



THE COUNTY OF GALVESTON

BRUCE A. HUGHES, CPPO, CPPB
PURCHASING AGENT

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

RUFUS CROWDER, CPPB
ASST. PURCHASING AGENT

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.

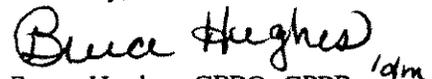
Contractors who are capable of bonding larger amounts may be eligible to receive a greater scope of work.

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



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 19, 2010

RE: ADDENDUM #2
RFQ #B101008 – Galveston County Reconstruction

Dear Vendors,

As a result of questions that arose regarding **RFQ #B101008 – Galveston County Reconstruction**, the following attached information is being provided to aid in preparation of your qualification submittals. Additionally, it is very important that all potential proposers familiarize themselves with the following information.

RFQ #B101008 – Galveston County Reconstruction, 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 RFQ packets to:
Galveston County Purchasing Agent
Attention: Bruce Hughes, CPPO, CPPB
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550

If you have any further questions regarding this RFQ, 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,

A handwritten signature in cursive script that reads "Bruce Hughes".

Bruce Hughes, CPPO, CPPB
Purchasing Agent
Galveston County

Attachment

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
1	I was wondering whether a company had to provide a quote for all 4 sections that are available or if one could bid specifically on the demolition of structures	<p>As indicated in Table of Contents, RFQ contains three sections. Section 2 – Rehabilitation/Minor repairs of owner occupied and/or rental properties; Section 3 – Rental Reconstruction, and Section 4 – Demolition and total removal of dilapidated structures.</p> <p>Please refer to the following language in Section 1.0; page 2 of 8 “Work descriptions are divided into sections and Proposers may choose to submit qualifications on one or all of the work descriptions; however, Proposers shall place a check-mark in the box included in the Table of Contents section to indicate for which scope of services their qualifications shall be considered. Proposers may not choose to propose services for only a portion of the services in each section as that would be considered incomplete. <u>Proposers shall submit a separate set of qualifications for each scope of services the proposer intends to be considered for.</u>”</p>
2	Some bidders are subcontractors looking for GCs to hire them on as subs. Once bidding process has been completed will winners be addressed in newspaper or someplace where attendees can receive the same?	After award by Commissioners Court in session, a list of selected contractors will be published on Galveston County’s web site: www.co.galveston.tx.us
3	How does Shaw arrive at the repair cost benchmarks?	Galveston County Housing Assistance Program (GCHAP) utilizes a proprietary estimating program to determine approximate repair costs based on a field inspection by GCHAP personnel. Upon determining scope of work, GCHAP will request pricing from one or more qualified contractors and award the work based on best value to Galveston County.
4	How does the letting of these properties up for bid work?	GCHAP will attempt to pool batches of sites geographically for efficiency and request pricing from one or more qualified contractors. Awards will be based on best value to Galveston County.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
5	How long is this process?	The construction work is expected to begin shortly after qualification of contractors and all construction is expected to be complete by September 2011.
6	Will the county post a list of selected contractors so those who do not get selected can be a sub?	See answer to question no. 2.
7	Where bidders are to show proof of qualification of asbestos removal -do you have to be certified or just have a safety program?	Contractors are expected to address asbestos issues in compliance with all applicable federal, state, and local regulations. It is understood that contractors may rely on qualified/licensed environmental consultants to perform these tasks.
8	A lot of bonding companies will not grant bonding for residential. What should bidder's do, alternatively?	It is understood that different contractors will have different levels and types of bonding capabilities. Contractors are expected to demonstrate their specific level and type of bonding capacity in the RFQ response and GCHAP will evaluate accordingly.
9	Do the same bonding requirements apply to RFQ and the RFP?	The bonding requirements are defined in Addendum 1 which was distributed to all parties who requested RFP and/or RFQ. A copy of Addendum 1 is included along with this response to questions.
10	How are concealed conditions to be handled?	When concealed conditions are encountered, the contractor is responsible for notifying GCHAP immediately and modifications to pricing will be negotiated, as necessary.
11	Do bidders need to consider lead-based paint remediation in their pricing for this response?	The RFQ does not request pricing for lead issues. These issues will be addressed as encountered and pricing can be negotiated at that time.
12	Do all subcontractors on the project need to be covered by Worker's Compensation?	Yes
13	Will GCs be recommended to use smaller subcontractors?	The RFQ makes no recommendations regarding the size of the subcontractors.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
14	Is there any mechanism to give minority or disadvantaged bidder's a priority in the process?	No.
15	How do you demonstrate you can handle work such as: elevation of existing homes and lead and asbestos/?	Contractors must demonstrate the ability to execute these services either directly or with assistance of subcontractors.
16	Where is the scoring criteria in RFQ?	In Section 2.1, Section 3.1, and Section 4.1
17	Do bidder's need to qualify subcontractors?	Subcontractor qualifications are not requested in the RFQ; however, selected contractors will be expected to qualify subcontractors.
18	Will Shaw have identified prior to opening any project for bids, potential environmental concerns or is that the sole responsibility of the gc?	Contractors are responsible for addressing environmental issues such as lead and asbestos. Costs associated with these issues will be negotiated on a site by site basis.
19	Contractor licensing: is this required?	Contractors must meet all federal, state, and local regulatory criteria applicable to their scope of work.
20	What sort of licensing/certification is required specifically?	See answer for Question No. 19.
21	If the bidder encounters a lead based paint issue can you move homeowner/resident out in order to correct problem?	GCHAP will address these issues on case by case basis; however, it not anticipated at this time that any home owner/residents move-outs will be required.
22	What is smallest job we will be asked to do?	GCHAP expects minor repairs to be performed in the range of \$1 - \$25,000 and rehabilitation work to be performed up to \$85,000.
23	How many qualified contractors are going to be selected?	Number of contractors to be selected is not known at this time.
24	Does the price of the project determine the selected contractor?	Not necessarily.
25	Will Shaw be reviewing the actual survey?	Surveying requirements will be determined by jurisdictional regulatory authorities.
26	Can you refer to the demolition survey to build?	See answer for Question No. 25
27	The payment schedule shows 90% payment at final completion and 10% after 30 days. Will anyone be able to get loans based on the bid?	RFQ did not include payment schedule. GCHAP cannot speak to the availability of loans.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
28	Will county consider modification of draw schedule to allow some money to be drawn up front?	GCHAP is currently developing appropriate draw schedules based on project size. It is anticipated that a draw schedule will be available for larger projects.
29	Is it possible to contract with homeowner for additional work?	Yes.
30	What should bidder do if homeowner does not want to repair something? Is this permissible?	In most cases, these issues will be addressed in advance between GCHAP and home owner.
31	When does the clock start ticking?	The first day following the issuance of the work order.
32	Who pulls permits?	All permits are the responsibility of contractor.
33	Is there a time limit on the job?	The term of the rehabilitation/minor repair contract will be sixty calendar days (to include all weather related and other incidents) from the date of Notice to Proceed.
34	Payments: the checks written by whom?	Galveston County.
35	How many people will be bidding each project?	The number of bidders per project has not been determined at this time.
36	How is county preparing for the massive permit requests?	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.
37	When we submit our responses, can we indicate we want to be considered for a certain geographic area?	Contractors may state a preference for a particular geographic area in their responses to the RFQ; but all contractors may be expected to work in any area of the county.
38	Can you update the list of contractors for Galveston county?	Galveston county is not aware of a published list of contractors.
39	What is the payment draw schedule?	The payment draw schedule is not yet defined, however it is anticipated that an approximate 30/30/30/10 draw schedule will be made available for larger projects.
40	Will it be possible for successful contractors to get a list of all the subcontractors and what areas they specialize in?	Galveston county does not maintain a list of subcontractors.
41	If you are outside the city limits do you need a 3 rd party engineer?	These requirements will be determined by the particular jurisdictional entity governing the site.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
42	What is going to happen to those people that underbid but don't do the job correctly?	GCHAP will evaluate and monitor contractor performance on continuous basis.
43	Looking for quality or lower fee?	GCHAP is looking for the best overall value to the county.
44	Can bidder come to the table with complete design drawings?	There may be design-build opportunities on the larger projects.
45	What is lead time when extra work is required?	GCHAP will make every effort to quickly address issues when extra work is identified.
46	Please explain the P-Card Program and if it is offered in the RFQ as well as the RFP.	The P-card program is available as a method of payment under both RFP and RFQ. For additional information, see www.co.galveston.tx.us
47	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.
48	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.
49	What are the Contractor's responsibilities in the relocation process of the homeowners?	Contractors are not responsible for relocation of home owners.
50	Is the Contractor responsible for bearing the cost of relocation of the homeowners?	No.
51	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.
52	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.
53	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.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
54	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.
55	Section 2.1 page 2 of 7 indicates "Proposers are also instructed to furnish any premium costs for labor, materials, and equipment to be used for performing work on Bolivar Peninsula. This request is broad and difficult to comply. This bid does not require pricing, so where and how would you like the Proposer to do this?"	Proposers may disregard this request as pricing will be determined on a site by site basis.
56	For existing homes that need to be elevated, what is the average height of elevation? Will the homes be elevated or the slabs also?	The average height of elevation is unknown at this time and will be determined on a site by site basis. GCHAP does not anticipate elevations on homes that are built as slab on-grade.
57	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.
58	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.

