





[OPEN](#)

25-0425-RFP Management, Administration & Implementation of Community Development Block Grant -Disaster Recovery_(CDBG-DR) Program

★ Solicitation

 COUNTY ADMINISTRATION

 91806, 91832, 91858, 91875, 91881... [show all](#)
Project ID: 25-0425-RFP**Release Date:** Friday, June 6, 2025**Due Date:** Thursday, June 26, 2025 3:00pm
 Posted
  Friday, May 23, 2025 3:03pm
☒ Bid Sealed☒ Pricing Sealed*All dates & times in Eastern Time*
 Edit   Preview

1. Notice

Add optional description to section

SOLICITATION

SUBMITTALS ARE OPENED PUBLICLY AND ARE ACCEPTED VIA OPENGOV

RFP - Informal / Formal

25-0425-RFP

25-0425-RFP Management, Administration & Implementation of Community Development Block Grant -Disaster Recovery (CDBG-DR) Program

ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION & ANSWER SECTION.**SOLICITATION MEETINGS:** Site Visit: None; Pre-Conference: None**SUBMITTALS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING DATE.**

The Purchasing and Risk Management Division for the Pinellas County Board of County Commissioners has transitioned to OpenGov Procurement for Contractor/Vendor registration, and for posting, submitting and receiving bids, quotes and proposals for active solicitations. Contractors/Vendors must register with OpenGov Procurement (<https://procurement.opengov.com/signup>) to participate in active County solicitations.

Should you need technical assistance with OpenGov, the following options are available:

Phone: (855) 680-4747, 8 a.m. to 8 p.m., Monday - Friday

Email: procurement-support@opengov.com

Chat is available in the OpenGov application

Web: <https://help.procurement.opengov.com>

Please Note:

From time to time, addenda may be issued to this solicitation. Any such addenda will be posted to <https://procurement.opengov.com/portal/pinellasfl>. Receipt of addenda confirmation is required in OpenGov.

AUTHORIZED BY:

Merry Celeste, CPPB

Division Director of Purchasing

Information for Internal Use Only

Budget Amount:

\$25,000,000.00

Budget Description:

Not provided

Budget Account ID:

0001.114300.5340001.1116.006673A.0000000

Post Information

Posted At:

Fri, May 23, 2025 3:03 PM

Sealed Bid Process:

Yes (Bids Sealed / Pricing Sealed)

Private Bid:

No

2. Introduction

Add optional description to section

2.1. Summary

Add optional description to subsection

Pinellas County is soliciting proposals from interested vendors to provide Disaster Recovery Program Management services and Housing Program Management services for its Community Development Block Grant – Disaster Recovery (CDBG-DR) programs. Pinellas County has received \$813,783,000 in overall CDBG-DR funding. Pinellas County will receive proposals from vendors having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the vendor's experience and abilities in the specified area and other disciplines directly related to the proposed services. Pinellas County reserves the right to select a vendor to provide any or all these services and Pinellas County may choose to select multiple vendors using this same RFP.

2.2. Background

Add optional description to subsection

Pinellas County experienced significant devastation from Hurricanes Idalia, Helene, and Milton in 2024, resulting in substantial damage to infrastructure, housing, and local economic stability. The cumulative impact of these disasters highlighted the urgent need for long-term recovery planning and effective resource allocation. In response to these catastrophic events, Pinellas County has been awarded federal funds through the Community Development Block Grant – Disaster Recovery (CDBG-DR) which are designated specifically to address critical unmet needs that have not been fully covered by other federal assistance programs such as FEMA. Additionally, these funds aim to supplement existing recovery efforts, ensuring that resources do not duplicate or supplant other federal support.

2.3. Contact Information

Add optional description to subsection

Patricia Cortez, CPPB, NIGP-CPP

Lead Procurement Analyst
400 S. Fort Harrison Ave 6th Fl
Clearwater, FL 33756
Email: pcortez@pinellas.gov
Phone: (727) 464-3766

Department:
COUNTY ADMINISTRATION

2.4. Timeline

Add optional description to subsection

Issue Date:
June 6, 2025

Question Submission Deadline:
June 12, 2025, 11:00am

Proposal Submission Deadline:
June 26, 2025, 3:00pm

3. Instructions & General Conditions for Submittals

Add optional description to section

3.1. DEFINITIONS

- A. Agreement means the final written agreement between the County and the successful Contractor under this solicitation, regardless of the title of that final document, and may be used interchangeably with "Contract".
- B. Contractor means the entity submitting a response to this solicitation, and may be used interchangeably with the terms "bidder", "respondent", "contractor", "vendor", "submitter", or "proposer".
- C. County or means Pinellas County, a subdivision of the State of Florida and may be used interchangeably with "Pinellas County".
- D. Submittal means a Respondent's submissions in response to this solicitation, and may be used interchangeably with the terms "submission", "bid", "quote" or "proposal," as applicable to the specific solicitation. For example, these terms should be interpreted to mean "bid" if this is an ITB, "quote" if this is an ITQ, and "proposal" if this is an RFP.

3.2. INSTRUCTIONS & PROCEDURES

A. PREPARATION OF SUBMITTAL - Submittal will be prepared in accordance with the following:

1. Submittals must be uploaded on forms furnished, utilizing the OpenGov procurement website. Failure to comply could result in the submission being rejected.
2. If price is factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
3. Alternate submittals will not be considered unless authorized by the solicitation.
4. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
5. Contractor is advised that exceptions to any terms and conditions contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Contractor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms and conditions that Contractor does not take exception to in its response. The County reserves the right to modify or add terms and conditions based upon the exceptions stated by the Contractor, or to declare any terms and conditions non-negotiable, as determined by the County in its sole discretion.
6. Contractors will thoroughly examine the drawings, specifications, schedule, instructions and/or all other solicitation documents.
7. Contractors will make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the Contractor.
8. Contractors are advised that all County solicitations are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

B. SUBMITTAL METHOD & FORMAT

1. Submittals must be uploaded utilizing the OpenGov procurement website (<https://procurement.opengov.com/portal/pinellasfl>). Failure to comply could result in the submittal being rejected.
2. Submittals must be uploaded in the Vendor Questionnaire section of this solicitation. Submittals sent via email will not be considered.
3. The preferred format for submittal is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning. Instructions for Providing Files in PDF Format to Pinellas County Government:
 - a. How do I convert my files to PDF format?
 - b. Answer- If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.
 - c. Should I scan everything and save as PDF?
 - d. Answer- Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible* under Federal ADA guidelines (*unless the scans are OCR.)

C. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE CONTRACTOR

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

D. INTEGRITY OF SOLICITATION DOCUMENTS

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

E. LATE SUBMISSION OR MODIFICATIONS

1. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
2. Modifications in writing received prior to the time set for the submittal will be accepted.

F. WITHDRAWAL OF SUBMITTAL

1. The submittal may be withdrawn prior to the solicitation opening date, however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

G. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS

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

H. REJECTION OF SUBMISSION

1. The County may reject a submittal if:
 - a. The Contractor incorrectly states or conceals any material fact in the solicitation.
 - b. The solicitation does not strictly conform to the law or requirements of solicitation including insurance requirements.
 - c. The solicitation is conditional, except that the Contractor may qualify its submittal for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the Contractor was invited.
 - d. The respective constitutional officer, County Administrator, on behalf of the Board of County Commissioners or within their delegated financial approval authority, or Director of Purchasing, within their delegated financial approval authority, has the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
 - e. The County reserves the right to waive minor informalities or irregularities in any submittal.

I. PUBLIC REVIEW AT OPENING

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

J. TABULATION INQUIRIES

1. Inquiries relating to the results of this solicitation, prior to the official award by the Pinellas County Board of County Commissioners may be made by visiting OpenGov or calling the Purchasing Office after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

3.3. JOINT VENTURES

Contractors intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

3.4. EVALUATION CRITERIA - RFP

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

3.5. RIGHTS OF PINELLAS COUNTY IN REQUEST FOR PROPOSAL PROCESS

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

- A. the right to rank firms and negotiate with the most qualified firm.
- B. the right to select the proposal that it believes will serve the best interest of Pinellas County.
- C. the right to reject any or all responses, or parts thereof, to disqualify any and all responses, and/or determine any response to be non-responsive.
- D. the right to cancel the entire Request for Proposal.
- E. the right to remedy or waive technical or immaterial errors in the Request for Proposal or in the proposals submitted.
- F. the right to request any necessary clarifications or proposal data without changing the terms of the solicitation.
- G. the right to require the Proposer to perform the services required on the basis of the original submittal without negotiation.

3.6. PROTEST PROCEDURE

Protest procedures are governed by Pinellas County Code Section 2-162, which states:

Right to Protest. "A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of respondents or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section will not be reviewed."

"Posting. The purchasing department will post the recommended award on or through the departmental website."

Requirements to protest.

"If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package."

"If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation."

"The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds."

"A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the respondent or proposer."

"Sole remedy. These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award."

"Lobbying. Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office to address

situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration."

"Time limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal."

"Authority to resolve. The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof."

"Review of director's decision."

"The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the respondent or proposer deems relevant to the issues raised in the request to review the decision of the director."

"The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction."

"Stay of procurement during protests. There shall be no stay of procurement during protests."

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. 18-34, 10-23-18)

3.7. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727-464-4062 (voicedd) fax 727-464-4157, not later than seven days prior to the proceeding.

3.8. ADDITIONAL REQUIREMENTS

The County reserves the right to request additional goods or services relating to this agreement from the Contractor. When approved by the County as an amendment to this agreement and authorized in writing, the Contractor will provide such additional requirements as may become necessary.

3.9. COLLUSION

The Contractor, by affixing a signature to their response, certifies that its submittal is made without previous understanding, agreement, or connection with any person, firm or corporation making a submittal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.10. CONFLICT OF INTEREST

- A. The Contractor, by affixing a signature to their response, represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Contractor further represents that, if it is awarded a contract under this solicitation, no person having any such interest will be employed during the contract term and any extensions. In addition, the Contractor will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the Contractor acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.

- B. The Contractor will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Contractor. The County agrees to notify the Contractor of its opinion, by certified mail, within thirty days of receipt of notification by the Contractor.
- C. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:
1. Pinellas County Clerk of Circuit Court – Division of Inspector General
 2. Phone – (727) 45FRAUD (453-7283)
 3. Fax – 727-464-8386

3.11. CONTRACT STANDARD TERMS & CONDITIONS

The awarded contract resulting from this solicitation will be subject to the County's Standard Terms and Conditions effective as of the date of the contract award, available at <https://pinellas.gov/county-standard-terms-conditions/>, and any Special Conditions outlined in this solicitation.

The successful Contractor must be prepared for the County to accept its response as submitted, subject to the Standard and Special Terms & Conditions. The successful Contractor's response will be incorporated into the final contract as the Scope of Work. The County may reject any exception to the Standard or Special Terms & Conditions proposed by the Contractor, and will not be bound by any additional or modified terms and conditions included in the successful Contractor's response that are in conflict with the Standard or Special Terms and Conditions, or are not acceptable to, or have been declared to be non-negotiable by the County, as determined in its sole discretion.

