



REQUEST FOR PROPOSAL

Central County Community Development Corporation

RFP#07182025-1

SERVICES FOR

Affordable Housing Builder (Licensed Contractor)

Issue Date: July 18th 2025
Due Date: August 15th 2025

TABLE OF CONTENTS

INTRODUCTION.....	4
1: PURPOSE OF RFP	
1.1 Statement of Purpose	4
1.2 Contract Resulting from RFP	4
1.3 Period of Performance	4
1.4 Conflict of Interest	4
2: RFP PROCESS & INFORMATION	
2.1 Calendar of Events.....	5
2.2 Cone of Silence - Limitations on Contacting Personnel/Others	5
2.3 Questions	5
2.4 Addenda.....	5
3: SCOPE OF WORK	
3.1 General Statement	5
3.2 Statement of Work.....	6-19
3.3 Appendices.....	20
4: RFP SUBMISSION PROCESS & INSTRUCTIONS	
4.1 Proposal Content.....	21
4.2 Proposal Specific Requirements	21
4.3 Proposal Format.....	22
4.4 Proposal Submission.....	22
5: EVALUATION CRITERIA	
5.1 Evaluation Criteria	22
5.2 Proposer Technical Qualifications	22
6: NOTICE TO PROPOSERS	
6.1 Compliance with Laws/Rules/Regulations	23
6.2 Acceptance/Rejection of Proposals and Waiver of Irregularities	23
6.3 Disqualification	23
6.4 No Discrimination.....	23
6.5 Notice of Contract Award.....	23
6.6 Grievance and Disputes	23
6.7 Withdrawal of Proposal	23
6.8 Pre-Contractual Expenses & Cost of Preparation	23
6.9 Change Order.....	24
6.10 Sales Tax	24
6.11 Insurance Requirements.....	24
6.12 Bonding Requirements.....	24
6.13 Federal & State Procurement Compliance.....	25
Attachment - 1: Vendor Conflict of Interest Disclosure form.....	26
Attachment - 2: Non-Collusive Affidavit	27
Attachment - 3: E-Verification Certification.....	28
Attachment - 4: Non-Discrimination, Equal Opportunity Assurances, Certifications, Other Provisions	29

Attachment - 5: Certification of Debarment, Suspension, and Other Responsibility Matters 30

Attachment – 6: Letter of Intent to Submit to the RFP 31

INTRODUCTION

Incorporated in 1993, the Central County Community Development Corporation (CCCDC) is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. Established as a subsidiary of the Urban League of Broward County, CCCDC was created to address the revitalization of blighted neighborhoods in unincorporated areas of Broward County. Since its inception, CCCDC has developed single-family homes across multiple communities, including Broward Estates, Washington Park, the City of Plantation, and other unincorporated areas.

As part of its ongoing mission to promote housing stability and equity, CCCDC is now leading the development of four new affordable homes in Central Broward County. CCCDC will serve as both the project developer and owner. This initiative supports the organization's commitment to increasing access to safe, quality housing for low- and moderate-income families throughout Broward County. For more information about the Central County Community Development Corporation, visit: <https://www.cccdcorp.org>

1. PURPOSE OF RFP

1.1. STATEMENT OF PURPOSE

The purpose of this Request for Proposals (RFP) is to select one (1) licensed General Contractor ("Affordable Housing Builder") to construct four (4) new affordable homes on behalf of the Central County Community Development Corporation (CCCDC), located in Central Broward County. CCCDC will serve as the project developer and owner. The selected Contractor will be responsible for completing all construction work in accordance with the architectural plans, technical specifications, and documentation provided.

The Proposals must include evidence of the proposer's experience, capacity, qualifications, and licensure to perform the specified construction services. The selected contractor will enter into a fixed-term construction contract with CCCDC to complete the scope of work outlined herein.

1.2 CONTRACTING RESULTING FROM RFP

This REQUEST FOR PROPOSAL (RFP) (Solicitation No. 07182025-1) is issued to secure a contract with a licensed General Contractor to provide construction services as described herein. The resulting agreement shall be subject to the terms and conditions established by CCCDC and will incorporate the Contractor's scope of work, compliance obligations, and performance schedule.

1.3 PERIOD OF PERFORMANCE

The contract period is **nine (9) months, beginning September 15, 2025, and ending June 30, 2026**. The selected Contractor shall complete all work within this period, including but not limited to site preparation, construction, inspections, and final delivery, in accordance with the approved project specifications.

CCCDC reserves the exclusive right to make any and all determinations it deems necessary to protect the best interests of its organization, programs, and the communities it serves, whether directly or through subcontractors. Any adjustments to the project timeline due to unforeseen conditions or delays must be approved in writing by CCCDC. All proposers must be willing to negotiate and enter into a contract reflecting these terms, as applicable. Final contract terms and additional conditions will be incorporated based on legal counsel review and approval.

1.4 CONFLICT OF INTEREST

CCCDC and its employees, representatives, or agents are bound by federal and state regulations and/ or the Conflict-of-Interest policy. All proposers must disclose in their Conflict-of-Interest Disclosure the name of any officer, director, or agent who is affiliated with as an employee, board member, provider, or other stakeholder. All proposers must also disclose the name of any stakeholder who owns, directly or indirectly, any interest in the proposer's business or any of its branches. Additionally, all proposers must disclose any business relationships or family ties with any officer, director, subcontractor, contracted provider, or employee of. See Attachment #1

2. RFP PROCESS & INFORMATION

2.1 CALENDAR OF EVENTS

Listed below is the calendar of important actions, including dates and times by which these actions must be taken or completed. If the organization finds it necessary to change any of these dates or times, it will do so by addendum. Any addendums will be posted on the dedicated website.

Proposals will be received until **August 15th, 2025, by 4:00 PM EST** for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	RFP Issue Date	July 18 th 2025
2	Technical Questions Email Questions Only to: Procurement@ulbcfl.org	August 6 th 2025
3	Response to Technical Questions	August 8 th 2025
4	Letter of Intent to Submit (Required for access to supporting documents – see Attachment 6) Email LOI to: Procurement@ulbcfl.org	August 7 th , 2025, by 4:00 pm
5	Proposal Submission Due Date	August 15 th 2025
6	Evaluation of Proposal	Internal
7	In-person interviews for selected respondents	N/A
8	Notifications and Final Selection	August 29 th 2025
9	Contract Negotiations	September 5 th 2025

2.2 CONE OF SILENCE/ PROHIBITED COMMUNICATIONS

Effective as of the issuance of this RFP and continuing through the 24 hours following of the award to a proposer, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any official, Board member, employee, or anyone other than the agency contact named in this RFP. Additionally, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any proposer engaged to assist in preparing the RFP documents or any cost estimate related to this procurement. Violation of this prohibition may result in disqualification of the proposer, even if the contract has already been awarded.

2.3 QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to Procurement@ulbcfl.org by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated website. It is the Proposer's responsibility to check the website for updates.

2.4 ADDENDA

The Central County Community Development Corporation (CCCDC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFP at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the, an addendum issued by will be posted. Failure to follow the RFP guidelines could result in a determination that the proposal is non-responsive.

3. SCOPE OF WORK

3.1. GENERAL STATEMENT

Central County Community Development Corporation requests proposals for the Construction of four (4) new affordable homes, all activities, and any other allocations provided to Central County Community Development Corporation.

3.2. STATEMENT OF WORK

This Statement of Work (SOW) outlines the key responsibilities and expectations for the selected Affordable Housing Builder (License Contractor) in collaboration with. However, the scope of work is not limited to the following:

Lot Location Disclosure

The location(s) of the lots will be disclosed for informational purposes only. CCCDC will not host a site walkthrough or organized inspection, and disclosure of the lot location(s) should not be interpreted as an invitation or requirement to visit the site.

CCCDC will provide relevant technical documentation to support the proposal. Any site visits conducted independently are at the sole risk of the respondent. CCCDC does not authorize or condone entry onto private property or restricted areas and shall not be held liable for any claims, damages, or incidents resulting from unauthorized site access. Respondents are responsible for complying with all applicable laws, ordinances, and property access requirements.

I. LOT LOCATIONS:

1. Lot #1

216 NW 27th Terrace, Unincorporated, Florida 33311
Folio: 5042-05-13-0070 / Lot 7, Block 1, Broward Park

2. Lot #2

27th Terrace, Unincorporated, Florida 33311
Folio: 5042-05-13-0080 / Lot 8, Block 1, Broward Park

3. Lot #3

NW 8th Road, Unincorporated, Florida 33311
Folio: 5042-05-06-1020 / Lot 2, Block 20, Washington Park 3rd Addition

4. Lot #4

873 NW 27th Terrace, Unincorporated, Florida 33311
Folio: 5042-05-11-0180 / Lot 15, Harris Subdivision 1st Addition

II. STATEMENT OF WORK

The successful Contractor will provide the following:

General Requirements

Each home will be built to the minimum specifications of three (3) bedrooms and two (2) bathrooms totaling a minimum of 1,500 square feet under air conditioning, with a two-car (2) enclosed garage, rear sliding door, and a six-foot-high (6) PVC fence around the side and rear yards as permitted by building codes and applicable law keeping abreast of differing architecture features of each home such as size of the lot, irrigation and tree mitigation issues. One hundred (100) percent of the appliances (stove, range, refrigerator, microwave, washer, dryer, and air conditioning unit) will be of high-efficiency grade to reduce energy costs. In addition, the builder will install hurricane-impact windows and doors to reduce energy costs and help harden the home against inclement South Florida weather.

Safety

Contractors shall execute and maintain their work to avoid injury or damage to any person or property. In carrying out its services, the Contractor shall at all times comply with all applicable local, state, and federal laws, rules, and regulations and shall exercise all necessary precautions for the safety of all persons appropriate to the nature of the work and the conditions under which the work is to be performed.