**Galveston County Housing Assistance Program
Responses to the Questions on Request for Qualifications
Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
RFQ# B101008**

Q.No.	Question	Answer
59	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.
60	Will the GCHAP be holding 1st mortgages on the homes?	No.
61	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.
62	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.

**Galveston County Housing Assistance Program
 Responses to the Questions on Request for Qualifications
 Rehabilitation/Minor Repairs/Rental Reconstruction/Demolition
 RFQ# B101008**

Q.No.	Question	Answer
63	When exactly does the 60 day timeline begin for home rehab/minor repair 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 homes that need to be elevated? How does this timeframe relate to lots that septic tanks or water wells need replaced in addition to home rehab?	The 60 day timeline begins the first day following 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.
64	Section 4 - Demolition. Is it the intention of the GCHAP that asbestos abatement will be conducted in homes before demolition that contain asbestos containing building materials that can become friable during demolition activities like transit roofing and siding shingles, spray applied popcorn ceilings, thermal insulation on pipes and boilers, etc.? Is it the goal of GCHAP to segregate wastes that are ineligible for disposal in a Construction and Demolition Debris landfill from the home prior to its demolition?	It is the contractor's responsibility with all applicable federal, state, and local regulations regarding asbestos.
65	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.
66	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.



THE COUNTY OF GALVESTON

BRUCE A. HUGHES, CPPO, CPPB
PURCHASING AGENT

RUFUS CROWDER, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
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(409) 770-5371

January 5, 2010

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

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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:

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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.

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

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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.

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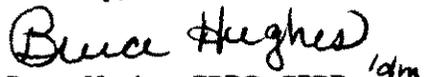
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Please excuse us for any inconvenience that this may have caused.

Sincerely,


Bruce Hughes, CPPO, CPPB ^{adm}
Purchasing Agent
Galveston County



COUNTY OF GALVESTON

REQUEST FOR QUALIFICATIONS

REHABILITATION/MINOR REPAIRS/RENTAL RECONSTRUCTION/DEMOLITION

GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM

RFQ #: B101008

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



RFQ #: B101008
DUE: 01/21/2010
2:00 PM

**REQUEST FOR QUALIFICATIONS
GALVESTON COUNTY RECONSTRUCTION
GALVESTON COUNTY, TEXAS**

Sealed qualification statement submittals in triplicate for GALVESTON COUNTY RECONSTRUCTION will be received in the office of the County Purchasing Agent until 2:00 PM on 01/21/2010 .

All submittals must be marked on the outside of the package

**RFQ #: B101008
GALVESTON COUNTY RECONSTRUCTION**

Proposers name, return address, and the enclosed label should be prominently displayed on the envelope.

A mandatory pre-proposal conference will be held on Thursday, January 7, 2010 at 2:00 p.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 Avenue (21st Street), Fifth (5th) Floor, Galveston, Texas.

Sealed qualification information is to be delivered to the Galveston County Purchasing Agent, Galveston County Courthouse, 722 Moody Avenue (21st Street), Fifth (5th) Floor, Galveston, Texas 77550.

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

Bruce Hughes, CPPO, CPPB
Purchasing Agent
Galveston County

SPECIAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS – TABLE OF CONTENTS

REHABILITATION/MINOR REPAIRS/RENTAL RECONSTRUCTION/DEMOLITION

- Section 1.0** Request for Qualification Requirements
- Section 2.0** Rehabilitation/Minor Repairs of Owner occupied/rental properties
- Section 3.0** Rental Reconstruction
- Section 4.0** Demolition and total removal of dilapidated structures
- Section 5.0** Frequently Asked Questions
- Section 6.0** Vendor Qualification Packet

Please place a check-mark in the box(es) below to indicate each Scope of Services you wish to apply for:

Check	Section	Scope
<input type="checkbox"/>	Section 2	Rehabilitation/Minor Repairs of owner occupied/rental properties
<input type="checkbox"/>	Section 3	Rental Reconstruction
<input type="checkbox"/>	Section 4	Demolition and total removal of dilapidated structures

Proposer's Firm Name

Authorized Signature

SPECIAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS

SECTION 1.0 - QUALIFICATION REQUIREMENTS

REHABILITATION/MINOR REPAIRS/RENTAL RECONSTRUCTION/DEMOLITION

SCOPE

The County of Galveston invites qualified firms to submit qualifications for performing services for rehabilitation of owner occupied single-family dwellings, rehabilitation of single-family or small multi-family rental properties, reconstruction of single-family or small multi-family rental properties, and demolition and total removal of vacant dilapidated structures for the Grants Department for housing damaged and 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. Firms are encouraged to review this entire solicitation upon receipt.

