provided to all proposers in the form of addenda. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is provided to proposers in a written addendum from the Purchasing Agent.

The County of Galveston reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by amendments to the solicitation. Copies of such amendments shall be furnished to all prospective contractors. Prospective contractors are defined as those contractors listed on the County's Request for Proposal list for this material/service or who have obtained his documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of the County shall enable contractors to revise their proposals. In any case, the proposal opening shall be at least five working days after the last amendment; and the amendment shall include an announcement of the new date if applicable, for the opening or proposals.

27. PROPOSAL DISCLOSURES

The names of those who submitted proposals will not be made public information until after an award is made by Commissioners' Court. No price or staffing information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

28. PROTEST

Any actual or prospective proposer who is allegedly aggrieved in connection with the solicitation or award of proposal may protest. The protest will be submitted in writing to the Purchasing Agent within seven days after such aggrieved person knows of, or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Agent will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Purchasing Agent, such appeal must be made to the Commissioners' Court through the Purchasing Agent. The decision of the Court will be final. The Court need not consider protests unless the procedure is followed.

29. WITHDRAWAL OF PROPOSAL

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Proposers may request withdrawal of a sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No proposals may be withdrawn for a period of sixty (60) calendar days after opening of the proposals.

30. INDEMNIFICATION

The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County of Galveston, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life, property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against Galveston County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensation a sum of money reasonably sufficient to liquidate any and all such lawful claims.

31. PROOF OF INSURANCE

Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by successful proposer and providing that the amount by reason of services limits of not less than the following sums:

- A. For damages arising out of bodily injury to or death of one person in any one accident -ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.
- B. For damages arising out of bodily injury to or death of two or more persons in any one accident -THREE HUNDRED THOUSAND AND NO/100 (\$300,000.00) DOLLARS.
- C. For any injury to or destruction of property in any one accident -ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.

Successful proposer shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the successful proposer. Current insurance Certificates certifying that such policies as specified above are in full force and effect shall be furnished by successful proposer to the County.

Galveston County shall be listed as the additional insured on policy certificates and shall be notified of any changes to the policy during the contractual period.

32. BID/PROPOSAL BOND

Each bidder will be required to furnish with their bid a Cashier's or Certified Check from any bank with in the State of Texas or an acceptable Bidder's Bond for the sum of 5% of the total highest bid payable to the County of Galveston. The certified check or bid bond will be returned to the unsuccessful bidder(s) and to the successful bidder on the completion of all contract documents and the furnishing of any necessary payment bonds and insurance certificates.

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The bid bond or check will be forfeited to the County as liquidated damages should the successful bidder fail to give the required payment and performance bonds and insurance certificates and execute the contract with the said County within thirty (30) days after receiving notice of acceptance of its bid.

33. PERFORMANCE AND PAYMENT BOND(S)

V.T.C.A., Government Code Chapter 2253, requires a Performance Bond (for contracts in the excess of \$100,000) and a Payment Bond (for contracts in excess of \$25,000), to be provided by the Contractor. Each bond required shall be equal to the total contract price and shall be issued by a satisfactory surety company. The bond(s) will remain in full force and effect until final completion and acceptance of the work.

The bond(s) are to be made payable to the County of Galveston. They shall be written on forms provided by the surety for public works projects in Texas. A surety licensed to do business in the state of Texas must execute the bond.

Bidders should familiarize themselves with the entire provisions of V.T.C.A., Chapter 2253 and the penalties provided for its violation before submitting their bid.

34. CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer is required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form) with the County Clerk of Galveston County, Texas. A copy of the new law is available at <http://www.capitol.state.tx.us>

Successful Proposer must annually file an updated completed CIQ Form with the Galveston County Clerk's Office no later than September 1st of each year and must file an updated completed CIQ Form no later than the seventh business day after the date of an event that would make a statement in the formerly filed questionnaire incomplete or inaccurate.

A blank CIQ Form is enclosed with this proposal. It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk's office. Proposer is advised that it is an offense under Chapter 176 to fail to comply with its mandatory conflict of interest reporting requirements. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website. Both web sites are linked to the Galveston County homepage at <http://www.co.galveston.tx.us> or http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

A copy of the Proposer's completed CIQ Form that has been filed with the Galveston County Clerk's Office must be included with Proposer's proposal.

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business, and agent who is subject to the law's filing requirement.

All information provided on the submitted forms must be typed or plainly and legibly handwritten in blue or black ink. In addition, wherever signatures are requested, the name(s) of the person(s) signing must be printed or typed directly beneath the signature line.

Any document that is deemed not legible may cause vendor status to be suspended or denied until corrected.

(Please see Conflict of Interest Questionnaire included. Complete and return with packet.)

35. COMPETITIVENESS AND INTEGRITY

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this proposal to the Galveston County Purchasing Agent, unless otherwise specifically noted.

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Do not contact the requesting department. Attempts by offering firms to circumvent this requirement will be viewed negatively and may result in rejection of the offer of the firm found to be in non-compliance.

All questions regarding this Request for Proposal must be submitted in writing to:

Bruce Hughes, CPPO, CPPB, Purchasing Agent

722 Moody

Fifth Floor

Galveston, Texas 77550

Fax: (409) 621-7987

E-mail: bruce.hughes@co.galveston.tx.us

An authorized person from the submitting firm must sign all proposals. This signature acknowledges that the proposer has read the proposal documents thoroughly before submitting a proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Request for Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.

36. ENTIRETY OF AGREEMENT AND MODIFICATION

This contract contains the entire agreement between the parties. Any prior agreement, promise, negotiation or representation not expressly set forth in this contract has no force or effect. Any subsequent modification to this contract must be in writing, signed by both parties.

An official representative, employee, or agent of the County does not have the authority to modify or amend this contract except pursuant to specific authority to do so granted by the Galveston County Commissioners' Court.

37. NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham proposal, of that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the proposal price of the contractor of any other bidder, or to fix any overhead, profit or cost element of the proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

No negotiations, decisions, or actions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Request for Proposal.

No officer or employee of the County of Galveston, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County of Galveston contracts for this service.

38. NOTICE

All notices or other communications required or permitted under this contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, transmitted by facsimile, or mailed certified mail, return receipt

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requested with proper postage affixed and addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

To the County at:

Hon. James Yarbrough, County Judge
722 Moody
Second Floor
Galveston, Texas 77550
Fax: (409) 765-2653

With copies to:

Bruce Hughes, CPPO, CPPB
Purchasing Agent
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 621-7987

Harvey Bazaman
Director of County Legal
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 770-5560

39. PROCUREMENT ETHICS

Galveston County is committed to the highest ethical standards. Therefore, it is a serious breach of the public trust to subvert the public purchasing process by directing purchases to certain favored vendors, or to tamper with the competitive bidding process, whether it's done for kickbacks, friendship or any other reason. Since misuse of the purchasing power of a local government carries criminal penalties, and many such misuses are from a lack of clear guidelines about what constitutes an abuse of office, the Code of Ethics outlined below must be strictly followed.

Galveston County also requires ethical conduct from those who do business with the county.

CODE OF ETHICS – Statement of Purchasing Policy

“Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the county’s integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of the Article, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.”

General Ethical Standards

It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee’s duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in a procurement when the employee knows that:

- The employee or any member of the employee’s immediate family, has a financial interest pertaining to the procurement

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- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities

It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information

It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

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REQUEST FOR PROPOSAL – TABLE OF CONTENTS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

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Section 2.0	Stick-built/Modular Homes Reconstruction/Replacement
Section 3.0	Mobile Home Units Reconstruction/Replacement
Section 4.0	Frequently Asked Questions
Section 5.0	Vendor Qualification Package

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SECTION 1.0 - PROPOSAL REQUIREMENTS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

SCOPE

The County of Galveston invites qualified proposers to submit proposals for Housing Reconstruction/Replacement/Demolition/Elevation Services for the Grants Department for housing damaged or destroyed in the Presidentially Declared Major Disaster (1791) area beginning upon or about the date of full execution of contract between the County of Galveston and the Texas Department of Housing and Community Affairs (TDHCA) and continuing for twenty-four (24) months thereafter. Proposers are encouraged to review this entire solicitation upon receipt.

This project, herein referred to as **“the Work”**, consists of reconstruction/replacement of **Stick-Built/Modular home/Mobile Home Units (MHUs) using builder-supplied house plans and specifications, performing demolition and total removal of all standing structural components and any building debris prior to initiating new reconstructions meeting all Federal, State, and local jurisdictional requirements.** Some houses/MHUs will require elevation above the Federal Emergency Management Agency (FEMA) Base Flood Elevation (BFE) or local jurisdictional requirements, and some will require related Uniform Federal Accessibility Standards (UFAS)-compatible components.

The “Work Area” includes unincorporated areas within Galveston County (excluding the City of Galveston), Bacliff, San Leon, Freddiesville, Bolivar Peninsula, Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City and Tiki Island. Only those areas within these municipalities that also are within Galveston County are included in the Work Area.

The work consists of new Stick-built/modular house/MHUs reconstruction on Galveston County Housing Assistance Program-eligible individual property owner lots, utilizing one of at least three (3) contractor-provided house plans (excluding plans for a UFAS compatible house) per housing option, for minimum square footages ranging from 1000 square feet to 1600 square feet. Additionally, work may consist of performing demolition and total removal of all standing structural components and building debris prior to initiating new reconstruction. Some houses/MHUs will require elevation above FEMA BFE and some shall require UFAS compatibility. Selected Contractor(s) are also responsible for performing investigation of Lead and Asbestos Containing Materials; and may be required to do Lead and Asbestos Abatement; if required. All activities shall be performed in accordance with all applicable construction/environmental and any other Federal, State, and Local laws and regulations.

Any questions regarding procurement procedures should be addressed to Bruce Hughes, CPPO, CPPB, Purchasing Agent, via e-mail Bruce.Hughes@co.galveston.tx.us or at 722 Moody (21st Street), Fifth (5th) Floor, Galveston, TX 77550 or by calling 409.770.5372.

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SECTION 1.0 - PROPOSAL REQUIREMENTS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

BACKGROUND

The County of Galveston expects to award contracts from Community Development Block Grant ("CDBG") Disaster funds awarded to the State of Texas and allocated to the County of Galveston, contingent upon the County's disaster housing program(s) being approved by the State of Texas.

Approximately 150 dwellings of all types (stick-built, modular, or MHU) are anticipated to be reconstructed (reconstruction is where the current damaged dwelling is demolished and a new dwelling is constructed at the same location), 60 dwellings are anticipated to be replaced (replacement is where the current damaged dwelling is demolished and a new dwelling is constructed in a different location provided by the home owner or Galveston County), under the Galveston County Housing Assistance Program (GCHAP) by September 2011. Replacement for eligible applicants may consist of stick-built, modular homes, or MHUs as determined by price, location, local ordinances, policy and other factors relevant to product selection. Proposers are instructed that the number of dwellings in each category are anticipated and may vary. No change in number of dwellings or quantities shall alter unit prices for such materials or services.

Proposers submitting proposals should understand and take into consideration that the program could be increased to serve additional damaged housing needs in the affected areas if the U.S. Congress approves additional allocations of CDBG funds. In addition, the program could be increased provided however, that this does not obligate Galveston County to contract with successful Contractor(s) for the provision of services related to such increases should they occur.

This Request for Proposal (RFP) is to solicit proposals for a contractor to perform work as previously described. Proposers may submit their proposal to perform Stick-Built/modular homes reconstruction/replacement, MHUs reconstruction/replacement, rehabilitation/minor repairs, and/or demolition services. **Work descriptions are divided into sections and proposers may choose to submit proposals on one or all of the work descriptions; however, Proposers shall complete all line items included in each section/Proposal Form they are interested in for their proposal to be considered complete for that work description. Proposers may not choose to propose on only a portion of the services in each section as that would be considered incomplete. The work descriptions and sections are described below:**

Section 2: Stick-built/Modular Homes Reconstruction/Replacement

Section 3: Mobile Home Units Reconstruction/Replacement

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STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

PRE-PROPOSAL CONFERENCE

A **mandatory** pre-proposal conference is scheduled for **Thursday January 7, 2010 at 10:00 A.M.** in the Commissioners Courtroom located in the Galveston County Courthouse, 722 Moody Avenue (21st Street), First (^{1st}) floor, Galveston, Texas 77550.

PROPOSAL SUBMITTAL INSTRUCTIONS

Proposers should include **ONE (1) “ORIGINAL” (CLEARLY MARKED “ORIGINAL”)** and **ELEVEN (11) COPIES (CLEARLY MARKED “COPY”)** of the response sealed in an envelope or package for delivery to the County of Galveston Purchasing Agent per the instructions in the General Provisions. All documents included in the proposal and the outside of the envelope or package must be marked with the proposer’s name and the proposal number that corresponds to this RFP.

Proposers are encouraged to submit their Best and Final Offer (BAFO) in this proposal; however, upon review of the proposals, Galveston County reserves the right to have negotiating sessions on some or all of the line items costs and other information submitted by potentially selected proposers.

Proposer shall submit a copy of Articles of Partnership or Incorporation and resolution, or corporate board minutes empowering signatory to bind proposer, attested by an officer of the proposer’s firm that submits the proposal.

Proposer is expected to examine all documents, forms, specifications and all instructions. Failure to do so will be at the proposer’s risk.

Under the RFP process, sealed proposals will be received, opened, and only the Proposers names will be read out loud in the Purchasing Agent’s office. Proposal information will not be part of the public record and subject to disclosure, but will be kept confidential until time of award and execution of Contract. Once a declaration of award by the Commissioners Court is made and a Contract is executed, proposals are subject to review under the provisions of the “Public Information Act”. To the extent permitted by law, proposers may request in writing non-disclosure of confidential data. Such information shall accompany the proposal, be readily separable from the proposal, and shall be **CLEARLY MARKED “CONFIDENTIAL”**. For those portions identified as confidential by the proposer, the County of Galveston must rely on advice, decisions and opinions of the Attorney General of the State of Texas relative to the disclosure of data or information.

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The County of Galveston will not be liable for any costs incurred by any proposer in preparing a response to this RFP. Proposers submit proposals at their own risk and expense. The County of Galveston makes no guarantee that any equipment or services will be purchased as a result of this RFP, and reserves the right to reject any and all proposals. All proposals and their accompanying documentation will become the property of the County of Galveston.

Each proposer shall examine the proposal Items for each house plan proposal Item to determine their ability to perform the work specified and participate in the program. The proposer shall prepare the proposal as specified in the General Provisions and additional sections included in this Request for Proposal. Any blank spaces for each item in Proposal form shall be filled (Plan Identifier, Units, Amount, etc.) In order for a proposal to be considered complete, proposers shall submit prices and other requested information for all items in the proposal form(s), that the builder is proposing for. By submitting the signed Proposal Form(s) the proposer agrees to perform the work for the amounts shown in the form. The proposal shall be executed with complete and correct name of individual, partnership, firm, corporation or other legal entity.

Proposer shall be knowledgeable of all Addenda issued and shall acknowledge all Addenda in spaces provided on the proposal form.

Persons desiring further information or interpretation of Request for Proposal or Reference Documents shall make a written request for such information to the address listed in this Section, no later than the date identified in the **TIMELINE** section of this proposal. Interpretation of Request for Proposal or Reference Documents will be made by Addendum **only** and a copy of each Addendum will be mailed or delivered to each person to whom a set of proposal Documents has been furnished.

Before submitting a proposal, the proposer shall carefully examine the proposal Documents, site(s) of the proposed Work Area, and other conditions that may affect the performance of the Work. The proposer shall be satisfied as to character, quality and quantities of Work to be performed and materials to be furnished. Submission of proposal shall indicate that the proposer has complied with these requirements.

PROPOSAL BOND

The following instructions supersede the Bid/Proposal Bond, Item #32 of the General Provisions.

Each proposer will be required to furnish with their proposal a Cashier's or Certified Check from any bank with in the State of Texas or an acceptable proposer's Bond for the sum of \$25,000 payable to the County of Galveston. The certified check or proposal bond will be returned to the unsuccessful proposer(s) and to the successful

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proposer(s) upon completion of all contract documents and the furnishing of any necessary payment bonds and insurance certificates.

The proposal bond or check will be forfeited to the County as liquidated damages should the successful proposer fail to give the required payment and performance bonds and insurance certificates and execute the contract with **said County within thirty (30) days** after receiving notice of acceptance of its proposal.

PERFORMANCE AND PAYMENT BOND(S)

Proposer should adhere to the Performance and Payment Bond Instructions as outlined in the General Provisions, Section, Item #33, Performance and Payment Bonds.

In addition to the requirements stated above, the proposer shall provide a statement from a certified bonding company, authorized to do business in the State of Texas, that their firm can obtain payment bonds and performance bonds in the amount of \$500,000 (minimum) upon execution of the Contract. A larger scope may be available to those Contractors who are capable of bonding \$1,000,000 or more. The increase in scope of work to a Contractor will also depend on the Contractor's performance on this program.

The bond(s) are to be made payable to the **County of Galveston**. They shall be written on forms provided by the surety for residential construction projects in Texas. A surety licensed to do business in the state of Texas must execute the bond.

INSURANCE

This section supersedes the Insurance Requirements as stated in the General Provisions, Item # 31, Proof of Insurance.