Architectural Drawings

The Contractor will receive all necessary architectural drawings and related documentation required for the construction of the home. The Architect will be available, as needed, throughout the permitting and construction phases to ensure compliance with applicable building codes and regulations.

All sealed drawings required for permitting will be provided to the Contractor upon execution of the construction contract. Any questions or clarifications regarding the drawings must be directed to the Architect through CCCDC's designated Project Manager.

Additionally, any available surveys, including boundary and water utility surveys, along with other relevant project documentation, will be provided to interested contractors after submission of a Letter of Intent to Bid.

EXHIBIT A (Cont.) SINGLE FAMILY HOME CONSTRUCTION PHASES & TIMELINE**Preconstruction Phase**

Task	Description	Estimated Duration
Permits & Approvals	Obtain all required permits and approvals from local authorities.	90–120 days
Site Preparation & Evaluation	Clear site, grade, excavate. Evaluate soil, vegetation, tree removal, drainage/flood risks. Set up temp. water & power.	30–120 days (may overlap with permitting)
Temporary Facilities Setup	Install construction fencing, job trailer, signage, toilets, etc.	Within first 30 days

Construction Phase

Phase	Description	Estimated Duration
Phase 1: Foundation	Footings, foundation pour, rough plumbing & electrical, waterproofing.	30–45 days
Phase 2: Framing (Shell)	Framing (walls, floors, roof), sheathing, windows, doors, roofing, structural inspections.	30–45 days
Phase 3: Rough-In	MEP (mechanical, electrical, plumbing) rough-ins, HVAC ducting, low-voltage systems, first inspections.	30–45 days
Phase 4: Insulation & Drywall	Install insulation, hang/tape/finish drywall.	Within 30 days
Phase 5: Interior Finishes	Paint, trims, doors, cabinetry, countertops, flooring, plumbing & electrical fixtures.	Within 30 days
Phase 6: Exterior & Landscaping	Siding, stucco/painting, walkways, driveway, fencing, landscaping.	Within 30 days
Phase 7: Final Systems & Inspections	Appliances, final hookups (HVAC, plumbing, electrical), inspections, Certificate of Occupancy.	Within 30 days

Final Walkthrough

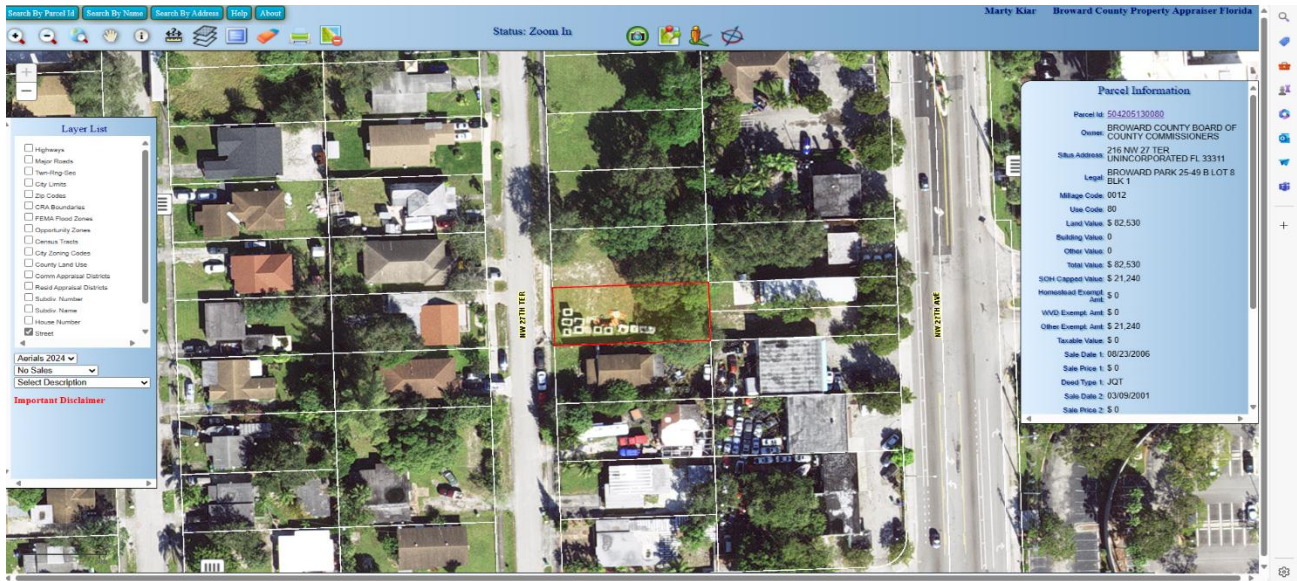
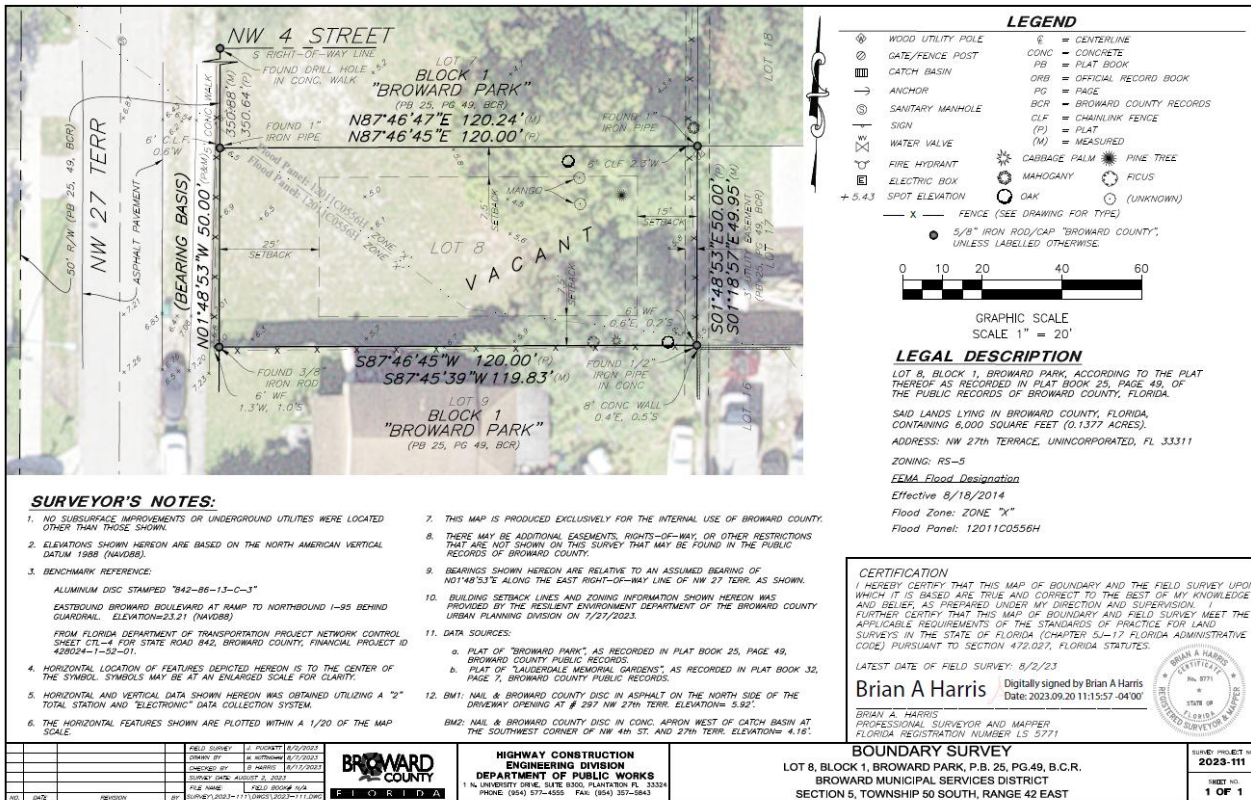
Task	Description	Estimated Duration
Punch List & Completion	Walkthrough with owner, finalize touch-ups, resolve punch list items.	15 days

Total Estimated Duration

Duration: 9 months

EXHIBIT B **BOUNDARY SURVEY, DRAWINGS, AND AERIAL MAP** **216 NW 27th Terrace, Unincorporated, Florida 33311 (Lot #1)**

EXHIBIT B



BOUNDARY SURVEY, DRAWINGS, AND AERIAL MAP NW 27th Terrace, Unincorporated, Florida 33311 (Lot #2)

