



# The Housing Authority of The City of Fort Myers

## REQUEST FOR PROPOSALS

### RFP 20-76, RENAISSANCE PRESERVE APARTMENTS PRIVATE WATER METER INSTALLATION

**Closing Date: October 19, 2020 @ 4:00 P.M.**

Housing Authority of the City of Fort Myers, Florida  
4224 Renaissance Preserve Way  
Fort Myers, FL 33916



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Required Forms – Subject to change based on RFP

**Note: Forms both for Construction and Non-Construction must be provided:**

Construction for removal and installation of meters and associated materials and Non-construction for Service Provider Reading, Billing and any other services required for water and sewer usage.

1. Response to each request under Requirements for Submittal
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The Housing Authority of the City of Fort Myers (HACFM), Florida is requesting Proposals on behalf of TRG Management Company, LLP; RFP 20-76, Renaissance Preserve Private Water Meter Installation.

HACFM will receive electronic submissions of Proposals sent to [Laurie@hacfm.org](mailto:Laurie@hacfm.org) on or before **October 19, 2020 @ 4:00 p.m.** The email date and time stamp shall serve as the official receipt and late submissions shall not be accepted.

**IMPORTANT:** Please be sure to label the email Subject Line as follows: **“RFP 20-76, Renaissance Preserve Private Water Meter Installation”**.

Any submittals received after the date and time specified herein shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.

**QUESTIONS:** All questions about the meaning or intent of the RFP documents are to be directed to **Laurie Victory, e-mail: [laurie@hacfm.org](mailto:laurie@hacfm.org)**. Questions received less than seven (7) days prior to solicitation dues date may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**Timeline:**

***Timeline is provided as a guideline only and is subject to change at the discretion of HACFM.***

| Action                            | Estimated Date of Completion |
|-----------------------------------|------------------------------|
| RFP Issued and made available     | September 25, 2020           |
| Deadline for submitting questions | October 12, 2020             |
| Proposal submission deadline      | October 19, 2020             |
| Contract Award                    | TBD                          |
| Notice to Proceed                 | TBD                          |

*There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.***



## **BACKGROUND:**

### ***The Housing Authority of the City of Fort Myers***

The Housing Authority of the City of Fort Myers (the “Authority” or HACFM) is a public housing authority (PHA) created pursuant to Chapter 421 of the Florida Statutes of 1969. Being a municipal dependent special district, the Authority has general statutory authority to operate within the City limits of Fort Myers (the “City”), Lee County, Florida. The Authority develops, owns, and manages public and affordable housing. The Authority is responsible for the administration/management of 570 units of low rent Public Housing (PH), 538 3<sup>rd</sup> party managed units, 2,300 total vouchers under its authority of which 150 are project based.

The City of Fort Myers has a diverse population and the Authority provides affordable housing for the low-income individuals and families who cannot afford housing in the private market. The Authority has partnered with the City, the Lee County Housing Finance Authority (the “County”), other local profit, and not-for-profit groups and citizens of the community desiring to provide more affordable housing options within the City: to rehab units; to redevelop PH; to create new housing (inclusive of new PH units); to support development of community services and resources for the citizens and to seek out new funding sources for the Authority. The Authority and its partners are committed to preserving the community historical roots while building and redeveloping a community that is affordable and viable in the present.

The Southwest Florida Affordable Housing Choice Foundation, Inc., an affiliate nonprofit 501(c)(3) corporation of the HACFM was formed in 2006 to provide, develop and manage affordable housing opportunities on behalf of the HACFM, who currently manage 142 units and expect rent to be collected for those sites and any other future sites or units that may be added.



## SECTION I:

The Housing Authority of the City of Fort Myers (HACFM) is soliciting Proposals on behalf of TRG Management Company, LLP (hereinafter the “Management Company”) for equipment and installation of a domestic water sub-metering system for the Renaissance Preserve Family Apartments. In addition to the installation the request will include the successful proposer to provide a proposal for providing a services agreement to provide monitoring, reading, and billing of the meters.