The proposer shall provide proof of current general liability policy of at least \$1 million dollars per occurrence and \$2 million dollars aggregate, **with no exemptions/exclusions for residential properties. All insurances shall list Galveston County as additional-insured.** The proposer shall provide proof of coverage, or a statement that they maintain the coverage below, or that the following coverage will be obtained if selected for this Work. All such insurance shall be issued by a company that is licensed to do business in the State in which the work is being performed and that has a rating equal to or exceeding A-;VII from A.M. Best.

- Automobile Liability - \$1 million dollars.
- Workers Compensation - Statutory

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- Employers Liability - \$500,000 each Accident; \$500,000 Disease-each employee; \$500,000 Disease – Policy Limit.
- Builders Risk including Flood and Named Windstorm for the value of the contract. Include a Broad Form Named Insured.
- Excess Umbrella Liability Insurance in the amount of five million dollars (\$5,000,000) per occurrence.
- Professional Liability (applicable if any homebuilders are involved in the design, drawings, or professional services) to cover all acts, errors, or omissions by the Subcontractor in the amount of one million dollars (\$1,000,000) per claim, with an annual aggregate of at least two million dollars (\$2,000,000), inclusive of legal defense costs. In addition, such coverage shall include the disclosure of personal information. If the above insurance is written on a Claims Made Form, such insurance shall be endorsed to provide an extended reporting period of not less than two years following the expiration or termination of this Contract.

TIMELINE

A timeline for the RFP and initial proposal process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes.

- | | |
|---|--------------------------------------|
| • Advertise RFP | December 29, 2009 |
| • Re-advertise RFP | January 5, 2009 |
| • Mandatory Pre-Proposal Conference | January 7, 2010 at 10:00 a.m. C.S.T |
| • Questions Due from Proposers (in writing) | January 14, 2010 by 5:00 p.m. C.S.T. |
| • Response to Questions by Galveston County | January 19, 2010 by 5:00 p.m. C.S.T. |
| • Proposals Due from Proposers | January 21, 2010 at 2:00 p.m. C.S.T. |
| • Recommendation to Commissioners Court | February 3, 2010 |

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

By submission of its proposal, proposer certifies that it is not ineligible for participation in federal or state assistance programs under Executive Order 12549, “Debarment and Suspension.” Proposer further agrees to include this certification in all contracts between itself and any subcontractors in connection with services performed under this contract. Proposer also certifies that it shall notify Galveston County in writing immediately

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if contractor is not in compliance with Executive Order 12549 during the term of this contract. Proposer agrees that it shall refund Galveston County for any payments made to it while ineligible.

SUBMISSION OF POST-PROPOSAL INFORMATION

Multiple Stick-Built/Modular home reconstruction/replacement contractors and multiple MHU reconstruction/replacement contractors are anticipated to be selected. Prior to certification by Galveston County as an approved Contractor, the apparent successful proposer(s) shall submit to Galveston County, when requested, the following within five (5) business days:

- Additional references, if requested, associated with a minimum of three (3) projects of similar scope, nature, and complexity.
- Schedule of values
- Room finish schedule options available to homeowner
- Material finish schedule options available to homeowner
- Actual samples of materials specified
- Such other information as is required

RIGHT TO AUDIT

Successful proposer agrees to keep and maintain records associated with this contract (including but not limited to all records of expenditures made, administrative costs, and services provided) for a minimum of three (3) years from the cessation of services provided under this contract, or as required by Federal or State law or regulation, whichever period is longer. Successful proposer shall allow Galveston County reasonable access to the records in proposer's possession, custody, or control that Galveston County deems necessary to assist Galveston County in auditing the services, costs, and payments provided hereunder.

REFERENCES

The County of Galveston may use references to make judgments directly affecting the award of this contract. The County may conduct its independent investigation of all applicants' qualifications.

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SUBMITTALS

- 1) Proposal Bond
- 2) Statement for Payment and Performance Bonds
- 3) Acknowledgement statement that the Proposer intends to enter into contracts in good faith with homeowners deemed eligible by the GCHAP.
- 4) Signed and notarized proposal forms
- 5) Qualifications, Plans, specifications, delivery schedule, and other information requested in this Proposal

END OF SECTION

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**EVALUATION CRITERIA, PROPOSAL FORM, SUMMARY OF WORK,
AND TECHNICAL SPECIFICATIONS**

SECTION 2.0 - STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

Section 2.0 through 2.4 furnishes information pertaining to evaluation criteria, proposal form, summary of work, and technical specifications of Stick-Built/Modular Home Reconstruction/Replacement and elevation and demolition activities; as required.

END

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SECTION 2.1 - SELECTION CRITERIA AND EVALUATION SCORING
STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

EVALUATION PROCESS

All proposals will be examined by an evaluation committee consisting of members of the Galveston County Purchasing department and other consultants.

Proposals that do not conform to the instructions given or which do not address all the services as specified in each Proposal Form may be eliminated from consideration. The County of Galveston, however, reserves the right to accept such proposal if it is determined to be in the County's best interest to do so.

The County of Galveston may initiate discussions with proposers. Discussions may not be initiated by proposers. The County of Galveston expects to conduct discussions with proposer personnel authorized to contractually obligate the proposer with an offer. Proposers shall not contact any County of Galveston personnel during the RFP process without the express permission from the County's Purchasing Agent. The County of Galveston Purchasing Agent may disqualify any proposer who has made site visits, contacted County of Galveston personnel or distributed any literature without authorization from the Purchasing Agent.

Potentially selected proposers may be expected to make a presentation to the evaluation committee. Proposer presentations may develop into negotiating sessions with the successful proposer(s) if selected by the evaluation committee. If the County of Galveston is unable to agree to contract terms, the County reserves the right to terminate contract negotiations with that proposer and initiate negotiations with another proposer.

All correspondence relating to this RFP, from advertisement to award, shall be sent to the Galveston County Purchasing Agent. All presentations and/or meetings between the County of Galveston and the proposer relating to this RFP shall be coordinated by the Galveston County Purchasing Agent.

No award can be made until the Galveston County Purchasing Agent makes a presentation to the Galveston County Commissioners Court.

Submission of a proposal implies the proposer's acceptance of the evaluation criteria and proposer recognition that subjective judgments must be made by the evaluating committee.

This RFP in no manner obligates the County to eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a Contract. Progress toward this end is solely at the discretion of the Galveston County Commissioners Court and may be terminated at any time prior to the signing of the contract. Proposer agrees that entering into negotiations with proposer does not create any contract and/or property right whatsoever and/or any representation or expectation that negotiations will be successfully completed and that a contract will be awarded to proposer. The determination to enter into a contract is solely at the discretion of the Galveston County Commissioners' Court.

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SECTION 2.1 - SELECTION CRITERIA AND EVALUATION SCORING
STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

Quantities listed are to be considered as approximate and will be used only for comparison of proposals. Payment to Contractor will be made only for actual quantities of Work performed or materials furnished in accordance with Contract and it is understood that quantities may be increased or decreased. No change in quantities shall alter unit prices for such materials or services.

EVALUATION PROCEDURES AND CRITERIA FOR AWARD

The Evaluation Committee will consider the most cost productive, efficient and effective proposal. **While the County of Galveston appreciates a brief straight-forward and concise reply, the proposer must fully understand that the evaluation is based on the information provided.** Accuracy and completeness are essential. Omissions, ambiguous or equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and proposers are cautioned not to make claims or statements which they are not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide the resources necessary to meet submitted claims

All construction activities should comply with universal design features with all applicable Federal, State, local health and safety codes, FEMA floodplain regulations, and RESCHECK standards for energy efficiency, Energy Star compliance and other pertinent state (including Texas Government Code 2306.514), local, and city codes.

The following is a description of items to receive consideration in the evaluation of responses from proposers for providing Stick-built/modular residential construction services to eligible homeowners under this program. Associated with each item description are the evaluation points assigned to each item. The total possible points equal 100. **All proposers shall review Section 2.3 for summary of work associated with reconstruction/replacement of Stick-Built/Modular homes.**

Please note that, in this section, line items are separated for the work to be performed in all of the Work Areas excluding Bolivar Peninsula and for the work to be performed only in Bolivar Peninsular. Proposers are instructed to complete all line items in this section for their proposal to be considered complete for Stick-Built/Modular homes reconstruction/replacement.

Price/Square Foot

15 Points Maximum

The Proposal Form in this Section contains unit price items for Stick-built/Modular homes reconstruction/replacement and associated activities for which contractor will be evaluated on the pricing component of this solicitation. A range of square footages is published for each of the basic house plan options selected for the program. Contractors will be evaluated on the value of each option on a price per square foot

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GALVESTON COUNTY, TEXAS

SECTION 2.1 - SELECTION CRITERIA AND EVALUATION SCORING
STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

basis. Contractors will also be evaluated on alternate house plan options they provide on the Proposal Forms that meet or exceed the minimum square footages of the base proposal house plan options and that provide the best value on price/square foot basis.

Experience

10 Points Maximum

The proposers shall provide a one (1) page (maximum) narrative description of their firm's experience in large scale new house construction with programs similar to this project. At a minimum, the narrative should describe the following:

- Number of years of firm's experience in services the proposer is providing proposal form(s) for.
- Firm experience working in housing market and specifically in the southeast Texas region, if applicable.
- When the firm was formed (incorporated), and any predecessor names of the firm.
- Firm experience with house construction and other activities in wind mitigation zones.

In not more than three (3) pages, the proposer shall provide a narrative description of at least five (5) projects of similar size and scope to this project (specifically simultaneous construction of multiple homes at scattered sites and locations and cities) completed within the past five (5) years. Include in this narrative the names and contact information of the key stakeholders in the project (developers, lending institutions, and regulatory entities, such as municipalities where the construction occurred). Indicate also if the firm was the developer in the project. The proposer shall also provide a minimum of three (3) letters of recommendation from stakeholders with contact names and information, for similar projects, including, but not limited to, developers, lending institutions, regulatory personnel, and homeowners.

Products

15 Points Maximum

As described in Section 2.30 - Summary of Work for Stick-Built/Modular homes reconstruction/replacement; the housing options consist of at a minimum, the following: 3 bedrooms/2 bathrooms and, 4 bedrooms/2 bathrooms, at a range of square footages from 1200 to 1600 square feet. However, depending on the location, lot sizes, and other jurisdictional requirements, 2 bedroom/1 bathroom houses from 1000 to 1200 square feet may also be required. The proposer shall provide at least three (3) unique proposed conceptual scenarios and one (1) scenario with UFAS compliance, with plan and elevation views, and dimensions, suitable to meet the requirements of the three (3) housing options anticipated for this project. The proposer shall provide a Room Finish and Materials Finish schedule for each plan submitted. There shall be at least three (3) elevation view options presented as illustrated in the Proposal Form(s). Potential options or number of options available to the homeowner for

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materials of construction and colors shall be identified in the narrative that accompanies the conceptual house plans proposed. As described above, additional consideration will be made for those contractors that provide additional housing options in each category, and that provide square footages above the minimums published. Consideration will be given for houses that are judged to be aesthetically pleasing and with innovative architectural designs. Consideration will also be given for energy saving enhancements, including added architectural features to reduce energy use.

Personnel

15 Points Maximum

The proposer shall provide an organization chart showing the key personnel proposed for this project. At a minimum, the organization chart should identify the reporting structure within the firm, senior management responsible for the project, the proposed firm Project Manager, and proposed local supervisory personnel. In addition, the proposer shall provide not more than a one (1) page narrative describing the firm's reporting structure, and how project communication is handled within the firm, and to stakeholders outside the firm. For the key personnel identified on the organization chart, the proposer shall provide a resume of no more than two (2) pages that identifies the individual's education, overall years of experience in the construction trade, experience relative to this project within the past five (5) years (specifically simultaneous construction of multiple homes at scattered sites and locations and cities), and any professional registrations and certifications. The proposer shall show capacity to field multiple superintendents with experience in construction projects involving simultaneous multiple house construction and state the number of homes to be assigned to each superintendent.

Proposer shall also include the names and locations (such as presence in Galveston County) of all subcontractors they consider using in this project. Upon execution of the Contract, Contractor shall notify GCHAP of any change in subcontractors; prior to recruiting new sub-contractors.

Permits, Registrations, and Certifications

5 Points Maximum

The proposer shall provide copies of all the firm's permits, registrations, and certifications pertaining to conducting business in the State of Texas as a general residential construction contractor. Specific submittals include, but are not limited to the following:

- Letter of Existence issued by the Texas Secretary of State if the proposer is a corporation, either Texas or foreign.
- Certificate of Account Status issued by the Texas Comptroller of Public Accounts, establishing that the proposer is current with any and all taxes, if any, due to the State of Texas.

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- All manufacturers' structures must have a permanent HUD label or Texas Seal.
- A notarized statement that the firm is not a debarred, suspended, or ineligible contractor according to HUD's "Consolidated List of Debarred, Suspended, and Ineligible Contractors" and the US General Services Administration's "Consolidated List of Debarred and Suspended Contractors."
- Copies of any prequalification documents or certifications from municipalities or jurisdictions within the Work Area.
- The proposer certifies that: (a) the firm and its subcontractors has the capacity and technical ability to perform the range of services the firm is submitting the proposal form(s) for, such as residential single-family construction, demolition, elevation, and accessibility as stated in the Request for Proposal; (b) that the firm and its subcontractors have the experienced personnel to perform the range of services (residential single-family construction, demolition, elevation, and accessibility) stated in the Request for Proposal; and, (c) that the firm and its subcontractors has the capacity to perform the full range of services the firm is submitting the proposal form(s) for such as residential single-family construction, demolition, elevation, and /or accessibility as stated in the Request for Proposal and within the Work Area stated in the Request for Proposal.
- The proposer certifies that: the firm will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the potential activities of employees whose principal employment activities are funded in whole or in part with federal funds, in the performance of the Work.
- The proposer certifies that: the firm, in the performance of the Work, and to the extent applicable, will comply with all federal Laws and policies relating to the CDBG set forth below, which are incorporated by reference:
 - **24 CFR Part 570, Subpart I;**
 - **Public Law 109-148 (Department of Defense Appropriations Act, 2006);**
 - **Public Law 109-234 (Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006);**
 - **Allocations and Common Application and Reporting Waivers Granted to and Alternative Requirements for CDBG Disaster Recovery Grantees Under the Department of Defense Appropriations Act, 2006; Notice," 71 Fed. Reg. 7666 (Feb. 13, 2006); and**
 - **48 CFR, Part 31 regarding the allowability of costs;**
 - **Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. Sec. 1701u);**

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- **Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sec. 4831 (b)) and the procedures established by the Department thereunder;**
- **“Environmental Review Procedures for Recipients assuming HUD Environmental Responsibilities,” 24 CFR 58, and the laws and authorities specified at 24 CFR Sections 58.5 and 58.6.**
- The proposer certifies that: the firm has not violated the antitrust Laws of the State of Texas or federal antitrust Laws, nor communicated directly or indirectly with any competitor in connection with the Work contemplated hereunder.
- Documents pertaining to training related to Lead Paint and Asbestos Containing Materials.

In addition, the proposer shall submit the following:

- An acknowledged statement that the proposer intends to enter into contracts in good faith with homeowners deemed eligible by this Program.

Capacity to Perform

20 Points Maximum

The proposer shall provide a statement, no more than one page in length, outlining the firm’s capacity and approach for the following:

- Number of housing units the firm is capable of having under construction at any point in time throughout the program life cycle assuming a 90 day completion schedule.
- Detailed project delivery schedule including estimated total time to complete new house construction, through issuance of a Certificate of Occupancy by a governing jurisdiction.
- Capability of providing Gap Financing to eligible homeowners to finance the monies above the Program funding cap (identified in the Section 2.3 – Summary of Work) for the housing options selected by the homeowner.

Financial Statements

10 Points Maximum

The proposer shall provide standard financial statements and financial information for the firm which clearly outlines the firm’s financial status. These shall include, but may not be limited to the following:

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- Financial Statements as reported by the firm for the most recent 12 month period.
- Cash Analyses that confirms the resources necessary to complete the project if awarded.

Example Homeowner Warranty

5 Points Maximum

The proposer shall provide an example of the written warranty, compliant with the applicable Texas State law, and guaranteeing the contractor's work for the durations after completion required by all regulations, which will be provided to the homeowners under this program. If warranty is to be provided by a third-party insurer, provide information regarding the insurer's status as an eligible insurer in the State of Texas.

Quality Control Program/Safety Program

5 Points Maximum

The proposer shall provide a copy of their Quality Control Program that describes their approach to quality control, and a copy of their company Safety Program and Experience Modification Rate (EMR) values. The builder shall provide their procedures for inspection of all items of work and their procedures for addressing punch list items.

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Tabular Form of Evaluation Criteria

No.	Criteria	Maximum Points	GCHAP Points
1	Price/Square Foot	15	_____
2	Experience	10	_____
3	Products	15	_____
4	Personnel	15	_____
5	Permits, Registrations, and Certifications	5	_____
6	Capacity to Perform	20	_____
7	Financial Statements	10	_____
8	Example Homeowner Warranty	5	_____
9	Quality Control Program/Safety Program	5	_____
Total		100	_____

END

OPEN: January 21, 2010 2:00 P.M.

