

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO ENTER INTO NEGOTIATIONS, AND UPON SUCCESSFUL NEGOTIATIONS, AWARD AND EXECUTE A LEGALLY SUFFICIENT AGREEMENT FOR RFP NO. 13-68 INSPECTION SERVICES FOR SHIP REHABILITATION PROGRAM.

RECITALS

WHEREAS, the County desires to enter into negotiations with Universal Engineering Sciences, Inc to perform inspection services for the SHIP Rehabilitation Program, on residences located throughout St. Johns County; and

WHEREAS, the scope of the project shall consist of performing home inspections, written reports, and repair estimates for the SHIP Rehabilitation Program to determine types of repairs necessary to bring low-income and very-low-income houses into compliance with the SJC Standard Housing Code; and

WHEREAS, through the County's formal Request for Proposals (RFP) process, Universal Engineering Sciences, Inc was the highest ranked firm; and

WHEREAS, the services shall be funded by the SJC Housing & Community Services Department SHIP Program; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the Request for Proposals (attached hereto, an incorporated herein), and finds that entering into negotiations serves a public purpose.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to enter into negotiations under RFP No. 13-68 with Universal Engineering Sciences, Inc.

Section 3. The County Administrator, or designee, is further authorized to execute a legally sufficient Contract Agreement with Universal Engineering Sciences, Inc on behalf of the County for the performance of inspection services for the SHIP Rehabilitation Program as specifically provided in the Contract Documents for RFP No 13-68 if negotiations are successful.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

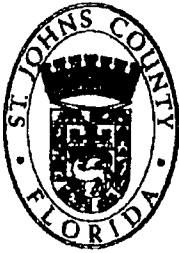
PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 19th day of November, 2013.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: [Signature]
John H. Morris, Chair

ATTEST: Cheryl Strickland, Clerk
By: [Signature]
Deputy Clerk

RENDITION DATE 11/21/13



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

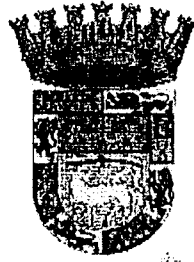
TO: Dana Froberg, Homeownership Programs Administrator, SJC Housing & Community Svcs
FROM: Jaime Locklear, CPPB, Contracts Coordinator, SJC Purchasing Department
SUBJECT: RFP 13-68 – Inspection Services for SHIP Rehab Program
DATE: September 26, 2013

Attached please find a copy of the RFP Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Dana Froberg
Date 9/26/13
Budget Amount As funds are available
Account Funding Title SHIP Rehab Inspector
Funding Charge Code 1100 - 58209
Award to Universal Engineering Sciences, Inc.
Award Amount \$1,185 per unit, complete
(Use additional sheet/s as needed)



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 13-68
REQUEST FOR PROPOSALS**

**INSPECTION SERVICES FOR STATE HOUSING INITIATIVES
PARTNERSHIP (SHIP) REHABILITATION PROGRAM**

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084**

FINAL: 08/05/13

REQUEST FOR PROPOSALS (RFP) NO: 13-68
INSPECTION SERVICES FOR SHIP REHABILITATION PROGRAM

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ST. JOHNS COUNTY, FL – RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM
PART I: ADVERTISEMENT

Notice is hereby given that the St. Johns County Purchasing Department is soliciting responses for **RFP No: 13-68; Inspection Services for SHIP Rehabilitation Program**. Any interested, qualified firms may submit RFP packages according to the requirements described herein to St. Johns County Purchasing located at 500 San Sebastian View, St. Augustine, FL 32084. All submitted packages are due by or before 4:00PM (EST) on **Thursday, September 12, 2013**. Any packages delivered to or received by the SJC Purchasing Department after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

St. Johns County is soliciting RFP packages from qualified and experienced firms to provide Inspection Services for the State Housing Initiatives Partnership (SHIP) Rehabilitation Program. These services shall include, but are not limited to: providing home inspections, written reports, and repair estimates for the SHIP Rehabilitation Program. Inspections shall be conducted to determine the type of repairs necessary to bring houses up to code according to the St. Johns County Standard Housing Code, State and Local SHIP requirements and to address any and all safety, health, and sanitation issues to the extent that SHIP funding award amount per unit will allow. There are approximately 30-35 inspections performed per year. An inspection includes an initial inspection, cost and spec write-up, an intermediate inspection, and a final inspection.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and request Document **#13-68**. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available upon written request from Jaime Locklear, CPPB, Contract Coordinator, SJC Purchasing Department, via email at jtonney@sjcfl.us.

Any and all questions related to the RFP must be directed, *in writing*, to Jaime Locklear, CPPB, Contract Coordinator via email at jtonney@sjcfl.us, fax to (904) 209-0159, or mailed directly to SJC Purchasing, at 500 San Sebastian View, St. Augustine, FL 32084. Inquiries related to the work scope, clarification or correction **must** be in writing via fax or email to the party shown above and received no later than close of business (4:00PM) on Thursday, August 28, 2013 to allow adequate time for response and/or an addendum.

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

RFP Packages **MUST** be in a **SEALED** envelope or container and clearly marked: **RFP 13-68: INSPECTION SERVICES FOR SHIP REHABILITATION PROGRAM**. Each package submitted must have the firm or individual's name and mailing address marked plainly on the outside of the envelope or container. Each package shall consist of one (1) original and five (5) copies of the RFP Package which shall include any and all requested documents and supplemental information.

Deliver or Ship to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

St. Johns County Board of County Commissioners reserves the right to accept or reject any or all bids/proposals, waive minor informalities, or award to/negotiate with the firm whose proposal best serves the interest of St. Johns County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
CHERYL STRICKLAND, CLERK
BY: _____

Deputy Clerk

ST. JOHNS COUNTY, FL – RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM
PART II: INTRODUCTION

A. General Scope of Work:

The scope of work for the Contract(s) under this RFP consists of inspections of homes within the SHIP Rehabilitation Program. These services shall include the following: home inspections, written reports, and repair estimates for the SHIP Rehabilitation Program. Inspections are to be conducted to determine the type of repairs necessary to bring houses up to code according to the St. Johns County Standard Housing Code, State and Local SHIP requirements and to address any and all safety, health, and sanitation issues to the extent that SHIP funding award amount per unit will allow.