If the successful Contractor fails to sign all documents necessary to successfully execute the final contract within a reasonable time following the award, or (if applicable) negotiations do not result in an acceptable agreement, the County may reject the response or revoke the award, and may begin negotiations with another Contractor. Final contract terms must be approved or signed by the appropriately authorized County official(s).

3.12. CONTRACTOR CAPABILITY / REFERENCES

Prior to agreement award, any Contractor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Contractors must furnish a reference list of at least four (4) customers for whom they have performed similar services.

3.13. CONTRACTOR LICENSE REQUIREMENT

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

3.14. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

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

3.15. DESCRIPTION OF GOODS/SERVICES/SUPPLIES

- A. Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Submittals will be considered for all brands which meet the quality of the specifications listed for any items.
- B. Contractors are required to state exactly what they intend to furnish otherwise they will be required to furnish the items as specified.
- C. Contractor submission must include all data necessary to evaluate and determine the quality of the item(s) they intend to furnish.
- D. **ALTERNATES:** Alternates will not be considered unless authorized by the solicitation. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein. If the Contractor is proposing an alternate that is not provided in the solicitation, alternate(s) must be submitted within the OpenGov Q & A section prior to the question deadline, and receive approval prior to the solicitation opening date in order to be considered for award.
- E. **OR EQUAL DETERMINATION:** Where submitting other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

3.16. E-VERIFY

The Contractor and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A Contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a Contractor enters a contract with a subcontractor, the subcontractor must provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The Contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they must immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

3.17. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained or referenced in this solicitation it must explicitly identify the term and the exception in its response to the solicitation. Contractor's stated exception to a non-negotiable term may disqualify it from consideration for award.

3.18. INDEMNIFICATION

By submitting a response to this solicitation, Contractor understands and agrees that if awarded the indemnification provisions in the <https://pinellas.gov/county-standard-terms-conditions/> apply, subject to Pinellas County Resolution 2006-70 ("Indemnification").

3.19. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Contractor acknowledges that it is functioning as an independent Contractor in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The Contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of the agreement will be considered a material breach and grounds for immediate termination of the agreement.

3.20. INSURANCE

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

3.21. LOBBYING

All Contractors agree to adhere to Pinellas County Code Section 2-189, which states:

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective respondent/proposer/protestor from contacting the Purchasing Department or the County Attorney's Office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the respondent, any member of the respondent's staff, any agent or representative of the respondent, or any person employed by any legal entity affiliated with or representing a respondent, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a respondent/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

3.22. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Florida apply to any purchase made under this solicitation. Contractors must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this agreement.

3.23. RESPONSIBLE VENDOR DETERMINATION

Vendor is hereby notified that Section 287.05701, Florida Statutes, requires that the County may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

3.24. NON-EXCLUSIVE CONTRACT

Award of this agreement will impose no obligation on the County to utilize the Contractor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term agreements, this provision will apply separately to each term.

3.25. PROCUREMENT POLICY FOR RECYCLED MATERIALS

- A. Pinellas County wishes to encourage its Contractors to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.
- B. When awarding a purchase or recommending a purchase for products, materials, or services, the Director of Purchasing and Risk Management may allow a preference to a responsive Contractor who certifies that their product or material contains the greatest percentage of postconsumer material. If solicitation includes paper products, Contractor must certify that their materials and/or products contain at least the content recommended by the Environmental Protection Agency (EPA) guidelines.
- C. On all quotes, or as required by law, the Director of Purchasing and Risk Management require Contractors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.
- D. Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying submittal received.

Definitions for Recycled Materials:

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

3.26. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated, the Contractor(s) agree to make available to all "Eligible Users" the prices submitted in accordance with the terms and conditions of the contract resulting from this solicitation. Eligible Users means all State of Florida government agencies, the legislative and judicial branches, and political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the resulting contract.

3.27. PUBLIC EMERGENCIES

It is hereby made a part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County will require a first priority for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a first priority basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

3.28. PUBLIC ENTITY CRIMES STATEMENT

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Contractor agrees that its submittal and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Contractor represents and certifies that Contractor is and will at all times remain eligible to submit for and perform the services subject to the requirements of these, and other applicable, laws. Contractor agrees that any agreement awarded to Contractor will be subject to termination by the County if Contractor fails to comply or to maintain such compliance.

3.29. PUBLIC RECORDS/TRADE SECRETS

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that Contractor desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Contractor will provide an additional copy of the Contractor's submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Contractor signature page, Contractor acknowledges and agrees:

- A. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Contractor will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action will be taken immediately, but no later than ten (10) calendar days from the date of notification or Contractor will be deemed to have waived the trade secret designation of the materials;
- B. That to the extent that the Contractor with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the Contractor, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- C. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Contractor, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- D. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Contractor agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total Contractor prices, the work, services, project, goods, and/or products to be provided by Contractor, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the Contractor is not acceptable to the County and will result in a determination that the Contractor submittal is nonresponsive; the classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

3.30. TRUTH IN NEGOTIATIONS

The Contractor certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original agreement amount and any additions thereto will be adjusted to exclude any significant sums where the County determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the agreement.

+ Add Item

4. Special Terms & Conditions

Add optional description to section

4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for 25-0425-RFP Management, Administration & Implementation of Community Development Block Grant -Disaster Recovery (CDBG-DR) Program to be ordered, as and when required.

4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions

<https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) *(if the Agreement includes software, online, or digital content services)*

Any terms required by law

4.3. PRICING/PERIOD OF CONTRACT

Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement will be for a period of thirty-six (36) months from the date of Agreement award and any extension thereof.

4.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for two (2) additional twelve (12) month period(s) beyond the primary contract period or earlier if the original contract is completed early. The extension shall be exercised only if all prices, terms and conditions remain the same and approval is granted by the County Administrator or Director of Purchasing.

4.5. PRE-COMMENCEMENT MEETING

Upon award of the Agreement, the County will coordinate a pre-commencement meeting with the successful Contractor. The meeting will require Contractor and the County Representative to review specific Agreement details and deliverable documents at this meeting to ensure the scope of work and work areas are understood.

4.6. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

4.7. ASBESTOS MATERIALS

The Contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the Contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful Contractor. The County will furnish a copy of the asbestos survey to the successful Contractor. The Contractor must keep this copy on site at all times during the actual demolition.

4.8. SERVICES

The terms below are applicable if the Solicitation includes the provision of SERVICES:

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

4.9. GOODS & PRODUCTS

The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:

- A. **DELIVERY/CLAIMS** - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will be identified at time of order. Successful Contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

4.10. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

4.11. PERFORMANCE SECURITY

N/A

[+ Add Item](#)

5. Insurance Requirements

Add optional description to section

5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

5.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@jdidata.com by the Vendor or their agent prior to the expiration date.
 1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.
 2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement..
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
 1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
 - a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
 - b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;

- c. Provide that County will be an additional indemnified party of the subcontract;
 - d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
 - e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
 - f. Assign all warranties directly to the County; and
 - g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- F. Each insurance policy and/or certificate shall include the following terms and/or conditions:
- 1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
 - 2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
 - 3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
 - 4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

5.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

A. Limits

- 1. Employers' Liability Limits Florida Statutory
 - a. Per Employee \$ 500,000
 - b. Per Employee Disease \$ 500,000
 - c. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

5.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

A. Limits

- 1. Combined Single Limit Per Occurrence \$ 1,000,000
- 2. Products/Completed Operations Aggregate \$ 2,000,000
- 3. Personal Injury and Advertising Injury \$ 1,000,000
- 4. General Aggregate \$ 2,000,000

5.5. CYBER RISK LIABILITY (NETWORK SECURITY/PRIVACY LIABILITY) INSURANCE

To include cloud computing and mobile devices, for protection of private or confidential information whether electronic or non- electronic, network security and privacy; privacy against liability for system attacks, digital asset loss, denial or loss of service, introduction, implantation or spread of malicious software code, security breach, unauthorized access and use; including regulatory action expenses; and notification and credit monitoring expenses with at least minimum limits as follows:

A. Limits

1. Each Occurrence \$ 1,000,000
2. General Aggregate \$ 1,000,000

B. For acceptance of Cyber Risk Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Cyber Risk Liability and other coverage combined.

5.6. PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE

Minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

A. Limits

1. Each Occurrence or Claim \$ 5,000,000
2. General Aggregate \$ 5,000,000

B. For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

5.7. CRIME/FIDELITY/FINANCIAL INSTITUTION INSURANCE

Coverage shall include Clients' Property endorsement similar or equivalent to ISO form CR 04 01, with at least minimum limits as follows:

A. Limits

1. Each Occurrence or Claim \$ 1,000,000
2. General Aggregate \$ 1,000,000

5.8. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

+ Add Item

6. Scope of Work / Specifications

Add optional description to section

6.1. Summary

Pinellas County is soliciting proposals from interested vendors to provide Disaster Recovery Program Management services and Housing Program Management services for its Community Development Block Grant – Disaster Recovery (CDBG-DR) programs. Pinellas County has received \$813,783,000 in overall CDBG-DR funding. Pinellas County will receive proposals from vendors having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the vendor's experience and abilities in the specified area and other disciplines directly related to the proposed services. Pinellas County reserves the right to select a vendor to provide any or all these services and Pinellas County may choose to select multiple vendors using this same RFP.

6.2. Definitions

Action Plan	Describes Pinellas County's disaster recovery, unmet long-term recovery needs, the programs that will address those unmet needs, and the method of distribution of funds across those programs.
ADA	Americans with Disabilities Act. The act that prohibits discrimination against individuals with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services.
AMI	Annual Median Income. The median family income for the metropolitan statistical area (MSA).
Approved Alternate	Solicitation documents may make reference of specific manufacturer(s) or product(s). These references serve only as a recommendation and a guide to minimum quality and performance. The references are not intended to exclude approved alternatives of other manufacturers (s) or product(s).
BABA	Build America, Buy America Act
CDBG-DR	Community Development Block Grant – Disaster Recovery. Grant fund issued by HUD for the purpose of recovery, repair, and rebuilding in the affected disaster area. The grant is intended to serve qualified low-income areas and include vulnerable and special needs populations.
DRGR	Disaster Recovery Grant Reporting System. HUD system used to access grant funds and report performance accomplishments for grant-funded activities.
Extremely Low Income	Very low-income families whose incomes do not exceed the higher of 1) the poverty guidelines updated periodically by the Department of Health and Human Services or 2) 30% of the median family income for the area, as determined by HUD, adjusted for family size.
FEMA	Federal Emergency Management Agency
HUD	Refers to the United States Department of Housing and Urban Development.
IA	Individual Assistance. FEMA Individual Assistance for homeowners in Pinellas County
LOW	Low-income families whose incomes do not exceed 80% of the median family income for the area, as determined by HUD, adjusted for family size.
KPI	A Key Performance Indicator (KPI) is a quantifiable metric used to evaluate an organization's progress towards specific strategic goals and objectives. KPIs provide a measurable way to track performance and make informed decisions.