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SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

Galveston County
Galveston, Texas

Dear Galveston County:

The undersigned, in compliance with the Request for Proposals for the Galveston County Housing Assistance Program for demolition and Stick-built/Modular homes reconstruction/replacement, elevation of the finished floor above the FEMA BFE (as dictated by local code) when the house is in a designated floodplain, and meeting Accessibility Standards (including Texas Government Code 2306.514), having examined the Summary of Work, Reference Documents, Technical Specifications, and Addenda (if any), the site of the proposed Work and being familiar with all of the existing site conditions and applicable jurisdictional requirements, having conducted all inquiries, tests and investigations deemed necessary and proper; hereby proposes to furnish all labor, permits, material, machinery, tools, supplies and equipment, and perform all Work required for completion of the Project in accordance with the Request for Proposal, Proposer-supplied house plans and specifications, and Addenda (if any), within the time indicated for the following prices:

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
1	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
2	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
3	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

**SPECIAL PROVISIONS
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SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
4	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
5	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
6	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
7	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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**SPECIAL PROVISIONS
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SECTION 2.2 - PROPOSAL FORM
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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
8	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
9	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
10	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
11	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
12	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
13	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
14	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
15	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
16	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
17	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances and related activities necessary to complete the work.	\$_____	\$_____
18	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
19	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 4 (with 3 different elevations), with 2 bedrooms and 1 bathroom, Uniform Federal Accessibility Standards (UFAS)-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
20	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 4 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
21	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 4 (with 3 different elevations), with 4 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
22	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
23	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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SECTION 2.2 - PROPOSAL FORM
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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
24	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
25	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
26	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
27	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
28	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
29	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings and include cost of the steps.	\$ _____	\$ _____
30	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
31	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
32	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
33	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
34	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
35	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____

**SPECIAL PROVISIONS
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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
36	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
37	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
38	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
39	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____

**SPECIAL PROVISIONS
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GALVESTON COUNTY, TEXAS**

SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
40	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
41	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
42	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
43	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings and include cost of the steps.	\$ _____	\$ _____

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GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS**

SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
44	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
45	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 1.0-4.0 Vertical Feet (VF) with slope of 12/1.	\$ _____	\$ _____
46	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 4.1-7.0 VF with slope of 12/1.	\$ _____	\$ _____
47	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 7.1-10.0 VF with slope of 12/1.	\$ _____	\$ _____
48	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 10.1-13.0 VF with slope of 12/1.	\$ _____	\$ _____
49	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 13.1-.16.0 VF with slope of 12/1.	\$ _____	\$ _____
50	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 16.1->19 VF with slope of 12/1.	\$ _____	\$ _____

OPEN: January 21, 2010 2:00 P.M.

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
51	1	Lump Sum	Demolition and proper disposal of existing house with up to 1500 Square Feet (SF) of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$_____	\$_____
52	1	Lump Sum	Demolition and proper disposal of existing house with 1501 SF - 2500 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$_____	\$_____
53	1	Lump Sum	Demolition and proper disposal of existing house with 2501 SF to 3500 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$_____	\$_____

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SECTION 2.2 - PROPOSAL FORM
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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB1	1	Lump Sum	Construction of minimum of 420 SF off street parking for two (2) automobiles on homeowner's lot in accordance with applicable local codes and regulations, to match and join existing asphalt or concrete driveway approach at the ROW, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
UB2	1	Lump Sum	Complete installation of residential water well for domestic use, installed by Licensed Texas Water Well Driller, meeting all applicable codes and regulations, including testing and all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
UB3	1	Lump Sum	Install properly sized aerobic septic system with surface application in accordance with all applicable codes and regulations, including all appurtenances (such as night spray component when required by lot size) and related activities necessary to complete the work.	\$ _____	\$ _____
UB4	1	Lump Sum	Install properly sized aerobic septic system with drip irrigation in accordance with all applicable codes and regulations, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
UB5	1	LF	Install additional 1" water supply line, as necessary, the additional distance from the original point of service (well head or public system service tap) to a new point of service.	\$ _____	\$ _____
UB6	1	LF	Install additional 4" sewer line, as necessary, the additional distance from the original point of service (septic system connection or public system sewer connection) to a new point of service.	\$ _____	\$ _____
UB7	1	LF	Install underground electrical service line from the point of utility company service to house, when required by ordinance or established rule.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB8	1	Lump Sum	Removal and proper disposal of encroaching tree 6” in diameter or greater with permission of the homeowner and approval of the Program, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
UB9	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 96”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
UB10	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 168”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
UB11	1	LF	When required by homeowner and approved by the Program, construct a 36” wide concrete Accessible Route up to 25 feet in length from the edge of the parking space to the lift/ramp/entrance platform at the house with reference to the UFAS Sections 4.3.3, 4.3.7, 4.3.8 and 4.5 with concrete specifications that meet jurisdictional code (and handrails, when required, to be constructed of pressure-treated lumber).	\$ _____	\$ _____
UB12	1	Lump Sum	When required by homeowner and approved by the Program, construct a minimum 420 SF concrete Parking Space with reference to the UFAS Section 4.6.3 with concrete specifications that meet jurisdictional code.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB13	1	Lump Sum	When required by the homeowner and approved by the Program, <u>install</u> elevated Water Closet adjacent to a wall with safety bars in one (1) designated bathroom with reference to the UFAS Section 4.26. (American Standard, or approved equal, minimum 16.5” height elongated bowl and Moen chrome safety bars, or approval equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____
UB14	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Bathtub , with safety bars, and drop down seat in one (1) designated bathroom with reference to the UFAS Section 4.34.5.4 (Koral Model HTS 731LH/736 RH or approved equal); and installed entry and interior doors and door hardware to and within all locations of the unit with reference to UFAS Section 4.13 (Kwikste Delt Bed/Bath lever, Hem #231407 or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____
UB15	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Shower , (1) designated bathroom with reference to the UFAS Section 4.34.5.5 (One-piece 60” fiberglass ADA Handicap shower with over-flow barrier - Accessibility Professionals Model APTXSS6233BF75 - http://www.ada-showers.com/ada_shower_pdf/APTXSS6233BF75.pdf or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB16	1	Lump Sum	When required by the homeowner and approved by the Program, installed Kitchen per UFAS Section 4.34.6 (includes cooktop (Frigidaire 30” cooktop with front-end knobs or approved equal) and wall oven (Frigidaire 24” single wall oven or approved equal) instead of a range), installed Lavatory, Mirror and Faucet (one designated bathroom) per UFAS Section 4.34.5.3, installed Storage per UFAS Section 4.25. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB17	1	Lump Sum	When required by a homeowner with visual or hearing impairment and approved by the Program, installed Emergency Alarms for visual/hearing impaired occupants for all floor plans (per UFAS Section 4.28) as an upgrade to IRC required alarm system. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB18	1	Lump Sum	When required by a homeowner and approved by the Program, all Vinyl Flooring throughout unit (12 mil Armstrong Cambay grade or approved equal) The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB19	1	Lump Sum	When required by a homeowner with medical conditions and approved by the Program, upgrade electrical wiring components to accommodate electrical connections to medical equipment, typical assumption would be a 20 amp dedicated circuit. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP1	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP2	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP3	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP4	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP5	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP6	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP7	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP8	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP9	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP10	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP11	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP12	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP13	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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SECTION 2.2 - PROPOSAL FORM
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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP14	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP15	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP16	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP17	_____	___Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP18	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP19	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1200 sq. ft. house plan no. 4 (with 3 different elevations), with 2 bedrooms and 1 bathroom, Uniform Federal Accessibility Standards (UFAS)-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP20	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1400 sq. ft. house plan no. 4 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP21	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1600 sq. ft. house plan no. 4 (with 3 different elevations), with 4 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP22	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP23	_____	____Sq Ft	New house construction in place in accordance with proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

OPEN: January 21, 2010 2:00 P.M.

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP24	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP25	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP26	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP27	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Measurement	Units	Item Description	Unit Price	Amount
BP28	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP29	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP30	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP31	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Measurement	Units	Item Description	Unit Price	Amount
BP32	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP33	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP34	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP35	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Measurement	Units	Item Description	Unit Price	Amount
BP36	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
BP37	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
BP38	1	Lump Sum	Elevate new house finished floor 10.1-13.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
BP39	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Measurement	Units	Item Description	Unit Price	Amount
BP40	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP41	1	Lump Sum	Elevate new house finished floor 13.1-16.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP42	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP43	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposal Item	Measurement	Units	Item Description	Unit Price	Amount
BP44	1	Lump Sum	Elevate new house finished floor 16.1->19 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP45	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 1.0-4.0 Vertical Feet (VF) with slope of 12/1.	\$_____	\$_____
BP46	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 4.1-7.0 VF with slope of 12/1.	\$_____	\$_____
BP47	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 7.1-10.0 VF with slope of 12/1.	\$_____	\$_____
BP48	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 10.1-13.0 VF with slope of 12/1.	\$_____	\$_____
BP49	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 13.1-16.0 VF with slope of 12/1.	\$_____	\$_____
BP50	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 16.1->19 VF with slope of 12/1.	\$_____	\$_____

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SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP51	1	Lump Sum	Demolition and proper disposal of existing house with up to 1500 Square Feet (SF) of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____
BP52	1	Lump Sum	Demolition and proper disposal of existing house with up to 1501 SF - 2500 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____
BP53	1	Lump Sum	Demolition and proper disposal of existing house with 2501 SF to 3500 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB1	1	Lump Sum	Construction of minimum of 420 SF off street parking for two (2) automobiles on homeowner's lot in accordance with applicable local codes and regulations, to match and join existing asphalt or concrete driveway approach at the ROW, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB2	1	Lump Sum	Complete installation of residential water well for domestic use, installed by Licensed Texas Water Well Driller, meeting all applicable codes and regulations, including testing and all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB3	1	Lump Sum	Install properly sized aerobic septic system with surface application in accordance with all applicable codes and regulations, including all appurtenances (such as night spray component when required by lot size) and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB4	1	Lump Sum	Install properly sized aerobic septic system with drip irrigation in accordance with all applicable codes and regulations, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB5	1	LF	Install additional 1" water supply line, as necessary, the additional distance from the original point of service (well head or public system service tap) to a new point of service.	\$ _____	\$ _____
BPUB6	1	LF	Install additional 4" sewer line, as necessary, the additional distance from the original point of service (septic system connection or public system sewer connection) to a new point of service.	\$ _____	\$ _____
BPUB7	1	LF	Install underground electrical service line from the point of utility company service to house, when required by ordinance or established rule.	\$ _____	\$ _____

OPEN: January 21, 2010 2:00 P.M.

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB8	1	Lump Sum	Removal and proper disposal of encroaching tree 6” in diameter or greater with permission of the homeowner and approval of the Program, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB9	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 96”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
BPUB10	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 168”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
BPUB11	1	LF	When required by homeowner and approved by the Program, construct a 36” wide concrete Accessible Route up to 25 feet in length from the edge of the parking space to the lift/ramp/entrance platform at the house with reference to the UFAS Sections 4.3.3, 4.3.7, 4.3.8 and 4.5 with concrete specifications that meet jurisdictional code. (and handrails, when required, to be constructed of pressure-treated lumber)	\$ _____	\$ _____
BPUB12	1	Lump Sum	When required by homeowner and approved by the Program, construct a minimum 420 SF concrete Parking Space with reference to the UFAS Section 4.6.3 with concrete specifications that meet jurisdictional code.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB13	1	Lump Sum	When required by the homeowner and approved by the Program, install elevated Water Closet adjacent to a wall with safety bars in one (1) designated bathroom with reference to the UFAS Section 4.26. (American Standard, or approved equal, minimum 16.5” height elongated bowl and Moen chrome safety bars, or approval equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB14	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Bathtub , with safety bars, and drop down seat in one (1) designated bathroom with reference to the UFAS Section 4.34.5.4 (Koral Model HTS 731LH/736 RH or approved equal); and installed entry and interior doors and door hardware to and within all locations of the unit with reference to UFAS Section 4.13 (Kwikste Delt Bed/Bath lever, Hem #231407 or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB15	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Shower , (1) designated bathroom with reference to the UFAS Section 4.34.5.5 (One-piece 60” fiberglass ADA Handicap shower with over-flow barrier - Accessibility Professionals Model APTXSS6233BF75 - http://www.ada-showers.com/ada_shower_pdf/APTXSS6233BF75.pdf or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB16	1	Lump Sum	When required by the homeowner and approved by the Program, installed Kitchen per UFAS Section 4.34.6 (includes cooktop (Frigidaire 30” cooktop with front-end knobs or approved equal) and wall oven (Frigidaire 24” single wall oven or approved equal) instead of a range), installed Lavatory, Mirror and Faucet (one designated bathroom) per UFAS Section 4.34.5.3, installed Storage per UFAS Section 4.25. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB17	1	Lump Sum	When required by a homeowner with visual or hearing impairment and approved by the Program, installed Emergency Alarms for visual/hearing impaired occupants for all floor plans (per UFAS Section 4.28) as an upgrade to IRC required alarm system. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB18	1	Lump Sum	When required by a homeowner and approved by the Program, all Vinyl Flooring throughout unit (12 mil Armstrong Cambrey grade or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB19	1	Lump Sum	When required by a homeowner with medical conditions and approved by the Program, upgrade electrical wiring components to accommodate electrical connections to medical equipment, typical assumption would be a 20 amp dedicated circuit. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____

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ADDITIONAL HOUSE PLANS: The proposer is encouraged to provide additional house plans and specifications for larger houses for those eligible homeowners that obtain gap financing provided by the proposer or others within reasonable and customary time limits or those dictated by the Galveston County Housing Assistance Program.

QUANTITY: The undersigned proposer shall utilize the quantity in square feet of the proposer-supplied house plan(s) and the Program-specified amount for each house configuration in deriving the unit price for each applicable house line item.

TIME OF COMPLETION: The undersigned proposer agrees to commence work within fourteen (14) calendar days after issuance of work order, and to complete construction of the improvements, as required by the Request for Proposal, Drawings and Addenda for the Work within one hundred (100) **Calendar** days after issuance of work order.

LIQUIDATED DAMAGES: The proposer understands and agrees that the timely completion of the described Work is of the essence. The proposer agrees that for each and every **Calendar** Day the Work or any portion thereof, remains incomplete after the completion date as established by the first sentence of the above paragraph, "Time of Completion", the proposer shall pay the amount of ONE HUNDRED DOLLARS (\$100.00) per **Calendar** Day as liquidated damages, not as a penalty, but for delay damages to the Galveston County Housing Assistance Program. Such amount shall be deducted from any payment due to the proposer.

INCENTIVE PROGRAM BASED ON PERFORMANCE: The proposer is encouraged to complete construction of houses in a timely manner. Volume of work allocated to a proposer depends on the proposer's performance in completing the activities in a timely/satisfactory manner and in accordance with the requirements of this program and proposer's eligibility to meet bond requirements.

Galveston County Commissioners' Court reserves the right to reject any or all proposals and to waive any informalities and irregularities in proposals received. Galveston County Purchasing Agent reserves the right to negotiate pricing, materials, and services following selection of successful proposers.

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SECTION 2.2 - PROPOSAL FORM
STICK-BUILT/MODULAR HOME RECONSTRUCTION/REPLACEMENT

The undersigned acknowledges receipt of the following addenda:

Addendum No. 1 dated _____ Received _____

Addendum No. 2 dated _____ Received _____

Addendum No. 3 dated _____ Received _____

Secretary, *if Proposer is a Corporation

Proposer

(Seal)

Authorized Signature

Title

Date

Contacto hereby acknowledges that this proposal submittal includes all items from Section 1.0 and Section 2.0 to Section 2.4 including Proposal Form and Proposal Bond is attached in accordance with this proposal.

Contractor's Signature

Title:

Date:

Copy of Corporate Resolution and minutes with
certificate of officer of Proposer as to

authority of signatory to bind proposer is to

Be signed and dated no earlier than one week

before proposal date, and attached to this document.

Address

Telephone No. / Fax No.

END

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SECTION 2.3 – SUMMARY OF WORK

STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

DIVISION 1 - GENERAL

1.01 INTRODUCTION

In this section, “the Work” consists of Stick-Built/Modular homes reconstruction/replacement and other activities requested as a line item in Section 2.2 using builder-supplied house plans and specifications and meeting the requirements of the Galveston County Housing Assistance Program (GCHAPGCHAP), as applicable. Some houses will require elevation above the FEMA Base Flood Elevation (BFE) or local jurisdictional requirements, and some will require related UFAS-compatible accessibility. The location of the work will be determined by an application and eligibility process, and construction could be located in the following, known as the affected area “Work Area”: unincorporated areas within Galveston County (excluding the City of Galveston), Bacliff, San Leon, Freddiesville, Bolivar Peninsula, Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, and Tiki Island, Texas. Contractors and subcontractors are required to provide the full range of services (residential single family reconstruction/replacement, demolition, elevation, and accessibility) within the work area simultaneously. The Work is to be performed under a Primary Contract with Galveston County and a three (3) party agreement that includes the Contractor, the eligible Homeowner, and Galveston County (as Lender).

The Galveston County Housing Assistance Program, managed by the Galveston County Commissioners Court through a contract with Affiliated Computer Services, Inc. (ACS) (and subcontractors Shaw Environmental and Infrastructure, Inc., First American Title, and Stewart Title) are conducted under the Galveston County Hurricane Ike Community Development Block Grant (CDBG) Funding Action Plan and Method of Distribution. The Action Plan was created to assist with the recovery of distressed areas related to the consequences of Hurricane Ike in 2008.