The Contract, payment and construction management will be provided through the Management Company with HACFM’s oversight.

This project must comply with the Davis Bacon Act. The Davis Bacon Wage determination for this project is: Davis-Bacon Act General Decision No. [FL20200069](#) 1/03/2020 – Rate sheet attached

## 2.0 Project Scope

- 1) The general scope of this project includes the replacement or initial installation of 272 new water meters, 272 new water meter transceivers, signal repeaters (as required) and a system gateway. The installation includes the removal of the existing system currently installed. The contractor shall be responsible for disposal of existing materials at a location allowable by law.

Contractor shall clean up debris and materials on a daily basis and dispose of at a location allowable by law.

Any damages to property shall be the responsibility of the contractor and property shall be restored to its original state.

Contractor shall not start an area that cannot be finished in the same day. Work area to be roped off and kept secure from the public and/or tenants.

- 2) It is the preference of the HACFM that the sub-metering system be an integrally designed system with all devices provided by a singular manufacturer. The intent of this requirement is to limit the number of parties who may become involved in any maintenance, operation, or warranty issue. If a vendor/manufacturer/installer desires to use multiple components to provide an operational system a statement and description of how any operational, maintenance/warranty item will be handled by a single point of responsibility.



## 2.1 Water Meters

- 1) The Sub-meter to be installed in each of the 272 residential units shall be installed on the interior of each unit at the existing water service and shut-off location. The majority of the units currently have sub-meters installed. These are to be removed and properly disposed. No existing meters shall be re-used. There are some units that currently do not have sub-meters installed. All units have a water shut off located at the water supply inside of each unit at the location of where the sub-meter shall be installed.
- 2) The water sub-meters shall meet AWWA C708 accuracy standards for either horizontal or vertical installation.
- 3) Sub-meters shall be able to be installed horizontal or vertical.
- 4) All meters shall be the same model and manufacturer for the entire project.
- 5) The sub-meters shall be NSF/ANSI 61 and 372 certified as well as NTEP certified.
- 6) The sub-meters shall be pre-wired with connector and mounting plates to be compatible with the transmitter.
- 7) Fittings, pipe and coupling kits shall be provided as required as part of the installation.
- 8) The sub meter shall provide a pulse output that is compatible with the transmitter provided with the system.
- 9) The sub meters shall be equal to Next Century Multi-Jet Cold Water Meter Model M2016C,  $\frac{3}{4}$ ".
- 10) Meter shall have a minimum 5-year warranty.

## 3.1 Transceiver

- 1) A transceiver shall be installed at each sub meter location. The transceiver shall be full feature device capable of reading collecting and then outputting meter data and readings. Transceiver shall monitor for leaks and malfunctions to system.
- 2) The transceiver must be compatible and capable of communicating with the pulse output of the provide meter and then communicate that information through repeaters to the Central gateway.



- 3) The transceiver shall be powered by a replaceable lithium battery. The battery shall have an expected minimum life of 4 years. The transceiver shall have the ability to signal the Central gateway of low power / battery life.
- 4) The transceiver shall be securely mounted directly to the meter using a mounting plate or it can be secured to the adjacent wall with mounting tape and screws.
- 5) The transceiver shall be either pre-programmed or field programmed to be unique to the specific unit where it is installed. This programming once completed should be secure against tampering. If the meter or transceiver is tampered with or damaged either a signal or lost communication an alert shall be sent to the monitoring system.
- 6) The transceivers shall be equal to Next Century TR-201 Transceiver.
- 7) The warranty on the transceivers shall be a minimum of 3 years.