B. RFP Contact Information for Questions:

Any and all questions or requests for information relating to this Request for Proposal must be directed, *in writing*, to Jaime Locklear, CPPB, Contract Coordinator, SJC Purchasing Department, via email to jtoney@sjcfl.us, fax to (904) 209-0159, or via USPS delivered to 500 San Sebastian View, St. Augustine, FL 32084. Questions must be submitted as stated above, by or before four o'clock (4:00PM) on Thursday, August 28, 2013, to allow adequate time for response and/or an addendum.

Vendors shall not contact, lobby, or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

C. Addenda:

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal only.

D. Due Date & Location:

Packages submitted in response to this Request for Proposals must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on Thursday, September 12, 2013. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFP Packages shall be delivered to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

E. Proposal Packaging Instructions:

RFP Packages must be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: "RFP No: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM". Each package submitted must also have the respondent's company name and mailing address marked plainly on the exterior of the envelope/container. Each package must consist of one (1) original and five (5) copies of the respondent's proposal, which shall include all required documents and any supplemental information.

F. Evaluation Criteria:

It is the intention of St. Johns County to evaluate, rank and short list the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below. Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Possible Points:</u>
A. RFP Package Format	05
B. Experience/Past Performance	10
C. Past Performance w/ St. Johns County	05
D. Qualifications	10
E. Pricing	10
F. References	10

G. Evaluation of Proposals:

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP Packages submitted, a copy of the RFP Document, an Evaluator's Score Sheet, and shall evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual other than the designated Purchasing Representative stated herein. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firms whose proposals best serve the interests of the County.

H. Contract Award:

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

I. Contract Performance:

At any point in time during the term of the Contract with the awarded Contractor, County Staff may review records of performance to ensure that the Contractor is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Contractor no longer possesses the financial support, equipment and/or organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

PART III: GENERAL REQUIREMENTS

A. Objective:

St. Johns County is soliciting RFP Packages from qualified and licensed firms or individuals who are interested in performing inspection services for the SHIP Rehabilitation Program under a Continuing Contract. The awarded Contractor shall be selected through an Evaluation Process which involves an Evaluation Committee that will rank all submitted RFP Packages. The submitting firms or individuals will be ranked highest to lowest, and approved by the Board of County Commissioners. Once approved, the County shall enter into negotiations with the top ranked firm or individual. If negotiations with the top ranked firm fail, the County shall move to the next highest ranked firm and begin negotiations. This process may continue until a contract is awarded, or all respondent options have been exhausted.

B. Scope of Work:

The Scope of Services shall include providing home inspections, written reports, and repair estimates for the State Housing Initiatives Partnership (SHIP) Rehabilitation Program. Inspections are to be conducted to determine the type(s) of repairs necessary to bring houses up to code according to the St. Johns County Standard Housing Code and to address any and all safety, health, and sanitation issues to the extent that SHIP funding award amount per unit will allow. In years where customary levels of SHIP funding are received from the State, there are approximately thirty (30) to thirty five (35) inspections performed per year. Otherwise, the number of inspections performed shall be contingent upon the amount of SHIP funding received from the State. An inspection includes an initial inspection, cost and spec write-up, an intermediate inspection, and a final inspection.

Inspections may be conducted in sub-standard housing conditions and are to be accomplished with a positive and respectful attitude, primarily focusing on health and safety concerns. Work may occasionally be in unsanitary conditions due to trash or waste disposal system problems. General exposure to dust, mold, and mildew will be encountered.

All reports shall be submitted in a format acceptable to the St. Johns Housing Partnership (SHIP) with regard to acceptable phrasing of statements regarding home and resident, information that should or should not be included in reports, confidentiality, and technical elements.

Additional services for homebuyer inspections may be requested by the County on an as needed basis for a purchase versus rehabilitation comparison analysis. This type of inspection will include inspecting major systems such as the roof, air conditioning, wiring, plumbing, etc.

An inspection shall include, at a minimum, an initial inspection, cost and spec write-up, an intermediate inspection, and a final inspection.

The following details the information that shall be presented by the Contractor upon completion of each portion of the work.

I. Initial Inspection

1. Client Name, Address, Telephone Number(s);
2. Directions to Inspected House;
3. Any and all useful information regarding applicant and residence for SHIP assistance;
3. *Detailed* description and photographic documentation of exterior of house, particularly structure, siding and roof;
4. *Detailed* description and photographic documentation of interior of house, particularly plumbing, electrical, floors, heating, doors and windows;
5. Summary, citing safety and health concerns, code violations, and other problems that must be addressed to bring dwelling up to building code applicable at time of inspection;
6. *Detailed* technical rehabilitation specifications and cost estimates with major systems, safety/code compliance violations as first priority, and items such as drywall repair, interior door replacement, etc as second priority which may be addressed as remaining funds are available;
7. Sketch of Floor Plan;
8. Photographs of the observed exterior and interior items of concern;
9. List any special repairs requested by homeowner;
10. Signature of Inspector & date of execution.

II. Intermediate Inspection - MANDATORY

1. Client Name & Address;
2. Listing of work completed, and in progress, or reference to list of repairs provided;
3. Evaluation of work to date;
4. Signature of Inspector & date of execution;
5. Signature of Homeowner & date of execution.

III. Final Inspection – MANDATORY

1. Client Name & Address;
2. Listing of work completed, or reference to list of repairs provided;
3. Evaluation by homeowner of work completed;
4. Comments of inspector on quality of repairs specified on work order;
5. Signature of Inspector & date of execution;
6. Signature of Homeowner & date of execution.

IV. Additional Services

Occasional General Homebuyer Inspections to include inspection of major systems such as the roof, heating/cooling system, wiring, plumbing, etc, for single family home purchases participating in other programs.

