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RFQ- 26 - 159

REHABILITATION OF RESIDENTIAL SINGLE-FAMILY PROPERTIES: PLUMBERS, ROOFING, BUILDING, RESIDENTIAL, AND GENERAL CONTRACTORS

City of St. Petersburg

P.O. Box 2842

St. Petersburg, FL 33731

RELEASE DATE: March 16, 2026

DEADLINE FOR QUESTIONS: undefined

RESPONSE DEADLINE: March 15, 2029, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/stpete

City of St. Petersburg
Rehabilitation of Residential Single-Family Properties: Plumbers, Roofing, Building, Residential, and General Contractors

I. Introduction .....
II. Instructions & General Conditions for Submittals .....
III. Vendor Questionnaire REVISED.....
IV. Scope of Work Revised .....
V. Evaluation Criteria .....

Attachments:

A - Sample Rehabilitation Agreement

B - Statement of Qualifications Requirements

C - Subcontractor Utilization Plan

1. Introduction

SUBMITTALS ARE ACCEPTED VIA OPENGOV

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION AND ANSWER SECTION

The City of St. Petersburg's Procurement & Supply Management Department utilizes **OpenGov Procurement** to post, submit, and receive submittals for all active solicitations. Vendors must be registered within the OpenGov Procurement system in order to participate in City solicitations.

To remain informed of upcoming and active opportunities, vendors are encouraged to subscribe to the City's procurement page for notifications and updates.

For technical assistance, please contact OpenGov.

For information or questions about this solicitation, please contact:

Cortni Brzozka, Procurement Analyst

(727) 551-3231

cortni.brzozka@stpete.org

2. Instructions & General Conditions for Submittals

2.1. PREPARATION OF SUBMITTAL

Submittal will be prepared in accordance with the following:

A. Submittals must be uploaded on forms furnished, utilizing the OpenGov Procurement website. Failure to comply could result in the submission being rejected.

B. If price is a factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.

C. Alternate submittals will not be considered unless authorized by the solicitation.

D. Proposed delivery time must be shown and any date calculations must include weekends and holidays.

E. Vendor is advised that exceptions to any agreement terms contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Vendor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms that vendor does not take exception to its response. The City reserves the right to modify or add terms and conditions based upon exceptions stated by the Vendor, or to declare any terms and conditions non-negotiable, as determined by the City in its sole discretion.

F. Vendors will thoroughly review the drawings, specifications, schedule, instructions and/or all other solicitation documents.

G. Vendors will make all investigations necessary to thoroughly inform themselves regarding facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the City or the compensation to the Vendor.

H. Vendors are advised that all City solicitations are subject to all legal requirements provided for in the Procurement Code and/or State and Federal Statutes.

2.2. SOLICITATION REVIEW

Vendors are required to carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material must be made in writing to the Procurement Analyst of record for this solicitation and received by the City at least 10 days before the solicitation submission deadline. This will allow issuance of any necessary addendum. A protest based on omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the City, in writing, at least 10 days before the time set for submission deadline.

2.3. SUBMITTAL METHOD AND FORMAT

A. Submittals must be uploaded utilizing the OpenGov Procurement website. Submittals sent via email or delivered in-person will not be considered.

B. The preferred format for submittals is PDF conversion from your source file.

C. Submittals must follow the page maximum stated in the solicitation requirements. Failure to comply could result in the submittal being rejected.

2.4. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE VENDOR

Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) vendor, for any solicitation, such submittals will be judged non-responsive. Related parties mean vendors or the principles thereof, which have a direct or indirect ownership interest in another vendor for the same solicitation or in which a parent company or the principles thereof of one (1) contractor have a direct or indirect ownership interest in another vendor for the same solicitation.

2.5. INTEGRITY OF SOLICITATION DOCUMENTS

Vendors will use the original solicitation form(s) provided by the Procurement and Supply Management Department and enter information only in the spaces where a response is requested. Vendors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the vendor to enter a complete response. Any modifications or alterations to the original solicitation documents by the vendor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a vendor wishes to propose must be clearly stated in the vendor's submittal response and presented in the form of an addendum to the original solicitation documents.

2.6. LATE SUBMISSION OR MODIFICATION

Submittals and modifications received after the time set for the submission will not be considered.

2.7. WITHDRAWAL OF SUBMITTAL

The submittal may be withdrawn prior to the solicitation opening date.