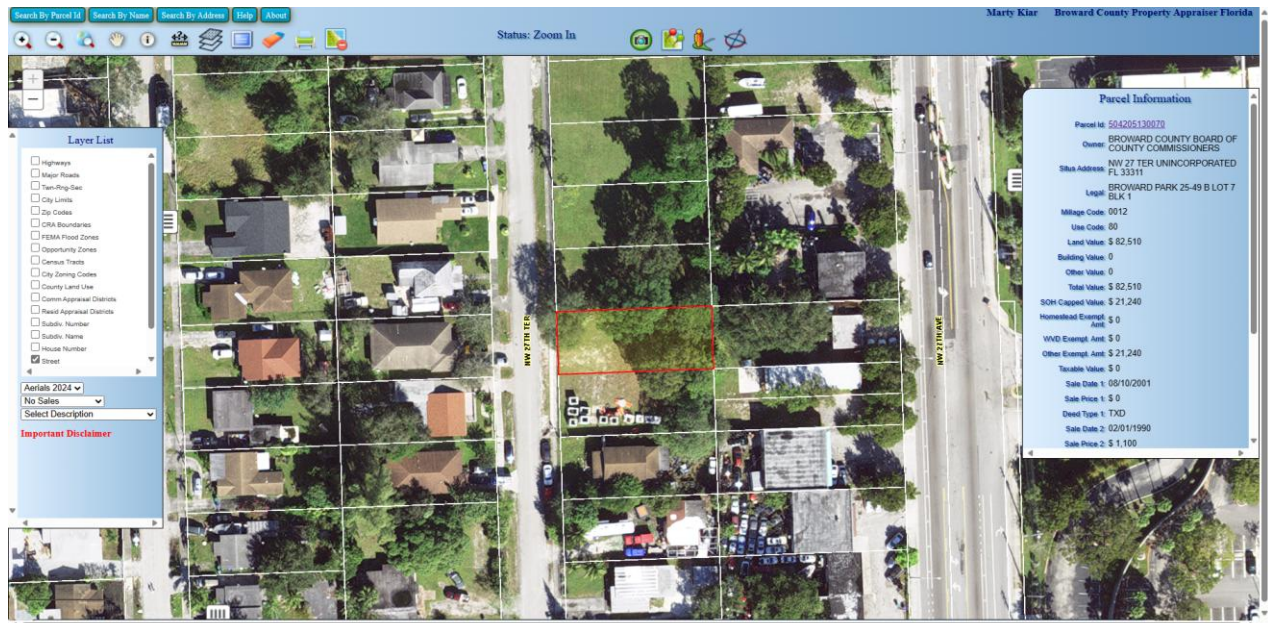
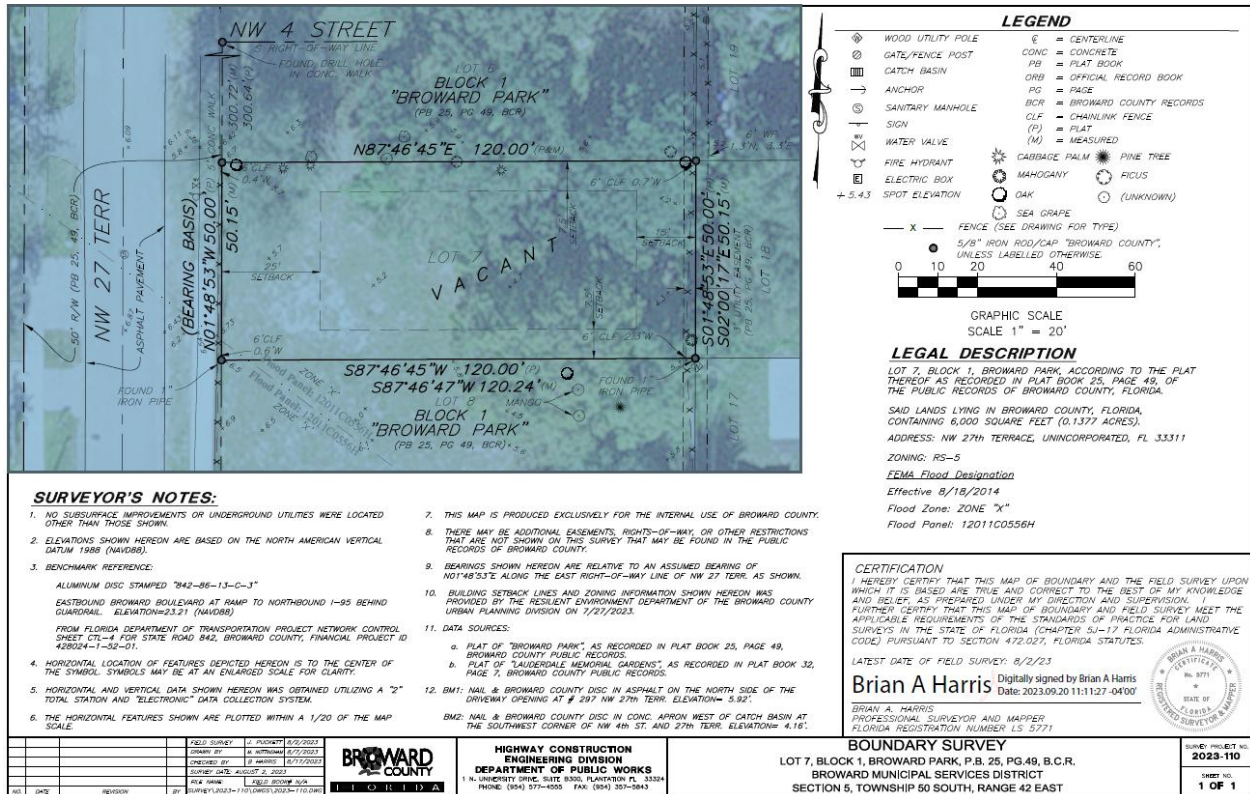


EXHIBIT B **BOUNDARY SURVEY, DRAWINGS, AND AERIAL MAP** **873 NW 27th Terrace, Unincorporated, Florida 33311 (Lot #4)**

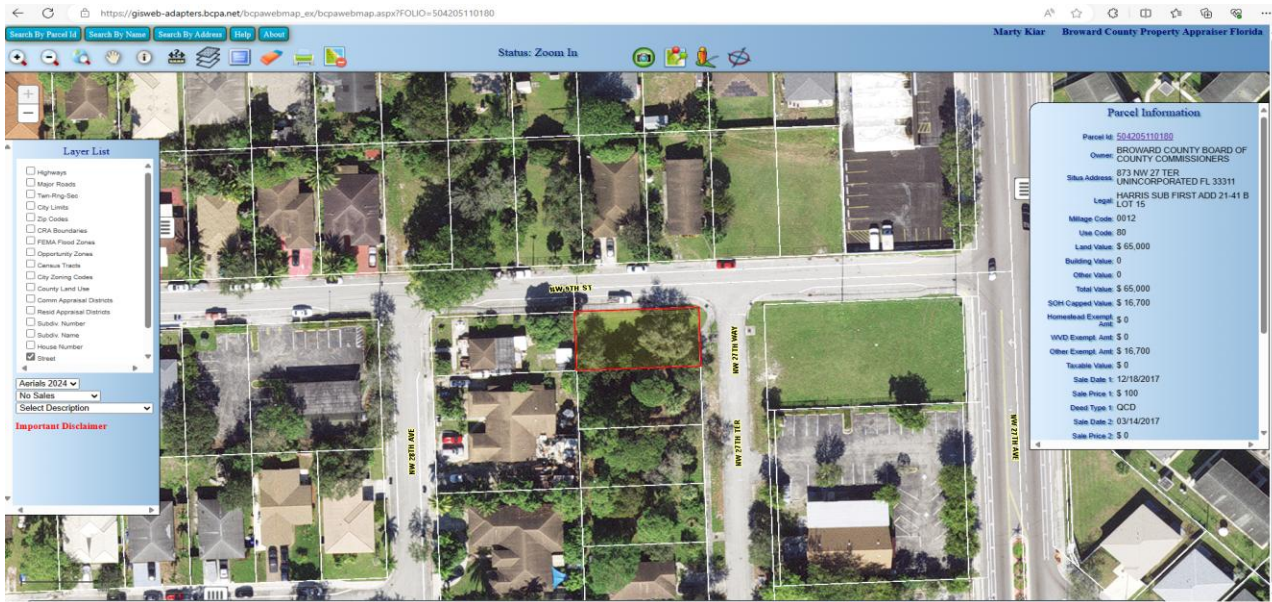
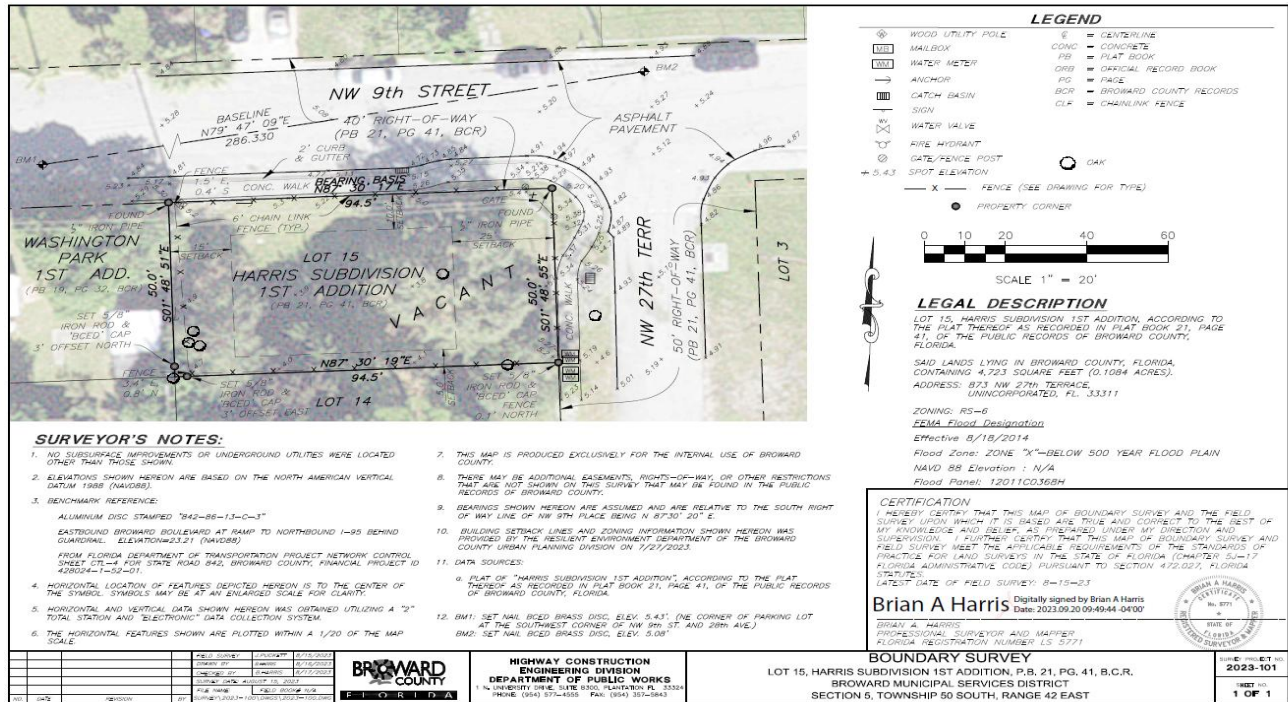
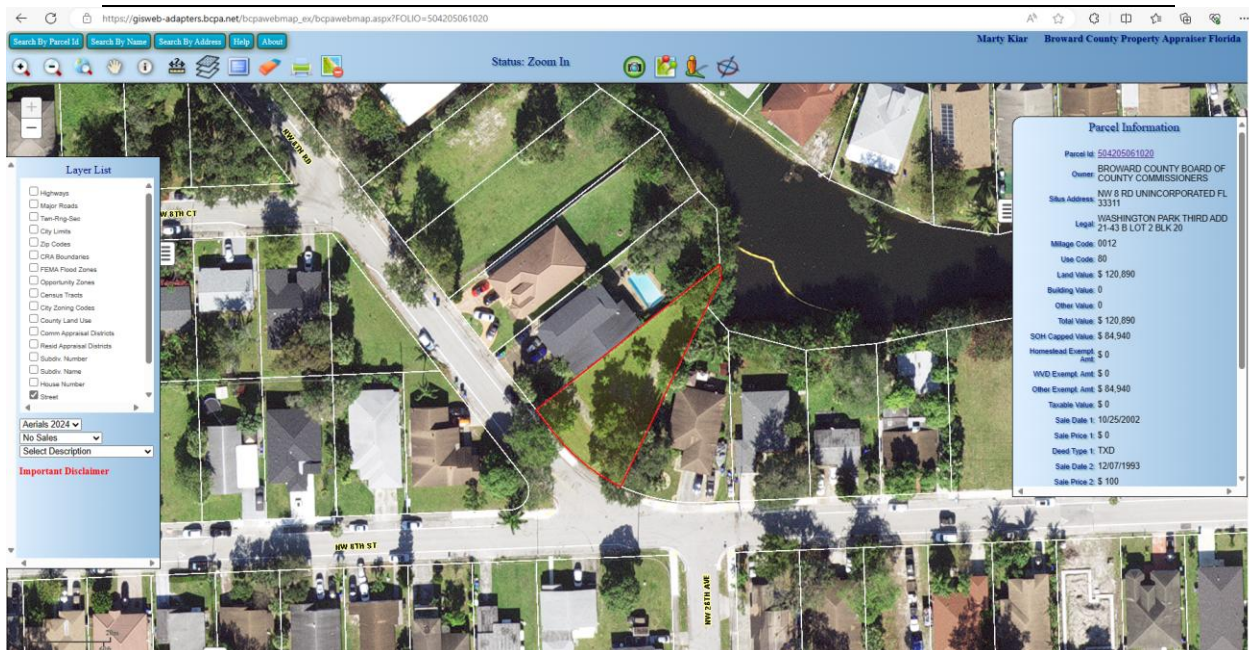
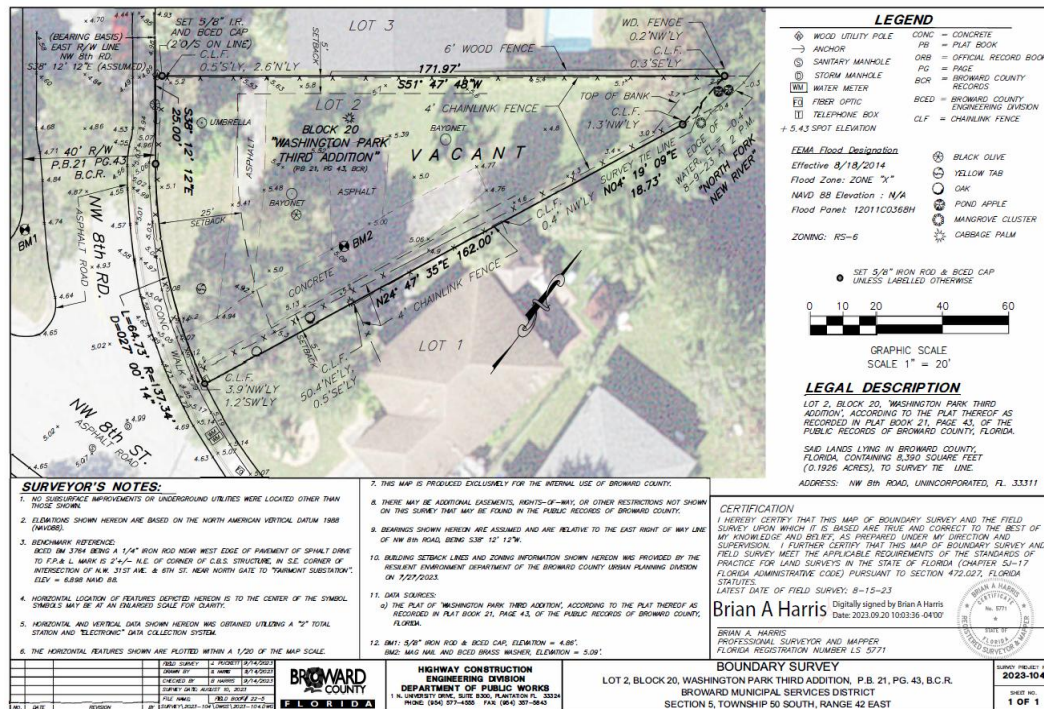


