

# Welcome

The Housing and Neighborhood  
Department  
City of Jacksonville

Neighborhood Stabilization Program  
NSP

# **NSP CONSTRUCTION**

**SINGLE FAMILY HOMES REHABILITATION**

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**Subcontractor Review Session**

**NSP**  
**City of Jacksonville Leadership Team**  
**Introductions**

Omega Allen, *Project Manager*

Wight Greger, *Director HAND*

**PART I**

**General Information & Process**

Prosser Hallock, Inc.

**PART II**

**Construction Management**

Montgomery Land Company

# Administrative Leadership Team Introductions

- Don Fullerton  
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- Bruce Robbins  
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- Daniel Blanchard  
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**Office Phone (904) 739-3655**

# General Information & Guidelines (Contracts)

- The Subcontractor's contract is with the GC.
- The GC's contract is with the Developer.
- The Subcontractors are paid by the GC.
- Frequency of payment is according to what the Subcontractor and the GC agrees to.
- The City/NSP is not involved in the GC - Subcontractor contract arrangements.

# General Information & Guidelines

- While all the GCs are working for the Developer, all parties working on the home are representing the City and are part of a nationwide Federal NSP program with continuous oversight.
- All Developers, GCs and Subcontractors are graded on their work performance and are subject to any party being removed from the NSP program.

# Developer Selects Property for Review & Analysis

- Title
- Environmental
- **Initial Condition Audit**  
(Montgomery Land Co.)
- Survey
- Appraisals
- Financial Pro forma

Provided the Project complies  
with all the NSP criteria, the  
Property is accepted by the City  
into the  
NSP program.

**Proceed with Bidding Process**

# General Contractor (GC) Selection Process

- Developer selects 3 GCs from the NSP/HAND approved and published list to bid each project.
- Developers rotate the GCs after each GC bids on 5 projects for the same Developer.
- One of the 3 GCs must be a JSEB.
- Developer may self perform as a GC if established as a GC 60 days prior to NSP program.

# Bidding

- An Invitation to Bid will be sent to each GC selected by the Developer to bid.
- A bid package will be provided to each GC by the Developer through the City.

# Contract Documents & Bid Package

- Invitation to Bid
- General Conditions
- Technical Specifications
- Documents and Forms
- Instructions to Bidders
- Scope of Work for Improvements
- Bid Proposal
  - Lump Sum Bid Proposal
  - Bid Worksheet

# **General Conditions, Technical Specifications & Documents and Forms**

## **Standard for all Projects**

### **NOTE:**

**General Conditions includes Change  
Order Provisions:**

**Contractor Cost for Labor, Material & Supplies + 15%**

# Bid Package

- Instructions to Bidders
- Scope of Work for Improvements
- Bid Proposal
  - Lump Sum Bid Proposal
  - Bid

# Instructions to Bidders

- Bid Submission Procedures
- All bids are lump sum, including all taxes
- Q & A Time Period
- Addendum Procedures
- Project Visit & Examination
- Rights to accept or reject bids based on non-compliance, irregularities, etc.

# Scope of Work for Improvements

Prepared by:

Montgomery Land Company

## GC Choose Subcontractors from NSP list

- The GC will choose their own Subcontractors from the NSP approved lists of Subcontractors.
- The GC is encouraged to request multiple quotes for all work, however the GC is required to request and submit a minimum of two quotes for each trade and work tasks over \$1,500, except for tasks which the GC is self performing.
- After receipt of the quotes from the Subcontractors, the GC will choose the subcontractors of their choice for the project as part of the lump sum bid. Note, the GC is not restricted to accept the lowest Subcontractor quote.
- The GC will document the minimum JSEB participation of 25 % of the Total Bid Amount.

# Bid Proposal

- Bid Proposal
- Bid Worksheet
  
- The GC will be completing the Bid Forms.
- The GC is required to list all the Subcontractors who were invited to provide a quote.
- All the Subcontractors quotes will be monitored by the NSP Administrator to encourage maximum participation from all Subcontractors.

# Bid Worksheet

## CONSTRUCTION BID WORKSHEET

Neighborhood Stabilization Program (NSP) CITY OF JACKSONVILLE

NOTE: This worksheet will be used to track participation of General Contractors and Subcontractors in the NSP program and will be used to assist in review of payment requests and evaluating change order requests. The General Contractor is also required to complete the attached Bid Proposal.