#### **4.1 Repeater**

- 1) Repeaters shall be provided as required to ensure that the transceiver signal is amplified and routed to reach the Central gateway.
- 2) The quantity and location on the repeaters is the responsibility of the manufacturer and company engineering the design of the system for this installation.
- 3) The repeaters shall be 120/240 VAC with a wall transformer provided as part of the installation.
- 4) The repeaters will be installed on the exterior of the buildings. The installer is responsible to provide and install a proper waterproof enclosure to protect the repeater from inclement weather conditions.
- 5) Where the number of repeaters required to provide adequate coverage of the property exceeds the number of existing 120 VAC power locations, it will be the responsibility of the provider/vendor/installer to have additional outlets installed.
- 6) The repeater shall be equal to Next Century RE-201 Repeater.
- 7) The repeater shall have a minimum 3-year warranty

#### **5.1 Gateway**

- 1) A gateway shall be provided as part of the system that is capable of communicating both receiving and transmitting with the transmitter and repeaters through the radio connection.



- 2) The gateway shall be capable of communicating the data through a centrally located data collection location or Cloud. The gateway shall be capable of making this connection through multiple options which include ethernet, USB or Cellular. For this installation an internet connection shall be available and the connection shall be through the ethernet connection & cable.
- 3) The system shall operate on 120VAC. If a transformer is required, it shall be provided as part of the installation.
- 4) The gateway shall be installed in the existing electrical / data location.
- 5) The gateway shall be equal to Next Century GW-301 Gateway.
- 6) Warranty shall be a minimum of 3 years.

#### **6.1 Television / Radio Interference**

- 1) All equipment and devices installed as part of this system shall be tested and compliant with applicable FCC Part 15 Rules.
- 2) The manufacturer / installer / vendor is responsible for testing of all equipment at the time of installation to ensure that there is no harmful interference to radio or television reception.
- 3) It is the responsibility of the manufacturer / installer / bidder to make any corrections related to television or radio interference for a 3-year warranty period.

#### **7.1 System Engineering / Design**

- 1) This specification outlines the basic components anticipated for this sub-metering system. It is the responsibility of the manufacturer or system engineer to provide an operational system for this specific installation including all required components, installation, etc.

#### **8.1 Warranty**

- 1) The equipment warranty shall be as specified for each component.
- 2) The installation warranty shall be a minimum of 36 months and shall cover any communication issues with the equipment and the replacement installation of any equipment that must be replaced as a warranty item. This warranty does not cover damage or misuse caused by a tenant or other person.





## 9.1 Read & Bill Service

Service Provider will provide a proposal for the Reading & Billing and other services for water and sewer services usage and as indicated below.

- 1) Service Provider Responsibilities. As part of this Billing Services Agreement, the service provider will:
  - (a) Read meters and bill occupants on an approx. 30-day cycle based on current utility rates in effect in the municipality in which the property is located. Service Provider will review the water utilities rates on an annual basis and update the billing rates in accordance with the then current rates. The Management Company to notify Service Provider of any interim changes to local rates.
  - (b) If made aware of any changes prior to this annual review, the Management Company shall notify the service provider.
  - (c) As part of the service providers responsibility; the vendor shall monitor and notify the Management Company of any issues related to communications and data failure notification invoiced through the system communication software. This information shall be supplied as part of each monthly report provided to the Management Company.
  - (d) The service provider shall notify the Management Company of any low battery indications transmitted through the system communications software.
  - (e) Provide leak alerts
  - (f) Provide maintenance alerts
  - (g) Provide call center service to occupants between the hours of 8:30 A.M. and 8:00 P.M. EST Monday through Friday. All occupant bills shall include a toll-free contact telephone number.
  - (h) Provide initial employee training for site and management personnel.
  - (i) Service Provider shall provide complete service and fee schedule for review as part of the billing services proposal
  - (j) The service agreement for billing will be negotiated between the service provider and the Management Company. The agreement for this service will be contracted directly with the Management Company.



(k) The billing services term for the proposal shall be a 3-year term. This term may be lengthened or shortened based on the final service negotiations.