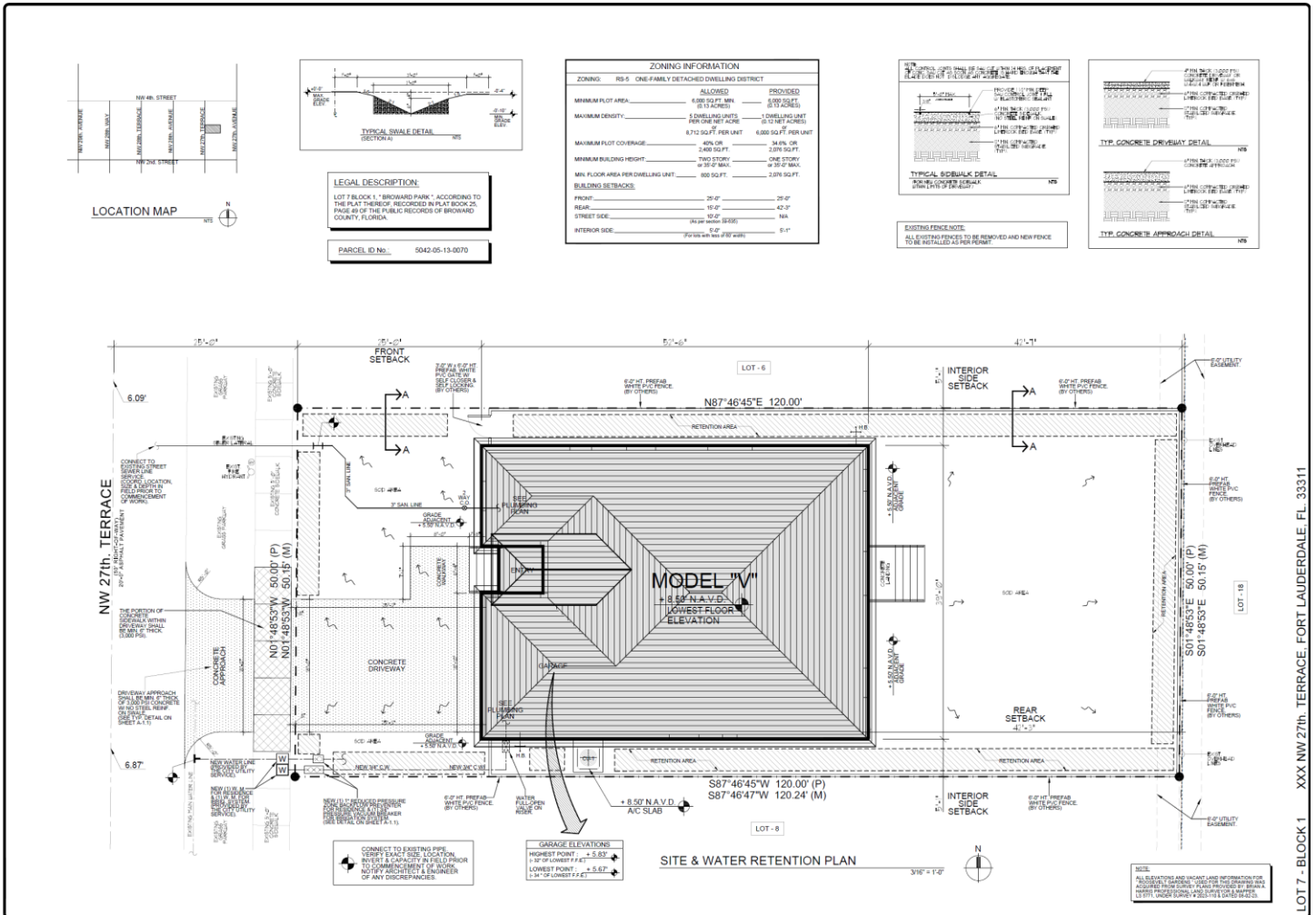
EXHIBIT B **BOUNDARY SURVEY, DRAWINGS, AND AERIAL MAP** **NW 8th Road, Unincorporated, Florida 33311 (Lot #3)**



This architectural drawing shows a single-story house with a gabled roof. The roof is covered with a pattern of small squares, representing tiles. The front facade features a central entrance with a small porch supported by two columns. The entrance has a double door with glass panels and a small set of stairs leading up to it. To the left of the entrance is a window with two panes. To the right is a large garage door with horizontal lines. The house is drawn with black outlines and some gray shading for the roof and window panes.