Procedures for SHIP Homebuyer Inspections

1. Home Buyer locates house, signs purchase contract & calls SHIP for home inspection
2. SHIP sends work request electronically to home inspector who will complete house/termite inspection and report within seven (7) working days.
3. Inspector submits, electronically or by hand delivery, a report to SHIP office, home buyer and lender. Inspection report will include, at a minimum, a report narrative, an estimate of cost of repairs, and a SHIP summary attached to the front which details safety issues and code violations as priority repairs and other repairs as secondary. An

inspection invoice should accompany the SHIP copy. The amount SHIP pays per inspection is all-inclusive and covers inspection, write-up, report distribution, any interim inspection(s) and a post inspection. The home inspector will be paid at closing.

If it becomes evident that an interim inspection is needed but was not anticipated beforehand, the buyer may have to pay the additional inspection fee or it could come out of funds escrowed for repairs.

4. Scope of repairs is decided by SHIP staff. A letter detailing required repairs will be issued (either attached to home inspection report or separately) to home buyer and lender. Realtor(s) and/or Buyer/Seller will negotiate repairs. Repair scenarios:
 - a). **Seller does some or all required repairs before closing.** Interim inspection is required before closing. If seller does not complete repairs satisfactorily, closing may be delayed. Post inspection will also be required if seller does some required repairs and buyer does the remaining repairs after closing.
 - b). **Seller agrees to escrow funds for some or all repairs to be done after closing.** Inspector will do post inspection.
 - c). **Buyer does some or all repairs after closing** using escrowed SHIP funds and/or personal funds if necessary. Inspector will do post inspection.
5. Buyer will take responsibility for getting repairs done within required two (2) month time frame. Buyer will call SHIP office when ready for post inspection. Home Inspector will be contacted and will arrange to conduct a post inspection. After the post inspection, if all required repairs have been affected, SHIP client's file will then be closed

C. Minimum Qualifications

Respondents must be currently licensed to do business in the State of Florida, and in St. Johns County, and upon award, must show proof of a Local Business Tax Receipt (formerly referred to as an Occupational License).

In order for firms or individuals interested in submitting an RFP Package for this project must also meet, and show proof of the following qualifications:

1. At least five (5) years experience in providing residential inspections and written reports;
2. Be licensed and able to provide proof of state licenses as follows:
 - a. Active General Contractor's license **OR**;
 - b. Active Florida State Standard Building Inspector license **OR**;
 - c. Hold a Residential Inspector's Certification from an accredited organization such as SBCCI, or ASHI (American Society of Home Inspectors) for a period of one (1) year **OR**;
 - d. Hold certification as a licensed architect, professional engineer and have a minimum of five (5) years experience in construction
3. Must have fax and/or email capabilities for communicating with the SHIP office
4. Must be able to provide inspection reports in electronic format with extensive digital photo documentation before, during and after the rehabilitations.

Copies of any and all licenses, permits, certifications and any and all other relevant documentation must be submitted on Attachment "D" – Licenses/Permits and included with each copy of the Respondents' RFP Package.

D. Sub-Contractors

No Contractor shall assign, transfer, convey, sub-contract or otherwise dispose of this Contract, including any or all of its right, title or interest therein, or his or its power to execute this Contract to any person, company or corporation without prior written authorization of the County.

In the event a Contractor elects to sub-contract a portion of the work, the Contractor must first receive written authorization to do so from the County. Any and all sub-contractors must be used on the work for which they are proposed and authorized and shall not perform any other work for the Contractor without written authorization from the County.

The Contractor shall sub-contract no more than forty-nine percent (49%) of the amount of the scope of work or project included without prior written authorization from the County. Any and all agreements between the Contractor and any sub-contractor(s) shall be governed by and construed in accordance with the laws of the State of Florida.

Prior to the award, the Owner shall notify the Contractor in writing if the Owner, after due investigation, has reasonable and substantial objection to any person or organization proposed as a Subcontractor. The Contractor then may, at his option, withdraw his proposal or submit an acceptable substitute at no increase in price. If the Contractor fails to submit an acceptable substitute within seven (7) days of the original notification, the Owner then may, at his option, disqualify the Contractor, at no cost to the Owner.

The Owner reserves the right to disqualify any Contractor, Subcontractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

E. Contractor Equipment

The Contractor is required to provide any and all equipment necessary to perform the services stated herein, which are required by the Contract Agreement.

PART IV: CONTRACT REQUIREMENTS

A. Insurance Requirements

Standard Contract for Service: Contract Value of \$500,000 or less with no unusual hazards

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY.

Certificates shall specifically include the COUNTY (St. Johns County, FL) as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate.

A brief description of operations referencing the Bid/RFP Number, Contract Title, Location, and/or Agreement/Resolution Number shall also be listed as a description on the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, FL
500 San Sebastian View
St. Augustine, FL 32084

- a) **Workers' Compensation:** The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.
- b) **Comprehensive General Liability:** The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability with minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 Aggregate, to protect the CONTRACTOR from claims for bodily injury, including wrongful death, as well as from claims of property damage which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or anyone directly employed by or contracting with the CONTRACTOR.
- c) **Comprehensive Automobile Liability:** The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by the CONTRACTOR.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

B. Licenses, Permits & Fees

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

C. Contract Agreement & Term

The Contract Agreement for Inspection Services for SHIP Rehab Program shall be on a form furnished by St. Johns County. The initial Contract Term shall be for a period of one (1) year, with the opportunity to extend the contract for up to four (4) one-year extension periods. The extension of this Contract Agreement shall be contingent upon satisfactory performance by the Contractor and the approval of the SJC Housing Department and Purchasing Department Director. The County is under no obligation under this contract to exercise any of the available extensions.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a

Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Proposer. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Proposer. The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP. It is further understood, no Proposer (whether selected or not) may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the Proposer.

D. Governing Laws & Regulations

It shall be the responsibility of the Contractor to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

E. Termination

Failure on the part of the Contractor to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Contractor shall then have five (5) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the five (5) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving fourteen (14) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Concessionaire of intention to do so.