The Program sets the following maximum expenditures in place for residential house construction under Galveston County Housing, and this Request for Proposal has set the following target house configurations:

- Household of typically 1-2 persons \$80,000 (max) 2 bedroom/1bath (Not Typical)
- Household of typically 3 persons \$86,500 (max) 3 bedroom/2bath (Typical)
- Household of typically 4+ persons \$95,000 (max) 4 bedroom/2bath (Typical)

This Section is intended to provide a summary of the work that will be performed under a Primary Contract and a three (3) party agreement as previously described. Technical detail describing the work elements necessary to address each area is provided in other Sections within this Request for Proposal (RFP). This Section shall be used in conjunction with all other Sections to describe the total requirements of the work.

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SECTION 2.3 – SUMMARY OF WORK

STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

1.02 RELATED DOCUMENTS

Contractor-produced drawings, general provisions of the Contract, Reference Documents, and Division 1 through Division 13 requirements.

1.03 PROJECT DIRECTORY

Bruce Hughes, CPPO, CPPB
Purchasing Agent – Galveston County
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, TX 77550
Phone: 409.770.5372
Bruce.Hughes@co.galveston.tx.us

1.04 DESCRIPTION OF WORK

- A. Contractor shall coordinate with Galveston County Housing Assistance Program on eligible homeowners needing demolition and home reconstruction/replacement and they shall engage in a Primary Contract with Galveston County and a three (3) party agreement with these eligible homeowners as previously described. Whenever possible, eligible homeowner sites will be bundled in groups of sufficient size to provide economies of scale, with consideration to location. The locations and number of homeowner sites are not guaranteed and as such the contractor agrees to provide the full range of services throughout the entire Work Area. Contractor shall provide at least four (4) unique house plans (including UFAS-compatible plan) for the house configuration for which the homeowner qualifies, as determined by others. Plans shall provide at least three (3) elevation view options. The contractor shall provide a list of material and color choices available to the homeowner for their home in accordance with the options available in the house plans developed by the contractor.
- B. If available, the contractor may arrange gap financing for the homeowner for those cases where this funding is required to substitute for duplications of benefits received previously, or to construct a larger house than that which the applicant is eligible under this disaster program (as dictated by Program Policies). Terms and conditions of gap financing loans shall be reviewed in advance by GCHAP.
- C. Contractor shall arrange for the securing of any necessary permits and shall comply with all codes and regulations. Contractor shall assume responsibility for protection of their construction site and materials.

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- D. Specific technical requirements for Stick-Built/Modular are described in Section 2.4 of this RFP. It is not the intention of the Specifications to detail every action necessary to perform the Work. The Contract will be awarded with the mutual understanding, however, that the proposal includes all labor and materials specified, and if any of the Work is not fully or completely described or detailed, this shall not be a warrant for the omission of such details or for poor workmanship. The omission of minor details in the Specifications shall in no way relieve the Contractor of the obligation to perform the Work.
- E. The Contractor shall make known to GCHAP any items in the Contract documents that may be a problem, or items uncovered by the work that may be defective. These shall be brought to the attention of GCHAP for appropriate response.
- F. The scope of work may vary between home construction sites and the units of work specified shall be used to address this variability.
- G. Contractor shall provide services to perform investigation of Lead and Asbestos Containing Materials; and abatement; if required. All activities shall be performed in accordance with all applicable Federal, State, and Local environmental laws and regulations.
- H. For all Stick-Built/Modular homes, at a minimum, all construction activities shall be performed using applicable International Residential Code (IRC) and International Building Code (IBC), Texas Government Code 2306.514, and all applicable federal, state, local, and city codes, laws, and regulations including Manufactured Housing Department of Texas Department of Housing and Community Affairs, as applicable.
- I. Most jurisdictions have zoning and density requirements and those requirements dictate the setbacks, parking, and height. Contractor needs to study the jurisdictional requirements and make all required assumptions prior to submittal of the proposal.
- J. Most jurisdictions have several zoning categories and covenants for residential purposes and these categories dictate materials selections, etc. Contractor is responsible for properly addressing these requirements prior to submittal of the proposal.
- K. Most of the cities have deed restrictions that may dictate exterior materials and parking locations. Contractor is responsible for properly addressing these requirements.

1.05 CONTRACTOR'S DUTIES

- A. Except as specifically noted, provide and pay for:

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SECTION 2.3 – SUMMARY OF WORK

STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

1. Labor, materials, and equipment;
 2. Tools, construction equipment, and machinery;
 3. Other facilities and services necessary for proper execution and completion of the Work.
- B. Securing and paying for, as necessary for execution and completion of the Work, any:
1. Permits;
 2. Licenses;
 3. Taxes; and
 4. Fees, including third party evaluations, variances, and other fees.
 5. Elevation Certificates
 6. Surveys
- C. Complying with all applicable laws, codes, ordinances, rules, regulations, orders and/or other requirements of public authorities in connection with performance of the work. Note: all residential construction is to comply with Texas Government Code, Section 2306.514 “Construction Requirements for Single Family Affordable Housing”.
- D. Assuring 3rd party inspection pursuant to 10 Texas Administration Code, Chapter 307, Section 307.1-307.7, Inspections of Homes in Areas without Municipal Inspections.
- E. Providing notification to all applicable agencies, as required by federal, state, and local law, except where duty to notify is specifically assigned to the GCHAP.
- F. Promptly submitting written notice to the GCHAP of any observed variances in the Contract Documents from known requirements of any public authority. Appropriate modifications to the Contract Documents will be made to reflect any changes necessary because of variances.
- G. Assuming responsibility for Work that is known to be contrary to such requirements, and for which no notice has been provided to GCHAP.
- H. Enforcing strict discipline and good order among employees and employing on the Work only persons skilled and/or licensed in the task to be performed.
- I. Behaving in a courteous and considerate manner to the homeowner and residents in areas adjacent to the construction site.
- J. Checking Dimensions at Site:

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SECTION 2.3 – SUMMARY OF WORK

STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

1. Verify all measurements before ordering any materials or doing any work.
2. Report any discrepancies to GCHAP for instructions before proceeding.
- K. Approval of Working Surface:
 1. Notify GCHAP of any unsatisfactory condition before performing work.
- L. Promptly submitting written notice to GCHAP of any discrepancies in or questions about the technical specifications, contract documents, or Work. Failure to notify GCHAP of said discrepancies, questions, or concerns will in no way relieve the Contractor from performing all work outlined in these contract documents. Additionally, should the Contractor fail to notify GCHAP, the Contractor may be held responsible for any damages caused by their actions.
- M. Developing and implementing the various Plans specified within the work, acceptable to GCHAP.
- N. Coordinating with Utility Service companies and GCHAP regarding location and shut off of all utilities within each area of proposed work.
- O. Maintaining and uploading proper documentation to WorlTrac software program as applicable:
 1. Windstorm Certification
 2. Surveys
 3. Permits
 4. Forecasting and Projection Dates
 5. Construction Dates
 6. Landfill Receipts; if applicable
- P. Supplying warranty and contact information to applicants prior to final inspection.

1.06 CONTRACTORS QUALITY CONTROL

- A. The Contractor shall implement a Quality Control Program to perform inspection of all items of work, including that of his subcontractors. This Program shall insure conformance to applicable specifications and drawings with respect to the materials, codes, workmanship, construction, finish, functional performance and identification. This Control Program shall be established for all Work performed under this Contract.

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STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

- B. Quality control services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Documents.
- C. GCHAP designee will conduct progress and final completion inspections. GCHAP will notify the Contractor of any non-compliance issues regarding Work under this Contract. The Contractor shall, after receipt of such notice, immediately take corrective action. Any notice, when delivered to the Contractor or his representative at the site of the work, shall be considered sufficient notice. The Contractor shall maintain a detailed record of every non-compliance and corrective action taken. If the Contractor fails or refuses to comply promptly, GCHAP, may:
1. Issue an order stopping all or part of the work until satisfactory corrective action has been taken.
 2. Repair, replace or otherwise remedy the defective work at the Contractor's expense. Costs incurred by GCHAP to correct defective work shall be deducted from the total amount due the Contractor. **Any work performed outside this program's requirements will be the responsibility of the Contractor to correct deficiencies to the program requirements at Contractor's expense.**
 3. Withhold an amount from the payment due the Contractor as may be deemed necessary, at the discretion of GCHAP.
 4. Terminate the Contract for Contractor default after providing proper notice.
- D. The Contractor shall respond to applicant complaints as follows unless otherwise directed:
1. Health and Safety complaints must be addressed immediately.
 2. All construction activities shall be performed in compliance with applicable Occupation Safety and Health Administration (OSHA) safety regulations and other applicable laws.
 3. Other complaints must be addressed within 5 business days or less.

1.07 SEQUENCE OF WORK

- A. The Contractor's general work sequence is expected to proceed as follows:
1. Conduct site visit to determine new Stick-built/Modular house construction requirements, determine what local code requirements exist (in addition to any Federal and State laws and regulations), and create work orders for approval for all acceptable units of work.

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2. Meet with homeowner and GCHAP in a Benefit Selection meeting for homeowner to pick house plan and to establish homeowner vacate date. Provide homeowner with options for their choices.
 3. Create permit packages, submit and obtain all required permits.
 4. Participate in closing meeting with homeowners and title agent. Sign all appropriate documentation. Coordinate homeowner move out.
 5. Locate utilities within area of work and shut off utilities as necessary.
 6. Develop the sequence of the planned work.
 7. Identify the presence of Lead and/or Asbestos Containing Materials, and perform abatement; if required.
 8. Setup environmental controls and signage for traffic control when required.
 9. Perform demolition activities; if required.
 10. Initiate new Stick-built house construction in accordance with approved house plans and elevation requirements; if applicable.
 11. Participate in interim and final inspections with GCHAP and homeowner.
 12. Demonstrate to GCHAP and homeowner that work was completed satisfactorily.
 13. Provide warranty contact information to homeowner.
 14. GCHAP provides confirmation that the work is satisfactory.
- B. Sequence of GCHAP inspections:
1. GCHAP will perform an initial inspection at the inception of work.
 2. GCHAP will inspect construction progress.
 3. GCHAP will perform a final inspection and develop a punch list of items to be completed by the contractor prior to the issuance of final payment.
- C. Working Hours:
1. Work shall be performed, at a minimum, from Monday through Friday between the Work hours of approximately 7:00 a.m. and 6:00 p.m., as determined by natural lighting conditions, unless

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overridden by local ordinance. The Contractor may work Saturdays, Sundays or federal or state holidays, if they wish unless overridden by local ordinance.

2. Unless otherwise specified, "days" indicates calendar days.

D. Contract Time:

1. GCHAP defines the Notice to Proceed to be the first day of the issuance of Work Order to the Contractor.
2. The term of the new house construction Contract will be one hundred (100) calendar days (**to include all weather related and other incidents**) from the date of the issuance of Work Order.

E. Other Site Activities:

1. The Contractor shall not damage on-site buildings, wells, and other site structures.

1.08 CONTRACTOR'S USE OF CONSTRUCTION SITE

- A. The Contractor shall coordinate activities required to minimize disturbance and hazards to surrounding areas. Contractor shall not unreasonably encumber the construction site with materials or equipment. Contractor shall assume responsibility for protection of construction site, materials, and equipment.
- B. Existing Site Facilities for Use by the Contractor
 1. Necessary utilities required to perform Work, including temporary power, shall be the responsibility of the Contractor.
 2. Contractor shall confine his construction operations within the limits of house construction, and shall use due care in placing construction tools, equipment, excavated materials, and supplies so as to promote site safety and cause the least possible damage to property. Contractor is responsible for any damages.
 3. Where applicable, Contractor shall maintain existing controls on livestock/pets/animals on such properties encountered in this program so as to not release or endanger livestock from the property.

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SECTION 2.3 – SUMMARY OF WORK
STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

PART 2 – PRODUCTS

Not used.

PART 3 – EXECUTION

3.01 SITE DESCRIPTION AND WORK SUMMARIES

Site descriptions and work summaries are intended to summarize, not completely describe the Work to be performed at the Site. The Contractor will be responsible for requirements described in other sections of the specifications, and the house plans, even if those requirements are not listed in the following work summaries.

A. Demolition/Removal/Disposal

Demolition/Removal of existing structures will be required as part of this work to prepare the site for new house installation. These units may include Mobile Home Units, stick-built wood frame, and/or brick and masonry units.

Demolition and disposal work performed at the Site shall address the following:

- a. Lead Based Paint;
- b. Asbestos-containing Materials;
- c. Household waste.

The following provides a general description of each.

1. Lead Based Paint – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing lead based paint.
2. Asbestos-containing Materials – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing asbestos.
3. Household Wastes – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing household wastes.

B. Stick-built/Modular House reconstruction/replacement

1. Houses will be Stick-built/Modular reconstructed/replaced in accordance with builder-provided house plans and specifications approved by GCHAP at the time of award.

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SECTION 2.3 – SUMMARY OF WORK

STICK-BUILT/MODULAR HOMES RECONSTRUCTION/REPLACEMENT

2. The Contractor may be provided bundles of sites, in accordance with schedules and capacity, for construction grouped by location whenever possible. No guarantees are made to the number of homeowner sites or locations provided.

END

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SECTION 2.4 – TECHNICAL SPECIFICATIONS
STICK-BUILT/MODULAR HOUSE RECONSTRUCTION/REPLACEMENT

NOTE: All construction to comply with applicable jurisdictional codes, zoning and deed restrictions for each individual lot.

DIVISION 2 – SITE WORK

A. DEMOLITION

Demolition, including the removal of the existing main residential structure, other buildings directly attached, and existing concrete where required to provide a clean buildable pad for new construction, will be the responsibility of the contractor, including securing all permits, following all regulations, including OSHA, properly transporting and disposing of all materials in approved landfill and paying all fees for disposal.

The Contractor shall be responsible for removing and properly disposing all debris from the project site. The demolition, removal and disposal shall be completed in accordance with EPA, OSHA, and all applicable federal, state, and local regulations. The Contractor shall remove debris, rubbish and other materials resulting from demolition operations from the site and transport and legally dispose off site.

1. The Contractor shall provide certificates of disposal or other such documentation that materials removed were properly disposed at licensed facilities before final payment will be issued.
2. Burning of removed materials is not permitted on the project site.
3. Salvage of materials shall not be allowed.

General: Upon completion of demolition work, the Contractor shall remove tools, equipment and demolished materials from site.

The Contractor shall repair any demolition performed in excess of that required. The Contractor shall return remaining elements of construction and surfaces to conditions existing prior to the start of work operations. The Contractor shall repair adjacent structures or surfaces soiled or damaged by selective demolition work.

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B. SITE GRADING

The contractor shall perform rough and finished site grading as required to properly construct the new house and provide positive drainage away from structure to quickly match existing drainage patterns on the property and surrounding areas.

The contractor shall utilize excavated soil as fill where needed, and import fill as required, and the contractor shall remove any excess excavated soil from the site.

C. UTILITIES

Contractor shall verify availability of all utilities necessary to achieve a Certificate of Occupancy. All existing utilities are to be brought to points of service for construction of new house. The contractor is responsible for providing all labor, equipment, materials and fees required to place service lines from the utility provider's point of service to the house.

D. PERMITS

Contractor is responsible for acquiring and closing out all permits and certificates for construction, including demolition permits as required by local jurisdictions.

E. FOUNDATIONS

Foundation and structural design shall be the responsibility of the contractor and meet all federal, state, and local jurisdictional requirements.

F. LANDSCAPE PLANTING

Removal of any existing plants for replanting that the homeowner wishes to retain shall be the responsibility of the homeowner. Removal or trimming of vegetation necessary to construct a house shall be the responsibility of the contractor and shall be coordinated and approved by the homeowner. All vegetation shall be cut a minimum of 4" below ground surface. Install fill around the cleared area. Fill shall be of a local loam and placed properly on location and compacted to avoid erosion. Color of fill shall blend with location. No debris in fill will be accepted.

Lawn shall be cleared of all debris and graded smooth and level to ensure proper drainage. Lawn shall be sodded with St. Augustine grass a minimum of 5 foot around the perimeter of the foundation. Sod should be live, healthy

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grass and watered sufficiently to ensure continued growth. Remainder of the lot is to be hydro-mulched with Bermuda/rye mixture.

G. FLATWORK

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

H. ACCESS RAMPS

Whenever required, access ramps must comply with UFAS standards.

DIVISION 3 – CONCRETE

The contractor shall provide specifications, if applicable, which accompany their proposed house plans and required anchoring system per state and local jurisdictional requirements for each location.

All concrete shall be 3000 psi minimum.

DIVISION 4 – MASONRY

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 5 – METALS

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 6 – WOOD AND PLASTICS

A. ROUGH AND FINISHED CARPENTRY

1. Comply with the pertinent codes and regulations of governmental agencies having jurisdiction.
2. Provide lumber with grade stamps appropriate to region.
3. Provide hardware as required for expert installation.
4. Provide galvanized joist hangers, tie-downs, etc., as required to construction requirements for High Wind zones.