Page 12 of 31

EXHIBIT C **ARCHITECTURAL RENDERINGS** **216 NW 27th Terrace, Unincorporated, Florida 33311 (Lot #1)**

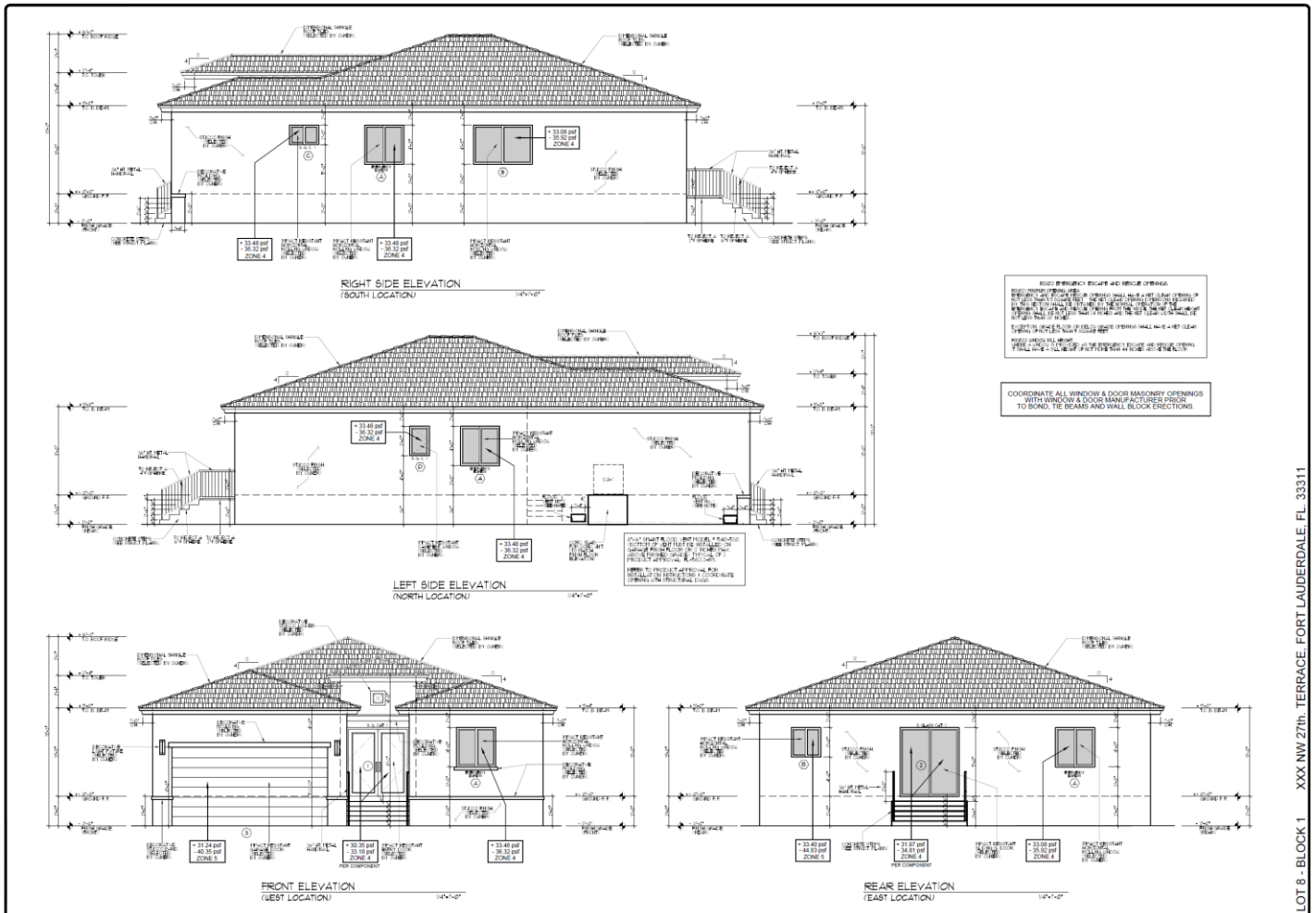


Architectural drawings and detailed documentation will be provided to contractors upon submission of a Letter of Intent, as outlined in the RFP timeline guidelines.

EXHIBIT C
ARCHITECTURAL RENDERINGS
NW 27th Terrace, Unincorporated, Florida 33311 (Lot #2)

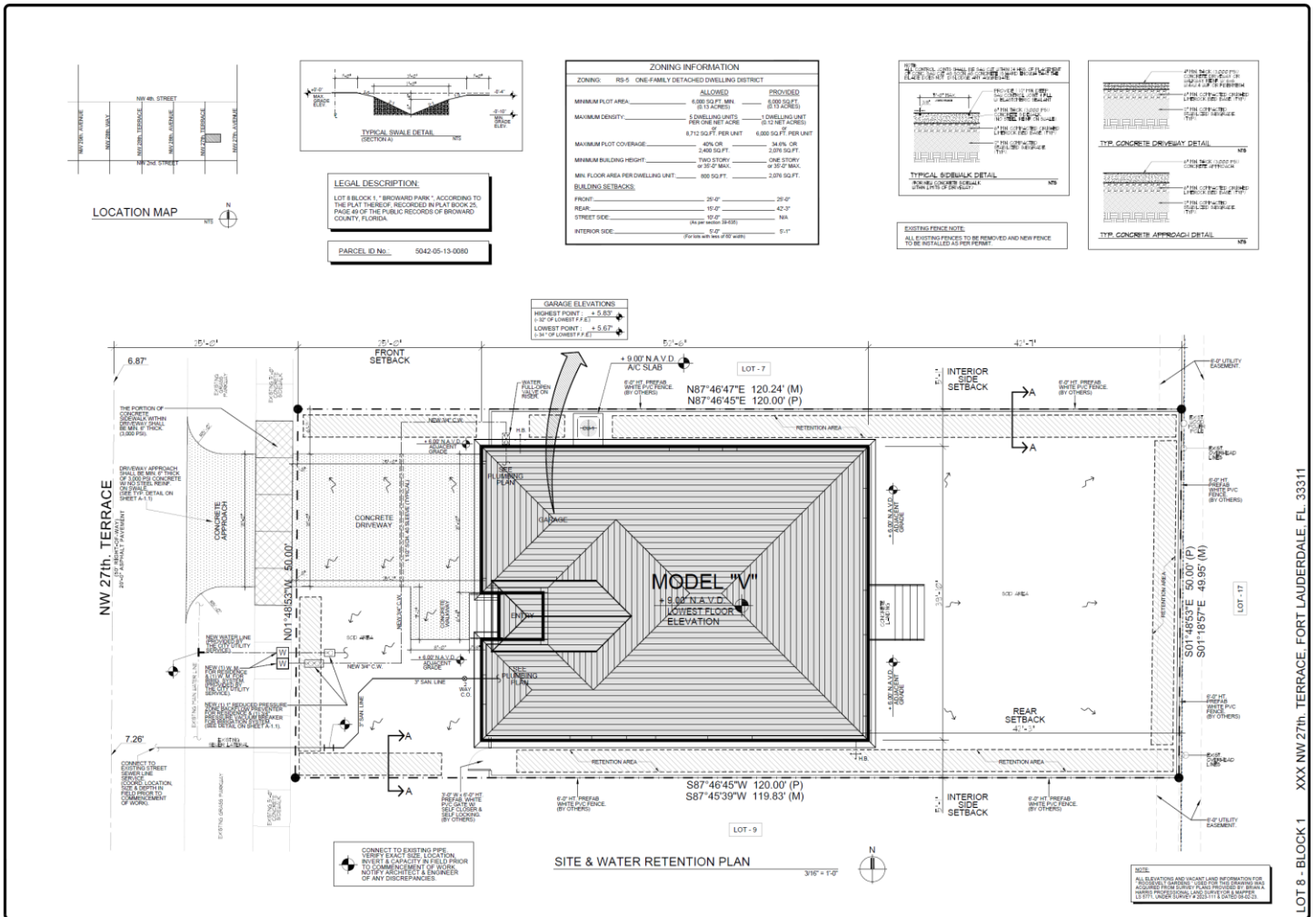


ONE STORY RESIDENCE / MODEL V



LOT 8 - BLOCK 1 XXX NW 27th TERRACE, FORT LAUDERDALE, FL 33311

EXHIBIT C **ARCHITECTURAL RENDERINGS** **NW 27th Terrace, Unincorporated, Florida 33311 (Lot #2)**