2) Management Company's Responsibilities. As part of this Billing Services Agreement, the Management Company will:

- (a) Provide service provider with timely occupancy updates.
- (b) If requested by Service Provider, provide timely copies of most recent utility bills.
- (c) Notify Service Provider of any interim changes in the property utility rate that occur after Service Provider's annual rate review.
- (d) Notify Service Provider of significant differences between master utility bill and the utility charges shown on Service Provider monthly management report.
- (e) Ensure that lease agreements disclose all fees charged to occupants and the amount of each fee.
- (f) Disclose to occupants any and all adjustments to fees that may occur from time to time.
- (g) Comply with all state and local laws, guidelines and/or reporting requirements.
- (h) Promptly remit any and all fees due to Service Provider or late fees will apply.
- (i) Notify Service Provider of any service work performed on system components by technicians other than Service Provider technicians.
- (j) Provide Service Provider with a list of USPS addresses and unit numbers including occupied and vacant units in a timely manner. Service Provider needs list of addresses and unit numbers in order to program the meters.
- (k) Accounting & Billing Reconciliation. The Management Company will notify service provider of any accounting or billing errors in reports, bills or related documents (collectively, the documents) prepared by Service Provider.

3) Fees and Other Charges

- (a) All fees and billings must comply with all applicable laws and regulations related to the sub metering and billing.



- (b) The billings and any associated fees shall be calculated as allowable by the local utility and any other Labor or Consumer regulations
- (c) The specific terms of the Read & Bill Service must be negotiated directly with the Management Company.
- (d) For purposes of this proposal the term of the Read & Bill Agreement shall be for a minimum of 3 years.



**SECTION II: REQUIREMENTS FOR SUBMITTAL:** Interested firms should include the following information in their proposals. The following format and sequence should be followed in order to provide consistency in firm's responses and to ensure each proposal receives full consideration. All pages should be consecutively numbered.

Title page, showing Request for Proposal Number, Firms name and address, closing date and time, telephone number, and a contact person.

Letter of Interest in which the firm agrees to be bound by the requirements of the HACFM request and the firm's response. A person authorized to bind the firm must sign this.

**A. Organizational Structure and Staff Qualifications**

Description of company, including location of the office which will serve HACFM. Provide an organizational chart of the members of your team who will be dedicated to this project. Designate who will be the representative of the firm or team with decision-making authority. List all key members of your staff, whether permanent employees, contracted or subcontracted employees who will be committed to this project. Indicate the level of effort and function of each member of your team participating in the project. Include individual resumes for the team members identified, specialized skills, licenses, training, certification credentials and/or accomplishments of the individual that are relevant to the required services.

**B. Understanding and Approach to the Project**

An outline of the firm understands of and approach to meeting the project goals and requirements of the project; be very specific and detailed. Describe the number of parties who may become involved in any maintenance, operation, or warranty issues. If a vendor/manufacturer/installer desires to use multiple components to provide an operational system a statement and description of how any operational, maintenance/warranty item will be handled by a single point of responsibility.

**C. Similar Projects**

Provide descriptions for at least three (3) of the firms most recent, similar projects or contracts; supply details on project scope, size and indicate whether your company was the prime or sub-contractor. Supply photographs or other images that clearly illustrate the quality of your work, the grade of materials utilized and the style.



#### **D. References**

Provide at least three (3) letters reference from Management Companies who have used the firm's services and products. Preferable firms where the service provider is providing on-going services such as described in the scope of services.

#### **E. Samples**

Samples of the material proposed which projects the quality & durability of materials that company will supply. To include but not be limited to the AWWA C708 accuracy standards, NSF/ANSI 61, 372 certified and NTEP certified.

Provide report samples i.e.: general communication, failure notifications, leak alerts, notification of maintenance alerts, notification of review and billing rates, etc.

