

Better FUTURE



Disaster Recovery Funds



Better Future Construction Services RFP- Technical Assistance

Welcome

IEM International (IEM) has been contracted by Pasco County to provide implementation services for Pasco County's Better Future CDBG-DR Program.

IEM is requesting proposals from highly qualified contractors to perform rehabilitation, reconstruction, demolition, and elevation of single-family residential structures, and replacement of Manufactured Housing Units.

IEM intends to select multiple contractors to provide these services.

To find out more about the Pasco County Better Future program please visit:

https://www.pascocountyfl.gov/government/better_future.php



Request for Proposals- Construction Services

SCHEDULE OF EVENTS:

RFP Stage	Date
Issue Solicitation	January 7, 2026
Deadline for Questions	January 22, 2026 11:59 pm EST
Deadline for Proposal Submission	January 28, 2026 4pm EST
Evaluation and Selection	February 10, 2026
Contract Negotiation and Execution	February 18, 2026
Deadline for Bonds and Insurance	7 days after execution of contract

Link to RFP Submission:

[Request for Proposals - Construction Services](#)

All requests, questions or other communications about this Solicitation shall be made in writing to IEM using the email address below.

BetterFutureRFP@iem-fl.com



Minimum Qualifications & Requirements

Experience

- Minimum 5 years in residential construction or ownership/executive management.
- At least 3 years with federally funded housing rehab/reconstruction (CDBG-DR).

Licensing

- Hold or commit to securing all required licenses for covered jurisdictions.

Compliance & Management

- Proven disaster recovery project experience.
- Compliance with local, state, federal laws; payroll documentation.



Minimum Qualifications & Requirements

Capabilities

- Complete projects within program timelines.
- Ability to repair historic properties.
- Experience with lead/asbestos removal and environmental mitigation.

Financial & Other Requirements

- Financially solvent; bonding capacity (\$5M for full scope or \$2M for limited projects).
- Section 3 HUD compliance (local hiring & subcontracting).
- Active SAM registration; not debarred.
- Florida registration for out-of-state firms.
- Maintain local office in Pasco County.
- Provide 1-year warranty; energy efficiency certification.
- Submit reconstruction plan sets (2–4 bedrooms, accessibility options).
- Not in arrears to Pasco County upon debt or contract and is not in default.



Key Staff

Project Manager: Responsible for all Pasco County CDBG-DR operations, planning, allocating resources, preparing budgets, monitoring progress, and keeping Pasco County/IEM informed.

Superintendents: Manage a group of individual project sites (max ratio of 8:1 active projects).

Financial Manager: Ensure timely and accurate submission of reimbursement requests.

Warranty Coordinator: Ensure timely completion of all warranty claims, record warranty claims in the system of record, communicate with the applicant to schedule warranty repairs, and keeping the applicant apprised of progress.

Relocation Coordinator: Ensure program applicant relocation, including moving/packing, storage, lodging services, communication with applicant regarding relocation needs, options, and timeline (proposal should budget for costs of this position)

* RRE/MHR repair relocation cap is \$12,500 and \$18,000 for reconstruction.



Required Respondent Information

Cover Page

- Respondent name, contact information, and what program(s) the respondent is applying for.

Company Narrative

- **Company Profile** (ownership structure, year founded, number of employees)
- **Office Location** and, if different, location(s) in Pasco County.
- **Key Staffing and staffing plan**, including key staff profiles and resumes.
- **Qualifications**
- **Experience in construction and project management** including projects of similar scope and size, and projects in Pasco County.
- **Summary of Past Projects**
- **References** from at least three non-Pasco or IEM projects
- **Summary of Audit and Annual Report**
- **Litigation History**



Required Respondent Information (Continued)

Methods to Accomplish Scope of Work

- **Cost Controls** including cost reduction items and estimated cost savings.
- **Quality Control** program description and person responsible for QC.
- **Subcontractor Plan and Information**
- **Floor Plans and Replacement Units** for 2 - 4 bedrooms with two bathrooms and two elevation types for each bedroom configuration, and accessibility options.
- **Relocation Coordination and Services** (moving/packing, storage, and lodging).
- **Warranty Program** description, personnel, and timeframes to resolve complaints.

Conflicts of Interest Narrative

- **A statement of conflicts** (if any) the Respondent or key employees may have regarding these services.

Attachments

- All must be completed and submitted in the order in which they are listed.