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**SECTION 2.4 – TECHNICAL SPECIFICATIONS
STICK-BUILT/MODULAR HOUSE RECONSTRUCTION/REPLACEMENT**

B. INTERIOR AND EXTERIOR TRIM AND MILLWORK

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

- A. Rough and Finish Carpentry
Subflooring – nominal ¾” tongue and groove sub-flooring.
- B. Framing Specifications
Interior walls, ceiling joists and roof rafters maximum spacing @ 16”o.c. Trussed roofs are to be a maximum space @ 24” o.c.
- C. Wind Zone Requirements
Construction of home to meet local building prevailing code requirements for specific Wind Zone areas.

DIVISION 7- THERMAL AND MOISTURE PROTECTION

A. ROOFING

- 1. Provide 30-year, high wind shingles minimum.

B. FLASHING AND DRAINAGE PLANE

- 1. Provide for watertight construction.

C. CAULKING AND SEALING

- 1. Provide for watertight construction.

D. INSULATION

Provide the following minimum insulation R-values that meet Federal Specification HH1-S21E Type II.

- 1. Wall = R-13
- 2. Floor = R19
- 3. Roof = R-30

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SECTION 2.4 – TECHNICAL SPECIFICATIONS
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E. GUTTERS

1. Installed whenever required by jurisdictional requirements and/or Proposer's plan requirements.

F. SIDING

1. Fiber cement lap siding, panels, trim, fascia, molding and accessories. Factory finished materials are preferred.
2. Store products in manufacturer's unopened packaging until ready for installation.
3. Install materials in strict accordance with manufacturer's installation instructions.
4. Protect installed products until completion of project.
5. Provide multiple color selections, color to be selected by homeowner from standard palate of colors.

G. HOUSE WRAP

1. Tyvek or equivalent house wrap is required on all Stick-built homes.

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 8 – DOORS, WINDOWS, AND HARDWARE

A. DOORS

1. All exterior doors are to be steel or fiberglass, insulated, and must include a peephole on front entry door.

B. WINDOWS

1. Provide energy efficient, thermally broken, double pane windows that meet applicable codes.
2. Contractor shall provide specification of window types proposed and must meet jurisdictional requirements.

C. HARDWARE

1. The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

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SECTION 2.4 – TECHNICAL SPECIFICATIONS
STICK-BUILT/MODULAR HOUSE RECONSTRUCTION/REPLACEMENT

DIVISION 9 – FINISHES

A. MATERIAL AND LOCATIONS

1. Contractor shall provide a Room Finish and Materials Schedule to accompany their plans.
2. Contractor shall provide specifications for proposed paints, and flooring.
3. Selected contractor(s) shall provide interior and exterior Color Boards displaying actual samples of color options for each plan type.

B. GYPSUM WALL AND CEILING BOARD

1. ½” Gypsum Board shall be minimum acceptable thickness on walls with ½” Gypsum Board on the ceilings.

C. PAINTING AND STAINING

1. Contractor shall provide specifications for proposed paints and stains.

D. CARPET AND SHEET VINYL FLOORING

1. Contractor shall provide specifications for proposed flooring.

DIVISION 10 – SPECIALTIES

A. CABINETS AND BUILT-IN SHELVING

1. Contractor shall provide specifications for proposed cabinets and shelving.
2. Selected contractor(s) shall submit actual mock-up samples of cabinets, countertops and hardware.

B. BATHROOM ACCESSORIES AND GRAB BARS

1. Contractor shall provide specifications for proposed bathroom accessories and grab bars.

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C. RETRACTABLE (ATTIC) STAIRS

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 11 – EQUIPMENT

- A. Provide and install 30” range hood vented to the outside.
- B. Provide and install 30” electric range or gas range with self cleaning oven.
- C. Provide and install an 18 cubic foot (minimum) refrigerator/freezer.
- D. Provide and install 1/3 HP builder grade garbage disposal

DIVISION 12 – MECHANICAL

A. PLUMBING

- 1. Provide and install a new sewer line (with a new sewer clean-out) from the house to municipal sewer line or existing septic system. Any connection fees are the responsibility of the contractor.
- 2. Provide and install a new water service connection from the house to water source (coordinate water meter removal and new water meter installation, as required, with utility company). Any tap fees are the responsibility of the contractor.
- 3. Provide and install a 40 gallon (minimum) electric or gas water heater, with an Energy Factor = 0.61. Existing natural gas service shall not be permanently terminated with the natural gas provider in houses with existing natural gas service.
- 4. Provide and install washer and electric or gas dryer connections.
- 5. Provide and install water line for ice maker.
- 6. Provide front and rear exterior water spigots.
- 7. Plumbing fixtures are to be installed with all connections and hookup provisions complete and operable within the house.

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SECTION 2.4 – TECHNICAL SPECIFICATIONS
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B. HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

1. The contractor shall provide specifications that accompany their proposed house plans.
2. Provide thermal performance matrix for design and proper sizing of HVAC equipment.
3. Provide a minimum 13 SEER system using R-410A refrigerant.
4. Installation and equipment to comply with the International Mechanical Code.

DIVISION 13 – ELECTRICAL

1. The contractor shall provide specifications for complete design of National Electrical Code (NEC) certified electrical circuit panel.
2. The electrical panel is to be grounded per Texas Residential NEC and all required Ground Fault Circuit Interrupter (GFCI) protection is to be installed where required by adopted NEC Code.
3. Provide and install all necessary disconnects to the house to meet the appropriate prevailing code. All electrical materials and devices to be U.L. listed.
4. The electrical meter base is to be located as instructed by the power company or at the closest point on the house to the power source (except front elevation). All exterior electrical components are to be approved for exposure to the weather. The main electrical service panel is to be located adjacent to the meter base and installed in an exterior weatherproof box.
5. Provide front and rear outdoor (GFCI) receptacles on exterior of home.
6. Provide one cable and one telephone outlet minimum in each bedroom and living room, and provide electrical outlets in each room, per code.
7. A minimum service installed to service range circuit, clothes dryer, dishwasher, bath exhaust fans, doorbell, receptacles, switches, plates, cable outlets and telephone outlets as mentioned above, metal ceiling fan boxes provided in the kitchen, dining room, living room and all bedrooms. Provide and install all necessary disconnects to the house to meet the appropriate prevailing code. All electrical materials and devices to be U.L. listed.

END OF SECTION

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**EVALUTION CRITERIA, PROPSAL FORM, SUMMARY OF WORK, TECHNICAL
SPECIFICATIONS**

SECTION 3.0 - MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

Section 3.0 through 3.4 furnishes information pertaining to evaluation criteria, proposal form, summary of work, and technical specifications of Mobile Home Units (MHUs) Reconstruction/Replacement activities.

END

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SECTION 3.1 - SELECTION CRITERIA AND EVALUATION SCORING
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

EVALUATION PROCESS

All proposals will be examined by an evaluation committee consisting of members of the Galveston County Purchasing department and other consultants.

Proposals that do not conform to the instructions given or which do not address all the services as specified in each Proposal Form may be eliminated from consideration. The County of Galveston, however, reserves the right to accept such proposal if it is determined to be in the County's best interest to do so.

The County of Galveston may initiate discussions with proposers. Discussions may not be initiated by proposers. The County of Galveston expects to conduct discussions with proposer personnel authorized to contractually obligate the proposer with an offer. Proposers shall not contact any County of Galveston personnel during the RFP process without the express permission from the County's Purchasing Agent. The County of Galveston Purchasing Agent may disqualify any proposer who has made site visits, contacted County of Galveston personnel or distributed any literature without authorization from the Purchasing Agent.

Potentially selected proposers may be expected to make a presentation to the evaluation committee. Proposer presentations may develop into negotiating sessions with the successful proposer(s) if selected by the evaluation committee. If the County of Galveston is unable to agree to contract terms, the County reserves the right to terminate contract negotiations with that proposer and initiate negotiations with another proposer.

All correspondence relating to this RFP, from advertisement to award, shall be sent to the Galveston County Purchasing Agent. All presentations and/or meetings between the County of Galveston and the proposer relating to this RFP shall be coordinated by the Galveston County Purchasing Agent.

No award can be made until the Galveston County Purchasing Agent makes a presentation to the Galveston County Commissioners' Court for consideration.

Submission of a proposal implies the Proposer's acceptance of the evaluation criteria and Proposer recognition that subjective judgments must be made by the evaluating committee.

This RFP in no manner obligates the County to eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a Contract. Progress toward this end is solely at the discretion of the Galveston County Commissioners' Court and may be terminated at any time prior to the signing of the contract. Proposer agrees that entering into negotiations with proposer does not create any contract and/or property right whatsoever and/or any representation or expectation that negotiations will be successfully completed and that a contract will be awarded to proposer. The determination to enter into a contract is solely at the discretion of the Commissioners' Court.

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Quantities listed are to be considered as approximate and will be used only for comparison of proposals. Payment to Contractor will be made only for actual quantities of Work performed or materials furnished in accordance with Contract and it is understood that quantities may be increased or decreased. No change in quantities shall alter unit prices for such materials or services.

EVALUATION PROCEDURES AND CRITERIA FOR AWARD

The Evaluation Committee will consider the most cost productive, efficient and effective proposal. **While the County of Galveston appreciates a brief straight-forward and concise reply, the proposer must fully understand that the evaluation is based on the information provided.** Accuracy and completeness are essential. Omissions, ambiguous or equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and proposers are cautioned not to make claims or statements which they are not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide the resources necessary to meet submitted claims

All construction activities should comply with universal design features with all applicable Federal, State, local health and safety codes, FEMA floodplain regulations, and RESCHECK standards for energy efficiency, Energy Star compliance and other pertinent state (including Texas Government Code 2306.514; if applicable), local, and city codes.

The following is a description of items to receive consideration in the evaluation of responses from proposers for providing MHUs to eligible homeowners under this program. Associated with each item description are the evaluation points assigned to each item. The total possible points equal 100. **All proposers shall review Section 3.3 for summary of work associated with reconstruction/replacement of MHUs.**

Please note that, in this section, line items are separated for the work to be performed in all of the Work Areas excluding Bolivar Peninsula and for the work to be performed only in Bolivar Peninsular. Proposers are instructed to complete all line items in this section for their proposal to be considered complete for MHU reconstruction/replacement.

Price/Square Foot

15 Points Maximum

The Proposal Form in this Section contains unit price items for MHUs installation and associated activities for which contractor will be evaluated on the pricing component of this solicitation. A range of square footages is

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MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

published for each of the basic floor plan options selected for the program. Contractors will be evaluated on the value of each option on a price per square foot basis. Contractors will also be evaluated on alternate house plan options they provide on the Proposal Forms that meet or exceed the minimum square footages of the base proposal floor plan options and that provide the best value on price/square foot basis.

Experience

10 Points Maximum

The proposers shall provide a one (1) page (maximum) narrative description of their firm's experience with programs similar to this project. At a minimum, the narrative should describe the following:

- Number of years of firm's experience in services the proposer is providing proposal form(s) for.
- Firm experience working in housing market and specifically in the southeast Texas region, if applicable.
- When the firm was formed (incorporated), and any predecessor names of the firm.
- Firm experience with similar construction and other activities in wind mitigation zones.

In not more than three (3) pages, the proposer shall provide a narrative description of at least five (5) projects of similar size and scope to this project (specifically simultaneous installation of multiple homes at scattered sites and locations and cities) completed within the past five (5) years. Include in this narrative the names and contact information of the key stakeholders in the project (developers, lending institutions, and regulatory entities, such as municipalities where the installation occurred). Indicate also if the firm was the developer in the project. The proposer shall also provide a minimum of three (3) letters of recommendation from stakeholders with contact names and information, for similar projects, including, but not limited to, developers, lending institutions, regulatory personnel, and homeowners.

Products

15 Points Maximum

As described in Section 3.3 - Summary of Work for MHUs installation, the housing options consist of at a minimum, the following: 3 bedrooms/2 bathrooms and, 4 bedrooms/2 bathrooms, at a range of square footages from 1000 to 1600 square feet. However, depending on the location, lot sizes, and other jurisdictional requirements, 2 bedroom/1 bathroom units from 1000 to 1200 square feet may also be required. The proposer shall provide at least three (3) unique proposed conceptual scenarios and one (1) scenario with UFAS compliance, with plan and elevation views, and dimensions, suitable to meet the requirements of the three (3) housing options anticipated for this project. The proposer shall provide a Room Finish and Materials Finish schedule for each plan submitted. There shall be at least three (3) elevation view options presented as illustrated in the Proposal Form(s). Potential options or number of options available to the homeowner for materials of construction and colors shall

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be identified in the narrative that accompanies the conceptual house plans proposed. As described above, additional consideration will be made for those contractors that provide additional housing options in each category, and that provide square footages above the minimums published. Consideration will be given for MHUs that are judged to be aesthetically pleasing and with innovative architectural designs. Consideration will also be given for energy saving enhancements, including added architectural features to reduce energy use. (ex. window over hangs) and Energy Wise compliance.

Personnel

15 Points Maximum

The proposer shall provide an organization chart showing the key personnel proposed for this project. At a minimum, the organization chart should identify the reporting structure within the firm, senior management responsible for the project, the proposed firm Project Manager, and proposed local supervisory personnel. In addition, the proposer shall provide not more than a one (1) page narrative describing the firm's reporting structure, and how project communication is handled within the firm, and to stakeholders outside the firm. For the key personnel identified on the organization chart, the proposer shall provide a resume of no more than two (2) pages that identifies the individual's education, overall years of experience in the construction trade, experience relative to this project within the past five (5) years (specifically simultaneous construction of multiple homes at scattered sites and locations and cities), and any professional registrations and certifications. The proposer shall show capacity to field multiple superintendents with experience in construction projects involving simultaneous multiple MHUs installation and state the number of homes to be assigned to each superintendent.

Proposer shall also include the names and locations (such as presence in Galveston County) of all subcontractors they consider using in this project. Upon execution of the Contract, Contractor shall notify GCHAP of any change in subcontractors; prior to recruiting new sub-contractors.

Permits, Registrations, and Certifications

5 Points Maximum

The proposer shall provide copies of all the firm's permits, registrations, and certifications pertaining to the conducting business in the State of Texas as a general residential construction contractor. Specific submittals include, but are not limited to the following:

- Letter of Existence issued by the Texas Secretary of State if the Proposer is a corporation, either Texas or foreign.

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- Certificate of Account Status issued by the Texas Comptroller of Public Accounts, establishing that the Proposer is current with any and all taxes, if any, due to the State of Texas.
- Licensed Retailer and Installer with Texas Department of Housing and Community Affairs, Manufactured Housing Division.
- All manufacturers' structures must have a permanent HUD label or Texas Seal.
- A notarized statement that the firm is not a debarred, suspended, or ineligible contractor according to HUD's "Consolidated List of Debarred, Suspended, and Ineligible Contractors" and the US General Services Administration's "Consolidated List of Debarred and Suspended Contractors."
- Copies of any prequalification documents or certifications from municipalities or jurisdictions within the Work Area.
- The proposer certifies that: (a) the firm and its subcontractors has the capacity and technical ability to perform the range of services the firm is submitting the proposal form(s) for such as MHUs installation, demolition, elevation, and accessibility as stated in the Invitation for proposal; (b) that the firm and its subcontractors have the experienced personnel to perform the range of services (residential single-family construction, demolition, elevation, and accessibility) stated in the Invitation for proposal; and, (c) that the firm and its subcontractors has the capacity to perform the full range of services the firm is submitting the proposal form(s) for such as residential single-family construction, demolition, elevation, and /or accessibility as stated in the Invitation for proposal and within the Work Area stated in the Invitation for proposal.
- The proposer certifies that: the firm will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limit the potential activities of employees whose principal employment activities are funded in whole or in part with federal funds, in the performance of the Work.
- The proposer certifies that: the firm, in the performance of the Work, and to the extent applicable, will comply with all federal Laws and policies relating to the CDBG set forth below, which are incorporated by reference:
 - **24 CFR Part 570, Subpart I;**
 - **Public Law 109-148 (Department of Defense Appropriations Act, 2006);**
 - **Public Law 109-234 (Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Hurricane Recovery, 2006);**

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- **Allocations and Common Application and Reporting Waivers Granted to and Alternative Requirements for CDBG Disaster Recovery Grantees Under the Department of Defense Appropriations Act, 2006; Notice,” 71 Fed. Reg. 7666 (Feb. 13, 2006); and**
 - **48 CFR, Part 31 regarding the allowability of costs;**
 - **Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. Sec. 1701u);**
 - **Section 302 of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sec. 4831 (b)) and the procedures established by the Department thereunder;**
 - **“Environmental Review Procedures for Recipients assuming HUD Environmental Responsibilities,” 24 CFR 58, and the laws and authorities specified at 24 CFR Sections 58.5 and 58.6.**
- The proposer certifies that: the firm has not violated the antitrust Laws of the State of Texas or federal antitrust Laws, nor communicated directly or indirectly with any Supplier competitor in connection with the Work contemplated hereunder.
 - Documents pertaining to training related to Lead Paint and Asbestos Containing Materials.

In addition, the proposer shall submit the following:

- An acknowledged statement that the proposer intends to enter into contracts in good faith with homeowners deemed eligible by this Program..

Capacity to Perform

20 Points Maximum

The proposer shall provide a statement, no more than one page in length, outlining the firm’s capacity and approach for the following:

- Number of housing units the firm is capable of having under construction/installation at any point in time throughout the program life cycle assuming a 45 day completion schedule
- Detailed project delivery schedule including estimated total time to complete demolition and construction and installation of MHU through issuance of a Certificate of Occupancy by a governing jurisdiction.