Provide monthly billing sample i.e.: bill to occupants, monitor and notify the Management Company of any issues related to communications and data failure notification invoiced through the system communication software.

Provide call center information and training detail.

#### **F. Project Timeline**

A tentative work schedule displaying how the project will be performed and completed in a timely manner and when operations may be initiated.

#### **G. Warranty**

The installation warranty shall be a minimum of 36 months and shall cover any communication issues with the equipment and the replacement installation of any equipment that must be replaced as a warranty item. This warranty does not cover damage or misuse caused by a tenant or other person.

Warranty of product materials and warrant of workmanship.

Attach all the meter, transmitter specs, warranties, etc.

The equipment warranty shall be as specified for each component.



## H. Fee Schedule

Detailed Fee Schedule for all services requested to include but not be limited to material, labor, equipment and incidentals required for installation of a complete and operational system. Fee schedule to include transportation, onsite visits, visitations with staff, general & administrative cost. There shall be no hidden cost associated with this request.

Provide a complete service and fee schedule for review as part of the billing services proposal for a minimum of five (5) years from start up.

### I. Forms and documents required attached and listed under the CHECK LIST FOR PROPOSAL SUBMISSION.

### J. MBE and WBE Utilization in the Project.

Responders are advised to review in its entirety, the MBE utilization requirements set forth in Section 3 above and in this Section before preparing and submitting their proposals. Proposals that do not address the MBE participation or waiver requirements set forth in this RFP may be deemed unacceptable.

Responders shall provide the information requested below, or if the Responder is unable to meet the MBE utilization goals in part or in whole, the Responder shall submit with its proposal, a request for a waiver in the manner described below:

#### Minimum Proposal Contents for MBE/WBE Utilization:

**MBE/WBE Utilization Plan.** The Responder shall provide its plan for achieving the twenty percent (20%) MBE utilization goal for the proposed contract ("**MBE Utilization Plan**"), which shall include, at a minimum, the following information:

The names, addresses, telephone numbers and contact person for each MBE/WBE that will be performing work on this project. **NOTE: WBE utilization, although encouraged by HACFM, will not be counted towards the MBE goals. Further review Section 3 to ensure that proposed MBE subcontractors will meet the standards necessary to be counted towards the MBE goals;**

A specific description of the work to be performed by each MBE/WBE and the proposed schedule for delivery of services;

The fee structure showing the dollar amount to be awarded to each MBE/WBE to be utilized, and the total value of each proposed MBE subcontract towards the twenty percent (20%) MBE utilization goal;



A letter of intent between the Responder and each MBE/WBE agreeing to enter into a contract in the event that the contract proposed hereunder is awarded to the Responder; and a current and valid MBE/WBE certification for each MBE/WBE to be utilized.

**Request for Waiver:** If the Responder is unable to meet all or part of the MBE utilization goal for the proposed contract for the grounds set forth in Section 3 above, the Responder may request a waiver of all or part of the MBE participation requirements by submitting a written request for a waiver with supporting documentary evidence, all of which must be submitted by the Responder with its proposal on or before the deadline for proposal submission. The documentary evidence must

reasonably demonstrate that MBE participation was unable to be obtained or was unable to be obtained at a reasonable price, as discussed in Section 3 above. Such evidence shall include, at the least:

Correspondence, records, and other documents showing efforts made to contact and negotiate with MBEs;

A description of the specifications, plans, bonding requirements, anticipated schedule of delivery and other pertinent information provided by the Responder to MBEs;

A list of MBEs that responded to solicitations or inquiries by the Responder including contact information of each MBE and quotes or proposals submitted by MBEs;

A list of MBEs contacted by the Responder and found to be unavailable including addresses and phone numbers of each MBE and dates of each such contact; and

A list of MBE directories, trade associations, local minority assistance organizations, and Federal, State and local government small business agencies contacted by the Responder for assistance in locating MBEs.