RFP Attachments

List of requested documents.

Failure to submit applicable document may result in a lower score.

Attachment	Document
A	Addenda Acknowledgement – Respondent must sign and submit the <i>Proposal & Addenda Acknowledgement</i> form.
B	Federal Affirmations - Respondent must sign the Federal Affirmation form agreeing to comply with Federal requirements.
C	Certification Regarding Lobbying – Respondent must sign and submit the <i>Certification Regarding Lobbying</i> form, included as Attachment C.
D	Statement of Respondent Qualifications – Respondent must complete and submit the <i>Statement of Respondent Qualifications</i> form, included as Attachment D.
E	Subcontractor Plan and Listing Form – Respondent must provide a subcontractor plan (summarized in the proposal and complete and submit the <i>Subcontractor Listing Form</i> , (as Attachment E).
F	References – Respondent must complete and submit the <i>References</i> form, included as Attachment F.
G	Contractor Profile – Contractor information sheet for if the Respondent is selected (as Attachment G).
H	Audited Financial Statements/Annual Reports - Respondent shall submit the last two years of statements or reports. (as Attachment H)
I	Non-Collusion Affidavit – Respondents must attest the price and amount of any Solicitation Response have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, Respondent, or prospective Respondent (as Attachment I).
J	Minimum Insurance Requirements - Sample Insurance Certificate – Respondent must provide a sample Insurance Certificate which adheres to the <i>Minimum Insurance Requirements</i> as Attachment J (does not supersede the “Hold Harmless” provision).
K	Section 3 Proposal Requirements - Offeror must complete and submit the <i>Obligation Summary for Contract Awardees and Initial Subcontracting Plan</i> (as Attachment K), for any HUD-funded projects expected to exceed \$200,000.



RFP Attachments (Continued)

List of requested documents.

Failure to submit applicable document may result in a lower score.

Attachment	Document
	Respondents intending to self-perform as Section 3 Businesses, or for any subcontractors of Respondent who qualify as Section 3 Businesses and wish to self-certify as Section 3, the Section 3 Business Concern Self-Certification Form (in Attachment K) must be included and submitted with the Proposal.
L	Budget Pricing Form - Respondent must complete the <i>Proposal Schedule / Pricing Form</i> , included as Attachment L.
M	Conflict of Interest form - A statement of conflicts (if any) the Respondent or key employees may have regarding these services (as Attachment M).
N	Plans Sets – Respondents will include a set of reconstruction plan sets of single-family homes and floorplan for MHU Replacement as Attachment N.
O	System for Award Management (SAM) results – Respondent must include verification that your company as well as the company’s principal is not debarred through the System for Award Management (www.SAM.gov) (as Attachment O). Respondent must enclose a printout of the search results that includes the record date.
P	Resumes of Key Staff - Respondent must include resumes of key staff and/or staff hiring plan as discussed in Appendix B as Attachment P.
Q	Responder and Subcontractor Licensing / Certifications – Respondent must submit any applicable licensing and/or certifications required for the completion of the scope of work under this RFP (as Attachment Q).
R	Additional Information and Documents - Respondent may submit other documents request by this RFP as Attachment R.
S	Bid Bond Authorization Form – Respondent must sign and submit the Bid Bond Authorization Form as Attachment S.
T	Sample Contract and Required Contract Provisions - Contractors will be bound to specific terms and conditions found in their contract. Respondent should review this sample contract and provisions and provide suggested mark-ups (as Attachment T).
U	Innovative Practices – Respondent may include a short narrative regarding any innovations, efficiencies and/or resiliencies they will incorporate into their work as outlined in Section VI.J. of this RFP.



Budget Pricing Form

The following information by project type shall be submitted with your cost proposal. Cost information must not be included with Respondent's narrative proposal but in the provided MS Excel file as **Attachment L**.

- Overhead and Profit (**not to exceed 28%**).
- Pricing by Project Types

Note: The Program(s) will use Xactimate's Pricing Lists as the main source for pricing of construction works to be performed.



Evaluation Criteria – Key Points

Best Value Approach: Award based on responsiveness and overall value, not lowest price.

Project Completion Targets:

- Rehabilitation: **90 days**
- Reconstruction: **150 days**
- Manufactured Housing Replacement: **75 days**
- Demolition Only: **30 days**

Timelines Matter: Adherence to these timeframes is a major evaluation factor.