This project, herein referred to as “**the Work**”, consists of rehabilitation of owner occupied single-family dwellings, rehabilitation of single-family rental or small multi-family rental properties, reconstruction of single-family or small multi-family rental properties, and demolition and total removal of vacant dilapidated structures meeting all Federal, State, and local jurisdictional requirements and applicable environmental laws and regulations. Some houses 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.

Proposers interested in performing rehabilitation/minor repair activities, rental reconstruction activities, and demolition activities are also responsible for performing investigation of Lead and Asbestos Containing Materials and perform abatement; if required. Additionally, proposers submitting qualifications for rehabilitation/minor repair activities and rental reconstruction activities shall also be responsible for elevating existing houses to above FEMA-BFE or local jurisdictional requirements, demolition activities, installation of septic systems, installation of drinking water wells, construction of off-street parking, and any additional construction services requested by GCHAP. Some shall also require Universal Federal Accessibility (UFAS) compatibility. 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, at 722 Moody (21st Street), Fifth (5th) Floor, Galveston, TX 77550 or by calling 409.770.5372 or via e-mail at Bruce.Hughes@co.galveston.tx.us.

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SECTION 1.0 - QUALIFICATION REQUIREMENTS

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BACKGROUND

The County 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, 6 rental properties are anticipated to be reconstructed (reconstruction is where the current damaged house is demolished and a new house is constructed at the same location), 265 houses are anticipated to be rehabilitated, 897 houses are anticipated to do need minor repairs, and 85 vacant dilapidated structures are anticipated to be demolished under the Galveston County Housing Assistance Program (GCHAP) by September 2011. Proposers are instructed that the number of houses in each category is only anticipated and actual may vary. No change in number of houses or quantities shall alter unit prices for such materials or services.

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

This Request for Qualifications (RFQs) is to perform the Work as previously described. Contractors may submit their Qualifications to perform reconstruction of single family/multi-family rental properties, rehabilitation/minor repairs, and/or demolition services. **Work descriptions are divided into sections and Proposers may choose to submit qualifications on one or all of the work descriptions; however, Proposers shall place a check-mark in the box included in the Table of Contents section to indicate for which scope of services their qualifications shall be considered. Proposers may not choose to propose services for only a portion of the services in each section as that would be considered incomplete. Proposers shall submit a separate set of qualifications for each scope of services the proposer intends to be considered for. The work descriptions and sections are described below:**

Section 2: Rehabilitation/Minor Repairs of owner occupied/rental properties

Section 3: Rental Reconstruction

Section 4: Demolition and total removal of dilapidated structures

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PRE-QUALIFICATION CONFERENCE

A mandatory pre-Qualification conference is scheduled for **Thursday January 7, 2010 at 2:00 p.m.** in the Galveston County Commissioners Courtroom, located in the Galveston County Courthouse, 722 Moody Avenue (21st Street), First (1st) floor, Galveston, Texas 77550.

QUALIFICATION 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 Requirements (see Qualification Completion and Qualification Returns). All documents included in the Qualification and the outside of the envelope or package must be marked with the Proposer's name and the Qualification number that corresponds to this RFQ.

Proposers are encouraged to submit their Best and Final Offer (BAFO) in this Qualification; however, upon review of the Qualifications, Galveston County reserves the right to have negotiating sessions on some or all of the proposed items.

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 qualification statements.

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 RFQ process, sealed Qualifications will be received, opened, and only the Proposer's names will be read out loud in the Commissioners Court. Qualification 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 a Contract. Once declaration of award by the Galveston County Commissioners' Court and a Contract is executed, Qualifications 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 Qualification, be readily separable from the Qualification, and shall be **CLEARLY MARKED**

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“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.

The County of Galveston will not be liable for any costs incurred by any Proposer in preparing a response to this RFQ. Proposers submit their Qualifications 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 RFQ, and reserves the right to reject any and all Qualifications. All Qualifications and their accompanying documentation will become the property of the County of Galveston.

Each proposer shall examine the requirements to determine their ability to perform the work specified and participate in the program. In order for a Qualification to be considered complete, Proposers shall submit all requested information pertaining to each scope of services identified in each section, separately. The Qualification submittals 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 a Bid form.

Persons desiring further information or interpretation of RFQ 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 TIMELINE section of this Qualification. Interpretation of RFQ 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 Qualification documents has been furnished.

Proposers shall note that the U.S. Department of Labor Houston District Office provided an oral opinion that the Galveston County Housing Assistance Program was excluded from certain provisions of the Housing and Community Development Act of 1974 and therefore Davis-Bacon Labor Standards did not apply for single-family units. In addition, HUD provided an opinion to TDHCA that Davis-Bacon Labor Standards would not be applicable to single-family home rebuilding under the Texas CDBG disaster assurance program.

However, all proposers are required to furnish evidence of firm’s ability to meet certified payroll requirements to comply with Davis-Bacon Labor Standards and related Laws in the performance of the Work to meet all requirements for active monitoring and documentation for adherence to the provisions of Davis-Bacon related Acts; in the event the firm is awarded Work Orders that may require Davis-Bacon Labor Standards; specifically reconstruction/rehabilitation of small multi-family rental properties (greater than 8 units).

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Before submitting Qualification submittals, the Proposer shall carefully examine the Qualification 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 Qualification statements shall indicate that the Proposer has complied with these requirements.

QUALIFICATION BOND

Each Qualification will be required to furnish with their Qualification a Cashier's or Certified Check from any bank within 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 Qualification bond will be returned to the unsuccessful Proposer(s) and to the successful Proposer(s) on the completion of all contract documents and the furnishing of any necessary payment bonds and insurance certificates.

The Qualification 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 bid.

PERFORMANCE AND PAYMENT BOND(S)

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/demolition projects in Texas. A surety licensed to do business in the state of Texas must execute the bond.

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

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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
- 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 IFB and initial bidding process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes.

- | | |
|---|--------------------------------------|
| • Advertise IFB | December 29, 2009 |
| • Re-advertise IFB | January 5, 2009 |
| • Mandatory Pre-Qualification Conference | January 7, 2010 at 2:00 p.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. |
| • Qualifications Due from Proposers | January 21, 2010 at 2:00 p.m. C.S.T. |
| • Recommendation to Commissioners Court | February 3, 2010 |

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

By submission of its Qualification, Proposer certifies that it is not ineligible for participation in federal or state assistance program 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 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-QUALIFICATION INFORMATION

Multiple single family/multi-family rental property reconstruction contractors, rehabilitation/minor repair contractors, and demolition 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.

