

Request for Information (RFI)

For

Mobile Home Tie-Downs
Retrofit

RFI 2017-08



Solicitations Due – June 26, 2017 – 6:00 p.m. EDST

Solicitation Opening – Upon Receipt

<http://www.tcc.fl.edu/purchasing>

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GENERAL CONDITIONS

Proposers: To insure acceptance of the proposal, follow these instructions.

PROPOSALS: The number of the proposal and the date of opening shall be shown on the subject line in the written email containing each proposal. Proposers are requested to show their name and address on the proposal submission form. All proposals are subject to the terms and conditions specified herein and on the attached proposal documents.

1. **DESCRIPTION: THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.**
This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the College to contract for any supply or service whatsoever. Further, the College is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the College will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsisized on the State of Florida Vendor Bid System (VBS) and on TCC's Purchasing Department's website <http://www.tcc.fl.edu/about/college/administrative-services/purchasing/solicitation-documents/#>. It is the responsibility of the potential offer's to monitor these sites for additional information pertaining to this requirement.
1. **PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFI.
2. **PROPOSAL SUBMISSION:** The College will receive written or typed proposals by email to the following email address wynna@tcc.fl.edu, the Program Coordinator of the Residential Construction Mitigation Program by 6 P.M Monday June 26, 2017.
3. **INQUIRIES/INTERPRETATIONS:** All proposers shall carefully examine the RFI documents. Proposers are expected to examine the terms and conditions, specifications, scope of work, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. Any interpretation of or changes to the RFI will be made in the form of a written addendum to the RFI

and will be furnished to all proposers.

- a. Such inquiries regarding this RFI outside a pre-proposal conference must be submitted in writing via email to the Program Coordinator for the Residential Construction Mitigation Program at wynna@tcc.fl.edu. The College will provide written answers via email to the questions in the form of a written addendum to all proposers who have received the RFI. The College will not be responsible for any oral instructions made by any employee(s) of the College in regard to this RFI.
4. **OPENING/EVALUATION**: Proposals shall be opened and recorded on the date and time received herein unless changed by addendum. All proposals received after the specified time may not be considered. Telegraph or telephone proposals will not be accepted. A proposal may not be altered after the opening of the proposals.
 5. **ACCURACY OF PROPOSAL INFORMATION**: Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

SCHEDULE OF RFI EVENTS

Date	Time	Description
5/30/17		Release of RFI to Public, Posted on Vendor Bid System (VBS) & TCC Purchasing Website
6/8/17		Last Day for Written Inquiries and Notice of Intent to Propose
6/15/17		Anticipated Date that answers to Written Inquiries in the form of an Addendum will be posted on VBS & TCC Purchasing website
6/26/17	6:00 p.m. EDST	Proposals Due
Upon Receipt		Proposal Opening
6/27/17		Anticipated Commencement of Proposal Evaluations

PROPOSAL SPECIFICATIONS

INTRODUCTION AND PURPOSE

Tallahassee Community College (hereinafter referred to as “TCC” or “The College”) is requesting qualified and experienced vendors (hereinafter referred to as “Respondent”, “Respondents”, “Vendor”, or “Vendors”) to submit responses to this Request for Information for Mobile Home Tie-Down Services (hereinafter referred to as “RFI”).

Section 215.559, Florida Statutes, established the Hurricane Loss Mitigation Program. A portion of the funding for this program is to be used to inspect and improve tie downs for mobile and manufactured homes. The intent and purpose of the RFI is to gather information about pricing, coordination, and execution of a contract with a qualified vendor to provide windstorm safety enhancements (tie downs) to manufactured/mobile homes and manufactured home communities within their local municipality, city, county or region. During fiscal year 2017-2018, it is anticipated that approximately 1,250 manufactured/mobile homes will be eligible statewide.

Accordingly, the College seeks to identify a Vendor who can help the College research, design and implement a new component to the Residential Mitigation Program to address the recruitment, coordination, and execution of the scope of work for a large number of individual homeowners without the aid of a Home Owner’s Association or organization entity within a local municipality, county, or region. This component of the program will act in conjunction with the current Residential Mitigation Program we have in place addressing Mobile Home Parks and Communities.

The College intends to adopt an aggressive timeline and move to an implementation of the Individual Homeowner portion of the grant by July 2017.

Specific implementation and Vendor requirements are described in detail in this RFI.

EVALUATION FACTORS AND CRITERIA

The College will evaluate the Respondents to this RFI based on the information provided in Respondent's proposal, references, and experience among other factors. The evaluation will be conducted by qualified College personnel and the following will be considered:

Coordination, project management, execution plans and methodologies, including:

- Organizational methods
- Database management
- Launch strategy and planning

Project Management

- Project planning
- Project governance management
- Resource planning
- Resource management
- Scope and requirements management
- Issues management
- Schedule management
- Project communication
- Status reporting
- Account management
- Coordination with State FLHSMV for Inspections

Project Staffing

- Experience of key personnel
- Number and types of project managers
- Sample and Specific account assignments prior to contracting
- Commitments of resources prior to and during implementation
- On-site staffing
- Sub-contractor use

Reliability

- Commitment to Tallahassee Community College
- Commitment to best practices
- The number and quality of similar implementations
- Track record and ability to deliver on time
- Risk to the College versus Vendor if milestones are missed

Viability

- Overall financial stability and viability of the Vendor
- Willingness to guarantee rates
- Willingness to fix-fee all or portions of work

References

- Quality
- Overall satisfaction
- Similarity to organizations of like mission, size and complexity as the College

Total Implementation Costs

- Implementation services
- Training
- Expense reimbursement
- Hours worked during week versus time charged to project

PROPOSAL RESPONSE FORM

All Respondents are required to format their proposals in a manner consistent with the following guidelines:

PLEASE RESPOND TO EACH QUESTION (PLEASE TYPE OR PRINT LEGIBLY)

STATEMENT: All mobile home installations in the state of Florida must meet code 15C for “new installations” on New and Used mobile homes. Retrofit is different from a “new installation” because of the impediments (i.e. gas, water, sewage, and electrical lines are present). The questions below will allow us to see how you would do the scope of work for the retrofit program.

Q1. What procedures would one need to follow to retrofit a mobile home with (tie-downs)? Please be specific.

Q2. What coordination would need to be done before installing tie downs on a pre-existing (retrofit) home?

Q3. Is it possible, even during the retrofit process to bring a home all the way up to code 15c?

Q4. If the answer to Q3 is yes, please describe this procedure (re-installation).

Q5. Would you be willing to negotiate pricing for volume? (Meaning more homes lower price)

PROPOSAL RESPONSE FORM

COMPANY DETAILS	
NAME OF COMPANY	
ADDRESS OF COMPANY	
Fed ID#	
TELEPHONE:	
FACSIMILE:	
EMAIL:	
WEBSITE:	
TYPE OF BUSINESS:	<input type="checkbox"/> Corporation (S, C) <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> LLC
LIST OF SERVICES:	
RECENT CUSTOMERS:	

POINT OF CONTACT	
NAME:	
PHONE W/ EXTENSION:	
EMAIL:	
FL MOBILE HOME INSTALLERS LIC#	

**RETROFIT SERVICE, PARTS,
SUPPLIES PRICING**

LONGITUDINAL SYSTEM	
LATITUDINAL SYSTEM	
VERTICAL SYSTEM	
LABOR	
PROFIT %	
FINAL PRICING FOR INSTALLATION OF TIE-DOWNS FOR RETROFIT OF MOBILE HOME	
COST TO BRING HOME UP TO CODE 15C (RE-INSTALLATION)	