

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Jason E. Brown; County Administrator

THRU: Phillip J. Matson, AICP, Community Development Director
Bill Schutt, AICP, Chief, Long-Range Planning

FROM: Matt Kalap, Planner, Long-Range Planning

DATE: September 29, 2020

SUBJECT: REQUEST TO APPROVE THE FIRST FOUR BIDS FOR CDBG HOUSING REHABILITATION

It is requested that the following information be given formal consideration by the Board of County Commissioners at its regular meeting of October 6, 2020.

DESCRIPTION AND CONDITIONS

On June 19, 2018, the Board of County Commissioners (BCC), at an advertised public hearing, directed staff to prepare an application for a \$750,000 Community Development Block Grant (CDBG) in the Housing Rehabilitation category and also authorized staff to issue a Request for Proposals (RFP) to select a consultant to administer the grant, if awarded. At a second public hearing on July 10, 2018, the BCC reviewed the proposed CDBG application, authorized a County match of \$50,000 in State Housing Initiative Partnership (SHIP) funds to support the County's grant application, and authorized its submittal to the state. The County subsequently hired a consultant to assist in the administration of the grant.

Since then, a \$750,000 CDBG was awarded to the county, and the consultant has worked with county staff to undertake the required steps to proceed with grant implementation. These steps included soliciting and obtaining intake application forms from homeowners, and initiating the procurement process to obtain services from abstractors, lead-based paint inspectors and general contractors.

Based on the criteria in the CDBG Local Housing Assistance Plan, the consultant ranked all the applicant intake applications and then worked with the applicants to obtain income, asset, ownership, and residency information.

On January 10, 2020, the CDBG Citizen's Advisory Task Force (CATF) reviewed the final list of CDBG applicants. At that meeting, the CATF recommended that the Board of County

Commissioners approve the applicant list, and determined the members of the CATF have no conflicts of interest with any of the applicants. Subsequently, staff brought an item to the BCC on February 18, 2020 so that any conflicts of interest could be acknowledged. At that meeting, the BCC members indicated they do not have any conflicts of interest with the applicants.

On August 4th, staff coordinated with the consultant and County Purchasing Division staff and issued invitations to bid for four housing units in accordance with the procedures and requirements outlined in the County’s Local Housing Assistance Plan (HAP). Subsequently on August 14, 2020, eight contractors attended the first walk-through inspection with the consultant, Guardian Community Resource Management. By the September 4th deadline for submittal, seven contractors submitted sealed bids for the first four homes.

Now, the Board is to consider approving the first group of contractors’ bids as recommended by the County’s CDBG administration consultant.

ANALYSIS

The County’s CDBG HAP requires submitted bids to be ranked by price and that bids be awarded to the lowest responsible bidder within plus or minus fifteen percent (15%) of the pre-bid cost estimates. For two of the four projects (1166 15th Avenue and 4190 39th Drive), the CDBG consultant recommends the County approve the lowest responsible bidder. For the third and fourth projects (4200 46th Place and 7866 104th Avenue) the consultant is recommending the bids be awarded to a contractor that did not submit the lowest bid. Consistent with the HAP requirements, the county gives a 10% bid reduction for calculation purposes to Women Owned Business Enterprises and/or Minority Owned Business Enterprises (WBE/MBE) in order to provide an incentive to WBE/MBE firms. In both cases the bid reductions place De La Hoz Builders Inc, in the first ranked position. A complete bid tabulation is included as Attachment 1.

Outlined in the table below are the consultant’s recommendations for bid approval and amounts to be utilized from CDBG funds.

Applicant Name and Address	Total Bid	CDBG funds	Contractor
Theda Holland 1166 15 th Ave. SW, 32962	\$52,362.00	100%	Patriot Response Group, LLC
Gwendolyn McNeal 4200 46 th Place, 32966	\$42,790.00	100%	De La Hoz Builders, Inc.
Nickey Mills 4190 39 th Drive, 32967	\$49,700.00	100%	TC Enterprises of the Treasure Coast, Inc.
Sharon Schalm 7866 104 th Ave. 32967	\$37,917.00	100%	De La Hoz Builders, Inc.

FUNDING

Funding in the amount of \$182,769 for all four properties will be made available in the CDBG Fund/Housing Rehabilitation/Other Contractual Services – Rehab account 12913854-033490-09129 via roll-over budget amendment.

RECOMMENDATION

Staff recommends that the BCC review the attached Bid Tabulation and approve the following bids:

1. Theda Holland (1166 15th Ave. SW, 32962) to Patriot Response Group, LLC for the bid amount of \$52,362
2. Gwendolyn McNeal (4200 46th Place, 32966) to De La Hoz Builders, Inc. for the bid amount of \$42,790.
3. Nickey Mills (4190 39th Drive, 32967) to TC Enterprises of the Treasure Coast, Inc for the bid amount of \$49,700.
4. Sharon Schalm (7866 104th Ave. 32967) to De La Hoz Builders, Inc. for the Bid amount of \$37,917.

ATTACHMENT

- 1) Round 1 Bid Tabulation