NSP PROJECT BID NUMBER: 09 - 12 - 0006 BID DUE DATE: June 8, 2009 PROJECT ZIP CODE: 32209  
 PROJECT STREET ADDRESS: 4434 Center Street DEVELOPER: Western Partners, Inc.  
 GENERAL CONTRACTOR (G.C.): HYR Contractors, Inc. G.C. ID NUMBER: 47 CK. IF G.C. IS A JSEB:

WORK DESCRIPTION	The G.C. is required to submit a minimum of two quotes from Subcontractors for any task over \$1,500 which the G.C. is not self performing and document on this form the amount and note if the Sub declined to quote.											
	LIST ALL SUB-CONTRACTORS SELECTED BY GC FOR PROJECT					LIST ALL QUOTES FROM OTHER SUB-CONTRACTORS (Not part of the bid, for information only)						
	Name	ID	JSEB	Amount	Name	ID	JSEB	Amount	Name	ID	JSEB	Amount
<b>SECTION A - SUBCONTRACTORS</b> (Work which the G.C. may not self perform)			Note %									
Electrical	Jones Electric Co.	44		\$9,345.00	Smith Wiring	14		\$11,555.00				
Plumbing	ACE Plumbing, Inc.	12		\$2,000.00	You Flush It, Inc.	41		\$1,720.00				
Landscaping	Florida Landscape Co.	2	3.5%	\$1,300.00								
Roofing	Sky Roofing Co.	5	16.3%	\$6,000.00	Home Coverings, Inc.	8		No Quote	Quality Roofs, Inc.	17		\$5,500.00
Painting												
HVAC	Bufflinkin Heating	45		\$1,948.00	DRG Air, Inc.			\$2,200.00	Flowease, Inc.	38		\$2,050.00
Pest Control												
Structural Framing (Work requiring licensed certification)												
Flooring												
Window Installation (G.C. may self perform \$400 and less)	Clearview, Inc.	9		\$2,500.00	Florida Contractors, Inc.	33		\$2,850.00	Ben's Woodworks, LLC	95	X	\$2,700.00
<b>SECTION B - OTHER SUBCONTRACTORS</b>												
Insulation	Energy Savers, Inc.	67	1.5%	\$567.00	Whiles Contracting, LLC	88	X	\$788.00				
Drywall	MRS Drywall Co.	98		\$1,760.00	Certs Renovation, Inc.	61		\$1,890.00	Carl's Drywall	3		No Quote
Chimney Work	Chimney & Vent Repair, Inc.	4		\$345.00								
Other (attach additional page if necessary)												
<b>TOTAL SECTIONS A &amp; B - ALL SELECTED SUBCONTRACTORS</b>				\$25,765.00								
<b>SECTION C - G.C. SELF PERFORMING TASKS - MAX. 25% (List)</b>												
Sidewalk repair				\$600.00								
Misc. clean up				\$1,750.00								
Trim work				\$450.00								
New deck				\$1,200.00								
Window replacement				\$340.00								
Other (attach additional page if necessary)												
<b>TOTAL SECTION C - G.C. SELF PERFORMING TASKS</b>			11.8%	\$4,340.00								
Percentage Self Performing Tasks (Maximum 25 % of Bid Subtotal)				14.4%								
<b>BID SUBTOTAL (Total of Sections A, B and C)</b>				\$30,105.00								
G.C. Profit & Overhead			18.4%	\$6,800.00								
<b>TOTAL BID AMOUNT</b>				\$36,905.00								
Total JSEB Participation (Minimum goal of 25% of Total Bid Amount)			51.5%									

**NOTES:**

- The Total Bid Amount should not include any contingencies for change orders. Change orders, if any, will be handled on a case by case basis.
- Please document on the worksheet the minimum JSEB participation of 25% of the Total Bid Amount.
- The General Contractor (G.C.) may self perform any tasks not listed in Section A up to a maximum of 25% of the Bid Subtotal amount, subject to any required licenses that may be required.
- The G.C. is encouraged to request multiple quotes for all work and is required to submit a minimum two quotes from Subcontractors for all work tasks over \$1,500 which the G.C. is not self performing and document the amount on this form and note if any Subcontractor declines to provide a quote. The G.C. may request any number of quotes from the approved NSP list of Subcontractors and is not obligated to select the lowest quote.

## GC's Ability to Self Perform

- The GC will be allowed to self perform certain tasks up a maximum of 25% of the Bid Subtotal, which does not include GC overhead and profit.
- Work tasks which the GC will **not** be permitted to self perform are specifically listed.

## Work tasks and trades which the GC will not be permitted to self perform:

- Electrical
- Plumbing
- Landscaping
- Roofing
- Painting
- HVAC
- Pest Control
- Structural Framing
- Flooring
- Window Installation over \$400

# Bidding, Review & Award Process

- The Invitation to Bid will be sent to each GC selected by the Developer to Bid.
- A bid package will be provided to each GC.
- Based on the Instructions to Bidders, bids will be due at an established date, time and place each week.
- All bids will be time stamped upon receipt and the bids for each property will be publicly opened and read aloud.
- Within two days, bids will be recorded and evaluated for each property and the lowest bidder (GC) will be formally identified.
- Subject to the Developer's final financial pro forma and project approval, the low bid will be awarded, and the Contract Agreement will be executed between the Developer and the GC with City oversight.