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- Capability of providing Gap Financing to eligible homeowners to finance the monies above the Program funding cap (identified in the Section 3.3 – Summary of Work) for the housing options selected by the homeowner.
- Structure approved for humid or fringe climate and approved for a Wind Zone requirements, as applicable.
- Capable of providing a certificate of Origin within the State’s requirement.
- Provide a clear Notice of Lien
- Provide a Statement of Ownership and Location (S.O.L)

Financial Statements

10 Points Maximum

The proposer shall provide standard financial statements and financial information for the firm which clearly outlines the firm’s financial status. These shall include, but may not be limited to the following:

- Financial Statements as reported by the firm for the most recent 12 month period.
- Cash Analyses that confirms the resources necessary to complete the project if awarded.

Example Homeowner Warranty

5 Points Maximum

The proposer shall provide an example of the written warranty, compliant with the applicable Texas State law, and guaranteeing the contractor’s work for the durations after completion required by all regulations, which will be provided to the homeowners under this program. If warranty is to be provided by a third-party insurer, provide information regarding the insurer’s status as an eligible insurer in the State of Texas.

Quality Control Program/Safety Program

5 Points Maximum

The proposer shall provide a copy of their Quality Control Program that describes their approach to quality control, and a copy of their company Safety Program and Experience Modification Rate (EMR) values. The

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builder shall provide their procedures for inspection of all items of work and their procedures for addressing punch list items.

END

OPEN: January 21, 2010 2:00 P.M.

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SECTION 3.2 - PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

Galveston County
 Galveston, Texas

Dear Galveston County:

The undersigned, in compliance with the Request for Proposal for the Galveston County Housing Assistance Program for demolition and Mobile Home Units (MHUs) installation, elevation of the finished floor above the FEMA BFE (as dictated by local code) when the house is in a designated floodplain, and meeting Accessibility Standards (including Texas Government Code 2306.514), having examined the Summary of Work, Reference Documents, Technical Specifications, and Addenda (if any), the site of the proposed Work and being familiar with all of the existing site conditions and applicable jurisdictional requirements, having conducted all inquiries, tests and investigations deemed necessary and proper; hereby proposes to furnish all labor, permits, material, machinery, tools, supplies and equipment, and perform all Work required for completion of the Project in accordance with the Request for Proposal, Proposer-supplied house plans and specifications, and Addenda (if any), within the time indicated for the following prices:

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
1	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$ _____	\$ _____
2	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$ _____	\$ _____

OPEN: January 21, 2010 2:00 P.M.

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SECTION 3.2 - PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
3	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
4	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
5	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
6	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
7	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
8	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
9	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
10	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
11	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
12	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
13	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
14	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
15	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
16	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
17	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances and related activities necessary to complete the work.	\$_____	\$_____
18	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposal Item	Plan Identifier	Units	Item Description	Unit Price	Amount
19	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 4 (with 3 different elevations), with 2 bedrooms and 1 bathroom, Uniform Federal Accessibility Standards (UFAS)-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
20	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 4 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
21	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 4 (with 3 different elevations), with 4 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
22	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
23	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
24	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
25	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
26	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
27	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo al Item	Measurement	Units	Item Description	Unit Price	Amount
28	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
29	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
30	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
31	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including	\$_____	\$_____

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Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
			professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.		
32	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
33	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____
34	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$ _____	\$ _____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
35	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$ _____	\$ _____
36	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 1.0-4.0 Vertical Feet (VF) with slope of 12/1.	\$ _____	\$ _____
37	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 4.1-7.0 VF with slope of 12/1.	\$ _____	\$ _____
38	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 7.1-10.0 VF with slope of 12/1.	\$ _____	\$ _____
39	1	Lump Sum	Demolition and proper disposal of existing house with up to 1000 Square Feet (SF) of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____
40	1	Lump Sum	Demolition and proper disposal of existing house with 1001 SF - 2000 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____

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BASE PROPOSAL – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
41	1	Lump Sum	Demolition and proper disposal of existing house with 2001 SF to 3000 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB1	1	Lump Sum	Construction of minimum of 420 SF off street parking for two (2) automobiles on homeowner's lot in accordance with applicable local codes and regulations, to match and join existing asphalt or concrete driveway approach at the ROW, including all appurtenances and related activities necessary to complete the work.	\$_____	\$_____
UB2	1	Lump Sum	Complete installation of residential water well for domestic use, installed by Licensed Texas Water Well Driller, meeting all applicable codes and regulations, including testing and all appurtenances and related activities necessary to complete the work.	\$_____	\$_____
UB3	1	Lump Sum	Install properly sized aerobic septic system with surface application in accordance with all applicable codes and regulations, including all appurtenances (such as night spray component when required by lot size) and related activities necessary to complete the work.	\$_____	\$_____
UB4	1	Lump Sum	Install properly sized aerobic septic system with drip irrigation in accordance with all applicable codes and regulations, including all appurtenances and related activities necessary to complete the work.	\$_____	\$_____
UB5	1	LF	Install additional 1" water supply line, as necessary, the additional distance from the original point of service (well head or public system service tap) to a new point of service.	\$_____	\$_____
UB6	1	LF	Install additional 4" sewer line, as necessary, the additional distance from the original point of service (septic system connection or public system sewer connection) to a new point of service.	\$_____	\$_____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB7	1	LF	Install underground electrical service line from the point of utility company service to house, when required by ordinance or established rule.	\$ _____	\$ _____
UB8	1	Lump Sum	Removal and proper disposal of encroaching tree 6” in diameter or greater with permission of the homeowner and approval of the Program, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
UB9	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 96”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
UB10	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 168”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
UB11	1	LF	When required by homeowner and approved by the Program, construct a 36” wide concrete Accessible Route up to 25 feet in length from the edge of the parking space to the lift/ramp/entrance platform at the house with reference to the UFAS Sections 4.3.3, 4.3.7, 4.3.8 and 4.5 with concrete specifications that meet jurisdictional code (and handrails, when required, to be constructed of pressure-treated lumber).	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB12	1	Lump Sum	When required by homeowner and approved by the Program, construct a minimum 420 SF concrete Parking Space with reference to the UFAS Section 4.6.3 with concrete specifications that meet jurisdictional code.	\$ _____	\$ _____
UB13	1	Lump Sum	When required by the homeowner and approved by the Program, <u>install</u> elevated Water Closet adjacent to a wall with safety bars in one (1) designated bathroom with reference to the UFAS Section 4.26. (American Standard, or approved equal, minimum 16.5” height elongated bowl and Moen chrome safety bars, or approval equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____
UB14	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Bathtub , with safety bars, and drop down seat in one (1) designated bathroom with reference to the UFAS Section 4.34.5.4 (Koral Model HTS 731LH/736 RH or approved equal); and installed entry and interior doors and door hardware to and within all locations of the unit with reference to UFAS Section 4.13 (Kwikste Delt Bed/Bath lever, Hem #231407 or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB15	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Shower , (1) designated bathroom with reference to the UFAS Section 4.34.5.5 (One-piece 60” fiberglass ADA Handicap shower with over-flow barrier - Accessibility Professionals Model APTXSS6233BF75 - http://www.ada-showers.com/ada_shower_pdf/APTXSS6233BF75.pdf or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB16	1	Lump Sum	When required by the homeowner and approved by the Program, installed Kitchen per UFAS Section 4.34.6 (includes cooktop (Frigidaire 30” cooktop with front-end knobs or approved equal) and wall oven (Frigidaire 24” single wall oven or approved equal) instead of a range), installed Lavatory, Mirror and Faucet (one designated bathroom) per UFAS Section 4.34.5.3, installed Storage per UFAS Section 4.25. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB17	1	Lump Sum	When required by a homeowner with visual or hearing impairment and approved by the Program, installed Emergency Alarms for visual/hearing impaired occupants for all floor plans (per UFAS Section 4.28) as an upgrade to IRC required alarm system. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
UB18	1	Lump Sum	When required by a homeowner approved by the Program, all Vinyl Flooring throughout unit (12 mil Armstrong Cambray grade or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____

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UNIT PRICE PROPOSAL LIST – EXCLUDING BOLIVAR PENINSULAR					
Propo sal Item	Quantity	Units	Item Description	Unit Price	Amount
UB19	1	Lump Sum	When required by a homeowner with medical conditions and approved by the Program, upgrade electrical wiring components to accommodate electrical connections to medical equipment, typical assumption would be a 20 amp dedicated circuit.	\$ _____	\$ _____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP1	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP2	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP3	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP4	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP5	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
			work.		
BP6	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 1 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP7	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP8	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP9	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP10	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP11	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP12	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 2 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP13	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP14	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 2 bedrooms and 1 bathroom, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP15	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 3 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP16	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 2 (with 3 different elevations), with 3 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP17	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances and related activities necessary to complete the work.	\$_____	\$_____

**SPECIAL PROVISIONS
GALVESTON COUNTY HOUSING CONSTRUCTION
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SECTION 3.2 – PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP18	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 3 (with 3 different elevations), with 4 bedrooms and 2 bathrooms including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP19	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1200 sq. ft. house plan no. 4 (with 3 different elevations), with 2 bedrooms and 1 bathroom, Uniform Federal Accessibility Standards (UFAS)-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP20	_____	___Sq Ft	MHU installation in accordance with Proposer-provided minimum 1400 sq. ft. house plan no. 4 (with 3 different elevations), with 3 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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SECTION 3.2 – PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Proposa l Item	Plan Identifier	Units	Item Description	Unit Price	Amount
BP21	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1600 sq. ft. house plan no. 4 (with 3 different elevations), with 4 bedrooms and 2 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP22	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____
BP23	_____	____Sq Ft	MHU installation in accordance with Proposer-provided minimum 1000 sq. ft. house plan (with 3 different elevations) for a 25 ft wide lot with 5 ft side set-backs, with minimum 2 bedrooms and 1 bathrooms, UFAS-compliant, including permitting, all appurtenances including all utility connections, and related activities necessary to complete the work.	\$_____	\$_____

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SECTION 3.2 – PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP24	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP25	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP26	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing compacted fill. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP27	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____

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SECTION 3.2 – PROPOSAL FORM
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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP28	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP29	1	Lump Sum	Elevate new house finished floor 1.0-4.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP30	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____

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SECTION 3.2 – PROPOSAL FORM
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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP31	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP32	1	Lump Sum	Elevate new house finished floor 4.1-7.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP33	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 2 bedroom/1 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____
BP34	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor’s 3 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor’s plans and include cost of the steps.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP35	1	Lump Sum	Elevate new house finished floor 7.1-10.0 Vertical Feet (VF) to the required elevation at or above the FEMA BFE as specified by prevailing code for Contractor's 4 bedroom/2 bathroom plan constructed in the floodplain, including professional survey certification, utilizing engineering pilings. Price shall include all versions of Contractor's plans and include cost of the steps.	\$_____	\$_____
BP36	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 1.0-4.0 Vertical Feet (VF) with slope of 12/1.	\$_____	\$_____
BP37	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 4.1-7.0 VF with slope of 12/1.	\$_____	\$_____
BP38	1	EA	Construct one (1) UFAS-compliant access ramp for house constructed in a designated floodplain with a finished floor elevated 7.1-10.0 VF with slope of 12/1.	\$_____	\$_____
BP39	1	Lump Sum	Demolition and proper disposal of existing house with up to 1000 Square Feet (SF) of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$_____	\$_____
BP40	1	Lump Sum	Demolition and proper disposal of existing house with 1001 SF - 2000 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$_____	\$_____

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BASE PROPOSAL – BOLIVAR PENINSULAR ONLY					
Propo sal Item	Measurement	Units	Item Description	Unit Price	Amount
BP41	1	Lump Sum	Demolition and proper disposal of existing house with 2001 SF to 2500 SF of living area, with pricing to include attached structures, appurtenances, permits and related activities necessary to complete the work.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB1	1	Lump Sum	Construction of a minimum of 420 SF off street parking for two (2) automobiles on homeowner's lot in accordance with applicable local codes and regulations, to match and join existing asphalt or concrete driveway approach at the ROW, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB2	1	Lump Sum	Complete installation of residential water well for domestic use, installed by Licensed Texas Water Well Driller, meeting all applicable codes and regulations, including testing and all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB3	1	Lump Sum	Install properly sized aerobic septic system with surface application in accordance with all applicable codes and regulations, including all appurtenances (such as night spray component when required by lot size) and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB4	1	Lump Sum	Install properly sized aerobic septic system with drip irrigation in accordance with all applicable codes and regulations, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB5	1	LF	Install additional 1" water supply line, as necessary, the additional distance from the original point of service (well head or public system service tap) to a new point of service.	\$ _____	\$ _____
BPUB6	1	LF	Install additional 4" sewer line, as necessary, the additional distance from the original point of service (septic system connection or public system sewer connection) to a new point of service.	\$ _____	\$ _____
BPUB7	1	LF	Install underground electrical service line from the point of utility company service to house, when required by ordinance or established rule.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB8	1	Lump Sum	Removal and proper disposal of encroaching tree 6” in diameter or greater with permission of the homeowner and approval of the Program, including all appurtenances and related activities necessary to complete the work.	\$ _____	\$ _____
BPUB9	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 96”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
BPUB10	1	Lump Sum	When required by homeowner and approved by the Program, install a residential vertical Platform Lift with standard lifting height of up to 168”, including electrical installation requirements to jurisdictional code, maintenance-free operation and 24V DC battery backup with reference to the UFAS Section 4.11.	\$ _____	\$ _____
BPUB11	1	LF	When required by homeowner and approved by the Program, construct a 36” wide concrete Accessible Route up to 25 feet in length from the edge of the parking space to the lift/ramp/entrance platform at the house with reference to the UFAS Sections 4.3.3, 4.3.7, 4.3.8 and 4.5 with concrete specifications that meet jurisdictional code. (and handrails, when required, to be constructed of pressure-treated lumber)	\$ _____	\$ _____
BPUB12	1	Lump Sum	When required by homeowner and approved by the Program, construct a minimum 420 SF concrete Parking Space with reference to the UFAS Section 4.6.3 with concrete specifications that meet jurisdictional code. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$ _____	\$ _____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB13	1	Lump Sum	When required by the homeowner and approved by the Program, install elevated Water Closet adjacent to a wall with safety bars in one (1) designated bathroom with reference to the UFAS Section 4.26. (American Standard, or approved equal, minimum 16.5” height elongated bowl and Moen chrome safety bars, or approval equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB14	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Bathtub , with safety bars, and drop down seat in one (1) designated bathroom with reference to the UFAS Section 4.34.5.4 (Koral Model HTS 731LH/736 RH or approved equal); and installed entry and interior doors and door hardware to and within all locations of the unit with reference to UFAS Section 4.13 (Kwikste Delt Bed/Bath lever, Hem #231407 or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB15	1	Lump Sum	When required by the homeowner and approved by the Program, install handicap accessible Shower , (1) designated bathroom with reference to the UFAS Section 4.34.5.5 (One-piece 60” fiberglass ADA Handicap shower with over-flow barrier - Accessibility Professionals Model APTXSS6233BF75 - http://www.ada-showers.com/ada_shower_pdf/APTXSS6233BF75.pdf or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____

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UNIT PRICE PROPOSAL LIST – BOLIVAR PENINSULAR ONLY					
Proposal Item	Quantity	Units	Item Description	Unit Price	Amount
BPUB16	1	Lump Sum	When required by the homeowner and approved by the Program, installed Kitchen per UFAS Section 4.34.6 (includes cooktop (Frigidaire 30” cooktop with front-end knobs or approved equal) and wall oven (Frigidaire 24” single wall oven or approved equal) instead of a range), installed Lavatory, Mirror and Faucet (one designated bathroom) per UFAS Section 4.34.5.3, installed Storage per UFAS Section 4.25. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB17	1	Lump Sum	When required by a homeowner with visual or hearing impairment and approved by the Program, installed Emergency Alarms for visual/hearing impaired occupants for all floor plans (per UFAS Section 4.28) as an upgrade to IRC required alarm system. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB18	1	Lump Sum	When required by a homeowner and approved by the Program, all Vinyl Flooring throughout unit (12 mil Armstrong Cambay grade or approved equal). The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.	\$_____	\$_____
BPUB19	1	Lump Sum	When required by a homeowner with medical conditions and approved by the Program, upgrade electrical wiring components to accommodate electrical connections to medical equipment, typical assumption would be a 20 amp dedicated circuit. The lump sum price shall reflect only the increase in price above the base price of the item(s) included in the plans.		

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SECTION 3.2 – PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

ADDITIONAL HOUSE PLANS: The Proposer is encouraged to provide additional house plans and specifications for larger houses for those eligible homeowners that obtain gap financing provided by the Proposer or others within reasonable and customary time limits or those dictated by the Galveston County Housing Assistance Program.

QUANTITY: The undersigned Proposer shall utilize the quantity in square feet of the Proposer-supplied house plan(s) and the Program-specified amount for each house configuration in deriving the unit price for each applicable house line item.

TIME OF COMPLETION: The undersigned Proposer agrees to commence work within fourteen (14) calendar days after issuance of work order to proceed, and to complete construction of the improvements, as required by the Invitation for Proposal, Drawings and Addenda for the Work within sixty (60) **Calendar** days after issuance of work order.