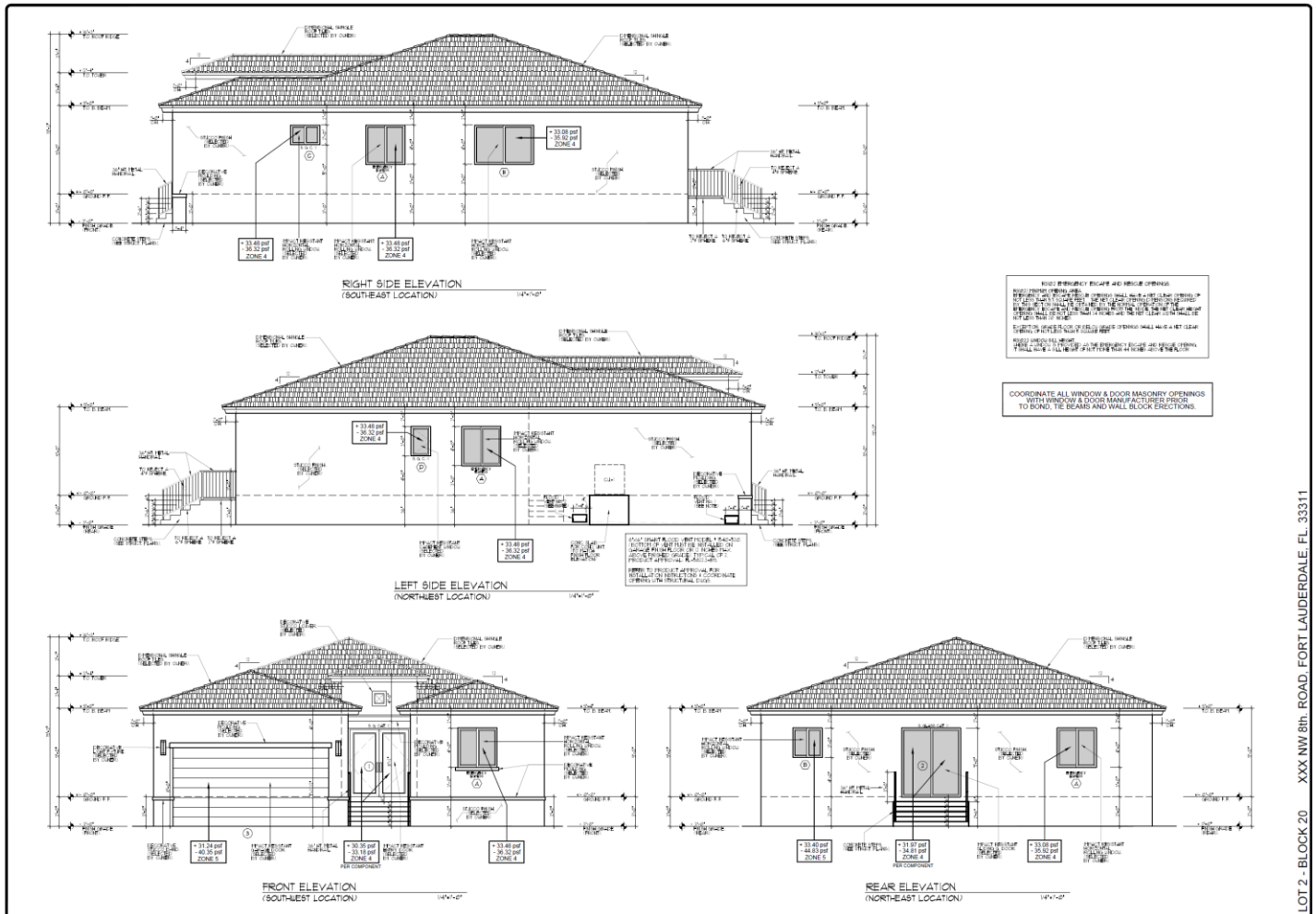


Architectural drawings and detailed documentation will be provided to contractors upon submission of a Letter of Intent, as outlined in the RFP timeline guidelines.

EXHIBIT C
ARCHITECTURAL RENDERINGS
 873 NW 27th Terrace, Unincorporated, Florida 33311 (Lot #3)



ONE STORY RESIDENCE / MODEL V



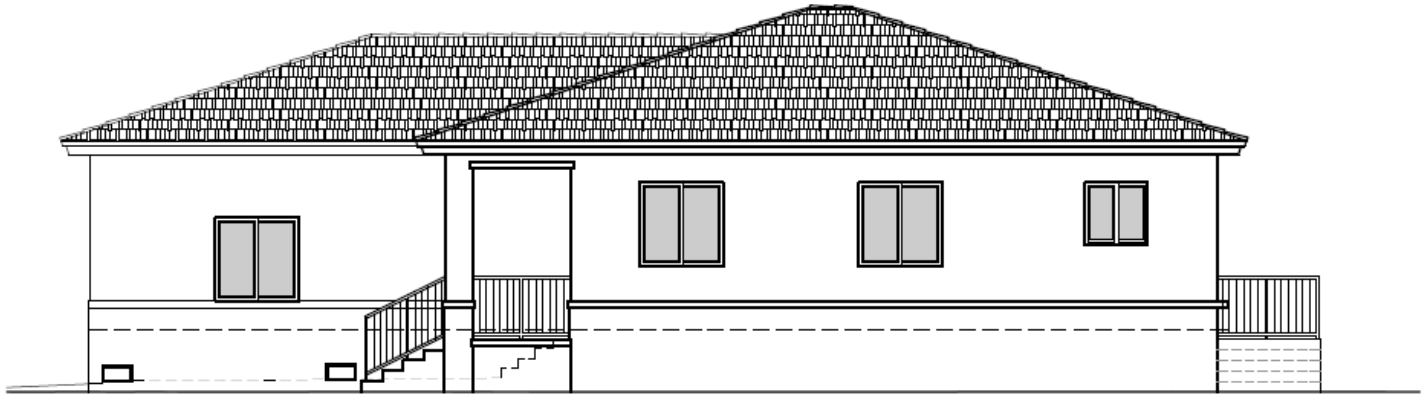
LOT 2 - BLOCK 20 XXX NW 8th ROAD, FORT LAUDERDALE, FL 33311

LOT 2 - BLOCK 20 XXX NW 5111, ROAD, FORT LAUDERDALE, FL: 33311

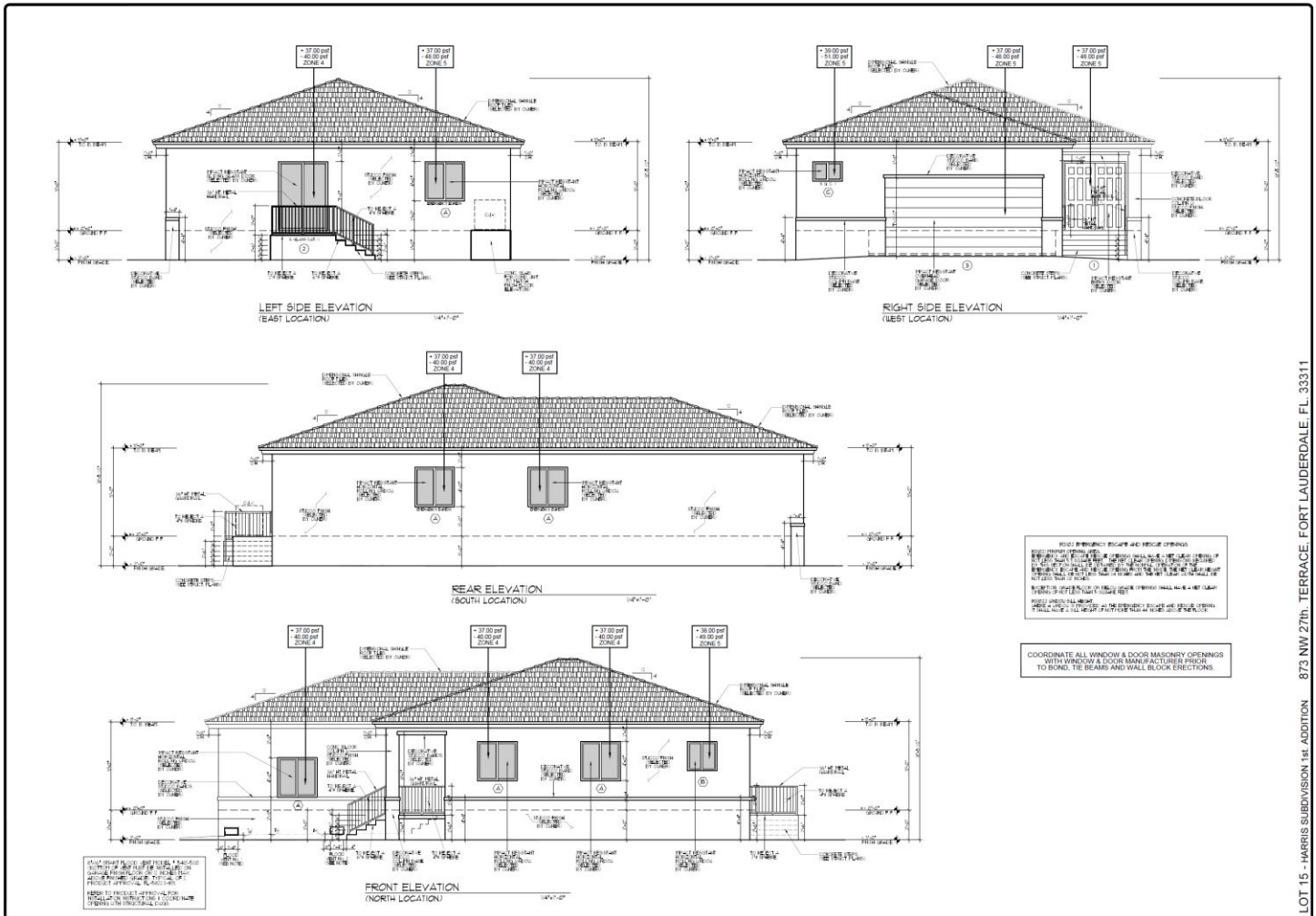


Page 17 of 31

EXHIBIT C
ARCHITECTURAL RENDERINGS
 NW 8th Road, Unincorporated, Florida 33311 (Lot #4)