Proposal Discussions:

- IEM may conduct clarification discussions with competitive respondents.
- Equal treatment for all respondents during revisions.
- No disclosure of competing proposals.

Best & Final Offers: Revisions allowed before award to achieve best value.



Scoring and Selection Criteria

CATEGORY	MAX POINTS
Experience, Qualifications, and References	35
Proposed Methodology/Technical Proposal	25
Cost	20
Reconstruction Plan Sets and/or MHU Replacement Floorplans Submitted	15
Overall responsiveness, clarity, and organization of Solicitation Response	5
Proposer is listed as Section 3 business	Additional 5 points



Awards

It is the intent of the Program to award multiple contracts under this Solicitation.

Award notice(s) will be sent to the selected Respondents. Any award is contingent upon the successful negotiation of final contract terms.

Final contract amounts may be subject to negotiation between IEM and the selected Respondents.



Additional Requirements

These requirements apply to all project types included in this solicitation:

- Mobilize in the Pasco County area within 30 days of Contract execution.
- Provide professional labor, equipment, and materials to perform scope of work.
- Provide weekly reporting, documentation, and tracking of construction progress for all assigned, active projects in the System of Record (SOR).
- All communications, updates, interactions, site visits, etc. with any applicant must be recorded in the SOR.
- Meet with the program and individual property owners to review scope of work, including establishing a work schedule acceptable to property owners and reviewing work upon final inspection.
- Submit all payment requests and supporting documentation within sixty (60) calendar days of the completion of each project milestone.