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REFERENCES

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.

SUBMITTALS

- 1) Qualification 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) Qualifications, specifications, delivery schedule, and other information requested in this RFQ.

END OF SECTION

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EVALUATION CRITERIA, SUMMARY OF WORK, AND TECHNICAL SPECIFICATIONS

SECTION 2.0 - REHABILITATION/MINOR REPAIRS
OF OWNER OCCUPIED/RENTAL PROPERTIES

Section 2.0 through 2.3 furnishes information pertaining to evaluation criteria, summary of work, and technical specifications for Rehabilitation activities.

END

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SECTION 2.1 - SELECTION CRITERIA AND EVALUATION SCORING
REHABILITATION/MINOR REPAIRS OF OWNER OCCUPIED/RENTAL HOUSING

EVALUATION PROCESS

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

Qualifications that do not conform to the instructions given or which do not address all the services as required may be eliminated from consideration. The County of Galveston, however, reserves the right to accept such Qualification 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 RFQ 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 will 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 Galveston County Commissioners' Court reserves the right to terminate contract negotiations with that Proposer and initiate negotiations with another Proposer.

All correspondence relating to this RFQ, 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 RFQ shall be coordinated by the Galveston County Purchasing Agent.

No award can be made until the Galveston County Purchasing Agent recommends to and is presented to the Galveston County Commissioners Court.

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

This RFQ 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 County of Galveston 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

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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.

Payment to Contractor will be made only for actual quantities of Work performed or materials furnished in accordance with Contract. No change in quantities shall alter prices for such materials or services.

EVALUATION PROCEDURES AND CRITERIA FOR AWARD

Evaluation will consider the most productive and efficient Qualification. **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 Qualification response may be incorporated into any contract which results from this RFQ, 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 rehabilitation activities should comply with universal design features with all applicable Federal, State, local health and safety codes, HUDs inspection criteria, FEMA floodplain regulations, and RESCHECK standards for energy efficiency, Energy Star compliance and other pertinent state, local, and city codes.

The following is a description of items to receive consideration in the evaluation of responses from Proposers for providing rehabilitation 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 2.2 for summary of work associated with rehabilitation/minor repairs of owner occupied housing and single family/multi-family rental housing.

In order for the Proposer's Qualification to be considered complete for performing rehabilitation activities, the Proposer shall also submit their ability and commitment to perform elevation of existing homes, Lead and Asbestos Containing materials investigation; and abatement; if required and other activities pertaining to Universal Federal Accessibility Standards compliance.

Proposers are also instructed to furnish any premium costs for labor, materials, and equipment to be used for performing Work in Bolivar Peninsula.

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Experience

20 Points Maximum

The proposers shall provide a one (1) page (maximum) narrative description of their firm's experience in large scale rehabilitation 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 bid 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 rehabilitation 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 rehabilitation projects 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 rehabilitation 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

The Proposer shall provide with their qualification a Room Finish and Materials Finish schedule for a typical rehabilitation project. Potential options or number of options available to the homeowner for materials of construction and colors shall be identified.

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 rehabilitation trade,

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experience relative to this project within the past five (5) years (specifically simultaneous rehabilitation projects 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 rehabilitation projects involving simultaneous multiple house rehabilitation 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.
- 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 stated in this Qualification Section – Section 2.2 Statement of Work and Section 2.3 – Technical Specifications and such services such as elevation and accessibility as stated in the Invitation for Qualification; (b) that the firm and its subcontractors have the experienced personnel to perform the range of services stated in this Qualification Section – Section 2.2 Statement of Work and Section 2.3 Technical Specifications and services such as elevation and accessibility as stated in the Invitation for Qualification; and, (c) that the firm and its subcontractors has the capacity to perform the full range of services stated in this Qualification Form – Section 2.2 Statement of Work and Section 2.3 Technical Specifications and such services such as elevation and accessibility within the Work Area as stated in the RFQ.

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- 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);**
 - **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..

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Capacity to Perform

25 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 rehabilitation at any point in time throughout the program life cycle.
- Detailed project delivery schedule including estimated total time to complete rehabilitation 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 2.2 – 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:

- 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.
- Evidence of firm's ability to meet certified payroll requirements; to comply with Davis-Bacon Labor Standards and related Laws in the performance of the Work to meet all requirements for active monitoring and documentation for adherence to the provisions of Davis-Bacon related Acts; if required.

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.

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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.

Tabular Form of Evaluation Criteria

No.	Criteria	Maximum Points	GCHAP Points
1	Experience	20	_____
2	Products	15	_____
3	Personnel	15	_____
4	Permits, Registrations, and Certifications	5	_____
5	Capacity to Perform	25	_____
6	Financial Statements	10	_____
7	Example Homeowner Warranty	5	_____
8	Quality Control Program/Safety Program	5	_____
Total		100	_____

END

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GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
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SECTION 2.2 – SUMMARY OF WORK

REHABILITATION/MINOR REPAIRS OF OWNER OCCUPIED/RENTAL HOUSING

DIVISION 1 - GENERAL

1.01 INTRODUCTION

In this section, “the Work” consists of the rehabilitation/minor repairs of Hurricane Ike damaged single family residential houses; manufactured housing units include Mobile Home Units (MHUs), single family rental Stick-built structures (up to a 4-plex), small multi-family rental properties (up to 4 units), and rental manufactured housing units including MHUs meeting the requirements of the Galveston County Housing Assistance Program (GCHAP), as applicable. Demolition and proper disposal of portions of the house damaged by Hurricane Ike is part of this work. 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 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 Qualification has set the following target house configurations:

- Minor Repairs \$25,000 (max)
- Rehabilitation \$85,000 (max)
- Elevation \$50,000 (max)

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

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necessary to address each area is provided in other Sections within this Request for Qualifications (RFQ). This Section shall be used in conjunction with all other Sections of this RFQ; as applicable to determine the total requirements of the work.