PART V: REQUEST FOR PROPOSALS SUBMITTAL

A. Confidentiality

The County shall not discuss or disclose proposals or their proposed cost with competing firms during the selection process or otherwise disclose them to the public except as may be required under the Federal and State Freedom of Information Acts and other relevant law. Proprietary information that is submitted must be identified as such at the time of submission, and shall not be disclosed to the public or competing vendors at any point in time.

After a contract is awarded in whole or in part, this RFP and all responses are considered public information, except for material that qualifies as proprietary information or trade secrets under Federal, State and Local law. To properly designate material as trade secrets or proprietary information, the Respondent must invoke the protections of this provision prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

No responsibility is to be attached to the Purchasing Director or purchasing representatives for the premature opening or disclosure of a proposal not properly addressed and identified.

B. Respondent Responsibilities

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposals. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposals shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposals, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred ninety (90) consecutive calendar days following the submittal due date.

C. RFP Package Submittal Format

All RFP Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages.

All RFP Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	Letter of Introduction
2	Experience / Past Performance
	a. Attachment C -- Experience / Past Performance
3	Past Performance w/ St. Johns County
	a. Attachment D -- Past Performance w/ St. Johns County
4	Qualifications
	a. Attachment B -- Licenses & Certificates
5	Pricing
	a. Attachment E -- Pricing Proposal
6	References
	a. Attachment F - References
7	Other Required Forms
	a. Attachment A -- Affidavit
	b. Any Issued Addenda

I. RFP Package Components

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original, and five (5) copies on 8 1/2" x 11" pages, numbered, with headings typewritten with no smaller than 10 size font, and sections and sub-sections identified appropriately.

Section 1: Letter of Introduction – Respondents shall provide a one or two page letter of introduction. The letter of introduction should include the following:

- A brief statement of the respondent's understanding of the services to be provided;
- Highlights of the Respondent's qualifications and ability to perform the project services;
- The Respondent's Company type (sole proprietorship, partnership, corporation, joint venture, etc), Company name and business address – must include location address of office that will administer this Contract;
- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent's organization who will respond to questions regarding the submitted RFP Package;
- FEIN, SSN (in the case of sole proprietorship or partnership), Principals, Corporate Information
- A letter of Designation of Authority for any representative of the firm who may be submitting the RFP or signing any documents on behalf of the firm who is not the Owner or Principal of the firm;

Section 2: Experience/Past Performance – Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. Respondents shall provide the following information for this category: entity/agency for which services were provided, brief description of services performed, total dollar value of services performed, and dates of services performed.

Section 3: Past Performance w/ St. Johns County – Respondents shall demonstrate any and all services of similar size and scope as those described herein performed for St. Johns County within the past five (5) years. Respondents shall provide the following information for this category: brief description of services performed, total dollar value of services performed, and dates of services performed. If a Respondent has no experience performing similar services for St. Johns County, then no points shall be awarded for this section.

Section 4: Qualifications – Respondents shall submit sufficient documentation to fully demonstrate the necessary qualifications to perform the services required under this contract. Under this section, Respondents shall submit any and all current and valid licenses and/or certifications held by the Respondent’s firm or key personnel that are relevant to the scope of work to be performed under this contract. This information shall be submitted on Attachment “B” – Licenses and/or Certifications provided herein. Copies of current and valid licenses and/or certificates must be attached as backup.

Respondent(s) shall demonstrate qualifications by submitting information as follows:

Resources

1. In-House Staff Assigned to St. Johns County
2. Education/Experience of Key Personnel
3. Manpower & Organization of Company
4. Familiarity and Expertise with Project Area Codes & Regulations
5. Any and all regulatory or license agency sanctions
6. Conflict of Interest Statement (if applicable)

Section 5: Pricing – Respondents must submit unit pricing as provided herein. This information shall be submitted and labeled as Attachment “C” – Pricing Proposal.

Section 6: References – Each Respondent shall provide a list of no less than five (5) separate references from services that are of similar size and scope to those described herein performed by the Respondent within the last three (3) years. These references shall include any and all contact information of the reference including: name, title, agency name, address, phone, email, year(s) served, and fee received for the services. This information shall be submitted on Attachment “D” – References provided herein.

Section 7: Other Required Forms – Respondents shall submit the following: Attachment “A” – Affidavit, and copies of any issued addenda in this section of the RFP Package along with any other miscellaneous back up documentation the Respondent feels is required to support the information provided in previous sections of the RFP Package.

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "A"
AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No. 13-68, Inspection Services for SHIP Rehab Program.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Bidder)

By _____

(Title)

Sworn and subscribed to before me this _____ day of _____ 2013.

Notary Public

My Commission Expires: _____

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "C"
EXPERIENCE / PAST PERFORMANCE

Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

1. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

2. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

3. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

4. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

5. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

6. Name of Entity/Agency: _____
Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "D"
PAST PERFORMANCE w/ ST. JOHNS COUNTY

Respondents shall demonstrate any and all services of similar size and scope performed as those described herein performed for St. Johns County within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

1. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

2. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

3. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

4. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

5. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____
Point of Contact: _____

6. Services Provided: _____

Dollar Value of Services: _____ Dates of Service: _____

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "E"
PRICING

1. Initial Inspection, Write-Up & Estimate	\$ _____
2. Wood Destroying Organisms (if applicable)	\$ _____
3. Intermediate Report (if applicable)	\$ _____
4. Final Report	\$ _____
.....	
5. Homebuyer Inspection (if applicable)	\$ _____

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "F"
REFERENCES

Vendors shall insert the required information below, as stated in the RFP Documents.