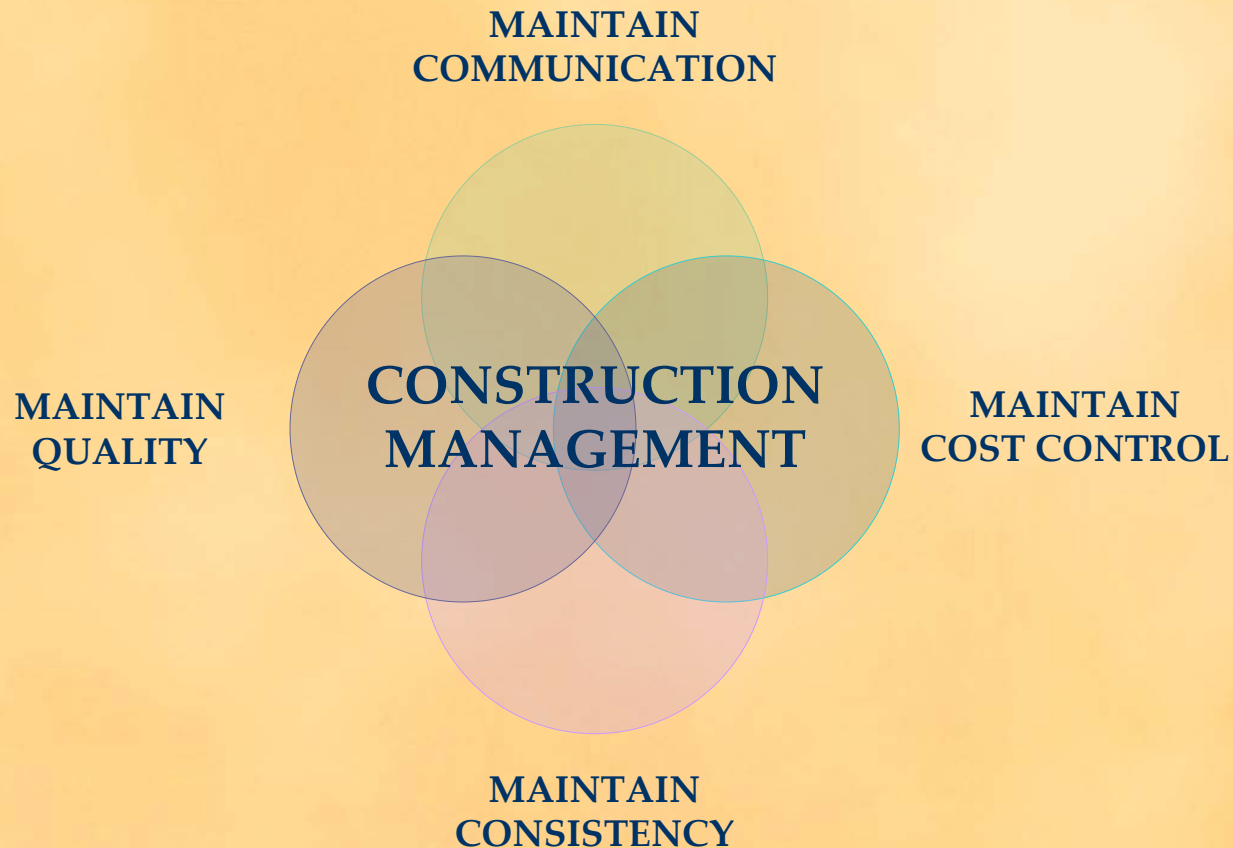
# WELCOME TO THE PROGRAM

## Construction Management Leadership Team Introductions

- Maurice M. Rudolph, P.E.  
Senior Vice President  
[maurice@montgomerylandco.com](mailto:maurice@montgomerylandco.com)
- Marcus Meide,  
Construction Director - Certified Building Contractor  
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- **Bob Pitman,**  
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- Eugene Barber  
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# Construction Management Approach



# PRE-CONSTRUCTION MEETING with the GENERAL CONTRACTOR

- Permit Review
- NOC Review
- Schedule Review
- Safety Review (OSHA Based)
- General Conditions & Specifications Review
- Contractor Evaluation Review
- NSP Expectation Review

# CONSTRUCTION MANAGEMENT During Construction

- Safety Inspections
- Evaluate Changes in Scope of Work
- Ongoing Project Contractor Team Evaluation
- Ongoing Monitoring of Schedule
- Review Draw Requests for NSP
- Overall Construction Supervision for Quality and Cost Control for the NSP

# CONSTRUCTION MANAGEMENT

## Finalizing Construction

- Create Project Punch List
- Conduct Final Inspection to Ensure Adherence to NSP Criteria
- Facilitate Resolution of Outstanding Items
- Process Final Draw Request
  - Lien Releases
  - Certificate of Occupancy

# Project Closeout

- Final Inventory of the house
- Submit all Contractors Evaluations to NSP Project Manager
- Submit Final Paperwork to NSP Project Manager.

The NSP program reserves right to revise policy and procedure as it may deem necessary in order to comply with municipal or federal requirements as they currently exist or may exist in the future.

# Thank You for Your Time.

MONTGOMERY LAND COMPANY

(904) 683-0207

&

PROSSER HALLOCK, INC.

(904) 739-3655

We Appreciate Your  
Questions and Comments at Any Time