2.8. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

No oral interpretations will be made to any firms as to the meaning of specifications or any other documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be in writing to the Procurement and Supply Management Department and received by the date specified in the solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The City will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Procurement and Supply Management Department will be unable to respond to questions received after the specified time frame.

2.9. REJECTION OF SUBMISSION

The City may reject a submittal if:

A. The vendor incorrectly states or conceals any material fact in the solicitation.

B. The solicitation does not strictly conform to the law or requirements of the solicitation, including insurance requirements.

C. The solicitation is conditional, except that the vendor may qualify its submittal for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the vendor was invited.

D. The Procurement and Supply Management Director determines it is in the best interest of the City to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.

E. The City reserves the right to waive minor informalities or irregularities in any submittal.

2.10. PUBLIC REVIEW OF SUBMITTALS

Pursuant to Florida Statute, Section 119.071(1)(b)2, all submittals will be subject to review as a public record after 30 days from opening, or earlier if an intended decision is reached before the thirty-day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secret claims must be dispositively determined by a court of law prior to trase secret protection being granted.

2.11. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodations to participate in this proceeding, should contact 727-893-7229.

2.12. CONE OF SILENCE

Vendors and their employees, agents, contractors, and representatives are prohibited from communicating (whether oral, written, or electronic) with any member of City Council, the Mayor, City staff, any member of the selection committee, or any City project consultants related to the competitive solicitation beginning upon the date on which a competitive solicitation is first advertised and continuing until the later of (1) the final award of the competitive solicitation, (2) the date of rejection of all bids or responses to the competitive solicitation, or (3) the date of final disposition of any protest of the competitive solicitation.

2.13. AWARD

The City reserves the right to accept and award on a split-order, lump-sum, or individual item basis, or such combination as shall best serve the interest of the City.

2.14. PROTEST PROCEDURE

Protest procedures are governed by City of St. Petersburg Procurement Code Section 2-208 and can be viewed at the following link: Protest Procedure

2.15. NON-NEGOTIABLE CONTRACT TERMS

The City has deemed the following contract terms to be non-negotiable. Vendor is advised that if it wishes to take exception to any of the terms contained or referenced in the contract, it must explicitly identify the term and the exception in its response to the solicitation. Vendor's stated exception to a non-negotiable contract term may disqualify it from consideration:

1. Indemnification.

2. Insurance coverage.
3. Governing Law and Venue.
4. The City will not agree to the addition of any provision requiring a dispute resolution process or method, including but not limited to binding arbitration.
5. The City will not agree to the addition of any provision waiving any remedy available to the City in law or equity (including but limited to the right to a jury trial)
6. The City will not agree to the addition of any provision providing for the award of attorney's fees to the prevailing party.
7. The City will not agree to the addition of any provision limiting the liability of Vendor to a maximum dollar amount.

2.16. CONTRACT CAPABILITY/REFERENCES

Prior to award, any Vendor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the vendor must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. **Vendors must furnish a reference list of at least three (3) customers for whom they have performed similar services.**

2.17. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with all regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

2.18. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501.

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit Division of Corporations for information on how to become registered.

2.19. INSURANCE

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section of the agreement. Failure to provide the required insurance within a ten (10) day period following the determination of award may result in the City to vacate the original determination and proceed with another Vendor.

2.20. PUBLIC EMERGENCIES

It is hereby made part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that the City of St. Petersburg will require a first priority for goods and services. It is vital and imperative that the citizens are protected from any emergency situation that threatens public health and safety, as determined by the City. Vendor agrees to

rent/sell/lease all goods and service to the City on a first priority basis. The City expects to pay a fair and reasonable price for all goods and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado, or other acts of God.

2.21. EVALUATION CRITERIA

The evaluation criteria define the factors that will be used by the Evaluation Committee to evaluate and score responsive, responsible and qualified submittals. Vendor shall include sufficient information to allow the Evaluation Committee to thoroughly evaluate and score their submittal. Each submission shall be evaluated and ranked by an Evaluation Committee. The contract will be awarded to the most qualified Vendor, per the evaluation criteria listed in the solicitation.

2.22. RIGHTS OF CITY OF ST. PETERSBURG SOLICITATION PROCESS

In addition to all other rights of the City under Florida law, the City specifically reserves the following:

A. the right to rank firms and negotiate with the most qualified firm.

B. the right to select the proposal that it believes will serve the best interest of the City.

C. the right to reject any and all responses, or parts thereof, to disqualify any and all responses, and/or determine any response to be non-responsive.