1. Description of Services: _____

Owner Name: _____
Contact Name, Title Contact Info: _____
Dollar Value of Contract: _____
Service Dates of Contract: _____

2. Description of Services: _____

Owner Name: _____
Contact Name, Title Contact Info: _____
Dollar Value of Contract: _____
Service Dates of Contract: _____

3. Description of Services: _____

Owner Name: _____
Contact Name, Title Contact Info: _____
Dollar Value of Contract: _____
Service Dates of Contract: _____

4. Description of Services: _____

Owner Name: _____
Contact Name, Title Contact Info: _____
Dollar Value of Contract: _____
Service Dates of Contract: _____

5. Description of Services: _____

Owner Name: _____
Contact Name, Title Contact Info: _____
Dollar Value of Contract: _____
Service Dates of Contract: _____



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

September 4, 2013

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No: 13-68; Inspection Services for SHIP Rehabilitation Program

This Addendum #1 is issued to further vendors' information and is hereby incorporated into the RFP Documents. Each respondent must ascertain before submitting a proposal that he/she has received all Addenda. Please return a signed copy of this Addendum with the submitted RFP Package (1 original + 7 copies). The signature page of EACH acknowledged addendum must accompany each copy of the firm's submitted proposal.

Questions/Responses:

- 1. What is the difference between Attachment "C" Experience and Attachment "F" References? Answer: Attachment "F" is hereby removed. Vendors are only required to submit Attachments A-E with their RFP Proposal.
2. The requirements for "Homebuyer Inspection" on Attachment "E" appears to have all of the individual requirements above (Initial, intermediate and final). Is it different and how? Answer: Please see the revised Attachment "E" attached hereto. The revised Attachment "E" must be submitted with all copies of the vendor's RFP Proposal.
3. Section C of the bid document states "Respondents must be currently licensed to do business in the State of Florida, and in St. Johns County, and upon award, must show proof of a Local Business Tax Receipt (formerly referred to as an Occupational License)". What defines licensed in St Johns County? Does a firm have to have a physical presence there in order to have a local business tax receipt? Answer: Upon award, the Contractor shall be required to obtain, and maintain throughout the life of the Contract, a Local Business Tax Receipt from St. Johns County. This is the only "County License" that is required under this contract. No, the Contractor does not have to have a physical location within the County to obtain a Local Business Tax Receipt.

THE RFP PACKAGE DUE DATE REMAINS: Thursday, September 12, 2013 at 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date

Jaime T. Locklear, CPPB
Contract Coordinator
Purchasing Department

Printed Name and Title

Company Name (Print)

END OF ADDENDUM #1

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "E"
PRICING

- | | |
|---|----------|
| 1. Initial Inspection, Write-Up & Estimate | \$ _____ |
| 2. Wood Destroying Organisms (if applicable) | \$ _____ |
| 3. Intermediate Report (if applicable) | \$ _____ |
| 4. Final Report | \$ _____ |

.....



UNIVERSAL ENGINEERING SCIENCES

5561 Florida Mining Boulevard
Jacksonville, Florida 32256
(904) 296-0757
(904) 296-0748 FAX

OFFICES

JACKSONVILLE

PALM COAST

DAYTONA

ORLANDO

FORT MYERS

GAINESVILLE

ROCKLEDGE

OCALA

TAMPA

FT. LAUDERDALE

WEST PALM

SARASOTA

CLERMONT

ATLANTA

PENSACOLA

MIAMI

FT. PIERCE

Prepared for:
St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

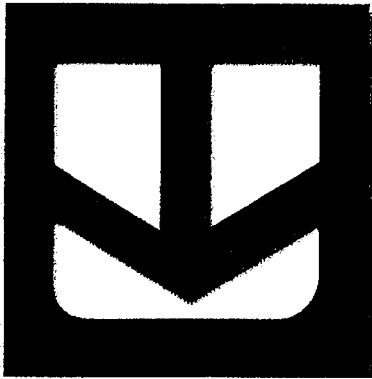
RFP 13-68
Inspection Services for
SHIP Rehabilitation Program

UES Proposal No. 2013J-498
Date of Opening: September 12, 2013



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Universal Engineering Sciences

Section 1

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Letter of Introduction



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

September 12, 2013

St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, Florida 32084

Subject: Letter of Interest
Statement of Qualifications
RFP No. 13-68
Inspection Services for State Housing Initiatives Partnership (SHIP)
Rehabilitation Program

Dear Sirs:

Universal Engineering Sciences, Inc. (Universal) is pleased to submit our response to RFP 13-68, Inspection Services for SHIP Rehabilitation Program. We have reviewed the bid documents and are confident, by way of our experience in providing the requested services, that we can fulfill, and even surpass, the County's expectations.

We understand the County needs a professional, qualified firm to provide home inspections, written reports, and repair estimates for the SHIP Rehabilitation Program. These inspections shall be conducted to determine the type of repairs necessary to bring houses up to code according to the St. Johns County Standard Housing Code, State and Local SHIP requirements and to address any and all safety, health, and sanitation issues to the extent that SHIP funding award amount per unit will allow.

Universal Engineering has been providing housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through the local governments since 2009. Our previous experience with these contracts has resulted in a better understanding of the County's needs as well as the needs of the homeowner and contractor. We understand the time sensitive nature of the inspections to meet the County's deadlines and level of professionalism required to meet the homeowner's expectations.

Universal Engineering Sciences is a Florida Corporation, FEIN 55 -1117804. The Principal-in-Charge/Contract Manager for this solicitation will be Mr. Rick Kushner, P.E. The Contract Manager has the authority to bind the corporation and will be available to be contacted by telephone or to attend meetings as may be deemed appropriate by the County for projects, consultations or personnel administration. Universal's Building Inspection Department's services encompass Private Provider and Building Code Inspection, Plan Review, Permitting Assistance, and Quality Control Support. Universal has been a leader in this service industry since the introduction of Florida Statute No. 553.791 on June 1, 2002.



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

OFFICE IN CHARGE INFORMATION

Principal-in Charge/Contract Manager

Rick Kushner, P.E.