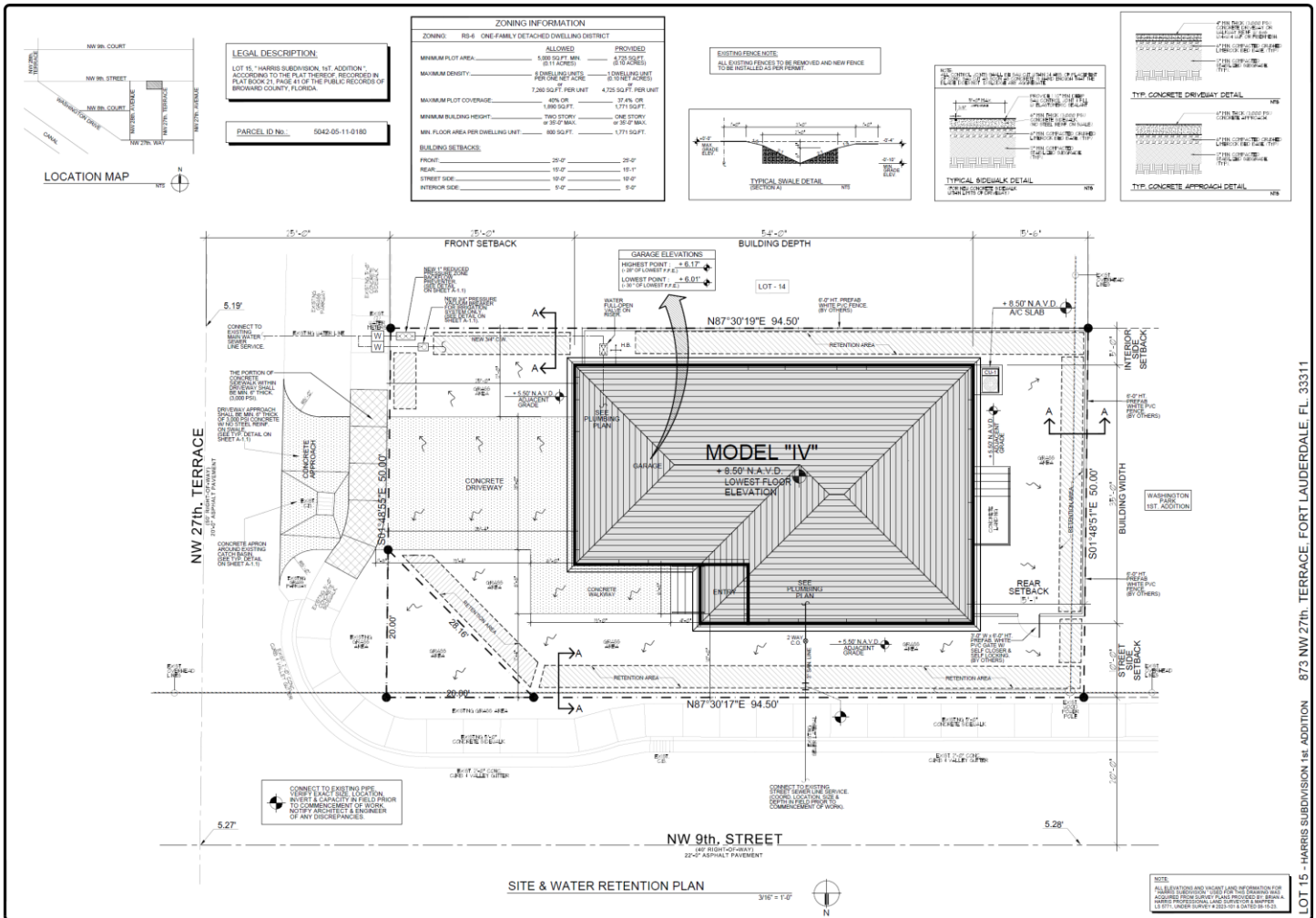


ONE STORY RESIDENCE / MODEL IV-S1



LOT 15 - HARRIS SUBDIVISION 1st ADDITION 873 NW 27th TERRACE, FORT LAUDERDALE, FL 33311

EXHIBIT C **ARCHITECTURAL RENDERINGS** **NW 8th Road, Unincorporated, Florida 33311 (Lot #4)**



Architectural drawings and detailed documentation will be provided to contractors upon submission of a Letter of Intent, as outlined in the RFP timeline guidelines.

3.3. APPENDICES

The Central County Community Development Corporation (CCCDC) has compiled various supporting documents. If specified in **Section 4.4 Submission Format or 4.5 Proposal Submission**, Proposers may be granted access to these materials via a dedicated website following submission of a required Letter of Intent (LOI), stated in the Calendar of Events.

4. RFP SUBMISSION PROCESS & INSTRUCTIONS

4.1. PROPOSAL CONTENT

The Proposal Narrative must demonstrate the proposer's capability to perform construction services in accordance with the requirements outlined in this solicitation. The narrative should provide a clear and comprehensive description of the proposer's qualifications, relevant experience, approach to construction management, and ability to complete the project within the specified period of performance. Proposals must be succinct, self-explanatory, and well-organized to allow reviewers to accurately assess the proposer's capacity to deliver the project in compliance with the approved plans, specifications, and applicable standards.

4.2. PROPOSAL SPECIFIC REQUIREMENTS

To evaluate a potential qualified licensed general contractor, the Central County Community Development Corporation requests the following information:

A. Company Overview

1. **Company Name:**
2. **Address and Contact Information:**
3. **State of Florida Contractor License Number and Classification**
4. **Primary Construction Services Offered**
5. **Key Team Members and Roles:** Include names, titles, certifications, and relevant experience.

B. Relevant Experience

1. **Experience in Affordable Housing Construction:** Describe past projects, including size, location, contract value, client type, funding source (if public), and whether the project was completed on time and within budget
2. **Experience with Local Regulations and Permitting:** Demonstrate familiarity with zoning laws, current affordable housing codes, and permitting processes
3. **Experience with Similar Building Types or Design Specifications:** Note any familiarity with the provided architectural plans or similar designs
4. **Local Hiring and Workforce** Describe plans to engage local labor, including M/WBE subcontractors, and any workforce efforts

C. Construction Management Approach

1. **Project Execution Strategy:** Describe your approach to scheduling, site logistics, subcontractor coordination, and quality control
2. **Value Engineering :** Outline any strategies for identifying cost savings or constructability improvements
3. **Communication with CCCDC:** Explain how you will report progress and collaborate with CCCDC and design professionals
4. **Safety Program:** Summarize your safety protocols and provide a record of OSHA reportables for the last three years
5. **Proposed Project Schedule:** Include key milestones (mobilization, site prep, vertical construction, inspections, etc.)
6. **Schedule Assumptions and Contingency Plans:** Identify any known constraints, assumptions, or contingency plans for schedule risk
7. **Permitting and Approvals Process:** Describe your anticipated timeline and strategy for obtaining permits
8. **Risk Mitigation Strategies:** Explain how you will address potential delays, cost overruns, and subcontractor issues

D. Financial Stability & Insurance/Bonding

1. **Annual Financial Statements:** Provide audited financials or P&Ls for the past three years
2. **Bonding Capacity:** Submit proof of bonding capacity and financial references
3. **Insurance and Bonding:** Provide proof or a summary of insurance and bonding coverage, including general liability, workers' compensation, builder's risk, and performance/payment bonds.
4. **Insurance and Bond Coverage:** Outline the types and levels of insurance and bond coverage that will be in place throughout the contract and operational phases.

E. Cost

Submit a detailed, line-item cost proposal organized by phase, including total project cost, assumptions, exclusions, contingencies, and whether pricing is fixed or adjustable. The cost proposal must be submitted as a separate attachment labeled "Cost Proposal– [Proposer Name]."

F. References

Provide at least three (3) professional references from clients or collaborators involved in similar affordable housing.

4.3. PROPOSAL FORMAT

1. Proposals must be submitted in PDF format.
2. Proposals will be uploaded to a dedicated website via a link provided at the time of LOI submission. The website link will accept up to 150 megabytes (MB) in file size.
3. Proposers should ensure that all documents, including attachments, exhibits, and supporting materials, are submitted in PDF format.

4.4. PROPOSAL SUBMISSION

1. Letter of Intent to Submit

Proposers are required to submit a Letter of Intent (LOI) - **Attachment 6** - indicating their intent to respond to this RFP. The LOI must be submitted via email as outlined in the Calendar of Events, and it is required to access the project document and materials.

2. Proposal Submission Due Date

Complete proposals must be submitted in PDF format via the link provided no later than the date stated on the LOI. Proposals received after the deadline will not be considered. It is the sole responsibility of the respondent to ensure their proposal is received on or before the deadline in the required format stated herein.

3. *Submission of Signed Disclosures (Attachments 1-6)*

Proposers must sign and submit all required disclosure forms, including:

Attachment - 1: Vendor Conflict of Interest Disclosure Form

Attachment - 2: Non-Collusive Affidavit

Attachment - 3: E-Verification Certification

Attachment - 4: Non-Discrimination, Equal Opportunity Assurances, Certifications, Other Provisions

Attachment - 5: Certification of Debarment, Suspension, and Other Responsibility Matters

Attachment - 6: Letter of Intent

The signed disclosures must be included in the submission along with the full proposal. Failure to sign and submit all required attachments may result in disqualification.

5. EVALUATION CRITERIA

5.1. EVALUATION CRITERIA

Proposer qualifications will be evaluated by a Review Committee composed of professionals from various disciplines. Evaluations will be based on the following criteria, including but not limited to:

- Relevant Construction Experience
- Capacity to Meet Budget & Schedule
- Construction Management Approach
- Qualifications of Key Personnel
- Financial Stability & Insurance/Bonding
- Cost
- References

Proposals received after the deadline will not be opened or considered. Incomplete or non-responsive proposals may be disqualified at CCCDC's discretion. All proposals and supporting documentation shall remain the property of and will be maintained according to CCCDC's record retention policy. Proposal contents shall be kept confidential to the extent permitted by applicable laws and procurement policies.

Shortlist Disclosure

CCDC reserves the right to shortlist proposers based on initial evaluations prior to final selection, in alignment with CCCDC Procurement Policies.

If stated in the Calendar of Events, following the review of the RFP responses, selected respondents may be invited to a presentation with a panel of reviewers for further discussion. This presentation will allow respondents to elaborate on their proposals, address panel questions, and provide additional insights into their approach. Participation in this stage does not guarantee selection for an award.

5.2. PROPOSER TECHNICAL QUALIFICATIONS

The Proposer must show to the complete satisfaction of the CCCDC that it has the necessary facilities, capacity, ability, and financial resources to provide the services specified herein in a satisfactory manner.

CCDC reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein.

6. NOTICE TO PROPOSERS

6.1. COMPLIANCE WITH LAWS/RULES/REGULATIONS

The selected Contractor(s) shall comply with all laws, rules, codes, ordinances, licensing, bonding, and permit requirements that apply to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, the Contractor(s) shall comply with the Immigration and Nationality Act, the Americans with Disabilities Act, the Clean Air Act, and all prohibitions against discrimination based on race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of such laws shall be grounds for Contract termination. Suppose the proposer outsources any work or job to a sub-proposer. In that case, the prime proposer will be responsible for ensuring that all sub-proposers meet the requirements outlined in this RFP and the resultant contract.