Liquidated Damages	Damages paid usually in the form of monetary payment, agreed by the parties to a contract which are due and payable as damages by the party who breaches all or part of the contract. May be applied on a daily basis for as long as the breach is in effect.
LMI	Low- to Moderate-Income. Households whose total annual gross income does not exceed 80% of AMI, adjusted for family size.
LMS	Refers to Pinellas County Local Mitigation Strategy
MID	Most Impacted and Distressed Areas
Moderate Income	Moderate income families' incomes range from 81% and do not exceed 120% of the median family income for the area, as determined by HUD, adjusted for family size.
MSA	Metropolitan Statistical Area
NOFA	Notice Of Funding Availability. A notice which is issued and describes the type of funding available on a competitive basis and provides details as to how an application may be submitted.
PII	Personal Identifiable Information. Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.
PMO	Project Management Office is a centralized unit within an organization that provides guidance, support, and oversight for project management processes. Its main goal is to standardize and improve how projects are managed, ultimately leading to better project outcomes and alignment with organizational goals
Program	The plan or schedule of activities which the Contractor is hired to perform as identified in the Scope of Services and Action Plan, as may be amended.
Project	Specific activities to fulfill the goals of the programs identified in the Scope of Services and Action Plan, as may be amended.
RARAP	Residential Anti-displacement and Relocation Assistance Plan.
SBA	Small Business Administration. A program that starts, builds and grows businesses through a network of offices and partnerships.
SOP	Standard Operating Procedures
SOR	System Of Record. An information storage and retrieval system(s) that stores valuable data on an organizational system or process.
SOW	Scope Of Work. A document prepared by the Contractor/Subcontractor provided to the County/applicant regarding actions needed to repair or replace damages to

UNA	Unmet Needs Assessment is used to describe the effects of the qualifying disasters and the greatest remaining recovery needs that have not been addressed by other sources of funds, including insurance proceeds and other Federal assistance or any other funding source.
URA	Uniform Relocation Assistance and Real Property Acquisition Act of 1970
Very Low	Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by HUD, adjusted for family size.

6.3. Scope of Services

1. General Statement

This project can be awarded to one or more vendors. Pinellas County requests proposals for services of providing Disaster Recovery Program Management and Housing Program Management services for activities related to the CDBG-DR allocations provided to Pinellas County.

2. Background

Pinellas County experienced significant devastation from Hurricanes Idalia, Helene, and Milton in 2024, resulting in substantial damage to infrastructure, housing, and local economic stability. The cumulative impact of these disasters highlighted the urgent need for long-term recovery planning and effective resource allocation.

In response to these catastrophic events, Pinellas County has been awarded federal funds through the Community Development Block Grant – Disaster Recovery (CDBG-DR) which are designated specifically to address critical unmet needs that have not been fully covered by other federal assistance programs such as FEMA. Additionally, these funds aim to supplement existing recovery efforts, ensuring that resources do not duplicate or supplant other federal support.

3. Objectives

The purpose of this Request for Proposal is for Pinellas County Government (County) to acquire professional management, oversight, program implementation, and rehab/reconstruction services specifically related to the administration of \$813,783,000 Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation from the U.S. Department of Housing and Urban Development (HUD). Pinellas County seeks proposals from qualified firms or consultants with demonstrated expertise and proven capacity in managing and executing large-scale, federally funded disaster recovery initiatives, with an emphasis on long-term recovery, unmet needs, and mitigation projects.

4. Scope Of Work

Pinellas County is seeking qualified vendors to support its long-term recovery under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program. Vendors may submit proposals for either or both of the following service areas:

A. Disaster Recovery Program Management

B. Housing Program Management

C. Both A & B

Vendor may be awarded one or both scopes depending on submittal, qualifications and evaluation.

A. Disaster Recovery Program Management

The awarded firm will be responsible for providing comprehensive Program and Project Management in support of the administration of Pinellas County's CDBG-DR Action Plan. Key responsibilities include:

- a. Grant administration and financial management
- b. Staff augmentation
- c. Regulatory compliance and monitoring
- d. Program design, implementation, and performance tracking
- e. Call Center and Customer Service Center Set up and Management
- f. Community engagement, outreach coordination, and reporting
- g. Funds Distribution

- h. Prepare and submit complete, accurate, and timely program data, documentation, and performance metrics to Pinellas County for DRGR entry and reporting; the County maintains sole access and responsibility for all DRGR system inputs.
- i. Ensuring adherence to all federal regulations, including 2 CFR Part 200, HUD's Universal Notice, and URA requirements
 - i. i. Provide support in the development of amendments to CDBG-DR Action Plan, Policy and Procedures and Programs

The firm must have demonstrated experience with HUD CDBG-DR programs, FEMA coordination, and federal grant lifecycle management in support of local government recovery programs.

B. Housing Program Management Scope

The awarded firm will be responsible for the delivery of **Housing Program Management** for housing recovery programs, including but not limited to:

- a. Grant administration and financial management
- b. Staff augmentation
- c. Regulatory compliance and monitoring
- d. Program design, implementation, and performance tracking
- e. Call Center and Customer Service Center Set up and Management
- f. Community engagement, outreach coordination, and reporting
- g. Funds Distribution
- h. Ensuring adherence to all federal regulations, including 2 CFR Part 200, HUD's Universal Notice, and URA requirements
- i. Construction Management
 - i. Homeowner Rehabilitation and Reconstruction for an estimated 1100 units
 - ii. Homeowner Reimbursement Program Administration for an estimated 350 households
 - iii. Small Rental Rehabilitation (Local Landlord Program) for estimated 177 units
- j. Subcontractor Management
 - i. Homeowner Rehabilitation and Reconstruction for an estimated 1100 units
 - ii. Homeowner Reimbursement Program Administration for an estimated 350 households
 - iii. Small Rental Rehabilitation (Local Landlord Program) for estimated 177 units

The contractor will be responsible for managing unit delivery using a **fixed-price model**, adhering to pass-through cost restrictions and ensuring 100% completion of projects prior to invoicing.

Both options A and B support the County's overarching "**People First**" initiative and commitment to sustainable disaster recovery.

All work must be completed within the six-year CDBG-DR grant term and in full compliance with applicable local, state, and federal regulations.

Pinellas County reserves the right to incorporate performance-based penalties into the final contract during negotiations. These may include, but are not limited to, penalties for failure to meet agreed-upon timelines, non-compliance with program requirements or federal standards, and unauthorized changes to key personnel assignments.

Eligible Cost Category	CDBG-DR Allocation Amount	% of CDBG-DR Allocation	Estimated % to CDBG-DR Mitigation Set-aside	Estimated % to HUD identified MID Areas	Estimated % to LMI
Administration	\$ 20,689,150	3%			
Planning	\$ 24,000,000	3%	0%		
Housing	\$ 598,653,065	85%	0%	100%	78%
Infrastructure (CDBG-DR Mitigation Set-aside)	\$ 106,146,000	0%	100%	100%	50%
Economic Revitalization	\$ 32,147,393	5%	0%	100%	80%
Public Services	\$ 32,147,392	5%	0%	100%	100%
TOTAL	\$ 813,783,000	100%	15%	100%	75%

Action Plan Proposed Distribution of Funds

OVERVIEW OF INITIATIVES

People First Housing Recovery Initiative

Eligible Cost Category	CDBG-DR Allocation Amount	% of CDBG-DR Allocation for LMI Benefit
Homeowner Rehabilitation/Reconstruction Program	\$490,000,000	80%
Strategic Relocation and Revitalization Program	\$10,000,000	100%
Homeowner Reimbursement Program	\$20,787,758	30%
Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)	\$57,865,307	100%
Homebuyer Assistance Program	\$20,000,000	30%
Housing Programs Total	\$ 598,653,065	

Action Plan Proposed Distribution of Funds for Housing Programs

a. Homeowner Rehabilitation/Reconstruction Program

The **Homeowner Rehabilitation/Reconstruction Program** will offer assistance to owner-occupants through repair, reconstruction, and, where necessary, relocation support to ensure households can return to safe and habitable homes.

b. Homeowner Reimbursement Program

The **Homeowner Reimbursement Program** will allow eligible homeowners who have already completed repairs using personal resources to recover eligible expenses

c. Strategic Relocation and Revitalization Program

The **Strategic Relocation and Revitalization Program** will be designed for households residing in high-risk areas or in structures not suitable for rehabilitation, to voluntarily relocate to safer, more resilient housing outside the 100-year floodplain.

d. Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)

The **Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)** will address the critical shortage of affordable rental units and will focus on restoring and preserving small-scale rental housing, including manufactured homes and single-family units.

e. Homebuyer Assistance Program

The **Homebuyer Assistance Program** will provide help to low- to middle-income first-time homebuyers and allow current renters to transition to homeownership, expanding housing stability and affordability in the long term.

Public Services

a. Disaster Relief Payment Program

This **Disaster Relief Payment Program** is a public service initiative designed to provide financial reimbursement to eligible low- and moderate-income (LMI) households for documented out-of-pocket essential living expenses incurred during the disaster recovery period.

Economic and Community Revitalization Program Implementation

Eligible Cost Category	CDBG-DR Allocation Amount	% of CDBG-DR Allocation for LMI Benefit
People First Small Business and Community Recovery Program	\$ 22,147,393	75%

Non-Profit Community Recovery Program	\$	90%
	10,000,000	

Action Plan Proposed Distribution of Funds for Economic and Community Revitalization Programs

b. People First Small Business and Community Recovery Program

The **People First Small Business and Community Recovery Program** will provide targeted investment and prioritize disaster-impacted businesses that serve or employ low- and moderate-income (LMI) residents, operate in the hardest-hit areas, and demonstrate a need for capital to rebuild or retain jobs. These funds are designed to stimulate local economic revitalization, promote commercial corridor stabilization, and complement housing recovery efforts by ensuring that neighborhood-serving businesses can remain open and operational.

c. Non-Profit Community Recovery Program

The **People First Non-Profit Community Recovery Program** will provide targeted financial assistance to community-based nonprofits that serve low- and moderate-income areas or predominantly low- and moderate-income populations through grants and forgivable loans.

Local Mitigation

Consultant will oversee mitigation planning and infrastructure investments.

Eligible Cost Category	CDBG-DR Allocation Amount	% of CDBG-DR Allocation
Local Mitigation Planning	\$ 24,000,000	3%

Local Mitigation Planning

Action Plan Proposed Distribution of Funds for

a. Local Mitigation Planning Program

The **Local Mitigation Planning Program** will address unmet mitigation needs by supporting the identification, analysis, and prioritization of resilience strategies that align with the County's Mitigation Needs Assessment.