1.02 RELATED DOCUMENTS

Special Provisions, Reference Documents, and Division 1 through Division 11 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 GCHAP on eligible homeowners needing rehabilitations and they shall engage in a Primary Contract with Galveston County and a three (3) party agreement as previously described. Contractors are assigned to eligible property owners and GCHAP supplies a list of needed repairs. Contractor conducts site visit and due diligence and provides bid for cost of repairs. Bids may be obtained from different selected contractors and the best cost efficient bid will be selected to perform rehab activities at that site(s). 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. The contractor shall provide a list of material and color choices available to the homeowner for their home in accordance with the planned rehabilitation agreed to by GCHAP and the contractor. The contractor shall allow the homeowner five (5) days to make their choices on these plan options. If available, the contractor shall arrange gap financing for the homeowner for those cases where funding is required to substitute for duplication in benefits previously received and options may be available in the rehabilitation 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

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- upgrade above 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. Demolition and disposal of portions of the house damaged by Hurricane Ike is part of this work and included in the cost for house rehabilitation to be performed by the Contractor under this Contract. 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. All removed portions shall be disposed of in accordance with all applicable Federal, State, and Local jurisdictional laws, regulations, and requirements.
- D. Specific technical requirements for rehabilitation are described in Section 2.3 of this RFQ. 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 Bids 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 perform abatement; if required. All activities shall be performed in accordance with all applicable Federal, State, and Local environmental laws, regulations, and requirements.
- H. All construction activities shall be performed using applicable International Residential Code (IRC) and International Building Code (IBC), Texas Government Code 2306.514, and any other federal, state, local, and city codes, laws, and regulations, as applicable.
- I. 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.
- J. Most jurisdictions have deed restrictions that may dictate exterior materials and parking locations. Contractor is responsible for properly addressing these requirements.
- 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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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;
 - 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. Transportation and Landfill;
 - 4. Taxes; and
 - 5. Fees, including third party evaluations, variances, and other fees.
 - 6. Elevation Certificates
 - 7. 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.
- 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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- 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:
 - 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
- 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

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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 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 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 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. Respond to GCHAP's invitation to provide unit price bids on bundled houses eligible for rehabilitation under GCHAP.

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2. Conduct site visits in coordination with GCHAP to examine the Work required at each location to the extent necessary to provide unit price bids for each eligible house site for rehabilitation.
 3. Meet with homeowner and GCHAP in a Benefit Selection meeting for homeowner to pick house repair/rehabilitation plan and to establish homeowner vacate date. Provide homeowner with options for their choices of materials and colors.
 4. Create permit packages, submit and obtain all required permits.
 5. Participate in closing meeting with homeowners and title agent. Sign all appropriate documentation. Coordinate homeowner move out.
 6. Locate utilities within area of work and shut off utilities as necessary.
 7. Develop the sequence of the planned work.
 8. Identify the presence of Lead and/or Asbestos Containing Materials, and perform abatement, if required.
 9. Contractor shall also be required to install a septic system, a drinking water well, and other construction activities as required by this Program.
 10. Setup environmental controls and signage for traffic control when required.
 11. Perform demolition, as necessary, and dispose of debris properly.
 12. Initiate house rehabilitation in accordance with approved rehabilitation plan and elevation requirements; if applicable. Additionally initiate rehabilitation in accordance with approved unit price costs agreed to by GCHAP.
 13. Participate in interim and final inspections with GCHAP and homeowner.
 14. Demonstrate to GCHAP and homeowner that work was completed satisfactorily.
 15. Provide warranty contact information to homeowner.
 16. GCHAP provides confirmation that the work is satisfactory.
- B. Sequence of GCHAP inspections:
1. GCHAP will perform an initial inspection at the inception and a detailed cost estimate at the inception of work once an eligible homeowner is identified.

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2. GCHAP will bundle groups of eligible homes for rehabilitation and coordinate with approved contractors to visit the sites for the purposes of providing unit price bids for each house.
 3. GCHAP will review contractor unit price bids on specific houses for rehabilitation in each bundle offered by GCHAP, and, on behalf of Galveston County, award the Work for each bundle of houses to the successful contractor.
 4. GCHAP will inspect rehabilitation construction progress.
 5. 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, only with the approval of the homeowner and GCHAP and in accordance with 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 rehabilitation/minor repair 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 that are not designated for rehabilitation.

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.

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- 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 rehabilitation activities within the limits of house, 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.

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 portions of houses may be required as part of this work to prepare the site for rehabilitation. These units may include Stick-built/modular homes/MHUs, 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. Mold;

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- d. 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. Contractor shall provide GCHAP with all tests and records associated with the identification, remediation, and/or removal of lead based paint by certified personnel.
 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. Contractor shall provide GCHAP with all tests and records associated with the identification, remediation, and/or removal of lead based paint by certified personnel.
 3. Mold – Contractor shall follow all local, state, and federal rules and regulations governing the identification, testing (as necessary), removal and disposal of materials containing mold. Contractor shall immediately notify GCHAP of any and all instances of unforeseen conditions associated with mold.
 4. 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. House Rehabilitation
1. Houses shall be rehabilitated in accordance with GCHAP approved contractor plans, specifications, and cost estimates. Any deviations in plans, specifications or cost estimates shall be identified by Contractor and approved by GCHAP in writing, prior to implementing any changes by the Contractor.
 2. The Contractor may be provided bundles of sites, in accordance with Contractors performance, schedules and capacity, for rehabilitation grouped by location whenever possible. No guarantees are made to the number of rehabilitation sites or locations provided.

END

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

DIVISION 2 – SITE WORK

A. DEMOLITION

As necessary to perform rehabilitation, demolition may include the removal of existing portions of the main structure, other buildings directly attached, and existing concrete where required to provide neat clean lines for house rehabilitation. The Contractor shall be responsible for providing all labor, supplies, equipment, and utilities required to demolish any necessary portions of the existing residential structure.

The Contractor shall be responsible for removing and properly disposing all debris from the project site. The demolition and disposal shall be completed in accordance with EPA, OSHA, and applicable federal, state, and local jurisdictional laws, regulations, and requirements. Additionally, the Contractor shall be responsible for securing all permits, properly transporting and disposing of all materials in approved landfill and paying all fees for disposal.

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.

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 rehabilitate the 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 provide all utilities necessary to perform the work.

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. LANDSCAPE PLANTING

Removal of any existing plants for replanting that the homeowner wishes to retain shall be the responsibility of the homeowner. If required and approved by the GCHAP, removal or trimming of vegetation may be necessary to rehabilitate the house and 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.

If required and approved by the GCHAP, 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 rehabilitation plans.

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H. ACCESS RAMPS

Whenever required, access ramps may be built to 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 other 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.

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

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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

E. GUTTERS

1. Installed whenever required by jurisdictional requirements.

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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.

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

G. HOUSE WRAP

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

DIVISION 8 – DOORS, WINDOWS, AND HARDWARE

A. DOORS

1. All exterior doors are to be steel or fiberglass, insulated, and must include peephole.

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 rehabilitation plans.
2. Selected contractor shall be required to provide actual samples of all hardware.

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DIVISION 9 – FINISHES

A. MATERIAL AND LOCATIONS

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

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

D. CARPET AND SHEET VINYL FLOORING

1. Contractor shall provide specifications for proposed paints, and flooring.

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

DIVISION 10 – SPECIALTIES

A. CABINETS AND BUILT-IN SHELVING

1. Particle board cabinets shall not be acceptable.
2. Selected contractor shall submit actual mock-up samples of cabinets, countertops and hardware.