D. the right to cancel the entire solicitation.

E. the right to remedy or waive technical or immaterial errors in the solicitation or in the proposals submitted.

F. the right to request any necessary clarifications or proposal data without changing the terms of the solicitation.

G. the right to require the Proposer to perform the services required on the basis of the original submittal without negotiation.

2.23. BONDS

Performance and Payment Bond: If applicable, the annual bond amount will be equal to the one-year amount of a multi-year agreement.

Bid Bonds: Must be uploaded with offeror's submittal prior to the solicitation close date.

3. Vendor Questionnaire REVISED

3.1. Is the Vendor registered with the Florida Department of State, Division of Corporations (Sunbiz) in accordance with Florida Statute §607.1501?*

☐ Yes
☐ No

*Response required

3.2. Is the Vendor a City of St. Petersburg certified SBE? *

If you have submitted an application and it is pending, please send an email to osd@stpete.org. In the subject line- provide the solicitation number and due date.

☐ Yes
☐ No

*Response required

3.3. Is the Vendor a City of St. Petersburg certified MWBE? *

If you have submitted an application and it is pending, please send an email to osd@stpete.org. In the subject line- provide the solicitation number and due date.

☐ Yes
☐ No

*Response required

3.4. Address for Headquarters location.*

*Response required

3.5. Address of office providing service, if different than above.

3.6. Signature Authority *

Please provide a letter certifying who is authorized to execute the agreement on behalf of Company.

*Response required

3.7. Describe the nature of company's business.*

*Response required

3.8. Year the Company was Founded.*

*Response required

3.9. Number of years company has operated under the current name. (Note: if the company has modified its corporate structure since its founding (e.g., from a corporation to an LLC), you may list the number of years the company was founded under the original corporate structure).*

*Response required

3.10. Company's bank of record.*

*Response required

3.11. Describe any litigation that the vendor has been a party to in the last five years where it was alleged that the offeror breached a contract for similar services with a client/customer and describe any contracts for similar services that the vendor failed to complete for similar services. Describe the facts and status of any such litigation or contract. *

Type N/A if not applicable.

*Response required

3.12. Identify any government entity that has debarred or otherwise prohibited the vendor from responding to its competitive solicitations within the last five years. Describe the circumstances surrounding such debarment or other prohibition. *

Type N/A if not applicable.

*Response required

3.13. The vendor acknowledges that it has read, understands and will comply with Florida Statute §448.095 pertaining to required use of the U.S. Department of Homeland Security E-Verify system. Should the City terminate the contract with the vendor for violation of §448.095, vendor may not be awarded a contract with the City for at least one year.*

☐ Please confirm

*Response required

3.14. The vendor acknowledges that its quote response is subject to Public Records laws (Chapter 119, Florida Statutes).*

☐ Please confirm

*Response required

3.15. Will vendor allow other agencies to piggyback the contract if awarded?*

☐ Yes

☐ No

*Response required

3.16. The vendor hereby makes all certifications required by Florida Statute §287.135 related to scrutinized companies.*

☐ Yes

☐ No

*Response required

3.17. Is vendor required to provide any disclosures to the City regarding a foreign country of concern pursuant to Florida Statutes §286.101 (3)(a)? *

☐ Yes

☐ No

*Response required

3.18. If YES, please provide the disclosure(s) in accordance with the requirements of Florida Statute §286.101 (3)(a).

3.19. The vendor certifies that it takes no exceptions to the agreement attached. *

The City has deemed the following contract terms to be non-negotiable. Vendor is advised that if it wishes to take exception to any of the terms contained or referenced in the contract, it must explicitly identify the term and the exception in its response to the solicitation. Vendor's stated exception to a non-negotiable contract term may disqualify it from consideration:

1. Indemnification.
2. Insurance coverage.
3. Governing Law and Venue.
4. The City will not agree to the addition of any provision requiring a dispute resolution process or method, including but not limited to binding arbitration.
5. The City will not agree to the addition of any provision waiving any remedy available to the City in law or equity (including but limited to the right to a jury trial)
6. The City will not agree to the addition of any provision providing for the award of attorney's fees to the prevailing party.
7. The City will not agree to the addition of any provision limiting the liability of Vendor to a maximum dollar amount.