Vice President

Email: rkushner@universalengineering.com

Principal Contract/Project Manager

Ricky Agee

Building Inspection Services Manager

Email: ragee@universalengineering.com

Universal Engineering Sciences, Inc. (Universal) has been a leader in the rapidly emerging field of building code administration inspection, permitting and plan review services. Our firm is uniquely qualified to offer *Housing Rehabilitation Inspection Services* with a straightforward "turn-key" approach to our service package. Our large staff of structural engineers, certified building officials, plans examiners, licensed building inspectors and quality inspectors has been hand-picked as the "cream of the crop" in Northeast Florida.

We have been fortunate over the past several years to have worked with the surrounding municipalities providing Inspection Services for their SHIP Programs. This experience has helped us better understand your needs and concerns. We appreciate the opportunity to present this proposal and would like to thank you for considering our firm. Please feel free to contact us with any questions.

Respectfully submitted,

UNIVERSAL ENGINEERING SCIENCES

Rick Kushner, P.E.

Vice President

Valinda Krynicky

Business Development Representative



Universal Engineering Sciences

Section 2

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Experience/Past Performance

Attachment "C" *Experience and
Past Performance*



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

Experience/Past Performance

Universal Engineering Sciences is currently under contract to provide SHIP Rehabilitation Inspection services to the following communities: .

1) CITY OF DAYTONA BEACH, HOUSING REHABILITATION SERVICES

PO Box 2451

Daytona Beach, Florida 32115

Ms. Avis Wilkinson

Phone: 386.671.8051

Fax: 386.671.3281

Universal has held a continuing contract with the City of Daytona to provide housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through the City of Daytona Beach development and Administrative Services Community Development Division since 2009. Fees to date: \$110,285.00

2) VOLUSIA COUNTY, COMMUNITY SERVICES DIVISION

110 West Rich Avenue

DeLand, Florida 32720

Ms. Angela Morgan

Phone: 386.736-5955

Fax: 386.943-7011



Universal has held a continuing contract with Volusia County to provide housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through the Volusia County Community Services Division since 2009. Fees to date: \$8,925.00

3) CITY OF DELTONA NEIGHBORHOOD STABILIZATION PROGRAM

2345 Providence Boulevard

Deltona, Florida 32725

Ms. Angelia Briggs

Phone: 386.878.8500

Fax: 386.878-8501

Universal has held a continuing contract with the City of Deltona to provide housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through City of Deltona's Neighborhood Stabilization Program since 2011. Fees to date: \$25,225.00





UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

References

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "C"
EXPERIENCE / PAST PERFORMANCE

Respondents shall demonstrate any and all services of similar size and scope as those described herein performed within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

1. Name of Entity/Agency: ***City of Daytona Beach, PO Box 2451, Daytona Beach, Florida 32115***

Services Provided: ***Housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through the City of Daytona Beach development and Administrative Services Community Development Division***

Dollar Value of Services: ***\$110,285***

Dates of Service: ***2009 thru current***

Point of Contact: ***Avis Wilkinson, Housing Manager/SHIP Administrator***
Phone: 386.671.8051 Email: wilkinsona@codb.us

2. Name of Entity/Agency: ***City of Deltona, 2345 Providence Boulevard, Deltona, Florida 32725***

Services Provided: ***Housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through City of Deltona's Neighborhood Stabilization Program***

Dollar Value of Services: ***\$25,225.00***

Dates of Service: ***2011 thru current***

Point of Contact: ***Angelia Briggs, Housing Coordinator***
Phone: 386.878.8500 Email: ABriggs@deltonafl.gov

3. Name of Entity/Agency: ***Volusia County Community Services Division, 110 West Rich Avenue, DeLand, Florida 32720***

Services Provided: ***Housing inspection services for housing programs funded by the U.S. Department of Housing and Urban Development and administered through the Volusia County Community Services Division***

Dollar Value of Services: ***\$8,925.00***

Dates of Service: ***2009 thru current***

Point of Contact: ***Angela Morgan, Grants Coordinator***
Phone: 386.736-5955 Email amorgan@volusia.org



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

4. Name of Entity/Agency: **HSG Jacksonville LLC (Inland Homes), 6522 Gunn Highway, Tampa, FL**

Services Provided: **Quality assurance and building code compliance inspections on new construction**

Dollar Value of Services: **\$84,250.00**

Dates of Service: **2010 thru current**

Point of Contact: **Adam Roller, Construction Manager**

Phone: 813-494-6639 Email: adamr@inlandhomes.com

5. Name of Entity/Agency: **Lennar Corporation, 12724 Gran Bay Parkway, Jacksonville, FL 32258**

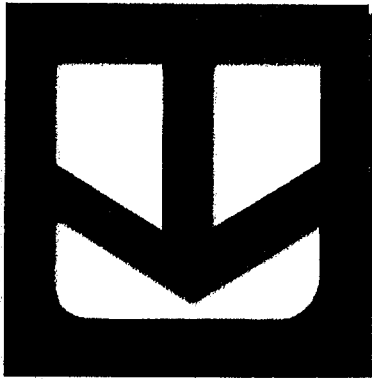
Services Provided: **Quality assurance and building code compliance inspections on new construction**

Dollar Value of Services: **\$125,000.00**

Dates of Service: **2010 thru current**

Point of Contact: **Len Gorney, Project Coordinator**

Phone: 904-380-0779 Email: len.gorney@lennar.com



Universal Engineering Sciences

Section 3

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Past Performance with
St Johns County

Attachment "D" *Past
Performance with St Johns
County*



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

Past Performance with St. Johns County

Universal Engineering Sciences has been providing professional engineering services to St. Johns County since 1995. Our services have included geotechnical engineering, environmental services, and new construction testing and inspection services. Universal has been providing Housing Inspection Services to nearby local governments since 2009. However, we have not performed these inspections for St Johns County.



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

**ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM
ATTACHMENT "D"
PAST PERFORMANCE w/ ST. JOHNS COUNTY**

Respondents shall demonstrate any and all services of similar size and scope performed as those described herein performed for St. Johns County within the past five (5) years. The required information shall be submitted in the spaces provided below. St. Johns County reserves the right to request additional information.

None relevant to this contract.