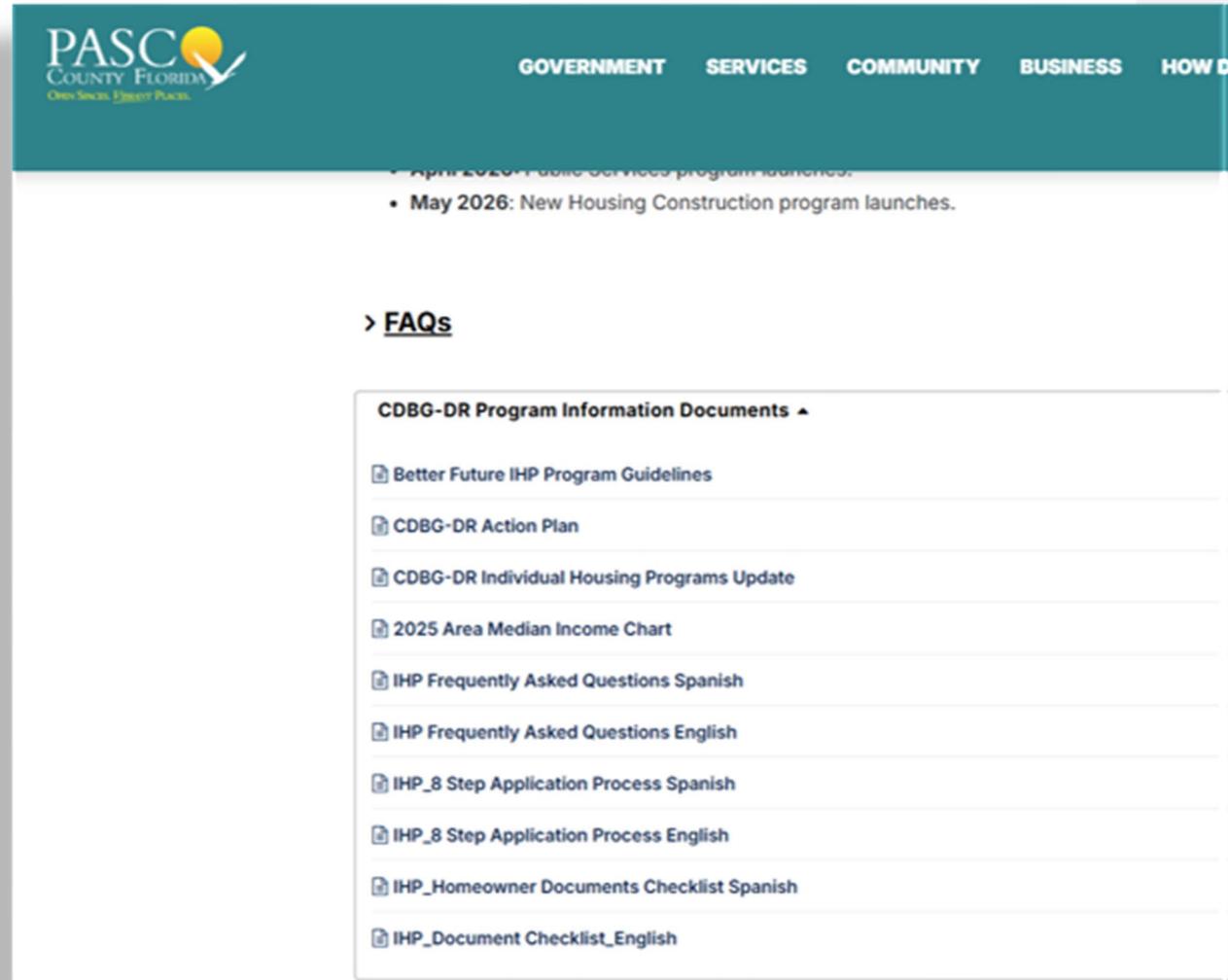
Helpful Programmatic Resources

The Individual Housing Guidelines, Action Plan, and other helpful documents may be found on the Pasco County Better Future website at:

[Better Future](#)

[www.pascocountyfl.gov/government/better_future.php#](http://www.pascocountyfl.gov/government/better_future.php#Doc2457)

[Doc2457](#)



The screenshot shows the Pasco County Florida website header with the logo and navigation menu (GOVERNMENT, SERVICES, COMMUNITY, BUSINESS, HOW D). Below the header, there is a list of news items, including "May 2026: New Housing Construction program launches." A section titled "> FAQs" is expanded to show a list of documents under the heading "CDBG-DR Program Information Documents ▲".

- Better Future IHP Program Guidelines
- CDBG-DR Action Plan
- CDBG-DR Individual Housing Programs Update
- 2025 Area Median Income Chart
- IHP Frequently Asked Questions Spanish
- IHP Frequently Asked Questions English
- IHP_8 Step Application Process Spanish
- IHP_8 Step Application Process English
- IHP_Homeowner Documents Checklist Spanish
- IHP_Document Checklist_English



Helpful Programmatic Resources

CDBG-DR Acronyms Sampling

Acronym	Full Name
AMI	Area Median Income
BCA	Benefit-Cost Analysis
COO	Certificate of Occupancy
CDBG-DR	Community Development Block Grant – Disaster Recovery
CM	Construction Manager
CO	Change Order
COI	Conflict of Interest
DOB	Duplication of Benefits
EA	Environmental Assessment
FIRM	Flood Insurance Rate Map
FMR	Fair Market Rent
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
IDC	Indirect Costs
IFB	Invitation for Bids
LMI	Low- and Moderate-Income

Acronym	Full Name
MHR	Manufactured Housing Replacement
NFIP	National Flood Insurance Program
NHPA	National Historic Preservation Act
NTE	Not to Exceed
NTP	Notice to Proceed
QA/QC	Quality Assurance / Quality Control
RFP	Request for Proposals
RFQ	Request for Qualifications
RRE	Rehabilitation, Reconstruction, and Elevation
RROF	Request for Release of Funds
SFHA	Special Flood Hazard Area
SOP	Standard Operating Procedure
SOW	Scope (or Statement) of Work
T&M	Time and Materials
TA	Technical Assistance
TRA	Temporary Relocation Assistance
VOB	Verification of Benefits



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How to submit?

UPLOAD RFP SUBMISSION:

UPLOAD TO GOOGLE DRIVE

Use the Google Drive Button listed on the webpage below:

[Request for Proposals - Construction Services](#)

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DOWNLOADS:

- [RFP](#)
- [Attachment A - Addenda Acknowledgement](#)
- [Attachment B - Federal-Affirmations](#)
- [Attachment C - Certification Regarding Lobbying](#)
- [Attachment D - Statement of Respondent Qualifications](#)
- [Attachment E - Subcontractor Listing Form](#)
- [Attachment F - References](#)
- [Attachment G - Contractor Profile](#)
- [Attachment H - Financial Statements](#)
- [Attachment I - Non-Collusion-Affidavit](#)
- [Attachment J - Minimum Insurance Requirements](#)
- [Attachment K - Section 3 Proposal Requirements](#)
- [Attachment L - Budget Pricing-Form](#)



RFP Questions?

Reminder to email us by January 22, 2026,
11:59PM EST at:

BetterFutureRFP@iem-fl.com