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B. BATHROOM ACCESSORIES AND GRAB BARS

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

END OF SECTION

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SECTION 3.0 - RENTAL RECONSTRUCTION

Section 3.0 through 3.4 furnishes information pertaining to evaluation criteria, summary of work, and technical specifications for Rental Reconstruction.

END

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SECTION 3.1 - SELECTION CRITERIA AND EVALUATION SCORING
RENTAL RECONSTRUCTION

EVALUATION PROCESS

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

Qualifications that do not conform to the instructions given or which do not address all the services as required may be eliminated from consideration. The County of Galveston, however, reserves the right to accept such Qualification 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 RFQ 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.

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 Galveston County Commissioners' Court reserves the right to terminate contract negotiations with that Proposer and initiate negotiations with another Proposer.

All correspondence relating to this RFQ, 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 RFQ 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 Qualification implies the Proposer's acceptance of the evaluation criteria and Proposer recognition that subjective judgments must be made by the evaluating committee.

This RFQ 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 County of Galveston 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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Payment to Contractor will be made only for actual quantities of Work performed or materials furnished in accordance with Contract. No change in quantities shall alter prices for such materials or services.

EVALUATION PROCEDURES AND CRITERIA FOR AWARD

Evaluation will consider the most cost productive, efficient and effective Qualification. **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 Qualification response may be incorporated into any contract which results from this RFQ, 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 rental reconstruction 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 3.2 for summary of work associated with rental reconstruction of single family/multi-family rental housing.**

In order for the Proposer's Qualification to be considered complete for performing rental reconstruction activities, the Proposer shall also submit their ability and commitment to perform elevation of existing homes, Lead and Asbestos Containing materials investigation; and abatement; if required and other activities pertaining to Universal Federal Accessibility Standards compliance.

Proposers are also instructed to furnish any premium costs for labor, materials, and equipment to be used for performing Work in Bolivar Peninsula.

Experience

20 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:

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- Number of years of firm's experience in services the Proposer is providing bid 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 single-family and small multi-family rental reconstruction projects 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

The Proposer shall provide with their Qualification a Room Finish and Materials Finish schedule for a typical rental reconstruction project. Potential options or number of options available to the homeowner for materials of construction and colors shall be identified..

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 rental reconstruction projects 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.

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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 conductance of 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.
- 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 stated in this Qualification Section – Section 3.2 Statement of Work and Sections 3.3 and 3.4 – Technical Specifications and such services such as elevation and accessibility as stated in the Invitation for Qualification; (b) that the firm and its subcontractors have the experienced personnel to perform the range of services stated in this Qualification Section – Section 3.2 Statement of Work and Sections 3.3 and 3.4 Technical Specifications and services such as elevation and accessibility as stated in the Invitation for Qualification; and, (c) that the firm and its subcontractors has the capacity to perform the full range of services stated in this Qualification Form – Section 3.2 Statement of Work and Sections 3.3 and 3.4 Technical Specifications and such services such as elevation and accessibility within the Work Area as stated in the RFQ.
- 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.

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- 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);**
 - **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.

In addition, the Proposer shall submit the following:

- An acknowledged statement that the Proposer intends to enter into contracts with homeowners deemed eligible by this Program.

Capacity to Perform

25 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:

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- Number of housing units the firm is capable of having under rental reconstruction 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 rental reconstruction 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 3.2 – 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:

- 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.
- Evidence of firm's ability to meet certified payroll requirements; to comply with Davis-Bacon Labor Standards and related Laws in the performance of the Work to meet all requirements for active monitoring and documentation for adherence to the provisions of Davis-Bacon related Acts; if required.

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.

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.

Tabular Form of Evaluation Criteria

No.	Criteria	Maximum Points	GCHAP Points
1	Experience	20	_____
2	Products	15	_____
3	Personnel	15	_____
4	Permits, Registrations, and Certifications	5	_____
5	Capacity to Perform	25	_____
6	Financial Statements	10	_____
7	Example Homeowner Warranty	5	_____
8	Quality Control Program/Safety Program	5	_____
Total		100	_____

END

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SECTION 3.2 – SUMMARY OF WORK
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DIVISION 1 – GENERAL

1.01 INTRODUCTION

In this section, “the Work” consists of reconstruction of rental housing of single family Stick-built structures (up to a 4-units), small multi-family rental properties (up to 4-plex), and may include manufactured housing units including mobile homes using builder-supplied house plans to replace in kind, as requested and specifications and meeting the requirements of the Galveston County Housing Assistance Program (GCHAP), as applicable. Some houses will require related UFAS-compatible accessibility. Demolition and disposal of the rental housing damaged from Hurricane Ike may be a part of this Work. 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 Galveston County 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 Qualification has set the following target house configurations:

- Per Unit \$125,000 (max)

This Section is intended to provide a summary of the work that will be addressed in this Agreement. Technical detail describing the work elements necessary to address each area is provided in other Sections within this RFQ. This Section shall be used in conjunction with all other Sections to describe the total requirements of the work.

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1.02 RELATED DOCUMENTS

Contractor-produced drawings, Reference Documents, and Division 1, Division 2 to Division 13 requirements of Section 3.3, and Division 2 to Division 9 requirements of Section 3.4.

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 and they shall engage in a Primary Contract with Galveston County and 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. 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, upon request, 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 pertaining to rental housing reconstruction. 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 3.3 of this RFQ and technical requirements of MHUs are described in Section 3.4. 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 Qualification 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/MHUs, 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, Texas Windstorm requirements, Texas Minimum Construction Standards, in compliance with Manufactured Housing Division of the Texas Department of Housing and Community Affairs applicable guidelines and all applicable federal, state, local, and city codes, laws, and regulations.
- 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 Qualification.
- 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 Qualification.
- 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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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;
 - 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. Transportation and Landfill;
 - 4. Taxes; and
 - 5. Fees, including third party evaluations, variances, and other fees.
 - 6. Elevation Certificates
 - 7. 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"; if 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.

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- 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:
 - 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

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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.

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 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 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.

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2. All construction activities shall be performed in compliance with 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 rental property 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.
 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 necessary.
 10. Initiate new rental 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.

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- 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 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 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 and materials.
- B. Existing Site Facilities for Use by the Contractor

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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.

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 may be required.

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 MHUs, 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;

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- 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 and MHUs installation
1. Houses will be Stick-built/Modular House reconstruction and MHUs installation 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 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

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

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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SECTION 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

B. SITE GRADING

The contractor shall perform rough and finished site grading as required to properly construct the new Stick-built/Modular 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 would accompany plans.

H. ACCESS RAMPS

Whenever required, access ramps must comply with UFAS standards.

DIVISION 3 – CONCRETE

The contractor shall provide specifications, if applicable, which would accompany their plans.