Eligible Cost Category	CDBG-DR Allocation Amount	% of CDBG-DR Allocation for LMI Benefit	Does this Program have tie back to the disaster?
Local Mitigation Infrastructure Program	\$ 106,146,000	50%	No

Action Plan Proposed Distribution of Funds for Local Mitigation Infrastructure

b. Local Mitigation Infrastructure Program

The **Local Mitigation Infrastructure Program** will fund local mitigation infrastructure projects identified through the Local Mitigation Planning Program.

6.4. REQUIREMENTS

Vendor may be awarded one or both scopes for which they bid depending on proposal, qualifications and evaluation. Pinellas County also reserves the right to select more than one vendor even within an Option.

Option A: Disaster Recovery Program Management

The selected vendor(s) will be responsible for the following Tasks:

- a. **Project Management**
- b. **Program Implementation, Grant Management and Funding Administration for the following programs**
- c. Strategic Relocation and Revitalization Program
- d. Homebuyer Assistance Program
- e. Disaster Relief Reimbursement Program
- f. People First Small Business and Community Recovery Program
- g. Non-Profit Community Recovery Program
- h. Local Mitigation Planning Program

- i. Local Mitigation Infrastructure Program
- j. **Call Center Establishment and Operation**
- k. **In-Person Customer Service Center Establishment and Operation**
- l. **Training**
- m. **Grant Compliance and Monitoring**
- n. **Project & Program Closeout**

Option B: Rehabilitation and Reconstruction Management (RRM)

The selected firm(s) will be responsible for the following Tasks:

- a. **Project Management**
- b. **Construction Management**
- c. **Program Implementation, Grant Management, and Funding Administration for the following programs**
- d. Homeowner Rehabilitation/Reconstruction Program
- e. Homeowner Reimbursement Program Administration
- f. Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)
- g. **Subcontractor Hiring and Management**
- h. **Call Center Establishment and Operation**
- i. **In-Person Customer Service Center Establishment and Operation**
- j. **Training**
- k. **Grant Compliance and Monitoring**
- l. **Project & Program Closeout**

Option C: Both

The selected firm will be responsible for the following Tasks:

- a. **Project Management**
- b. **Program Implementation, Grant Management, and Funding Administration for the following programs as required**
 - i. Homeowner Rehabilitation/Reconstruction Program
 - ii. Homeowner Reimbursement Program
 - iii. Strategic Relocation and Revitalization Program
 - iv. Homebuyer Assistance Program
 - v. Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)
 - vi. Disaster Relief Payment Program
 - vii. People First Small Business and Community Recovery Program
 - viii. Non-Profit Community Recovery Program
 - ix. Local Mitigation Planning Program
 - x. Local Mitigation Infrastructure Program
- c. **Call Center Set Up and Staffing**
- d. **Customer Service Center Set Up and Staffing**
- e. **Grant Compliance and Monitoring**
- f. **Subcontractor Hiring and Management**
- g. **Construction Management**
- h. **Project & Program Closeout**

6.5. Tasks

A. Project Management Tasks (Option A, B, and C)

1. Establish Project charters, project timelines, goals, metrics and deliverables for the management of the programs that align with the selected option.
2. Measure outcomes against strategic goals, and
 - a. Make necessary adjustments to ensure optimal fund utilization.

3. Submit monthly activity reports indicating the status of projects.
4. Submit weekly status which at minimum should include:
 - a. Reporting on the status of each program and related projects and any risks or issues that might impact the progress of the Program or any project;
 - b. Reporting on the current projected timelines for each subrecipient program area, including timelines for compliance with any federal laws or guidance documents and
 - c. Reporting on budget
5. As part of regular management of its activities in delivery of services under the contract, the Vendor shall, in part:
 - a. Provide all necessary equipment and supplies for its staff working under this contract.
 - b. Establish a functional organization structure with proper administrative oversight.
 - c. Submit monthly invoices including individual time sheets, if required, and evidence indicating the percent of work complete for each task order.
 - d. Meet at least monthly, potentially more frequently, with the County's contract manager and cooperate with all County monitoring activities for contract oversight.
6. Communications
 - a. The Vendor shall collaborate with Pinellas County's Communications Department to support a unified public outreach and engagement approach.
 - b. The County Communications team will lead on strategy development, website content, official press releases, and marketing materials that align with the County's "People First" initiative.
7. Transition and Continuity of Operations
 - a. Transfer of historical knowledge, systems, files, case management data, grant management records, and any other relevant programmatic documentation to the County or a successor entity.
 - b. Onboarding, training, and technical assistance to County personnel or the County's designee to ensure continuity of operations.
 - c. Preservation and maintenance of orderly, uniform records in compliance with HUD standards (24 CFR 570 and 2 CFR Part 200 Subpart D — Post-Federal Award Requirements).

B. GENERAL Program Administration for ALL CDBG-DR County Programs (Option A, B, and C)

Overall, for each County program initiative in the selected option, the vendor will be responsible for the following:

- a. Development of Program Policies, Standard Operating Procedures (SOPs), and Notices of Funding Availability (NOFAs) for the County's activities under CDBG-DR to be approved by the county
- b. Development of Application Forms, Intake and Review Processes and clearly defined eligibility criteria
- c. Implement transparent and accountable fund distribution mechanisms, tracking fund allocation and expenditures meticulously.
- d. Conduct targeted outreach and provide technical assistance to homeowners, particularly to low- and moderate-income households with unmet recovery needs, assisting them through the application process, document collection, and eligibility resolution.
- e. Ensure compliance with HUD's Universal Notice, 2 CFR Part 200 (Cost Principles, Uniform Guidance), and all other federal, state, and local regulations.
- f. Develop best practices and process flow charts for reimbursement packet review, draw request review, and check processing and disbursement that ensure proper quality control, meet HUD's requirements for documentation, and meet County-directed ongoing timelines for draw request review and payment.
- g. Conduct intake, eligibility verification, and duplication of benefits (DOB) reviews for all applicant households, ensuring compliance with DOB requirements per the Robert T. Stafford Act and HUD guidance (CDBG-DR Federal Register Notices).
- h. Distribute Program Funds, grants in Vouchers. Pinellas County reserves the right to directly issue payments or cut checks at its discretion. Coordination between the Vendor and the County's finance team will be required to ensure proper documentation, timely disbursements, and accurate reporting for all transactions, regardless of issuing party.
- i. Develop criteria and process for appeals
- j. Provide and maintain detailed Reporting
- k. Track and document all program activity in the SOR and report progress, beneficiary impacts, and compliance metrics to Pinellas County to

input to HUD's DRGR system.

I. Support overall case management and ensure that all applicant data collected over the phone or in-person must be secured in accordance with HUD requirements, County data privacy standards, and applicable federal regulations (e.g., 2 CFR 200.303 – Internal Controls).

C. ADDITIONAL Program Administration Responsibility for EACH Program under Option A (Option A and C)

1. Strategic Relocation and Revitalization Program

The Vendor will oversee the implementation and management of the Strategic Relocation and Revitalization Program, including:

- a. Administer monies allocated to relocation assistance and redevelopment of vulnerable manufactured housing communities, prioritizing relocation outside the 100-year floodplain and other high-risk areas in alignment with HUD floodplain management regulations (24 CFR Part 55).
- b. Oversee site acquisition, relocation processes, and ensure full compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) (49 CFR Part 24) for displaced homeowners and tenants.
- c. Ensure that relocation activities comply with CDBG-DR national objectives, particularly benefiting Low- and Moderate-Income Housing (LMH) (24 CFR 570.208(a)(3)), and document unmet needs addressed through relocation efforts.
- d. Develop and implement a comprehensive relocation assistance plan, including clear communication of household rights, available benefits, eligibility for replacement housing payments, and grievance procedures in accordance with URA requirements.
- e. Perform environmental reviews and inspections
- f. Coordinate community engagement and public notice activities, ensuring meaningful consultation with impacted manufactured home communities, residents, and stakeholder groups throughout the relocation and redevelopment process.
- g. Manage documentation and reporting for all relocation activities, including tracking of displaced households, benefits provided, compliance with anti-displacement requirements (Section 104(d) of the Housing and Community Development Act), and provide to the County for entry into HUD's Disaster Recovery Grant Reporting (DRGR) system.

2. Homebuyer Assistance Program

The Vendor will oversee the implementation and management of the Homebuyer Assistance Program, including:

- a. Manage funds to provide financial assistance to eligible Low- and Moderate-Income (LMI) homebuyers in accordance with HUD CDBG-DR regulations (24 CFR 570.208(a)(3)).
- b. Coordinate provision of financial assistance for mortgage principal reduction, down payment support, and eligible closing costs to facilitate affordable homeownership.
- c. Verify applicant eligibility, including household income certification, first-time homebuyer status, disaster impact verification (if applicable), and property eligibility consistent with CDBG-DR program guidelines.
- d. Ensure that assisted properties meet HUD's minimum property standards (24 CFR 570.202(b)(8)) and are located outside of Special Flood Hazard Areas (SFHA), unless properly mitigated and compliant with floodplain management requirements (24 CFR Part 55).
- e. Develop and implement underwriting guidelines to assess applicant financial readiness, ensuring that mortgage affordability standards are met without creating undue financial hardship.
- f. Coordinate with approved mortgage lenders to ensure primary financing terms comply with HUD CDBG-DR requirements (e.g., 30-year fixed-rate mortgages only; no adjustable-rate mortgages, balloon payments, or prepayment penalties).
- g. Execute legally binding affordability period agreements or restrictive covenants, as necessary, ensuring HUD-required compliance for properties assisted with CDBG-DR funds.
- h. Provide pre-purchase education or homebuyer counseling in partnership with HUD-certified counseling agencies, ensuring participants are informed of homeownership responsibilities and disaster resiliency measures.
- i. Track and document all awards and beneficiary data in the System of Record (SOR) and submit required reports to the county for entry into HUD's Disaster Recovery Grant Reporting (DRGR) system for compliance and monitoring purposes.

3. Disaster Relief Payment Program

The Vendor will oversee the implementation and management of the Disaster Relief Reimbursement Program, including:

- a. Oversee the disbursement of funds to reimburse documented essential living expenses (e.g., rent, mortgage payments, utilities) incurred by eligible Low- and Moderate-Income (LMI) households impacted by federally declared disasters, in accordance with CDBG-DR regulations (24 CFR 570.208(a)(2) — LMI Limited Clientele Benefit).
- b. Verify applicant eligibility, including household income certification, documentation of disaster-related financial hardship, and proof of paid eligible expenses consistent with HUD's cost allowability principles (2 CFR Part 200.403).
- c. Establish reimbursement calculation methodologies and SOPs for reviewing, validating, and approving reimbursement requests within

HUD's CDBG-DR framework.

d. Ensure all reimbursed expenses occurred within the eligible reimbursement period as defined by HUD guidance (typically within two years of the applicable disaster event or the grantee's Applicable Allocation Notice (AAN) date).

e. Maintain detailed reimbursement records in the System of Record (SOR) and report disbursement activity accurately to the County for entry into HUD's Disaster Recovery Grant Reporting (DRGR) system, ensuring compliance with 2 CFR Part 200.302 (Financial Management) and HUD monitoring requirements.