LIQUIDATED DAMAGES: The Proposer understands and agrees that the timely completion of the described Work is of the essence. The Proposer agrees that for each and every **Calendar** Day the Work or any portion thereof, remains incomplete after the completion date as established by the first sentence of the above paragraph, "Time of Completion", the Proposer shall pay the amount of ONE HUNDRED DOLLARS (\$100.00) per **Calendar** Day as liquidated damages, not as a penalty, but for delay damages to the Galveston County Housing Assistance Program. Such amount shall be deducted from any payment due to the Proposer.

INCENTIVE PROGRAM BASED ON PERFORMANCE: The Proposer is encouraged to complete construction of houses in a timely manner. Volume of work allocated to a Proposer depends on the Proposer's performance in completing the activities in a timely/satisfactory manner and in accordance with the requirements of this program and proposer's eligibility to meet bond requirements.

Galveston County Commissioners' Court reserves the right to reject any or all Proposals and to waive any informalities and irregularities in Proposals received. Galveston County Purchasing Agent reserves the right to negotiate pricing, materials, and services following selection of successful Proposers.

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SECTION 3.2 – PROPOSAL FORM
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

The undersigned acknowledges receipt of the following addenda:

Addendum No. 1 dated _____ Received _____

Addendum No. 2 dated _____ Received _____

Addendum No. 3 dated _____ Received _____

Secretary, *if Proposer is a Corporation

Proposer

(Seal)

Authorized Signature

Title

Date

Contacto hereby acknowledges that this proposal submittal includes all items from Section 1.0 and Section 3.0 to Section 3.4 including Proposal Form and Proposal Bond is attached in accordance with this proposal.

Contractor's Signature

Title:

Date:

Copy of Corporate Resolution and minutes with certificate of officer of Proposer as to authority of signatory to bind Proposer is to Be signed and dated no earlier than one week before Proposal date, and attached to this document.

Address

Telephone No.

/

Fax No.

END

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GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS**

SECTION 3.3 – SUMMARY OF WORK
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

DIVISION 1 – GENERAL

1.01 INTRODUCTION

In this section, “the Work” consists of Mobile Home Units (MHUs) installation and other activities requested as a line item in Section 3.2 using builder-supplied house plans and specifications and meeting the requirements of the Galveston County Housing Assistance Program (GCHAP), as applicable. Some houses will require elevation above the FEMA Base Flood Elevation (BFE) or local jurisdictional requirements, and some will require related UFAS-compatible accessibility. The location of the work will be determined by an application and eligibility process, and construction could be located in the following, known as the affected area “Work Area”: unincorporated areas within Galveston County (excluding the City of Galveston), Bacliff, San Leon, Freddiesville, Bolivar Peninsula, Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, and Tiki Island, Texas. Contractors and subcontractors are required to provide the full range of services (residential single family reconstruction/replacement, demolition, elevation, and accessibility) within the work area simultaneously. The Work is to be performed under a Primary Contract with Galveston County and a three (3) party agreement including Contractor, eligible Homeowner, and Galveston County (as Lender).

The Galveston County Housing Assistance Program, managed by Galveston County through a contract with ACS (and subcontractors Shaw Environmental and Infrastructure, Inc., First American Title, Stewart Title) are conducted under the Galveston County Hurricane Ike Community Development Block Grant (CDBG) Funding Action Plan and Method of Distribution. The Action Plan was created to assist with the recovery of distressed areas related to the consequences of Hurricane Ike in 2008.

The Program sets the following minimum areas in place for Mobile Home Units under Galveston County Housing, and this Request for Proposal has set the following target house configurations:

- Household of typically 1-2 persons 2 bedroom/1bath (min 1000-1200 sq.ft)
- Household of typically 3 persons 3 bedroom/2 bath (min 1200 – 1400 sq.ft)
- Household of typically 4+ persons 4 bedroom/2 bath (min 1400 – 1600 sq.ft)

This Section is intended to provide a summary of the work that will be performed under a Primary Contract with Galveston County and a three party (3) agreement including Contractor, Homeowner, and Galveston County as previously described. Technical detail describing the work elements necessary to address each area is provided in other Sections within this RFP. This Section shall be used in conjunction with all other Sections to describe the total requirements of the work.

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GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
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SECTION 3.3 – SUMMARY OF WORK
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

1.02 RELATED DOCUMENTS

Contractor-produced drawings, general provisions of the Contract, Reference Documents, and Division 1 through Division 9 requirements.

1.03 PROJECT DIRECTORY

Bruce Hughes, CPPO, CPPB
Purchasing Agent – Galveston County:
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, TX 77550
Phone: 409.770.5372
Bruce.Hughes@co.galveston.tx.us

1.04 DESCRIPTION OF WORK

- A. Contractor shall coordinate with Galveston County Housing Assistance Program on eligible homeowners needing demolition and home reconstruction/replacement and they shall engage in a Primary Contract with Galveston County and three (3) party agreement with Contractor, eligible Homeowner, and Galveston County (as Lender). Whenever possible, eligible homeowner sites will be bundled in groups of sufficient size sites to provide economies of scale, with consideration to location. The locations and number of homeowner sites are not guaranteed and as such the contractor agrees to provide the full range of services throughout the entire Work Area. Contractor shall provide at least four (4) (including UFAS compatible) unique MHU plans for the MHU configuration for which the homeowner qualifies, as determined by others. Plans shall provide at least three (3) elevation view options. The contractor shall provide a list of material and color choices available to the homeowner for their home in accordance with the options available in the house plans developed by the contractor.
- B. If available, the contractor may arrange gap financing for the homeowner for those cases where this funding is required to substitute for duplications of benefits received previously, or to construct a larger house than that which the applicant is eligible under this disaster program (as dictated by Program Policies). Terms and conditions of gap financing loans shall be reviewed in advance by GCHAP.

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SECTION 3.3 – SUMMARY OF WORK
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

- C. Contractor shall arrange for the securing of any necessary permits and shall comply with all codes and regulations. Contractor shall assume responsibility for protection of their construction site and materials.
- D. Specific technical requirements for MHUs are described in Section 3.4 of this RFP. It is not the intention of the Specifications to detail every action necessary to perform the Work. The Contract will be awarded with the mutual understanding, however, that the proposal includes all labor and materials specified, and if any of the Work is not fully or completely described or detailed, this shall not be a warrant for the omission of such details or for poor workmanship. The omission of minor details in the Specifications shall in no way relieve the Contractor of the obligation to perform the Work.
- E. The Contractor shall make known to GCHAP any items in the Contract documents that may be a problem, or items uncovered by the work that may be defective. These shall be brought to the attention of GCHAP for appropriate response.
- F. The scope of work may vary between home construction sites and the units of work specified shall be used to address this variability.
- G. Contractor shall provide services to perform investigation of Lead and Asbestos Containing Materials, and abatement; if required. All activities shall be performed in accordance with all applicable Federal, State, and Local environmental laws and regulations.
- H. For all MHUs, at a minimum, all construction and installation activities shall be performed using applicable federal, state, local, and city codes, laws, and regulations. Additionally, the activities shall be performed using Texas Government Code 2306.514; if applicable and in compliance with Manufactured Housing Division of the Texas Department of Housing and Community Affairs applicable guidelines.
- I. Most jurisdictions have zoning and density requirements and those requirements dictate the setbacks, parking, and height. Contractor needs to study the jurisdictional requirements and make all required assumptions prior to submittal of the Proposal.
- J. Most jurisdictions have several zoning categories and covenants for residential purposes and these categories dictate materials selections, etc. Contractor is responsible for properly addressing these requirements prior to submittal of the Proposal.
- K. Most of the cities have deed restrictions that may dictate exterior materials and parking locations. Contractor is responsible for properly addressing these requirements.

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GALVESTON COUNTY, TEXAS

SECTION 3.3 – SUMMARY OF WORK
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

1.05 CONTRACTOR’S DUTIES

- A. Except as specifically noted, provide and pay for:
 - 1. Labor, materials, and equipment;
 - 2. Tools, construction equipment, and machinery;
 - 4. Other facilities and services necessary for proper execution and completion of the Work.
- B. Securing and paying for, as necessary for execution and completion of the Work, any:
 - 7. Permits;
 - 8. Licenses;
 - 9. Taxes; and
 - 10. Fees, including third party evaluations, variances, and other fees.
 - 11. Elevation Certificates
 - 12. Surveys
- C. Complying with all applicable laws, codes, ordinances, rules, regulations, orders and/or other requirements of public authorities in connection with performance of the work, including 10 Texas Administrative Code Chapter 80, Texas Manufactured Housing Standards. Note: all residential construction is to comply with Texas Government Code, Section 2306.514 “Construction Requirements for Single Family Affordable Housing”; where applicable.
- D. Assuring 3rd party inspection pursuant to 10 Texas Administration Code, Chapter 307, Section 307.1-307.7, Inspections of Homes in Areas without Municipal Inspections.
- E. Providing notification to all applicable agencies, as required by federal, state, and local law, except where duty to notify is specifically assigned to the GCHAP.
- F. Promptly submitting written notice to the GCHAP of any observed variances in the Contract Documents from known requirements of any public authority. Appropriate modifications to the Contract Documents will be made to reflect any changes necessary because of variances.
- G. Assuming responsibility for Work that is known to be contrary to such requirements, and for which no notice has been provided to GCHAP.
- H. Enforcing strict discipline and good order among employees and employing on the Work only persons skilled and/or licensed in the task to be performed.

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SECTION 3.3 – SUMMARY OF WORK
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- I. Behaving in a courteous and considerate manner to the homeowner and residents in areas adjacent to the construction site.
- J. Checking Dimensions at Site:
 - 3. Verify all measurements before ordering any materials or doing any work.
 - 4. Report any discrepancies to GCHAP for instructions before proceeding.
- K. Approval of Working Surface:
 - 2. Notify GCHAP of any unsatisfactory condition before performing work.
- L. Promptly submitting written notice to GCHAP of any discrepancies in or questions about the technical specifications, contract documents, or Work. Failure to notify GCHAP of said discrepancies, questions, or concerns will in no way relieve the Contractor from performing all work outlined in these contract documents. Additionally, should the Contractor fail to notify GCHAP, the Contractor may be held responsible for any damages caused by their actions.
- M. Developing and implementing the various Plans specified within the work, acceptable to GCHAP.
- N. Coordinating with Utility Service companies and GCHAP regarding location and shut off of all utilities within each area of proposed work.
- O. Maintaining and uploading proper documentation to WorlTrac software program as applicable:
 - 7. Windstorm Certification
 - 8. Surveys
 - 9. Permits
 - 10. Forecasting and Projection Dates
 - 11. Construction Dates
 - 12. Landfill Receipts; if applicable
- P. Supplying warranty and contact information to applicants prior to final inspection.

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SECTION 3.3 – SUMMARY OF WORK
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

1.06 CONTRACTORS QUALITY CONTROL

- A. The Contractor shall implement a Quality Control Program to perform inspection of all items of work, including that of his subcontractors. This Program shall insure conformance to applicable specifications and drawings with respect to the materials, codes, workmanship, construction, finish, functional performance and identification. This Control Program shall be established for all Work performed under this Contract.
- B. Quality control services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with Contract Documents.
- C. GCHAP designee will conduct progress and final completion inspections. GCHAP will notify the Contractor of any non-compliance issues regarding Work under this Contract. The Contractor shall, after receipt of such notice, immediately take corrective action. Any notice, when delivered to the Contractor or his representative at the site of the work, shall be considered sufficient notice. The Contractor shall maintain a detailed record of every non-compliance and corrective action taken. If the Contractor fails or refuses to comply promptly, GCHAP, may:
1. Issue an order stopping all or part of the work until satisfactory corrective action has been taken.
 2. Repair, replace or otherwise remedy the defective work at the Contractor's expense. Costs incurred by GCHAP to correct defective work shall be deducted from the total amount due the Contractor. **Any work performed outside this program's requirements will be the responsibility of the Contractor to correct deficiencies to the program requirements at Contractor's expense.**
 3. Withhold an amount from the payment due the Contractor as may be deemed necessary, at the discretion of GCHAP.
 4. Terminate the Contract for Contractor default after providing proper notice.
- D. The Contractor shall respond to applicant complaints as follows unless otherwise directed:
1. Health and Safety complaints must be addressed immediately.
 2. All construction activities shall be performed in compliance with applicable Occupation Safety and Health Administration (OSHA) safety regulations and other applicable laws.
 3. Other complaints must be addressed within 5 business days or less.

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1.07 SEQUENCE OF WORK

- A. The Contractor's general work sequence is expected to proceed as follows:
1. Conduct site visit to determine new MHU requirements, determine what local code requirements exist (in addition to any Federal and State laws and regulations), and create work orders for approval for all acceptable units of work.
 2. Meet with homeowner and GCHAP in a Benefit Selection meeting for homeowner to pick MHU plan and to establish homeowner vacate date. Provide homeowner with options for their choices.
 3. Create permit packages, submit and obtain all required permits.
 4. Participate in closing meeting with homeowners and title agent. Sign all appropriate documentation. Coordinate homeowner move out.
 5. Locate utilities within area of work and shut off utilities as necessary.
 6. Develop the sequence of the planned work.
 7. Identify the presence of Lead and/or Asbestos Containing Materials, and perform abatement; if required.
 8. Setup environmental controls and signage for traffic control when required.
 9. Perform demolition activities; if necessary.
 10. Initiate new MHU construction in accordance with approved house plans and elevation requirements; if applicable.
 11. Participate in interim and final inspections with GCHAP and homeowner.
 12. Demonstrate to GCHAP and homeowner that work was completed satisfactorily.
 13. Provide warranty contact information to homeowner.
 14. GCHAP provides confirmation that the work is satisfactory.
- B. Sequence of GCHAP inspections:
1. GCHAP will perform an initial inspection at the inception of work.
 2. GCHAP will inspect construction progress.

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- 3. GCHAP will perform a final inspection and develop a punch list of items to be completed by the contractor prior to the issuance of final payment.
- C. Working Hours:
 - 1. Work shall be performed, at a minimum, from Monday through Friday between the Work hours of approximately 7:00 a.m. and 6:00 p.m., as determined by natural lighting conditions, unless overridden by local ordinance. The Contractor may work Saturdays, Sundays or federal or state holidays, if they wish unless overridden by local ordinance.
 - 2. Unless otherwise specified, "days" indicates calendar days.
- D. Contract Time:
 - 1. GCHAP defines the Notice to Proceed to be the first day following the issuance of Work Order to the Contractor.
 - 2. The term of the new house construction Contract will be sixty (60) calendar days (**to include all weather related and other incidents**) from the date of Notice to Proceed.
- E. Other Site Activities:
 - 1. The Contractor shall not damage on-site buildings, wells, and other site structures.

1.08 CONTRACTOR’S USE OF CONSTRUCTION SITE

- A. The Contractor shall coordinate activities required to minimize disturbance and hazards to surrounding areas. Contractor shall not unreasonably encumber the construction site with materials or equipment. Contractor shall assume responsibility for protection of construction site, materials, and equipment.
- B. Existing Site Facilities for Use by the Contractor
 - 1. Necessary utilities required to perform Work, including temporary power, shall be the responsibility of the Contractor.
 - 2. Contractor shall confine his construction operations within the limits of house construction, and shall use due care in placing construction tools, equipment, excavated materials, and supplies so as to promote site safety and cause the least possible damage to property. Contractor is responsible for any damages.

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3. Where applicable, Contractor shall maintain existing controls on livestock/pets/animals on such properties encountered in this program so as to not release or endanger livestock from the property.

PART 2 – PRODUCTS

Not used.

PART 3 – EXECUTION

3.01 SITE DESCRIPTION AND WORK SUMMARIES

Site descriptions and work summaries are intended to summarize, not completely describe the Work to be performed at the Site. The Contractor will be responsible for requirements described in other sections of the specifications, and the house plans, even if those requirements are not listed in the following work summaries.

A. Demolition/Removal/Disposal

Demolition/Removal of existing structures will be required as part of this work to prepare the site for new house installation.

Demolition and disposal work performed at the Site shall address the following:

- a. Lead Based Paint;
- b. Asbestos-containing Materials;
- c. Household waste.

The following provides a general description of each.

1. Lead Based Paint – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing lead based paint.
2. Asbestos-containing Materials – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing asbestos.

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3. Household Wastes – Contractor shall follow all local, state, and federal rules and regulations governing the demolition and proper disposal of debris containing household wastes.
- B. Mobile Home Units reconstruction/replacement
1. New Mobile Home Units will be constructed in accordance with builder-provided house plans and specifications approved by GCHAP at the time of award.
 2. The Contractor may be provided bundles of sites, in accordance with schedules and capacity, for construction grouped by location whenever possible. No guarantees are made to the number of homeowner sites or locations provided.

END

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

NOTE: All construction to comply with applicable jurisdictional codes, zoning and deed restrictions for each individual lot.

DIVISION 2 – SITE WORK

A. DEMOLITION

Demolition includes the removal of the existing main residential structure, other buildings directly attached, and existing concrete where required to provide a clean buildable pad for new construction. The Contractor shall be responsible for providing all labor, supplies, equipment, and utilities required to demolish the existing residential structure, including securing permits.

The Contractor shall be responsible for removing and properly disposing all debris from the project site. The demolition, removal and disposal shall be completed in accordance with EPA, OSHA, and all applicable federal, state, and local regulations. The Contractor shall remove debris, rubbish and other materials resulting from demolition operations from the site and transport and legally dispose off site.