☐ Yes
☐ No

*Response required

3.20. If exceptions are taken to the attached agreement, please provide.

3.21. Has the vendor identified any trade secrets or confidential information in its response?*

☐ Yes
☐ No

*Response required

3.22. If yes to the above question, please upload your redacted proposal here.

3.23. I currently have the required insurance coverage as specified in the solicitation and will be able to provide a Certificate of Insurance if awarded. *

☐ Please confirm

*Response required

3.24. References *

Please download the below document, complete, and upload.

- Vendor_Reference_Form.pdf

*Response required

3.25. Submittal Documents*

Upload all other documents relating to this solicitation. Including but not limited to proposals/statements of qualifications, applicable bonds, warranty information, etc.

*Response required

3.26. Responsible and Responsive Construction Questions*

Please download the below documents, complete, and upload.

- Responsible_and_Responsive_...

*Response required

4. Scope of Work Revised

4.1. Scope of Services

The City of St. Petersburg is accepting statement of qualifications for Rehabilitation of Residential Single-Family Properties: Plumbers, Roofing, Building, Residential, and General Contractors. The City will award to multiple vendors.

4.2. Qualification Process

Contractors deemed qualified through this RFQ process will remain eligible for five (5) years, provided they maintain valid State of Florida licenses required to perform the requested work. Qualified contractors will receive a formal notification outlining the next steps in the process.

A. Qualified contractors will need need to build a profile on Neighborly Contractor Portal to receive notifications for pre-bids.

4.3. Project Bidding Procedures

Vendors qualified through the RFQ process (hereinafter, “Qualified Contractors”) will be given an opportunity to submit bids to Homeowners to perform housing rehabilitation duties on owner-occupied single- family residences. Work includes interior and exterior building repairs, which could include window replacement, painting, tiling, carpet installation, plumbing, electrical, heating ventilation and air conditioning, roof replacement, and roof and fence repairs. Work must be completed in compliance with plans, specifications, work write-ups and requirements provided by the Housing and Community Development Department (hereinafter referred to as "HCD").

Only Qualified Contractors will be allowed to participate and must follow the instructions provided by Housing Department. Qualified Contractors will be required to attend mandatory on-site pre-bid meetings and submit bids for the repairs to the specified residence.

4.4. Preferred Qualifications

Vendor shall:

A. Have a minimum of two year experience in providing plumbing, roofing, or general contractors .

B. The contractor shall hold and maintain a current State of Florida license as a Building Contractor, General Contractor, or Residential Contractor.

C. Have the ability to obtain the minimum insurance requirements set forth in the agreement.

D. Be free from legal and regulatory matters that might prevent the Vendor from fulfilling the obligations of the agreement.

E. Have the ability to attend mandatory on-site pre-bid meetings and submit bids for the repairs to the specified residence

4.5. General Requirements

The Vendor shall provide all labor, materials, tools, equipment necessary to perform the services set forth in the scope.

4.6. Account Management

Vendor must provide a single point of contact, a dedicated account manager who will be readily available during normal business hours to administer the agreement. Vendor is responsible for notifying the City of any changes in account manager or contact information. Account managers' responsibilities shall include, but are not limited to, overseeing all aspects of implementation, servicing, reporting, and issue resolution.

4.7. City's Responsibilities

At a minimum, City shall provide and meet the following responsibilities:

A. City shall provide a point of contact (City Project Manager).

B. City Project Manager shall assist with planning, strategy, and objectives prior to performance of the Work.

C. City Project Manager shall promptly respond to issues and inquiries so as not to hinder the progress, completion, or compensation for the Work.

5. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Qualifications and Experience of Firm and Staff** This section evaluates the Proposer's qualifications, relevant experience, and capacity to successfully perform the required services. Scoring will be based on the firm's history of similar projects, technical expertise, organizational structure, key personnel credentials, and demonstrated past performance.	0-10 Points	45 *(45% of Total)*
2.	**Project Approach** This section evaluates the Proposer's proposed methodology for delivering the services, including processes used on similar projects and the approach envisioned for this engagement. Scoring will be based on the clarity and feasibility of the project plan, schedule, key activities, deliverables, and the proposed coordination process with the City's Project Manager.	0-10 Points	40 *(40% of Total)*
3.	**Business Enterprise Program Outreach and Utilization** This section evaluates the Proposer's status as an SBE, MBE, WBE, or combination, and the firm's demonstrated commitment to outreach, inclusion, and utilization of small and minority-owned businesses in performance of the contract. Scoring will be based on documented outreach efforts, planned mentoring and capacity-building initiatives, and processes for inclusive subcontracting.	0-10 Points	15 *(15% of Total)*