4. People First Small Business and Community Recovery Program

The Vendor will oversee the implementation and management of the People First Small Business and Community Recovery Program, including:

a. Administer funds allocated to support eligible small businesses impacted by federally declared disaster events.

b. Provide financial assistance (grants and/or forgivable loans) to small businesses, ensuring compliance with HUD's Low- and Moderate-Income (LMI) Job Creation/Retention national objective (24 CFR 570.208(a)(4)).

c. Develop application and underwriting guidelines for evaluating business eligibility, financial need, unmet recovery needs, and job creation/retention commitments in accordance with HUD CDBG-DR standards.

d. Establish procedures to ensure that assistance is not duplicative of other disaster recovery funding sources (e.g., SBA disaster loans, insurance proceeds) in compliance with the Robert T. Stafford Act, Section 312, and HUD DOB guidance.

e. Maintain documentation of National Objective compliance by tracking number and types of jobs created or retained, business ownership demographics (where applicable), and evidence of service to LMI communities.

f. Review and approve eligible reimbursable expenses, including working capital, equipment replacement, inventory replenishment, and minor facility repairs, ensuring compliance with CDBG-DR allowable cost principles (2 CFR Part 200.403).

g. Coordinate with local Chambers of Commerce, Small Business Development Centers (SBDCs), and community organizations to maximize outreach, technical assistance, and support for small businesses in the most impacted and distressed (MID) areas.

h. Prepare legally enforceable agreements with grant or loan recipients that define performance obligations, compliance with HUD regulations, required record retention, and remedies for non-compliance.

i. Input and maintain full project and financial documentation into the County's System of Record (SOR) and ensure complete, timely reporting to the County for entry into HUD's Disaster Recovery Grant Reporting (DRGR) system.

5. Non-Profit Community Recovery Program

The Vendor will oversee the implementation and management of the Non-Profit Community Recovery Program, including:

a. Manage program funds allocated to assist nonprofit organizations that primarily serve Low- and Moderate-Income (LMI) populations, ensuring alignment with CDBG-DR program goals.

b. Coordinate the provision of financial support for rehabilitation, repair, or stabilization of community-serving nonprofit facilities impacted by federally declared disasters.

c. Verify nonprofit eligibility, ensuring applicants are registered 501(c)(3) or 501(c)(19) organizations in good standing and that facilities primarily serve LMI populations in accordance with HUD's LMI Area Benefit (24 CFR 570.208(a)(1)) or Limited Clientele (24 CFR 570.208(a)(2)) national objectives.

d. Develop and implement underwriting guidelines to evaluate nonprofit financial need, duplication of benefits (DOB) considerations per the Robert T. Stafford Act, Section 312, and disaster-related facility damage.

e. Ensure that facility rehabilitation activities comply with HUD CDBG-DR regulations (24 CFR 570.201(c) — Public Facilities and Improvements) and applicable environmental review requirements under 24 CFR Part 58 prior to commencement of construction.

f. Prepare and execute grant agreements with nonprofits that outline performance expectations, compliance obligations, record retention requirements, and remedies for non-performance.

6. Local Mitigation Planning Program

The Vendor will oversee the implementation and management of Local Mitigation Planning Program, including:

a. Facilitate planning initiatives to identify, analyze, and prioritize local resilience and mitigation projects consistent with the County's CDBG-DR Action Plan.

b. Support comprehensive mitigation needs assessments for eligible local governments, particularly in the Most Impacted and Distressed (MID) areas.

c. Assist local governments in the preparation, update, or enhancement of FEMA-approved Local Hazard Mitigation Plans (LHMPs) and ensuring eligibility for federal mitigation funding.

d. Conduct vulnerability assessments and risk analyses, using FEMA, HUD, and NOAA data tools, to prioritize mitigation strategies that benefit low- and moderate-income (LMI) populations where applicable.

- e. Develop project pipelines of eligible mitigation projects with supporting documentation demonstrating risk reduction benefits, environmental considerations, and CDBG-DR program alignment.
- f. Ensure all planning activities meet CDBG-DR planning requirements (24 CFR 570.205), environmental review requirements under 24 CFR Part 58 (if necessary for associated planning activities), and comply with applicable Executive Orders for resilience (e.g., EO 14030 — Climate-Resilient Infrastructure).
- g. Maintain detailed records of planning processes, assessments conducted, and projects recommended to ensure transparent justification for infrastructure investment decisions and future HUD audits.
- h. Provide technical assistance workshops and capacity-building sessions to local government stakeholders focused on mitigation planning best practices, compliance, and leveraging other state/federal funding sources.

7. Local Mitigation Infrastructure Program

The Vendor will oversee the implementation and management of the Local Mitigation Infrastructure Program, including:

- a. Administer funds for critical mitigation infrastructure projects, including flood protection, stormwater management improvements, and resilient infrastructure development.
- b. Prioritize, select, and manage infrastructure investments that clearly demonstrate enhanced community resilience, risk reduction, and LMI benefit where required.
- c. Ensure at least 50% of the CDBG-DR Mitigation Infrastructure allocation benefits low- and moderate-income (LMI) communities, as required under CDBG-DR national objective standards (24 CFR 570.208(a)(1)).
- d. Evaluate and document project eligibility and risk reduction benefits through cost-benefit analysis (CBA) methodologies aligned with FEMA's Benefit-Cost Analysis (BCA) guidance and HUD mitigation principles.
- e. Conduct environmental reviews for all infrastructure projects in accordance with 24 CFR Part 58 and ensure compliance with floodplain management requirements under 24 CFR Part 55.
- f. Execute subrecipient agreements (if applicable) or direct contracts that define performance deliverables, CDBG-DR compliance, national objective achievement, Davis-Bacon labor standards (if applicable), and reporting requirements.
- g. Promote green infrastructure and climate-resilient design strategies whenever feasible.
- h. Track project expenditures, milestones, and LMI benefit achievement in the County's SOR and submit detailed infrastructure project reports to the County for entry into HUD's DRGR system.
- i. Develop closeout procedures for infrastructure projects, ensuring full documentation of outcomes, lessons learned, and mitigation effectiveness to inform future County resilience initiatives.

D. ADDITIONAL Program Administration Responsibility for EACH Program under Option B (Option B and C)

1. Homeowner Rehabilitation/Reconstruction Program

The Vendor will oversee the implementation and management of the Homeowner Rehabilitation/Reconstruction Program, including:

- a. Manage allocation of monies with priority for Low-Moderate Income (LMI) households in accordance with HUD CDBG-DR regulations (24 CFR 570.208(a)(3)).
- b. Prepare, execute, and manage grant agreements with eligible homeowners outlining homeowner obligations.
- c. Manage homeowner relocation or temporary displacement assistance, if required, consistent with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (URA) (49 CFR Part 24).

NOTE: This program has a construction management component. See Section Titled Construction Management Tasks

2. Homeowner Reimbursement Program

The Vendor will oversee the implementation and management of the Homeowner Reimbursement Program, including:

- a. Managing reimbursement funds for eligible homeowner-incurred disaster recovery costs resulting from Hurricanes Idalia, Helene, and Milton, as well as any future federally declared disasters covered under the contract, ensuring that funds are used to support critical unmet needs.
- b. Verifying applicant eligibility through review of ownership and occupancy status at the time of the qualifying disaster, documentation of damage, household income (not to exceed 120% AMI), and disaster event tie-back, in accordance with CDBG-DR regulations.
- c. Performing duplication-of-benefits (DOB) analysis to ensure that reimbursement is provided only for documented, eligible costs representing an unmet need, not previously covered by FEMA, SBA, insurance, or other sources, consistent with HUD CDBG-DR guidelines and the Robert T. Stafford Act, Section 312.
- d. Developing and applying a standardized methodology for validating homeowner-submitted expenses (e.g., contractor invoices, receipts,

permits, and proof of payment) using HUD-approved cost reasonableness tools (e.g., Xactimate, RSMeans), including verification of alignment with code-compliant reconstruction standards.

- e. Establishing and maintaining a clear documentation and verification process for all reimbursable expenses to ensure compliance with HUD financial management requirements, including 2 CFR Part 200.302 and 2 CFR Part 200.403 governing allowable and allocable costs.
- f. Confirming that all reimbursement awards meet applicable CDBG-DR national objectives, including Low- and Moderate-Income Housing (LMH) under 24 CFR 570.208(a)(3) or Urgent Need under 24 CFR 570.208(c), and documenting the unmet needs addressed through the assistance.
- g. Ensuring environmental compliance, including the preparation and completion of Tier 1 and Tier 2 environmental reviews when applicable, consistent with 24 CFR Part 58, and maintaining Environmental Review Records (ERRs) as needed for site-level eligibility or historical review.
- h. Conducting initial property assessments or desktop damage verifications (if needed) to confirm that all disaster-related repairs were completed within the eligible reimbursement timeframe and meet the standards for safe, decent, and sanitary housing.
- i. Maintaining comprehensive records of each applicant's reimbursement history, including determination of eligibility, verified costs, DOB documentation, and mitigation measures, and tracking all reimbursements in the County's System of Record (SOR).
- j. Provide accurate reporting to the County for entry into HUD's DRGR system on a regular basis, including metrics related to national objective compliance, applicant income status, reimbursed amounts, and remaining unmet needs across the program.

3. Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program)

The Vendor will oversee the implementation and management of the Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program), including:

- a. Administer program funds for the rehabilitation or reconstruction of eligible damaged rental units, prioritizing assistance for affordable housing in accordance with HUD CDBG-DR requirements (24 CFR 570.208(a)(3) — Low- and Moderate-Income Housing National Objective).
- b. Enforce a mandatory five-year affordability period for assisted units and monitor ongoing compliance with affordability covenants, income restrictions, and occupancy requirements.
- c. Verify landlord and property eligibility, including ownership documentation, vacancy requirements at the time of application, property tax status, and disaster-related damage validation consistent with CDBG-DR guidelines.
- d. Maintain project files and complete reporting requirements in the County's System of Record (SOR) and provide reports to Pinellas County for entry into HUD's DRGR system, including tracking of beneficiary income certifications, rent limits, affordability period monitoring, and any required post-completion inspections.