All concrete shall be 3000 psi minimum.

DIVISION 4 – MASONRY

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

DIVISION 5 – METALS

The contractor shall provide specifications, if applicable, that would accompany their 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 3.3 – TECHNICAL SPECIFICATIONS
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B. INTERIOR AND EXTERIOR TRIM AND MILLWORK

The contractor shall provide specifications, if applicable, that would accompany their 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 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

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

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

The contractor shall provide specifications, if applicable, that would accompany their 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 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

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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SECTION 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

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 3.3 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION – STICK-BUILT/MODULAR HOMES

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

SPECIAL PROVISIONS
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SECTION 3.4 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION - MOBILE HOME UNITS

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

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.

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION - MOBILE HOME UNITS

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

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.

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION - MOBILE HOME UNITS

DIVISION 3 – CONCRETE

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

DIVISION 5 – METALS

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

A. Wind Zone Requirements

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

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
RENTAL RECONSTRUCTION - MOBILE HOME UNITS

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.

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SECTION 3.4 – TECHNICAL SPECIFICATIONS
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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.
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

SPECIAL PROVISIONS
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SECTION 4.0 - DEMOLITION

Section 4.0 through 4.3 furnishes information pertaining to evaluation criteria, summary of work, and technical specifications for Demolition activities.

END

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SECTION 4.1 - SELECTION CRITERIA AND EVALUATION SCORING
DEMOLITION

EVALUATION PROCESS

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

Qualifications that do not conform to the instructions given or which do not address all the services as required may be eliminated from consideration. The County of Galveston, however, reserves the right to accept such Qualification 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 RFQ 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 RFQ, 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 RFQ 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 Qualification implies the Proposer's acceptance of the evaluation criteria and Proposer recognition that subjective judgments must be made by the evaluating committee.

This RFQ 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 County of Galveston 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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Payment to Contractor will be made only for actual quantities of Work performed or materials furnished in accordance with Contract. No change in quantities shall alter prices for such materials or services.

EVALUATION PROCEDURES AND CRITERIA FOR AWARD

Evaluation will consider the most cost productive, efficient and effective Qualification. **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 Qualification response may be incorporated into any contract which results from this RFQ, 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 demolition 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 appliances 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 demolition 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 4.2 for summary of work associated with demolition activities.**

In order for the Proposer's Qualification to be considered complete for performing demolition activities, the Proposer shall also submit their ability and commitment to perform Lead and Asbestos Containing materials investigation; and abatement; if required.

Proposers are also instructed to furnish any premium costs for labor, materials, and equipment to be used for performing Work in Bolivar Peninsula.

Experience

20 Points Maximum

The Proposers shall provide a one (1) page (maximum) narrative description of their firm's experience in large scale demolition 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 bid form(s) for.
- Firm experience working in market and specifically in the southeast Texas region, if applicable.

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- When the firm was formed (incorporated), and any predecessor names of the firm.
- Firm experience with house demolition 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 demolition projects 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 demolition 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.

Personnel

20 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 demolition trade, experience relative to this project within the past five (5) years (specifically simultaneous demolition projects 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 demolition projects involving simultaneous multiple house demolition 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.

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Permits, Registrations, and Certifications

15 Points Maximum

The Proposer shall provide copies of all the firm's permits, registrations, and certifications pertaining to the conductance of business in the State of Texas as a general 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.
- 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 stated in this Qualification Section – Section 2.2 Statement of Work and Section 2.3 – Technical Specifications as stated in the RFQ; (b) that the firm and its subcontractors have the experienced personnel to perform the range of services stated in this Qualification Section – Section 2.2 Statement of Work and Section 2.3 Technical Specifications as stated in the RFQ; and, (c) that the firm and its subcontractors has the capacity to perform the full range of services stated in this Qualification Section – Section 2.2 Statement of Work and Section 2.3 Technical Specifications and such services within the Work Area as stated in the RFQ.
- 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);**

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- **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);**
 - **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

25 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 demolition at any point in time throughout the program life cycle.
- Example project delivery schedule including estimated total time to complete demolition, through issuance of a Certificate of Completion by a governing jurisdiction.

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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.
- Evidence of firm's ability to meet certified payroll requirements; to comply with Davis-Bacon Labor Standards and related Laws in the performance of the Work to meet all requirements for active monitoring and documentation for adherence to the provisions of Davis-Bacon related Acts; if required.

Quality Control Program/Safety Program

10 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	Experience	20	_____
2	Personnel	20	_____
3	Permits, Registrations, and Certifications	15	_____
4	Capacity to Perform	25	_____
5	Financial Statements	10	_____
6	Quality Control Program/Safety Program	10	_____
Total		100	_____

END

SPECIAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
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SECTION 4.2 – SUMMARY OF WORK
DEMOLITION

DIVISION 1 – GENERAL

1.01 INTRODUCTION

In this section, “the Work” consists of the Demolition of Hurricane Ike damaged dilapidated standing structural components and any building debris to address slum and blight, according to HUD’s national objectives, to assist in the removal of vacant, deteriorated, or abandoned buildings, meeting the requirements of the Galveston County Housing Assistance Program (GCHAP), as applicable. Demolition and proper disposal of portions of the house damaged by Hurricane Ike is part of this work.

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 demolition, removal, and disposal services 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 Galveston County through a contract with Affiliated Computer Solutions, Inc. (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.

This Section is intended to provide a summary of the work that will be addressed for the above mentioned Work. Technical detail describing the work elements necessary to address each area is provided in other Sections within this Request for Qualifications (RFQ). This Section shall be used in conjunction with all other Sections of this RFQ; as applicable to determine the total requirements of the work.

1.02 RELATED DOCUMENTS

Special Provisions, Reference Documents, Division 1, and Technical Specifications.

SPECIAL PROVISIONS
GALVESTON COUNTY HOUSING ASSISTANCE PROGRAM
GALVESTON COUNTY, TEXAS

SECTION 4.2 – SUMMARY OF WORK
DEMOLITION

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 GCHAP on identifying structures which require demolition under the GCHAP program. Contractor conducts site visit and due diligence and provides bid for cost of demolition. Bids may be obtained from different selected contractors and the best cost efficient bid will be selected to perform demolition activities at that site(s). Whenever possible, eligible demolition will be bundled in groups of sufficient size to provide economies of scale, with consideration to location. The locations and number of sites are not guaranteed and as such the contractor agrees to provide the full range of services throughout the entire Work Area.
- B. 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, equipment, and materials. All removed portions shall be disposed of in accordance with all applicable Federal, State, and Local jurisdictional laws, regulations, and requirements.
- C. Specific requirements for demolition are described in Section 4.3 of this RFQ. 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, that the Qualification includes all labor, equipment, 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.
- D. 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.
- E. The scope of work may vary between demolition sites and the units of work specified shall be used to address this variability.