#### **K. Section 3 Compliance Plan**

Provide a description of your strategy for complying with the Section 3 requirements (“**Section 3 Compliance Plan**”) Responders may comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other low-income persons for the performance of this contract, subcontracting with resident-owned businesses and/or other Section 3 businesses, or a combination of employment, training and/or subcontracting as described above. This requirement applies to Section 3 and non-Section 3 businesses. Section 3 is a HUD requirement that cannot be waived by HACFM. Therefore, Responders are advised to review the following information in preparing and submitting their proposals:



If you plan to comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other Section 3 persons, your Section 3 Compliance Plan must provide all information regarding any hiring/training you will be conducting including a description of the employment/training duties, work hours, and salaries. Responders are required to submit, with their proposals, their workforce requirements for performing the proposed contract regardless of whether additional hiring will be done. If additional hiring will not be done, the Responder must, to the greatest extent feasible and consistent with all applicable laws, provide training to Section 3 persons.

If you plan to meet Section 3 requirements by subcontracting with Section 3 businesses, your Section 3 Compliance Plan must provide the names, addresses and telephone numbers of all Section 3 businesses that will be performing work on this project. Provide a description of the

work to be performed by such firms and a proposed percentage of the total contract dollar amount that will be awarded to each firm. You must include a letter of intent between your firm and each Section 3 business with which you will subcontract if you are awarded the contract. It is the Responder's responsibility to provide proof that such firms meet the

definition of Section 3 business concern as established by HUD. See 24 CFR Part 135.5 for definitions of Section 3 business concerns.

If you are claiming preference as a Section 3 business concern, your Section 3 Compliance Plan must include an explanation for your claim to be a Section 3 business concern along with proof of your firm's eligibility for preference as a Section 3 business concern. See 24 CFR Part 135.5 for definitions of Section 3 business concerns or contact HUD Fair Housing and Equal Opportunity for additional information (ref link below). Firms claiming eligibility for Section 3 preference must also submit a Section 3 compliance strategy.

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp](https://www.hud.gov/program_offices/fair_housing_equal_opp)

In the event that you determine that it is not feasible to comply with Section 3, you must state with specificity, in your Section 3 Compliance Plan, the reasons why you cannot comply with Section 3. Any Responder that has determined that it is not feasible to comply with Section 3 assumes the risk that its claim of non-feasibility will be deemed unacceptable by HACFM.

Sub-consultants that the firm proposes to use for any of the services must be identified and the work they are to perform.

**Note: Firms that will be relying on subcontractors to increase their point scores for specific expertise must provide a Profile of Firm form for each subcontractor. It is expected that these subcontractors will be a part of the team for the duration of the contract.**





### SECTION III: EVALUATION CRITERIA

Selection of a firm to render services pursuant to this RFP will be made in accordance with HUD and HACFM procurement regulations. All proposals received by the time and date specified in this RFP shall be evaluated by the RFP Evaluation Panel based on the following criteria and weights:

Selection Criteria:

| <b>Evaluation Criteria</b>   | <b>Maximum Points</b> |
|--|-----------------------|
| A. Organizational Structure, Staff Qualifications, Experience  | 10                    |
| B. Understanding and Approach to the Project   | 25                    |
| C. Similar Projects  | 10                    |
| D. References  | 5                     |
| E. Samples   | 15                    |
| F. Project Timeline  | 10                    |
| G. Warranty  | 10                    |
| H. Proposed fee schedule and best value  | 15                    |
| <b>TOTAL</b>   | <b>100</b>            |
| <b>Additional Points:</b><br>Provided if you are a Disadvantaged Business Enterprise (DBE) and have provided a Section 3 Participation Plan: |                       |
| DBE/WBE participation: 5 Points  | 5                     |
| Section 3 participation: 5 Points  | 5                     |
| Maximum Points   | 110                   |

TRG reserves the option to select in a one or two step evaluation process. This means HACFM may select the firm(s)/individual(s) from written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the RFP Evaluation Panel and/or the Commissioners.