NOTE: This program has a construction management component. See Section Titled Construction Management Tasks

E. Call Center Establishment and Operation (Option A, B and C)

The Vendor shall:

- 1. Ensure that all call center operations and customer service functions are staffed exclusively by on-shore, U.S.-based personnel.
- 2. Ensure the call center is adequately staffed with qualified, knowledgeable personnel who are fully trained in HUD CDBG-DR guidelines, eligibility requirements, and Pinellas County's specific recovery initiatives, to ensure consistent, accurate, and high-quality customer service for all program applicants.
- 3. Be responsible for establishing, operating, and maintaining a fully functional call center, or demonstrating existing call center capabilities, to provide applicants timely assistance, answer program-related inquiries, support application processes, and facilitate access to funding and recovery services.
- 4. Provide and designate a phone number for the applicants to contact for program services to be included in communication materials.
- 5. Provide surveys for evaluating customer service and program service

F. In-Person Customer Service Center Establishment and Operation (Option A, B and C)

To ensure access to disaster recovery programs for all residents, especially vulnerable populations who may lack internet access or digital literacy, the Contractor must establish and operate temporary in-person Customer Service Centers throughout critical phases of the program. At a minimum, the Contractor shall:

- A. Establish Physical Locations: Set up one or more temporary physical customer service centers within Pinellas County during active phases of intake, case management, and construction support. These centers are not expected to operate continuously over the full six-year contract period but shall be activated during periods of high applicant demand.
- B. Establish or Identify Facilities: Service centers may include rented offices, pop-up locations, mobile centers (e.g., trailers), hotel conference rooms, public libraries, or other ADA-accessible facilities approved by the County.
 - a. Centers must be ADA-compliant.

- b. Facilities must offer language interpretation or translation services upon request.
 - c. Facilities must be accessible by public transportation where feasible.
 - d. Customer service centers may rotate between different locations based on community needs and County direction to maximize accessibility
 - e. Contractor may use mobile or pop-up models to serve underserved areas.
 - C. Establish Operating Hours that include additional evening or weekend hours based on community needs and as directed by the County.
 - D. Provide trained, knowledgeable staff at all customer service centers, ensuring timely assistance to applicants. Staffing must be scaled appropriately to meet community demand and avoid excessive wait times.
 - E. Provide personalized, one-on-one assistance to applicants regarding intake, eligibility, document submission, and general program support.
 - F. Provide surveys for evaluating customer service and program service
- Note: The County reserves the right to adjust the frequency, location, staffing, and operating hours of service throughout the contract based on evolving program needs and applicant volume.

G. Training (Option A, B and C)

1. General Training Obligation

The Vendor shall be responsible for providing comprehensive initial and ongoing training to all staff, subcontractors, and, where applicable, County employees or designees involved in the CDBG-DR program.

Training must ensure consistent understanding and application of all requirements outlined in the CDBG-DR Action Plan, HUD regulations, and applicable federal, state, and local guidelines, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

2. Suggested Training Topics

- a. At a minimum, the Vendor shall develop and deliver training on the policies and procedures created for each program they have contracted to deliver.
- b. Additional topics, if requested or required may include the following subject areas:
 - i. Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) — per 49 CFR Part 24.
 - ii. Davis-Bacon Act and Related Labor Standards — including Work Hours and Safety Standards Act, Copeland "Anti-Kickback" Act (40 U.S.C. §§3141–3148), and Fair Housing and Equal Opportunity regulations.
 - iii. Financial Management Requirements — including internal controls, segregation of duties, financial reporting, and audit compliance under 2 CFR Part 200.
 - iv. Federal and State Procurement Standards — including small, minority, and women-owned business outreach under 2 CFR §§200.317–200.326.
 - v. Environmental Review Requirements — under 24 CFR Part 58, including HEROS system use.
 - vi. Section 3 of the HUD Act of 1968 — ensuring economic opportunities for low- and very-low-income persons.
 - vii. CDBG-DR Program-Specific Requirements — including national objectives, eligible activities, duplication of benefits analysis, unmet needs assessment, mitigation measures, and recordkeeping standards.
- c. Minimum Training Delivery Requirements
 - i. Trainings must be held prior to staff or subcontractor engagement with program participants or handling CDBG-DR project activities.
 - ii. Ongoing refresher training must be provided at least annually and within three (3) calendar days of any substantive policy or regulatory changes issued by HUD, Pinellas County, or other oversight bodies.
 - iii. Attendance at all training courses must be documented with sign-in sheets, electronic attendance logs (for virtual sessions), and maintained for County and HUD monitoring.
 - iv. The Contractor must maintain training records, including attendee rosters and training completion certificates, for a minimum of five (5) years following contract closeout, or longer if required by federal retention schedules under 2 CFR §200.334.

A. Grant Compliance and Monitoring (Option A, B and C)

- 1. The vendor shall provide Grant Compliance and Monitoring Support Staff to perform quality assurance, monitoring, and reporting duties and provide technical assistance for grant compliance to County staff and sub-recipients. Grant Compliance and Monitoring Support Staff levels are expected to fluctuate during the life of the contract as workloads vary throughout the life of the grant.
- 2. Staff assigned to this task by the Vendor shall have experience in successful CDBG- DR grant compliance and monitoring and/or CDBG-DR financial management and working knowledge of the DRGR system. Compliance and Monitoring Support Staff members shall have in-depth

knowledge of 2 CFR Part 200, and all HUD and federal cross-cutting regulations required for projects and programs within the County's Action Plan.

3. Duties performed by the Grant Compliance and Monitoring Support Staff shall include, at minimum:

- a. Assisting in providing appropriate and timely reports to the County for entry into HUD's DRGR System in accordance with the County's Action Plan.
- b. Generating Quarterly Progress Reports (QPRs) for the County's review and approval
- c. Providing technical assistance to County staff and subrecipients on compliance with 2 CFR Part 200 and all HUD and federal cross-cutting regulations required for projects and programs within the Action Plan.
- d. Conduct risk assessment process for all subrecipients and develop monitoring plans.
- e. Conducting regular on-site monitoring of subrecipients to ensure compliance with federal regulations and County policies and procedures. The frequency of this monitoring will be determined by the County's policies and procedures and may be more frequent if there is a concern that the subrecipient is out of compliance or is found to be at risk for noncompliance.
- f. Conducting regular on-site monitoring of implementation contractors to ensure compliance with federal regulations and County policies and procedures. The frequency of this monitoring will be determined by the County's policies and procedures and may be more frequent if there is a concern that the subrecipient is out of compliance or is found to be at risk for noncompliance.
- g. Produce monitoring checklists and reports to track progress, follow-ups and deficiencies as required by the Policy and Procedure of the Project or Activity.
- h. Supporting the County during any audits, monitoring or compliance reviews by HUD or any other auditor or regulatory agency.

B. Program and Project Closeout (Option A, B and C)

The Vendor shall be responsible to:

1. Ensure all documentation is complete, accurate, finalized and organized according to HUD, CDBG-DR, County, and Fair Housing standards.
2. Submit all required closeout reports, certifications, and performance metrics to the County in the format determined by the County.
3. Prepare a final comprehensive transition and records retention plan.
4. Assist with HUD and County audits, monitoring visits, and compliance reviews prior to and during the closeout process.
5. Submit a comprehensive and itemized final invoice and any required backup documentation upon completion of deliverables and County approval.
6. Specific closeout deliverables must include, but are not limited to:
 - a. Planning Activities Closeout: Final plans, needs assessments, project pipelines, and documentation organized for long-term records retention.
 - b. Infrastructure Activities Closeout: Davis-Bacon compliance records (if applicable), and project outcome reports.
 - c. Housing and Economic Recovery Activities Closeout: Final case management files, grant agreements, beneficiary reports, DOB documentation, appeals records, and affordability monitoring records.
7. All final closeout documentation must be delivered no later than the end of the contract period unless otherwise agreed upon in writing. If closeout tasks extend beyond the contract term, the County may exercise the transition assistance provisions.

H. Construction Management of Programs (Option B and C)

The Contractor will be responsible for all subcontractor hiring, oversight, and compliance management listed below necessary to fulfill the obligations of the CDBG-DR Program, and will ensure all subcontractors adhere to all requirements below:

1. Construction Planning & Pre-Construction
 - a. Review and confirm project scope, budget, and timeline.
 - b. Assist with development of scopes of work (SOW) for each property or project.
 - i. No subcontractor shall commence work until a written Scope of Work (SOW) is executed between the Contractor and the subcontractor.
 - ii. The SOW must clearly define the:
 - ☐ Specific services to be performed;
 - ☐ Performance standards and deliverables;
 - ☐ Applicable compliance requirements (e.g., 2 CFR Part 200, Davis-Bacon, Section 3, URA, environmental standards);
 - ☐ Timeline for completion of services;
 - ☐ Reporting and invoicing requirements;
 - ☐ Remedies for non-performance or non-compliance.

- c. Verify site eligibility and condition through initial inspections and damage assessments.
 - d. Coordinate environmental review clearance (24 CFR Part 58 compliance).
 - e. Participate in homeowner meetings to explain repair/reconstruction processes.
2. Construction Oversight & Quality Control
- a. Monitor construction progress and adherence to approved SOW.
 - b. Conduct regular interim inspections and quality assurance site visits.
 - c. Address construction deficiencies and issue correction notices.
 - d. Verify compliance with Davis-Bacon labor standards (if applicable).
 - e. Ensure compliance with Florida Building Code, HUD Housing Quality Standards (HQS), and local codes.
 - f. Conducts regular monitoring and oversight of subcontractor performance, compliance, and reporting, including maintaining subcontractor files for HUD and County review
3. Reporting & Documentation
- a. Maintain project files, including permits, inspection reports, change orders, and photos.
 - b. Prepare construction progress reports and updates for County review.
 - c. Support documentation to handoff to the County for entry to the DRGR system.
 - d. Track and report on timelines, budgets, milestones, and contractor performance.
4. Compliance & Finalization
- a. Ensure all work is complete and meets federal and local code requirements.
 - b. Coordinate final inspections and obtain Certificates of Occupancy, if applicable.
 - c. Document completion of work, including signed homeowner acceptance forms.
 - d. Manage contractor payments and closeout packages.
 - e. Identify and assist in resolving any construction-related issues or complaints.
5. Coordination & Communication
- a. Coordinate with case managers, environmental specialists, and County staff.
 - b. Meet at minimum monthly with county
 - c. Provide technical guidance to program participants, subcontractors, and field personnel.
 - d. Participate in community meetings or homeowner briefings.
 - e. Maintain open communication with County regarding project risks or delays.
 - f. As part of regular management of its activities in delivery of services under the contract, the Vendor shall, in part:
 - i. Provide all necessary equipment and supplies for its staff working under this contract.
 - ii. Establish a functional organization structure with proper administrative oversight.
 - iii. Submit monthly invoices including individual time sheets, if required, and evidence indicating the percentage of work complete for each task order.
 - iv. Meet at least monthly, potentially more frequently, with the County's contract manager and cooperate with all County monitoring activities for contract oversight.
6. Reconstruction Services for the following Programs
- A. Homeowner Rehabilitation/Reconstruction Program:



Pinellas Recovers
Hurricane Help That Puts People First

People-First Programs

Homeowner Rehabilitation/Reconstruction

Target Launch: Fall 2025

Who would qualify:

- Homeowners in single-family homes, including manufactured homes.
- Primarily households with incomes up to 80% of area median income (AMI), with urgent needs considered for households up to 120% AMI.