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- F. Contractor shall provide services to perform investigation of Lead and Asbestos Containing Materials; and perform abatement; if required. All activities shall be performed in accordance with all applicable Federal, State, and Local environmental laws, regulations, and requirements.
- G. Most jurisdictions have several zoning categories and covenants for demolition purposes and these categories dictate equipment, materials, permits, etc. Contractor is responsible for properly addressing these requirements.

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;
 - 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. Transportation and Landfill;
 - 4. Taxes; and
 - 5. Fees, including third party evaluations, variances, and other fees.
- 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.
- 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.

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SECTION 4.2 – SUMMARY OF WORK
DEMOLITION

- 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 residents in areas adjacent to the construction site.
- J. Checking Dimensions at Site:
 - 1. Verify all measurements before doing any work.
 - 2. 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. Coordinating with Utility Service companies and GCHAP regarding location and shut off of all utilities within each area of proposed work.
- N. Maintaining and uploading proper documentation to WorlTrac software program as applicable:
 - 1. Permits
 - 2. Forecasting and Projection Dates
 - 3. Demolition Dates
 - 4. Landfill Receipts

1.06 CONTRACTORS QUALITY CONTROL

- E. 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 permits with respect to the materials, codes, workmanship, and demolition. This Control Program shall be established for all Work performed under this Contract.

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

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- F. 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.
- G. GCHAP will conduct progress and final completions 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 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.
- H. 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 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. Respond to GCHAP's invitation to provide bids on bundled structures eligible for demolition under GCHAP.
 2. Conduct site visits in coordination with GCHAP to examine the Work required at each location to the extent necessary to provide unit price bids for each eligible site for demolition.

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SECTION 4.2 – SUMMARY OF WORK
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3. Create permit packages, submit and obtain all required permits.
 4. Participate in meetings with GCHAP. Sign all appropriate documentation.
 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, as necessary, and dispose of debris properly at an approved landfill facility following all federal, state, and local jurisdictional laws, regulations, and requirements.
 10. Participate in interim and final inspections with GCHAP; as necessary.
 11. Demonstrate to GCHAP that work was completed satisfactorily.
 12. Provide all applicable permits, landfill receipts, and any documentation pertaining the specific demolition project to the GCHAP.
 13. GCHAP provides confirmation that the work is satisfactory.
- B. Sequence of GCHAP inspections:
1. GCHAP will perform an initial inspection at the inception.
 2. GCHAP will bundle groups of eligible structures for demolition and coordinate with approved contractors to visit the sites for the purposes of providing unit price bids for each site.
 3. GCHAP will review contractor unit price bids on specific sites for demolition in each bundle offered by GCHAP, and, on behalf of Galveston County, award the Work for each bundle of sites to the successful contractor(s).
 4. GCHAP will inspect demolition progress.
 5. 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

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conditions, unless overridden by local ordinance. The Contractor may work Saturdays, Sundays or federal or state holidays, only with the approval of the GCHAP and in accordance with local ordinance.

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

D. Contract Time:

3. GCHAP defines the Notice to Proceed to be the first day following the issuance of Work Order to the Contractor.
4. The term of the demolition Contract will be thirty (30) calendar days **(to include all weather related and other incidents)** from the date of issuance of Work Order.

E. Other Site Activities:

1. The Contractor shall not damage wells, and other site structures that are not designated for demolition.

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 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 water, shall be the responsibility of the Contractor.
 2. Contractor shall confine his demolition activities within the limits of site, 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 and personnel. Contractor is responsible for any damages.
 3. Where applicable, Contractor shall maintain existing controls on livestock on such properties encountered in this program so as to not release or endanger livestock from the property.

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SECTION 4.2 – SUMMARY OF WORK
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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 structures from a site may include Stick-built/modular homes/MHUs, 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. Contractor shall provide GCHAP with all tests and records associated with the identification, remediation, and/or removal of lead based paint by certified personnel.
- 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. Contractor shall provide GCHAP with all tests and records associated with the identification, remediation, and/or removal of lead based paint by certified personnel.
- 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.

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B. Demolition

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

END

SPECIAL PROVISIONS
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SECTION 4.3 – TECHNICAL SPECIFICATIONS
DEMOLITION

NOTE: All demolition to comply with applicable federal, state, and local jurisdictional laws, regulations, and requirements.

Demolition includes the removal and proper disposal of dilapidated structures, identified by GCHAP to address slum and blight, according to HUD's national objectives, and to assist the removal of vacant, deteriorated, or abandoned buildings. The Contractor shall be responsible for providing all labor, supplies, equipment, and utilities required to demolish any site identified by the GCHAP.

The Contractor shall be responsible for removing and properly disposing all debris from the project site. The demolition and disposal shall be completed in accordance with EPA, OSHA, and applicable federal, state, and local jurisdictional laws, regulations, and requirements. Additionally, the Contractor shall be responsible for securing all permits, properly transporting and disposing of all materials in approved landfill and paying all fees for disposal.

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.

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.

B. SITE GRADING

Upon completion of demolition and removal process, the contractor shall perform rough and finished site grading as required to provide positive drainage away from property 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.

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SECTION 4.3 – TECHNICAL SPECIFICATIONS

DEMOLITION

C. UTILITIES

Contractor shall provide all utilities necessary to perform the work.

D. PERMITS

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

END OF SECTION

RFQ#: B101008

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

FREQUENTLY ASKED QUESTIONS

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SECTION 5.0 - FREQUENTLY ASKED QUESTIONS

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 Request for Qualification (RFQ) 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 RFQ 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 5.0 - FREQUENTLY ASKED QUESTIONS

7. Of the approximately 1,490 applicants, how many will have demolitions, Rehabilitation for owner occupied/rental properties, and Rental property reconstruction?

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 RFQ?

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 Completion 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 bid.

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. When bidding for rehabs/reconstruction/demolition can you specialize in just one product like site built/Modular homes/MHUs?

No, the contractors shall bid on all the types of homes/structures to cover the anticipated needs of the program.

12. 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.

13. 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.

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SECTION 5.0 - FREQUENTLY ASKED QUESTIONS

14. 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.

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

Texas Law 2306.5014- requires accessibility standards for all homes that receive federal money.

16. 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.

17. Do homeowners have a choice in floor plans?

Please include in your Qualifications all the possible choices that we can provide to the homeowner for the 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.

18. 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 bids.

19. Is there no retainage?

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

20. 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.

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SECTION 5.0 - FREQUENTLY ASKED QUESTIONS

21. 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.

22. How do you submit to provide GAP funding?

The RFQ 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.

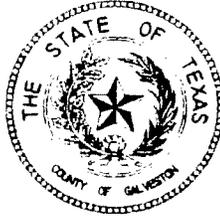
23. What is the applicant loan process?

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

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

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

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	

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