1. The Contractor shall provide certificates of disposal or other such documentation that materials removed were properly disposed at licensed facilities before final payment will be issued.
2. Burning of removed materials is not permitted on the project site.
3. Salvage of materials shall not be allowed.

General: Upon completion of demolition work, the Contractor shall remove tools, equipment and demolished materials from site.

1. The Contractor shall repair any demolition performed in excess of that required. The Contractor shall return remaining elements of construction and surfaces to conditions existing prior to the start of work operations. The Contractor shall repair adjacent structures or surfaces soiled or damaged by selective demolition work.

B. SITE GRADING

The contractor shall perform rough and finished site grading as required to properly install the MHU and provide positive drainage away from structure to quickly match existing drainage patterns on the property and surrounding areas.

The contractor shall utilize excavated soil as fill where needed, and the contractor shall remove any excess excavated soil from the site.

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C. UTILITIES

Contractor to verify availability of all utilities necessary to achieve a Certificate of Occupancy. All existing utilities are to be brought to points of service for installation of new MHU.

D. PERMITS

Contractor is responsible for acquiring all permits and certificates for construction of entities of this contract.

E. FOUNDATIONS

Foundation and structural design shall be the responsibility of the contractor and meet all federal, state, and local jurisdictional requirements.

F. LANDSCAPE PLANTING

Removal of any existing plants for replanting that the homeowner wishes to retain shall be the responsibility of the homeowner. Removal or trimming of vegetation necessary to construct a house shall be the responsibility of the contractor and shall be coordinated and approved by the homeowner. All vegetation shall be cut a minimum of 4" below ground surface. Install fill around the cleared area. Fill shall be of a local loam and placed properly on location and compacted to avoid erosion. Color of fill shall blend with location. No clay or debris in fill will be accepted.

Lawn shall be cleared of all debris and graded smooth and level to ensure proper drainage. Lawn shall be sodded with St. Augustine grass a minimum of 5 foot around the perimeter of the foundation. Sod should be live, healthy grass and watered sufficiently to ensure continued growth. Remainder of the lot is to be hydro-mulched with Bermuda/rye mixture.

G. FLATWORK

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 3 – CONCRETE

The contractor shall provide specifications, if applicable, that accompanies their proposed house plans and required anchoring system per state and other jurisdictional requirements for each location.

- All concrete shall be 3000 psi minimum

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

DIVISION 4 – MASONRY

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 5 – METALS

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

DIVISION 6 – WOOD AND PLASTICS

A. ROUGH AND FINISHED CARPENTRY

1. Comply with the pertinent codes and regulations of governmental agencies having jurisdiction.
2. Provide lumber with grade stamps appropriate to region.
3. Provide hardware as required for expert installation.
4. Provide galvanized joist hangers, tie-downs, etc., as required to construction requirements for High Wind zones.

B. WIND ZONE REQUIREMENTS

The contractor shall provide specifications, if applicable, that accompany their proposed house plans.

A. Wind Zone Requirements

Construction of home to meet local building prevailing code requirements for specific Wind Zone areas.

DIVISION 7 – EQUIPMENT

- A. Provide and install 30” range hood vented to the outside.
- B. Provide and install 30” electric range or gas range with self cleaning oven.
- C. Provide and install an 18 cubic foot (minimum) refrigerator/freezer.
- D. Provide and install 1/3 HP builder grade garbage disposal

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

DIVISION 8 – MECHANICAL

A. PLUMBING

1. Provide and install a new sewer line (with a new sewer clean-out) from the MHU to municipal sewer line or existing septic system. Any connection fees are the responsibility of the contractor.
2. Provide and install a new water service connection from the MHU to water source (coordinate water meter removal and new water meter installation, as required, with utility company). Any tap fees are the responsibility of the contractor.
3. Provide and install a 40 gallon (minimum) electric or gas water heater, with an Energy Factor = 0.61. Existing natural gas service shall not be permanently terminated with the natural gas provider in houses with existing natural gas service.
4. Provide and install washer and electric or gas dryer connections.
5. Provide and install water line for ice maker.
6. Provide front and rear exterior water spigots.
7. Plumbing fixtures are to be installed with all connections and hookup provisions complete and operable within the MHU.

B. HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

1. The contractor shall provide specifications that accompany their proposed MHU plans.
2. Provide thermal performance matrix for design and proper sizing of HVAC equipment.
3. Provide a minimum 13 SEER system using R-410A refrigerant.
4. Installation and equipment to comply with the International Mechanical Code.

DIVISION 9 – ELECTRICAL

1. The contractor shall provide specifications for complete design of National Electrical Code (NEC) certified electrical circuit panel.
2. The electrical panel is to be grounded per Texas Residential NEC and all required Ground Fault Circuit Interrupter (GFCI) protection is to be installed where required by adopted NEC Code.
3. Provide and install all necessary disconnects to the MHU to meet the appropriate prevailing code. All electrical materials and devices to be U.L. listed.

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**SECTION 3.4 – TECHNICAL SPECIFICATIONS
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4. The electrical meter base is to be located as instructed by the power company or at the closest point on the MHU to the power source (except front elevation). All exterior electrical components are to be approved for exposure to the weather. The main electrical service panel is to be located adjacent to the meter base and installed in an exterior weatherproof box.
5. Provide front and rear outdoor (GFCI) receptacles on exterior of MHU.
6. Provide one cable and one telephone outlet minimum in each bedroom and living room, and provide electrical outlets in each room, per code.

A minimum service installed to service range circuit, clothes dryer, dishwasher, bath exhaust fans, doorbell, receptacles, switches, plates, cable outlets and telephone outlets as mentioned above, metal ceiling fan boxes provided in the kitchen, dining room, living room and all bedrooms. Provide and install all necessary disconnects to the house to meet the appropriate prevailing code. All electrical materials and devices to be U.L. listed.

END OF SECTION

RFP #:B101007

OPEN: January 21, 2010 2:00 P.M.

FREQUENTLY ASKED QUESTIONS

SPECIAL PROVISIONS
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SECTION 4.0 – FREQUENTLY ASKED QUESTIONS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

1. Can a list of applicant houses be provided so that contractors can go by and see them?

For consideration of privacy, addresses of program applicants cannot be released. Contractor site visits to the cities included in the Work Area will provide information on the existing conditions of the houses that will likely be part of the programs.

2. This Requestfor Proposal (RFP) states that Proposers shall be familiar with the site(s) of the work – how can this be accomplished without knowing which houses will be in the program?

Please see the response to #1.

3. This RFP requires Payment Bonds. At what point in the project will the bonds be released?

Bonds will be released upon final completion of the work.

4. In Summary of Work, there is no mention of Site Drawings, soil testing or other pertinent items which may be needed in the permitting process.

The contractor is responsible for meeting all requirements of permitting in the jurisdictions in which they are working.

5. Are there any time contingency plans or allowances for permitting offices failure to provide timely permitting inspection services? The building time frame is workable once a permit is issued, but not necessarily if the permit is delayed.

No contingency plans or allowances are anticipated for permitting. The Galveston County Housing Assistance Program (GCHAP) intends to contact local permitting officials prior to construction activities to introduce them to this program and the program scope.

6. How many sets of drawings will be required?

Five sets of drawings are anticipated to be required for each house, with more being required as the specific need arises.

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SECTION 4.0 – FREQUENTLY ASKED QUESTIONS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

7. Of the approximately 1,490 applicants, how many will have Stick-built houses, Modular Houses, and Manufactured Housing Units?

This information is not available at this time, but will become better known as applicants are determined to be eligible.

8. What is the definition of Substantial Completion as used in the RFP?

Substantially complete means the work is complete to the point that the work product is functional for the use in which it was intended. Where applicable, substantially complete will mean that a Certificate of Occupancy has been issued or the final inspection punch list has been addressed.

9. Will garages be required or will they be treated as an option?

Garages are not required as part of the base Proposal.

10. Has any attempt been made to determine the percentage of houses that will require a slab on grade foundation and what is that percentage?

This information is not known at this time. Please see the response to #1 and consider this approach in determining relative percentages of each foundation type.

11. Three elevations per house plan are required by the RFP, but it is difficult to provide more than two elevations for a smaller house plan.

The RFPs will remain unchanged in requiring three elevation views per house plan submittal.

12. When Proposal for site built/Modular homes/MHUs can you specialize in just one product like a 2 bedroom one bath?

No, the contractors shall propose on all the size/configuration options to cover the anticipated needs of the program.

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SECTION 4.0 – FREQUENTLY ASKED QUESTIONS

STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

13. Any thoughts on building energy efficient homes?

In accordance with the Action Plan and Method of Distribution and GCHAP, all constructions must be in compliance with RESCHECK standards for energy efficiency and Energy Star compliance.

14. If we do build energy efficient homes, you are aware that will drive up our construction cost?

It is understood that some energy efficiency enhancements can increase construction costs. The value of the enhancements will be considered in relationship to the funding caps in evaluating contractor submittals that include additional enhancements.

15. Are there HUB requirements for minority participation?

The programs encourage and support the use of Historically Underutilized Business (HUB) entities in performing the work; however no specific HUB requirements are listed.

16. Is Summary of Work site specific or for all UFAS?

At a minimum, Texas law 2306-5014 requires accessibility standards for all homes that receive federal money.

17. Will there be one award or multiple awards?

We anticipate multiple awards to qualified contractors that will be engaged in this work throughout the life cycle of the program until all houses are complete.

18. Do homeowners have a choice in floor plans?

Please include in your Proposals all the possible choices that we can provide to the homeowner for the floor plans you submit. We anticipate that the homeowners have some choices in configuration and products to the extent practical and in keeping with program policies. We wish to have some practical diversity in the houses constructed in the communities and individual neighborhoods.

19. Will ABC Company have to build the floor plans of XYZ Company?

No, ABC company will only be required to construct the housing plans that ABC company is approved to construct based on their house plan submittal with the Proposals.

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STICK-BUILT/MODULAR/MOBILE HOME UNITS RECONSTRUCTION/REPLACEMENT

20. Is there no retainage?

10% retainage for 30 days after Certificate of Occupancy is issued.

21. Do you have an estimate of how many people will need GAP funding?

Not at this time; information on needs will be determined as applicants are processed through the system towards eligibility.

22. Is there a contingency plan for change orders?

No, change orders are expected to be minimal and will be handled on a case by case basis.

23. How do you submit to provide GAP funding?

The RFP asks for your interest in this portion of the program and additional consideration may be granted to those entities that can provide suitable gap financing.

24. What is the applicant loan process?

Pursuant to HUD regulations, funding for rehabilitation and reconstruction in floodplains shall be in the form of a loan instead of grant.

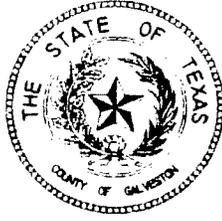
25. Should we include title fees for the title company?

No, these fees shall not be included in the construction Proposals under preparation for this work.

26. What are some of the items which are not covered in the home cost?

As applicable, items such as demolition and removal of the existing house, Lead and Asbestos investigation and abatement, elevation, installation of a water well, installation of a septic system are some of the things not covered in the base house construction cost and will be reimbursed separately as per Contractor's proposed cost.

VENDOR QUALIFICATION PACKET



County of Galveston Purchasing Department Vendor Qualification Packet

(rev. 1.1, January 17, 2008)

All interested parties seeking consideration for qualified vendor status with the County of Galveston **must complete and return only the following attached forms to:**

**Galveston County Purchasing Department
722 Moody Avenue, (21st Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax**

- Form PEID:** Person /Entity Information Data
Form W-9: Request for Taxpayer Identification Number and Certification
(please note that the included form may not be the latest revised form issued by the Internal Revenue Service. Please check the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> for the latest revision of this form)
Form CIQ: Conflict of Interest Questionnaire
(please note that the included form may not be the latest revised form issued by the State of Texas Ethics Commission. Please check the Texas Ethics Commission website at for the latest revision of this form.)

Certificate(s) of Insurance: **If the person or entity seeking qualified vendor status with the County will be performing work at or on any County owned facility and/or property, Certificate(s) of Insurance are required to be submitted prior to performing any work.**

Insurance requirements are as follows:

Public Liability and Property Damage Insurance:

Successful vendor agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by vendor. Vendor shall at its own expense be required to carry the following minimum insurance coverages:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00); and
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00).

This insurance shall be either on an occurrence basis or on a claims made basis. Provided however, that if the coverage is on a claims made basis, then the vendor shall be required to purchase, at the termination of this agreement, tail coverage for the County for the period of the County's relationship with the vendor under this agreement. Such coverage shall be in the amounts set forth in subparagraphs (1), (2), and (3) above.

Worker's Compensation Insurance:

Successful vendor shall also carry in full force Workers' Compensation Insurance policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the vendor. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by the vendor to the County.

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies) during the contractual period. Insurance is to be placed with insurers having a Best rating of no less than A. The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The vendor shall be required to submit annual renewals for the term of any contractual agreement, purchase order or term contract, with Galveston County prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide vendor with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Vendor shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the vendor.

In no event shall the County be liable for any damage to or destruction of any property belonging to the vendor unless specified in writing and agreed upon by both parties.

Procurement Policy - Special Note:

Understand that it is, according to Texas Local Government Code, Section 262.011, Purchasing Agents, subsections (d), (e), and (f), the sole responsibility of the Purchasing Agent to supervise all procurement transactions.

Therefore, be advised that all procurement transactions require proper authorization in the form of a Galveston County purchase order from the Purchasing Agent's office prior to commitment to deliver supplies, materials, equipment, including contracts for repair, service, and maintenance agreements. Any commitments made without proper authorization from the Purchasing Agent's office, pending Commissioners' Court approval, may become the sole responsibility of the individual making the commitment including the obligation of payment.

Code of Ethics - Statement of Purchasing Policy:

Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of these instructions, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.

General Ethical Standards: It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities: It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks: It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information: It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Questions/Concerns:

If you have any questions or concerns regarding the information or instructions contained within this packet, please contact any member of the Purchasing Department staff at (409) 770-5371.

Conflict of Interest Forms

Conflict of Interest Reporting:

The requirements of a new state law, Chapter 176 of the Texas Local Government Code, became effective on January 1, 2006. Chapter 176 pertains to conflict of interest disclosure reporting regarding businesses and gift giving relationships and makes it an offense to fail to comply with its provisions.

Under this law, certain local government officers must complete a Conflict of Interest Disclosure Statement (Form CIS) and file it with the County Clerk.

As well, vendors and prospective vendors must complete a Conflict of Interest Questionnaire (Form CIQ) and file it with the County Clerk. In addition, vendors must file Form CIQ annually by no later than September 1st of each year.

The Texas Ethics Commission created Forms CIQ and CIS in compliance with Chapter 176. The CIS Form is for a local government officer. The CIQ Form is for a vendor and prospective vendor with the County. Each form is accessible from this website. In addition, each form may be accessed through the Texas Ethics Commission website at www.ethics.state.tx.us/whatsnew/conflict_forms.htm

Forms CIS and CIQ must be filed with the County Clerk. The Galveston County Clerk has offices at the following locations:

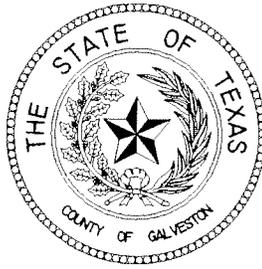
Galveston County Clerk

Galveston County Criminal Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk

North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

If you are required to report under Chapter 176 of the Texas Local Government Code, it is your sole responsibility to comply with the reporting requirements. Compliance with Texas Local Government Code Chapter 176 is the individual responsibility of each local government officer, individual, business, and agent, as applicable. Chapter 176 provides that failure to comply with the reporting requirements is an offense.



COUNTY of GALVESTON Purchasing Department

rev. 1.1 June 16, 2008

FORM PEID:	Request for Person-Entity Identification Data
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Instructions: Please type or print clearly when completing sections 1 thru 4 and return completed form to:

Galveston County Purchasing Agent
722 Moody Avenue (21st. Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

1.	Business Name:			
	Attention Line:			
2.	Physical Address:			
	City:	State:	Zip+4:	
3.	Billing / Remit Address:			
	City:	State:	Zip+4	
4.	Main Contact Person:			
	Main Phone Number:			
	Fax Number:			
	Pager Number:			

Areas below are for County use only.

Requested By:	Phone / Ext. #
Department:	Date:

Action Requested - Check One:	IFAS PEID Vendor Number:	
<input type="checkbox"/> Add New	<input type="checkbox"/> Change Data	<input type="checkbox"/> Reactivate
<input type="checkbox"/> Inactivate	<input type="checkbox"/> Employee	<input type="checkbox"/> Attorney
<input type="checkbox"/> Landlord	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Refund
<input type="checkbox"/> One Time	<input type="checkbox"/> Foster Child	<small>revision 1.0; 8-29-2006</small>

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶	
<input type="checkbox"/> Other (see instructions) ▶ <input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person, and pay the withholding tax, a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).
3. The IRS tells the requester that you furnished an incorrect TIN.

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000	Generally, exempt payees 1 through 7

See Form 1099-MISC, Miscellaneous Income, and its instructions. However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee The actual owner
5. Sole proprietorship or disregarded entity owned by an individual	The owner
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

Circle the minor's name and furnish the minor's SSN.

You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes

No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date