Estimated number of households: 1,100

What it would cover:

- Up to \$375,000 in repairs that have not been covered under other programs.
- Work to be completed after the application is approved.

Estimated budget: \$490,000,000



CDBG-DR
Action Plan



The Vendor will oversee the rehabilitation and reconstruction for the Homeowner Rehabilitation/Reconstruction Program, including but not limited to:

- A. Single Family Home Repair
- B. MHU installation and repair
- C. Property inspections as applicable including
 1. Initial Inspection and Damage Assessment Requirements
 2. Scope of Work (SOW)
 3. Environmental Reviews (Tier 1 and Tier 2)
 4. Lead-Based Paint Assessment
 5. Interim Inspections
 6. Asbestos Inspections
 7. Final Inspections
- D. Scope of work development, and final certification
- E. Contractor onboarding, bid evaluation, and project oversight
- F. Mitigation activities, and compliance with housing quality standards (HQS), ADA, Davis-Bacon, Section 3, and applicable local codes
- G. Project Close Out (Certificate of Occupancy) and Invoicing

2. Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program):



Pinellas Recovers
Hurricane Help That Puts People First

People-First Programs

Small Rental Rehabilitation/Reconstruction

(Local Landlord Program)

Target Launch: Fall 2025

Who would qualify:

- Owners of rental properties: single-family homes, manufactured homes or buildings with up to four units.
- More than half of the units must be rented to low- to moderate-income tenants (up to 80% AMI).
- Units will be rent- and income-restricted for five years.

Estimated number of rental units: 177

What it would cover:

- Up to \$375,000 in eligible repairs or reconstruction.

Estimated budget: \$58,000,000



CDBG-DR
Action Plan



The Vendor will oversee the rehabilitation and reconstruction for the Small Rental Rehabilitation/Reconstruction Program (Local Landlord Program), including:

A. Rental Units

B. Property inspections as applicable including

1. Initial Inspection and Damage Assessment Requirements
2. Scope of Work (SOW)
3. Environmental Reviews (Tier 1 and Tier 2)
4. Lead-Based Paint Assessment
5. Interim Inspections
6. Asbestos Inspections
7. Final Inspections

C. Scope of work development, and final certification

D. Contractor onboarding, bid evaluation, and project oversight

E. Mitigation activities, and compliance with housing quality standards (HQS), ADA, Davis-Bacon, Section 3, and applicable local codes

F. Project Close Out (Certificate of Occupancy) and Invoicing

I. Subcontractor Hiring and Management (Option B and C)

The Contractor shall be responsible for all subcontractor hiring, oversight, and compliance management necessary to fulfill the obligations of the CDBG-DR Program. The Contractor must ensure that:

1. All subcontractors are selected through a procurement process that complies with 2 CFR §§200.317–200.326 and applicable federal, state, and local regulations. The Contractor will conduct competitive bidding procedures in compliance with federal procurement guidelines outlined in 2 CFR Part 200.
2. Ensure contractors and subcontractors adhere to all relevant federal guidelines including:
 - a. Davis-Bacon Act requirements.
 - b. Section 3 of the HUD Act of 1968 (Economic Opportunities).
 - c. Build America, Buy America Act (BABA), where applicable.
 - d. Enforce strict adherence to federal housing quality standards, including:
 - e. HUD Housing Quality Standards (HQS).
 - f. Florida building codes, local codes, floodplain elevation, mobile home installation standards, mold remediation, lead-based paint, asbestos abatement, and applicable ADA regulations.
3. All subcontractors hold appropriate licenses, certifications, insurance, and bonding as required by Florida law and HUD regulations.
4. Subcontractor invoicing must be transparent and fully documented. The Contractor may not serve as a "pass-through" entity; all invoicing to the County must reflect actual, verified services rendered and deliverables achieved.
5. Pass-through invoicing — billing the County for subcontractor work without substantial oversight, verification, or quality assurance — is strictly prohibited.
 - a. Pass-through costs may include eligible direct costs such as materials, labor, and required permits but must exclude storage container fees, manufactured housing unit (MHU) holding costs, permit filing fees, or any costs that do not directly contribute to the final delivery of a completed and inspected home
 - b. All Contractor invoices must reflect the Contractor's value-added management, compliance, and project oversight services.

6. Contractor remains fully responsible for the acts, omissions, and compliance of all subcontractors as if they were its own employees.
7. Contractor assumes full financial risk for any direct construction costs that do not result in a completed, habitable People First Recovery dwelling or infrastructure ready for turnover.
8. All subcontractors must undergo appropriate training related to HUD requirements, CDBG-DR regulations, environmental review, labor compliance, and program policies prior to commencing work.

6.6. Vendor Requirements

The Vendor must clearly demonstrate to Pinellas County that it possesses the essential facilities, expertise, financial stability, and qualified personnel to deliver the requested CDBG-DR services effectively, efficiently, and in full compliance with federal, state, and local guidelines. Specifically, the Vendor must provide detailed information on the following requirements:

General Vendor Eligibility

- a. Clearly demonstrate sufficient financial resources, facilities, equipment, and staffing to provide comprehensive CDBG-DR management and implementation services.
- b. Provide relevant company history, including number of years in business, primary business activities, and demonstrated stability.
- c. Submit a minimum of three (3) references from previous clients (preferably governmental entities in Florida) that have contracted the Vendor for similar large-scale disaster recovery programs.
- d. Pinellas County reserves the right to perform due diligence, including reference checks and financial reviews, to validate the Vendor's qualifications and capacity. The County reserves the right to reject any proposals if such investigation reveals the Vendor lacks the qualifications to perform the specified services.

Core Capabilities and Values

To achieve an effective, community-focused, and timely disaster recovery, the Vendor must demonstrate the following core capabilities and organizational values:

- a. **Alignment with Core Values and Recovery Priorities**
 - i. Clearly demonstrate a commitment to prioritizing community needs and incorporating compassion throughout recovery processes.
 - ii. Provide evidence of past projects where community needs were placed at the forefront, particularly emphasizing housing recovery for vulnerable and underserved populations.
- b. **Streamlined and Accessible Processes**
 - i. Demonstrate experience creating efficient, user-friendly application and administration processes that reduce unnecessary bureaucracy, expedite service delivery, and comply with federal guidelines.
 - ii. Present clear examples illustrating how the Vendor successfully balanced compliance requirements with ease-of-use for applicants.
- c. **Relevant Experience**
 - i. CDBG-DR Program Implementation
 - ii. Documented experience managing large-scale HUD Community Development Block Grant–Disaster Recovery (CDBG-DR) programs.
 - iii. Specific experience in long-term recovery planning, program compliance and monitoring, housing rehabilitation/reconstruction, infrastructure restoration, and mitigation activities.
- d. **HUD and FEMA Coordination**
 - i. Proven track record working effectively with the U.S. Department of Housing and Urban Development (HUD), the Federal Emergency Management Agency (FEMA), and similar federal agencies.
 - ii. Experience specifically in Florida, or in regions with comparable disaster recovery scenarios, is strongly preferred.
- e. **Regulatory Knowledge**
 - i. Demonstrated expertise in compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
 - ii. Thorough understanding of HUD's Uniform Relocation Assistance (URA) regulations, Environmental Review Requirements (24 CFR Part 58), and Citizen Participation Requirements.
- f. **Universal Notice Compliance**
 - i. Experience and familiarity with HUD's Universal Notice requirements as they apply to federal disaster recovery efforts.
- g. **Technical Capacity and Tools**
 - i. Knowledge and familiarity with DRGR reporting requirements.
 - ii. Proven proficiency and direct hands-on experience with grant management systems designed to handle intake, eligibility determination, financial management, compliance, and reporting processes for disaster recovery programs.
- h. **Financial Controls and Transparency**
 - i. Ability to effectively manage, track, and report on substantial federal funding awards.
 - ii. Robust internal financial controls ensuring cost reasonableness, preventing duplication of benefits, and maintaining transparency throughout program operations.
- i. **Past Performance**
 - i. Provide a detailed summary of relevant project experience over the **past five (5) years**, highlighting involvement in disaster recovery and CDBG-DR funded projects of comparable scale and complexity.

- ii. Clearly demonstrate a track record of successful implementation, compliance, effective budget management, timely completion, and positive community outcomes.
- iii. Include examples of successful coordination with HUD, FEMA, state, and local government entities, emphasizing the Vendor's ability to meet or exceed stated objectives and regulatory compliance requirements.
- iv. Reference previous or current client contracts, providing at least three (3) relevant examples within the past five years, including client name, project description, total funding managed, timelines, outcomes achieved, and client reference contact information (name, phone number, email).
 - i. Pinellas County may independently verify past performance through provided references or other available information sources to confirm the Vendor's demonstrated capacity and reliability.

6.7. Proposal Submittal Requirements

All proposals submitted for consideration under this RFP must clearly and completely address the following items. Submissions missing any component will be deemed incomplete and may negatively impact the evaluation and scoring of the proposal unless specified as N/A with explanation.

Cover Page

- A. **Project Name and RFP Number**
 - B. **Firm's Name and Physical Address**
 - C. **Firm's Contact Person** (name, phone number, email address)
 - D. **Years in Business under current entity name**
 - E. **Previous names under which the entity has operated, if any**
 - F. **SAMs Unique Entity ID, DUNS Number, and Cage Code**
-

Tab 1: Executive Summary and Vendor Profile

1. Provide a concise **Executive Summary** of your proposal highlighting your key strengths, experience, and unique value your firm will bring to Pinellas County.
 2. Include a brief but comprehensive narrative on your firm's history, core expertise, size, financial capacity, and ownership structure.
 3. Clearly state the firm's capabilities and demonstrated expertise related to disaster recovery and federal grants management, emphasizing experience specifically with CDBG-DR, HUD, FEMA, and compliance with federal regulations (**2 CFR Part 200, 24 CFR Part 58**, URA, Davis-Bacon Act, Section 3, etc.).
-

Tab 2: Qualifications of Firm

Provide comprehensive documentation demonstrating your firm's qualifications, capabilities, and experience:

1. Clearly describe your firm's specific expertise with managing and administering CDBG-DR funded programs, including:
 - a. Application intake and processing
 - b. Housing rehabilitation/reconstruction programs
 - c. Infrastructure and economic revitalization projects
 - d. Long-term disaster recovery and mitigation planning
 - e. Compliance, financial management, reporting, monitoring, and audits
2. Provide at least **three (3)** references from governmental or public sector entities for which your firm has performed comparable disaster recovery services within the past **five (5) years**. For each reference, provide:
 - a. Organization Name
 - b. Contact person's name, title, phone number, and email address
 - c. Contract/project dates (start and completion)
 - d. Brief project description and total value of funds managed
 - e. Outcomes achieved and key lessons learned
3. Confirm if your firm has been involved in any litigation or administrative actions within the past **five (5) years** related to the performance of similar work. Provide details of each action including:

- a. Date, nature of action, and involved parties
- b. Current disposition or final outcome
- c. Impact, if any, on firm's current operations

Tab 3: Qualifications and Experience of Project Team

Provide comprehensive resumes and staffing information for personnel assigned to this project:

1. Identify and submit a detailed resume for the **Lead Project Manager** clearly indicating qualifications, experience, certifications, and past success managing similar large-scale HUD-funded projects.
2. Provide detailed resumes for all key staff, subcontractors, and consultants anticipated to participate. Resumes should demonstrate:
3. Expertise in HUD CDBG-DR program compliance and implementation
 - a. Experience with environmental reviews (**Tier 1 and Tier 2, HEROS system**)
 - b. Experience with Davis-Bacon Act, Section 3, URA, and other HUD requirements
 - c. Expertise in financial management, audits, compliance monitoring, labor standards compliance, fair housing compliance, property acquisition, policy analysis, and construction management
4. Provide a clear, detailed organizational chart demonstrating proposed project staffing structure and areas of responsibility.