If a two-step evaluation is used, the evaluation criteria does not change; however, during a presentation process there may be additional discovery including but not limited to the understanding of the project, approach, ability, methods and/or other factors which would



result in a degree of difference in the numerical scoring established in step one of the evaluation which is utilized to generate a short list.

Other considerations may include but not be limited to reference checks, background license checks, credit and financial history investigations and other relevant information.

In the event firms are requested to do a presentation to the Evaluation Panel and/or Commissioners for final recommendation ranking; TRG will not be liable for any costs incurred by the firm in connection with such presentation.

There is no obligation on the part of the TRG to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.**

#### **SECTION IV: INSURANCE**

**INSURANCE:** The vendor shall secure and maintain during the contract period the following coverage's:

**Workers' Compensation:** Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.

**Commercial General Liability:** Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and operations; broad form property damage; XCU coverage; independent contractors; products and completed operations and contractual liability.

**Business Auto Liability:** Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles, if applicable.

**Professional Liability:**

Coverage shall include the following:

- a. A minimum combined single limit of \$1,000,000.
- b. Should the Professional Liability Insurance Policy issued pursuant to the above requirements and limits, or self-insurance program, provide an applicable deductible amount, or other exclusion or limitation, or sovereign immunity as to the amount of coverage to be provided within the minimum coverage limits set forth above, the HACFM shall hold the PROVIDER responsible and liable for any such difference in the amount of coverage provided by the insurance policy. In the event of any such



deductible amount, exclusion or limitation or amount of sovereign immunity, the PROVIDER shall be required to provide written documentation that is acceptable to the HACFM establishing that the PROVIDER has the financial resources readily available to cover damages, injuries and/or losses which are not covered by the policies

**Special Provisions:** Renaissance Preserve II, III, and IV, TRG and HACFM must be specifically listed and included as an **additional insured** on both the comprehensive general liability and the business auto liability policies.

The certificate holder should read as follows: The Housing Authority of the City of Fort Myers, 4224 Renaissance Preserve Way, Fort Myers, Florida 33916

No HACFM Division or individual name should appear on the certificate. No other format will be acceptable. The certificate must state the project number and name.

Current valid insurance policies meeting the requirements herein identified shall be in effect and maintained during the duration of the named project. Renewal certificates shall be sent to HACFM 10- days prior to any expiration date.



**Attachment A**

**CHECK LIST FOR  
PROPOSAL SUBMISSION**

Please read carefully, sign in the spaces indicated and return with your proposal.  
Proposer should check off each of the following items as the necessary action is completed.

- 1. Response to each request under Requirements for Submittal**
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- 17. Public Entity Crime Form**
- 18. Davis Bacon Wage Determination**
- 19. Wage & Hour WH37**

I acknowledge receipt of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

|                  |             |                  |             |
|------------------|-------------|------------------|-------------|
| Addendum # _____ | Date: _____ | Addendum # _____ | Date: _____ |
| Addendum # _____ | Date: _____ | Addendum # _____ | Date: _____ |

The proposal will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise the proposal cannot be considered.)

The undersigned, herein referred to as the Proposer, has familiarized themselves with the RFP in its entirety and the local conditions under which the work is to be performed and is satisfied with the conditions of delivery, handling and storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.



The undersigned agrees, if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be one ninety (90) calendar days.

By submitting a proposal in response to this solicitation, the proposer certifies that at the time of submission, he/she is not on the Federal Government's or the State of Florida's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of proposal submission and time of award, the proposer will notify the HACFM. Failure to do so may result in terminating this contract for default.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

By signing this document I, an authorized representative of the Proposer, certify that my company has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that the Proposal we have submitted for this RFP has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that our Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

Failure to sign and return this form will result in the rejection of the entire proposal.

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Company Name

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Authorized Signature

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Date