6.2. ACCEPTANCE/REJECTION OF PROPOSALS AND WAIVER OF IRREGULARITIES

The reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the's sole judgment will best serve its interests. They may supplement, amend, modify, and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a

portion of this solicitation. The reserves the right to cancel this RFP solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the. In consideration of the evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim for damages of any kind whatsoever, in the event the exercises its rights.

6.3. DISQUALIFICATION

The Proposal and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the , by any other , State agency or Federal agency.
6. The Proposer or affiliate or any of its staff make contact in violation of the provisions of the Cone of Silence as set forth in Section 2.2 above.
7. The Proposer or affiliate or any of its staff have participated in the development of the RFP documents for this Solicitation.

6.4. NO DISCRIMINATION

CCCCDC will adhere to Title VII of the Civil Rights Act of 1964.

6.5. NOTICE OF CONTRACT AWARD

Central County Community Development Corporation (CCCCDC) anticipates awarding Contract(s) to the responsible and responsive Proposer(s) whose Proposal is determined, in writing, to be the most advantageous to the CCCCDC, taking into consideration the price and the other criteria set forth in this RFP. CCCCDC will email the Successful Proposer. If the notice of award is delayed, in lieu of posting the notice of the intended award, CCCCDC will post or email a notice of the delay and a revised date for posting the notice of the intended award.

The selected proposer(s) will be notified via email. If the notice of award is delayed, CCCCDC will provide a written notification of the delay and include a revised date for the anticipated award announcement. This notification may be communicated by email or posted to CCCCDC's procurement platform, as appropriate. CCCCDC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the solicitation. All proposal documents and evaluation materials shall be retained in accordance with CCCCDC's file retention policy and may be subject to federal and state audits.

6.6. GRIEVANCE AND DISPUTES

The protest procedures set forth in Chapter 120, Florida Statutes, do NOT apply to CCCCDC or to this RFP. By submitting a Proposal herein, the Proposer shall comply with the CCCCDC Grievance Policy and Procedures, which can be requested via email at Procurement@ulbcfl.org.

6.7. WITHDRAWAL OF PROPOSAL

The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to Procurement@ulbcfl.org.

6.8. PRE-CONTRACTUAL EXPENSES & COST OF PREPARATION

CCCCDC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

6.9. CHANGE ORDER

Under the resulting agreement with CCCDC, the selected contractor shall be required to disclose any proposed change orders that alter the approved scope of work, project budget, or construction schedule. All change orders must be submitted in writing, with justification and supporting documentation, and shall not be implemented without the Owner's prior written approval. Verbal or informal authorizations will not be recognized. Change orders may be subject to review for compliance with applicable federal, state, local, or private funding requirements, where applicable. Failure to comply with these requirements may result in payment withholding, rejection of the change order, or contract termination.

6.10. SALES TAX

CCCDC is tax-exempt and shall provide a certificate of tax-exempt status upon written request by the Contractor after contract award.

6.11. INSURANCE REQUIREMENTS

CCCDC requires contractors to obtain appropriate insurance coverage within the prescribed minimum limits set forth for the proposed goods and/or services. The required proof of insurance must comply with all federal, state, and local requirements as required for executing the proposed goods and/or services. The Central County Community Development Corporation reserves the right to review and procure builder's risk insurance instead of the insurance selected by the Contractor or in addition to insurance proposed by the Contractor, at its discretion.

6.12. BONDING REQUIREMENTS

Performance Bond: 100% of the contract price to guarantee that the contractor completes the project per the contract.

Payment Bond: 100% of the contract price to ensure subcontractors, laborers, and material suppliers are paid. Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

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6.13. FEDERAL & STATE PROCUREMENT COMPLIANCE

As applicable, proposers must adhere to federal and Florida state laws and regulations, including but not limited to:

Labor & Wage Standards

Davis-Bacon Act (40 U.S.C. 3141-3148) and Florida's "Little Davis-Bacon Act" (F.S. § 218.735) require the payment of prevailing wages on federally and state-funded construction projects.

Contract Work Hours and Safety Standards Act (CWHSSA) (40 U.S.C. 3701-3708) mandates overtime pay for laborers working over 40 hours per week.

Copeland "Anti-Kickback" Act (40 U.S.C. 3145) prohibits contractors from forcing employees to return any portion of their wages.

Equal Employment & Non-Discrimination

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in hiring and requires affirmative action plans.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) ensures accessibility compliance in construction projects.

Minority/Women-Owned Business Enterprise (MWBE) & Section 3 Compliance (HUD Section 3 Program, F.S. § 287.09451) promotes the inclusion of disadvantaged businesses and local hiring efforts.

Federal and State Contracting & Procurement Standards

2 CFR 200.318-327 (Uniform Guidance) establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

Florida Preference Law (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

Buy America Act (41 U.S.C. 8301-8305) and Build America, Buy America Act (BABA) (Public Law 117-58) require federally funded infrastructure projects to use domestically manufactured iron, steel, construction materials, and other U.S.-made products unless a waiver is granted.

Environmental & Safety Compliance

National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et seq.) requires environmental impact assessments for federal projects.

Clean Air Act (42 U.S.C. 7401 et seq.) & Clean Water Act (33 U.S.C. 1251 et seq.) mandate pollution control measures in construction.

Occupational Safety and Health Act (OSHA) (29 U.S.C. 651 et seq.) establishes safety requirements for construction sites.

Florida's Environmental Protection Act (F.S. § 403) regulates air and water quality compliance for state-funded projects.

Debarment & Transparency Requirements

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding. Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Employment & Foreign Contract Restrictions

Employment Eligibility Verification (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees. Scrutinized Companies List (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

ATTACHMENT - 1
VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

To ensure compliance with 2 CFR 200.318 and the Central County Community Development Corporation (CCCDC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and policy.

Please check the appropriate box:

☐ **No Conflict of Interest** – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.

☐ **Potential Conflict of Interest** – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

Name of Individual: _____
Nature of Interest (Direct/Indirect***):** _____
Relationship to or Procurement Process: _____

* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

** Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

*** Indirect ownership includes shares held through immediate family/relatives*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 2
NON-COLLUSIVE AFFIDAVIT

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Proposer), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other proposers, or with any official of the Central County Community Development Corporation, or any employee thereof, or any person, business or corporation under contract with Central County Community Development Corporation whereby the proposer, in order to induce the acceptance of the foregoing RFP by the Central County Community Development Corporation, has paid, or is to pay to any other proposer, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other proposer/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP.

1. This is to certify that the proposer, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the proposer, nor any officer, director, partner, member or associate of the proposer, nor any of its employees directly involved in obtaining contracts with Central County Community Development Corporation, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the proposer, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the proposer will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the proposer is authorized by the manufacturer(s) to sell all proposed products.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 3

E VERIFICATION CERTIFICATION

NAME OF VENDOR/CONTRACTOR: _____ (referred to herein as "Contractor")

The undersigned does hereby certify that the above-named contractor:

Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Central County Community Development Corporation; or

2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Central County Community Development Corporation, but does not have any employees and does not intend to hire any new employees during the period that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Central County Community Development Corporation, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

Pursuant to Section 448.095 F.S., if Proposer is selected to enter into a contract with the Central County Community Development Corporation (CCCDC), Proposer and any subcontractors used to carry out the duties and responsibilities outlined in a contract between and Proposer will register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 4

NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

As a condition of funding from Central County Community Development Corporation under Title II, Proposer assures that it will comply fully with the following:

1. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination based on sex in educational programs.
4. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
6. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
7. Equal Employment Opportunity (EEO): The Proposer agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Proposer and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
8. Proposer also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. Proposer understands that the United States has the right to seek judicial enforcement of this assurance.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT - 5
CERTIFICATION OF DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS
TO BE COMPLETED BY PROSPECTIVE VENDOR

A. The prospective Vendor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency.
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify any of the statements in this certification, an authorized signatory to this proposal shall complete, sign, and attach a detailed explanation.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 6

LETTER OF INTENT TO SUBMIT TO RFP #07182025-1

Affordable Housing Builder (License Contractor)

SECTION 1: RESPONDENT INFORMATION

Organization Name:	Address:
City, State, Zip Code:	Point of Contact Name:
Title:	Phone Number:
Email Address:	

SECTION 2: LETTER OF INTENT

On behalf of _____ [Organization Name], we hereby submit this Letter of Intent to notify the Central County Community Development Corporation of our intent to respond to RFP #07182025-1 for the Affordable Housing Builder (License Contractor). We acknowledge our understanding of the scope of work outlined in the RFP and our commitment to adhering to all applicable federal, state, and local regulations. By signing below, we confirm our intent to submit a proposal and agree to comply with the terms and conditions outlined in the RFP.

SECTION 3: SUBMISSION REQUIREMENTS

Deadline: All completed Letters of Intent must be submitted via email to Procurement@ulbcfl.org no later than August 7th, 2025, by 4:00 PM EST. Late submissions may not be considered.

Confirmation: Respondents are responsible for requesting a confirmation receipt to verify that their Letter of Intent has been received. Failure to confirm submission may result in exclusion from the proposal process.

SECTION 4: ACCESS TO SECURED PROCUREMENT PLATFORM

Access to the SharePoint-based procurement platform will be granted only to respondents who submit a completed Letter of Intent (LOI) (Attachment 6). Once the (LOI) is confirmed, eligible respondents will receive a secure SharePoint invitation. This site will host all procurement materials and serve as the official location for proposal submissions.

Important: Access requires Multi-Factor Authentication (MFA), which is time-sensitive. Respondents should monitor their email and follow instructions promptly to avoid delays. Failure to submit the (LOI) by the deadline in Section 3 may result in disqualification.

SECTION 5: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that _____ [Organization Name] intends to submit a proposal in response to RFP #07182025-1 – Central County Community Development Corporation (CCCDC) by the terms and conditions outlined in the RFP.]

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____