Universal Engineering Sciences

Section 4

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Qualifications

Attachment "B" *Licenses and
Certificates*

Proof of Licenses



Qualifications

Resources:

1. In-House Staff Assigned to St. Johns County

Contract Manager - Mr. Rick Kushner, P.E., Vice President

Project Manager - Mr. Ricky Agee, Project Manager

Building Inspector – Mr. William Kerrick, B.N.

2. Education/Experience of Key Personnel

Mr. Kushner has been managing continuing contracts and inspection services with local municipalities for over 25 years. He holds a Civil Engineering Masters degree from the University of Texas at Austin.

Mr. Agee has been managing the materials testing and inspections of construction projects for 19 years. He is a licensed building inspector, BN 5357

Mr. Kerrick has been performing Building Code Compliance inspections since 2007. Mr. Kerrick performed SHIP rehabilitation inspections for St. Johns County while employed with Nova Engineering and Environmental. He is a licensed building inspector, BN 6148

3. Manpower & Organization of Company

Universal was founded in 1964 by Mr. Seymour Israel, current Chairman and CEO, and his son Mark has served as President since 2001. Universal has an earned reputation for working out practical resolutions to complex issues. The stability of ownership and longevity in the business are contributing factors in ensuring the long-term employment of dedicated technical and professional staff committed to excellence in their fields. This contract would be managed by our Jacksonville office with additional support available from our 17 offices located across the state of Florida.

Mr. Ricky Agee will be your main point of contact. He will be responsible for coordinating the inspections and reports. Ms. Sally Osborne will be responsible for the administrative duties of this contract. Her responsibilities will include scheduling, report preparation and invoicing.

Ricky Agee

rage@universalengineering.com (904) 759-5273

Sally Osborne

sosborne@universalengineering.com (904) 296-0705



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

4. Familiarity and Expertise with Project Area Codes & Regulations

Universal will be "on-call" to the St Johns Housing Partnership. We are currently performing these services for the City of Daytona's Community Assistance Division. Additionally, Universal has similar contracts with the City of Deltona and Volusia County.

Special arrangements may be provided for weekend and after-hours operations as warranted to accommodate your needs. Our based Building Inspection Department (BID) staff includes a full-time administrative assistant who is available from 7:30 a.m. until 4:30 p.m. Monday through Friday to receive and process schedule requests.

Universal's professional standards require that we exceed St. Johns County's goals and expectations on any given project or task, regardless of any obstacle which may present itself from initiation to completion. Hard work, responsiveness, proactive communication and solutions, and timely results leading to a satisfied, repeat customer are the foundation of our organization's mission.

From our previous experience with similar contracts, we have also come to anticipate the occasional need for assessments resulting from wind or other natural damage, and conditions assessment such as water intrusion source and remedial actions advice. It may also be of interest to St Johns County to note that Universal's services include radon, lead, mold, indoor air quality, water turbidity, soil and groundwater contamination assessment and remediation, to name a few. In the event of a natural disaster, our local inspectors can assist with inspections immediately.

We are able to formulate a project approach to meet your needs. If chosen, we would appreciate an opportunity to discuss our proposed approach with you and your staff to best meet your needs. The following is our proposed work plan which has been successful with similar government contracts.

- Universal will receive notification of the project address and method of access from St Johns County.
- Universal will contact the homeowner and send a building inspector to the site to perform the requested inspection.
- Within 10 days of inspection, Universal will forward a report to St Johns County. The report will provide all information required in Part III General Requirement B Scope of Work of *RFP 13-68 INSPECTION SERVICE FOR STATE HOUSING INITIATIVES PARTNERSHIP REHABILITATION PROGRAM.*

5. Any and all regulatory or license agency sanctions
None

6. Conflict of Interest Statement (if applicable)

Not Applicable

**UNIVERSAL ENGINEERING SCIENCES, INC.**

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

**ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM
ATTACHMENT "B"
LICENSES & CERTIFICATES**

In the space below, each Firm shall list all current and valid licenses and/or certifications held.

The Firm shall attach a copy of each current and valid license and/or certificate listed below to this form as instructed.

License Name	License #	Issuing Agency	Expiration Date
<i>Richard Kushner</i>	PE 38705	Florida	2/28/2015
<i>Ricky Agee</i>	BN 5357	Florida	11/302013
<i>William Kerrick</i>	BN 6148	Florida	11/302013
<i>Michael Navarra</i>	BN 3977	Florida	11/302013
<i>Mark Criswell</i>	BN 4769	Florida	11/302013



UNIVERSAL ENGINEERING SCIENCES, INC.

Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering

DBPR - KUSHNER, RICHARD GARY, Professional Engineer

Page 1 of 1

12:50:53 PM 9/12/2013

Licensee Details

Licensee Information

Name: **KUSHNER, RICHARD GARY (Primary Name)**
(DBA Name)

Main Address: **116 INLET DRIVE**
SAINT AUGUSTINE Florida 32080

County: **ST. JOHNS**

License Mailing:

License Location:

License Information

License Type: **Professional Engineer**

Rank: **Prof Engineer**

License Number: **38705**

Status: **Current, Active**

Licensure Date: **08/10/1987**

Expires: **02/28/2015**

Special Qualifications **Qualification Effective**

Special Inspector **04/03/1990**

Building Code Core

Course Credit

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12:51:58 PM 9/12/2013

Licensee Details

Licensee Information

Name: **AGEE, RICKY DERWOOD (Primary Name)**
(DBA Name)
Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address
License Mailing: ***Private Address* *Private Address***
Private Address
Private Address
Private Address
LicenseLocation:

License Information

License Type: **Standard Inspector**
Rank: **Inspector**
License Number: **BN5357**
Status: **Current,Active**
Licensure Date: **05/17/2006**
Expires: **11/30/2013**
Special Qualifications **Qualification Effective**
Building **05/17/2006**

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12:46:37 PM 9/12/2013

Licensee Details

Licensee Information

Name: **KERRICK, WILLIAM D (Primary Name)**
(DBA Name)
Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Mailing:

LicenseLocation:

License Information

License Type: **Standard Inspector**
Rank: **Inspector**
License Number: **BN6148**
Status: **Current,Active**
Licensure Date: **06/06/2008**
Expires: **11/30/2013**

Special Qualifications **Qualification Effective**
Building **06/06/2008**
1&2 Family Dw **06/06/2008**

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12:52:48 PM 9/12/2013

Licensee Details

Licensee Information

Name: **NAVARRA, MICHAEL (Primary Name)**
(DBA Name)
Main Address: ***Private Address* *Private Address***
Private Address
Private Address
Private Address
License Mailing:
LicenseLocation: ***Private Address* *Private Address***
Private Address
Private Address
Private Address

License Information

License Type: **Standard Inspector**
Rank: **Inspector**
License Number: **BN3977**
Status: **Current,Active**
Licensure Date: **12/15/2000**
Expires: **11/30/2013**
Special Qualifications **Qualification Effective**
Building
Coastal Construction **05/02/2006**
1&2 Family Dw

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DBPR - CRISWELL, MARK L, Standard Inspector

Page 1 of 1

8:52:20 AM 9/11/2013

Licensee Details

Licensee Information

Name: **CRISWELL, MARK L (Primary Name)**
(DBA Name)
Main Address: **1427 JOHN ANDERSON DRIVE**
ORMOND BEACH Florida 32176
County: **VOLUSIA**
License Mailing:
LicenseLocation:

License Information

License Type: **Standard Inspector**
Rank: **Inspector**
License Number: **BN4769**
Status: **Current,Active**
Licensure Date: **05/27/2004**
Expires: **11/30/2013**

Special Qualifications **Qualification Effective**
Building **05/27/2004**
1&2 Family Dw **01/17/2006**

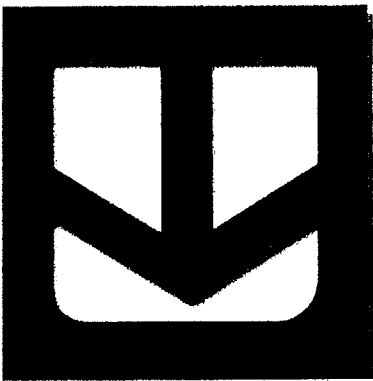
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Universal Engineering Sciences

Section 5

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Pricing

Attachment "E" Pricing



UNIVERSAL ENGINEERING SCIENCES, INC.

*Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering*

Attachment "C" Pricing Proposal

ST. JOHNS COUNTY, FL
RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

ATTACHMENT "E" PRICING

1. Initial Inspection, Write-Up & Estimate	\$500.00
2. Wood Destroying Organisms (if applicable)	\$ 75.00
3. Intermediate Report (if applicable)	\$250.00
4. Final Report	\$350.00



Universal Engineering Sciences

Section 6

RFP 13-68

Inspection

Services for

SHIP

Rehabilitation

Program

IN THIS SECTION:

Other Required Forms

Attachment "A" *Affidavit*

Addendum Acknowledgement



UNIVERSAL ENGINEERING SCIENCES, INC.

Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering

Other Required Forms

ST. JOHNS COUNTY, FL

RFP NO: 13-68; INSPECTION SERVICES FOR SHIP REHAB PROGRAM

**ATTACHMENT "A"
AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF Duval. Before me, the undersigned authority, personally appeared Richard Kushner who, being duly sworn, deposes and says he is Vice President (Title) of Universal Engineering (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No. 13-68, Inspection Services for SHIP Rehab Program.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Universal Engineering Sciences
(Bidder)

By [Signature]

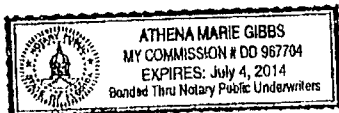
Vice President
(Title)

Sworn and subscribed to before me this 12 day of September 2013.

Athena Marie Gibbs
Notary Public

My Commission Expires: 7-4-14

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.





UNIVERSAL ENGINEERING SCIENCES, INC.

Threshold / Private Provider Inspection and Plan Review
Construction Materials Testing • Geophysical Services
Environmental Sciences • Geotechnical Engineering



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

September 4, 2013

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP No: 13-68; Inspection Services for SHIP Rehabilitation Program

This Addendum #1 is issued to further vendors' information and is hereby incorporated into the RFP Documents. Each respondent must ascertain before submitting a proposal that he/she has received all Addenda. Please return a signed copy of this Addendum with the submitted RFP Package (1 original + 7 copies). The signature page of EACH acknowledged addendum must accompany each copy of the firm's submitted proposal.

Questions/Responses:

- 1. What is the difference between Attachment "C" Experience and Attachment "F" References?**
Answer: Attachment "F" is hereby removed. Vendors are only required to submit Attachments A-E with their RFP Proposal.
- 2. The requirements for "Homebuyer Inspection" on Attachment "E" appears to have all of the individual requirements above (Initial, intermediate and final). Is it different and how?**
Answer: Please see the revised Attachment "E" attached hereto. The revised Attachment "E" must be submitted with all copies of the vendor's RFP Proposal.
- 3. Section C of the bid document states "Respondents must be currently licensed to do business in the State of Florida, and in St. Johns County, and upon award, must show proof of a Local Business Tax Receipt (formerly referred to as an Occupational License)". What defines licensed in St Johns County? Does a firm have to have a physical presence there in order to have a local business tax receipt?**
Answer: Upon award, the Contractor shall be required to obtain, and maintain throughout the life of the Contract, a Local Business Tax Receipt from St. Johns County. This is the only "County License" that is required under this contract. No, the Contractor does not have to have a physical location within the County to obtain a Local Business Tax Receipt.

THE RFP PACKAGE DUE DATE REMAINS: Thursday, September 12, 2013 at 4:00 P.M.

Acknowledgment

Signature and Date

Printed Name and Title

Universal Engineering Sciences
Company Name (Print)

Sincerely,

Jaime T. Locklear, CPPB
Contract Coordinator
Purchasing Department

END OF ADDENDUM #1