Tab 4: Approach and Project Methodology

Provide a detailed and clearly defined technical approach to deliver the scope of services and deliverables requested:

1. Describe your firm's detailed approach and methodology to implement and manage each CDBG-DR program outlined in Pinellas County's Action Plan <https://recover.pinellas.gov/>.
2. Provide your firm's plan to ensure strict compliance with HUD regulations (**2 CFR Part 200, 24 CFR Part 58**, environmental and labor regulations).
3. Clearly describe your firm's strategy for establishing and operating an effective, user-friendly, on-shore staffed call center to handle applicant questions, application intake, and customer service.
4. Include your proposed timeline for mobilization, specifically addressing your capability to start application intake for the **Homeowner Housing Rehabilitation/Reconstruction Program within 45 days** of contract execution.
5. Submit a detailed **Community Outreach and Communications Plan** used in past disaster recovery efforts.

Tab 5: Financial Proposal and Fee Schedule

1. Using the Cost Matrix provided, clearly outline your firm's proposed fee structure, detailing hourly rates, reimbursable expenses, unit rates, and total cost estimates.
2. Provide assurance that all fees quoted will remain firm and fixed for at least **3 years from contract execution**.

Tab 6: Past Performance Documentation

1. Provide clear documentation of your firm's successful performance of similar contracts completed within the past **five (5) years**, including:
 - a. Client name, contract value, duration, and scope
 - b. Actual vs. planned timelines and budget adherence
 - c. Compliance with federal, state, and local guidelines
 - d. Positive outcomes, community impacts, and notable successes
2. Provide at least **one detailed example of work** previously completed by your firm on a comparable CDBG-DR project.

Tab 7: Conflicts of Interest

1. Provide a detailed statement clearly identifying any actual, potential, or perceived conflicts of interest related to your firm or any personnel assigned to this project.
2. If no conflicts exist, clearly state so within your response.

Tab 8: Federal and County Compliance Documentation

Proposals must include all necessary compliance forms fully executed and signed, including but not limited to:

- 1. **Federal Compliance Forms:**
 - a. Certification Regarding Lobbying
 - b. Federal Debarment Certification Form
 - c. Schedule of Subcontracting and Affidavit of Compliance with **2 CFR §200.321** (if applicable)
- 2. **County-Specific Forms:**
 - a. Completed Proposal Cover Page
 - b. Current IRS W-9 Form
 - c. Addenda Acknowledgement
- 3. **Additional Forms that may be required by the awardee based on grant requirements.**
 - a. Authorized Signatories Form
 - b. Drug-Free Workplace Certification
 - c. Conflict/Non-Conflict of Interest Disclosure Form
 - d. E-Verification Certification Form
 - e. Relationship Disclosure Form
 - f. Leased Employee Affidavit (if applicable)
 - g. Joint Venture Eligibility Information (if applicable)

Tab 9: Data Security and Staffing Protocols

- 1. Provide documentation demonstrating your firm's established policies and procedures for data security and management of sensitive personally identifiable information (PII).
- 2. Include details on your firm's policies and procedures for conducting required Level 2 Background Checks, adhering strictly to Florida Statute **112.011**.

6.8. Attachments to Include

- A. Applicable CFR 200 Excerpts
- B. Pinellas County Action Plan
- C. Pinellas County Executive Summary
- D. Pinellas County Presentation
- E. Pinellas County CDBG-DR Submission Form and Guidelines (A, B, or C)
- F. Pinellas CDBG-DR RFP Cost Matrix

+ Add Item

7. Evaluation Criteria

Add optional description to section

- 1. **Qualifications & Experience**
 - A. Demonstrated direct experience managing HUD CDBG-DR programs, specifically in large-scale disaster recovery.
 - B. Clearly documented qualifications, credentials, and training of key project personnel, particularly the Lead Project Manager and compliance specialists.
 - C. Proven expertise and thorough knowledge of federal requirements including 2 CFR Part 200, Davis-Bacon Act, Section 3 compliance, URA, Environmental Reviews (Tier 1 & 2), and HUD regulations.

D. Firms Experience coordinating effectively with FEMA, HUD, and other governmental agencies, preferably in Florida or similar jurisdictions.

Scoring Method:

Points Based

Weight (Points):

350 (35% of Total)

2. Approach and Project Methodology

- A. Comprehensive project management methodology demonstrating clarity, feasibility, efficiency, and alignment with Pinellas County's Action Plan priorities ("People First" approach).
- B. Clearly defined mobilization plan, demonstrating capability to initiate Homeowner Housing Rehabilitation and Reconstruction Program intake.
- C. Innovative and streamlined approach to applicant intake, customer service, communication/outreach, and administrative processes ensuring rapid deployment of resources
- D. Effective strategies for compliance monitoring, reporting, transparency, and integration with Pinellas County's financial and data management systems

Scoring Method:

Points Based

Weight (Points):

300 (30% of Total)

3. Past Performance & References

- A. Documented successful implementation of comparable CDBG-DR projects over the past five years, including clearly defined outcomes, timelines met, and budget adherence.
- B. Positive references from governmental or public sector clients, verifying reliability, responsiveness, regulatory compliance, and quality of deliverables.
- C. Demonstrated history of effective problem-solving, adaptability, and proactive risk management during past projects of comparable complexity and size.

Scoring Method:

Points Based

Weight (Points):

250 (25% of Total)

4. Compensation

- A. Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc.
- B. Competitiveness and reasonableness of proposed fees, hourly rates, and reimbursable expenses.
- C. Clear and transparent cost structure, minimizing potential for unexpected or additional fees.

Scoring Method:

Points Based

Weight (Points):

100 (10% of Total)

8. Vendor Questionnaire

Add optional description to section

1. VENDOR QUESTIONNAIRE


Respondents are expected to organize their submittals in such a manner as to facilitate the evaluation process. Submittals should be keyed or indexed to correspond with this solicitation. Responses should be correlated to the specific submittal, criterion, section or paragraph number of the solicitation being addressed.

Evaluators will make a reasonable effort to locate information in the responses; however failure to follow this suggested format may make location of critical submittal information difficult, possibly resulting in a loss of appropriate credit.

Additional documentation may be requested by the County to ensure contract compliance.

1.1. CONTRACTOR ACCEPTANCE FORM*

Download the below documents, complete, and upload.

 [11.13.2024.Vendor.acceptance.pdf](#)

*Response required

1.2. OPENGOV ELECTRONIC PRICING PROPOSAL *

See OpenGov electronic [Pricing Proposal](#). Pricing must be submitted within the OpenGov electronic [Pricing Proposal](#) and all pricing must be completed.

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 www.flsenate.gov/Laws/Statutes/2011/607.1501.

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

Enter response

*Response required

1.3. SUBMITTAL DOCUMENTS*

Upload all other documents relating to this solicitation. Please do not submit any documents with either copyright, confidential, or trademark proprietary language. Fla. Stat. Ch. 119, imposes substantial obligations on the County and other regulated entities regarding the maintenance and production of public records. The County cannot agree to confidentiality requirements that are contrary to these laws.

Please "tab" response to correspond to the Evaluation Criteria of this RFP.

Tab 1 – Qualifications & Experience
 Tab 2 – Approach and Project Methodology
 Tab 3 – Past Performance & References
 Tab 4 – Compensation
 Tab 5 - Additional required documentation

Any additional information the Proposer wishes to provide.

*Response required

*Response required

1.4. Price Page (Cost Matrix) Attachments*

Please confirm that you have reviewed both workbooks with multiple worksheets, provided pricing and uploaded the Excel Workbook for Option A, and/or B with your proposals.

☐ Please confirm

*Response required

1.5. Attachments*

Please note there are three attachments/affidavits which will have to be completed and signed by the awardee.

1. Common Carrier Attestation
2. Human Trafficking Affidavit
3. Foreign Countries of Concern Affidavit

Please confirm that you have read and understand that these documents will be required of the awardee.
 Please confirm

☐ Please confirm

*Response required

1.6. Vendor Submission Guidelines*

Please confirm you have completed the Vendor Submission Guideline form and submitted it with your proposal.

☐ Please confirm

*Response required

1.7. FEMA Grant Provisions - These documents will be incorporated into the awardees contract agreement*






















Please download the below documents, complete all sections, sign, and upload.

 [Attachments_1,2,3_FEMA_Grant_Provisions.pdf](#)

*Response required

9. Attachments

Add optional description to subsection

::	 A - 5b.Option_A_Pinellas_CDBG-DR_RFP_Cost_Matrix_Detail	 
::	 B - 6b.Option_B_Pinellas_CDBG-DR_RFP_Cost_Matrix_Detail	 
::	 C - 1. Pinellas Vendor Submission Guidelines Form.	 
::	 D - 2. Pinellas Procurement Clauses 2025 Uniform Guidancev1.2_FINAL	 
::	 AA - Common Carrier Attestation 02.05.2025	 
::	 BB - Human Trafficking Affidavit 02.05.2025	 
::	 CC - Foreign Countries of Concern Affidavit 02.05.2025	 

Attachments

Drop some files here or click to select files to upload.



10. Sample Agreement

Add optional description to section

AGREEMENT

25-0425-RFP

25-0425-RFP Management, Administration & Implementation of Community Development Block Grant -Disaster Recovery (CDBG-DR) Program

This Agreement (the “agreement” or “contract”) is entered into on the date last executed below (“Effective Date”), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 (“COUNTY”) and [Contractor Legal Name] whose primary address is [Contractor Legal Address] (hereinafter “CONTRACTOR”) (jointly, the “Parties”).

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
 - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
 - e. Contractor's response to Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
 - f. Contractor's response to Solicitation Section 9, titled Pricing Proposal attached as Exhibit F.
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement will be for a period of thirty-six (36) months from the date of Agreement award and any extension thereof.

C. Expenditures Cap

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed [NTE Approval Amount] for [NTE Period] without a written amendment to this Agreement.
2. In no event will annual expenditures exceed [\$] within any given fiscal year without a written amendment to the Agreement.

D. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature:

Print Name and Title:

Date:

For County:

Signature:

Print Name and Title:

Date: