



# Residential Rehabilitation Program

## Contractor Orientation



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# Program Overview

The Homeowner Rehabilitation program offered by the City of Pembroke Pines provides funding assistance to low and moderate-income households for home repairs that address various issues such as code violations, health and safety concerns, substandard living conditions, and accessibility for special needs and elderly residents.

The program is designed to support affordable housing activities and utilizes CDBG, SHIP, and other federal and state grants.

This program is administered by the City of Pembroke Pines in conjunction with the City's consultant, Community Redevelopment Associates of Florida, Inc. (CRAFLA).

# CRA Staff

**Nercida Casado**



**Primary Contact**

**Senior Program Specialist**

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**Community Development Coordinator**

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**Senior Program Specialist**

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**Please note, CRA will be the main point of contact throughout the process.**

# Independent Program Inspectors

**La'Marr Ruffin**

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**Housing and Assistive Technology**

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**John Tanner**

**Gold Tree Development**

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# City Staff

**Sherrel Jones-Ruff**



**Primary Contact Building Permitting**

Building Department Representative

**Permit Coordinator**

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**Housing Specialist**

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**Assistant Director**

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**Assistant City Manager / Director**

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# Sealed Bid Process - Highlights

Independent Program Inspectors (IPS) inspect qualified applicant's home and create work specifications consistent with the program requirements.

All pool General Contractors in good standing will receive an emailed invitation to bid. Only General Contractors who attend the pre-bid meeting may bid on the project. The Pre-bid notice will be posted to the display case outside of Suite 207.

The pre-bid meeting will be conducted by the IPS and will include the homeowner, and all invited General Contractors, at the project address.

General Contractors shall submit sealed bids to CRA by the due date indicated on the work specification documents. The name of the homeowner, the homeowner's address, the date and time the bid is due, must appear on the sealed envelope. General Contractors must bid on all items contained in the work specifications.

# Sealed Bid Process – Highlights (Cont.)

All sealed bids, once they have been time stamped at submission, will then be placed in the sealed bid lock box located in Suite 207 by the General Contractor or its designee. **No bid will be accepted after the due date and time.**

Any bid received incomplete or with alterations to the work specifications will be disqualified as non-responsive. This includes cross-outs, white outs, and writing on top of a price without initialing the changes. No bids will be accepted written in pencil.

A calendar of bid openings will be posted each Friday afternoon for the subsequent week in the wall mounted display case outside of Suite 207.

Regardless of whether members of the public or bidders are present for the public opening, the sealed bids will be opened in the presence of two witnesses from CRA staff.

Bids will be reviewed to ensure that the totals fall within each program's grant limit. Bids are awarded to the lowest most responsive bidder.



# Bid Award Letter



- The Contractor with the lowest bid will be awarded via e-mail.
- The Contractor must schedule a meeting with the resident to review the Scope of Work and Contract.
- Once the homeowner signs all required documentation, the Contractor will receive the Notice to Proceed Letter along with the final executed contract.



Contractor must receive Notice to Proceed before any work begins or before submitting permit requests.

# PROJECT TIMELINESS

30 Days

45 Days

60 Days

90 Days

120 Days

- Must obtain “Affordable Housing Stamp” from CRA to grant expedited process.
- All permitting applications must be submitted in person to the City’s Building Department.
- Status update of permits must be provided to the designated CRA Staff member as they become available.



# PROJECT TIMELINESS

30 Days

45 Days

60 Days

90 Days

120 Days



- Construction Begins.
- Only work indicated in the Scope of Work must be performed.
- Verbal agreements between property owners and contractors are **not** permitted.
- **No side deals** are permitted during the term of the project.
- Must report status update or circumstances that may prevent timeliness to designated CRA Staff.

# PROJECT TIMELINESS

30 Days

45 Days

60 Days

90 Days

120 Days

- More than 50% of the project should be done.
- Only work indicated in the Scope of Work must be performed.
- Must report status update or circumstances that may prevent timeliness to designated CRA Staff.



# PROJECT TIMELINESS

30 Days

45 Days

60 Days

90 Days

120 Days



- More than 90% of the project should be done.
- Only work indicated in the Scope of Work must be performed.
- Must Report status update or circumstances that may prevent timeliness to designated CRA Staff.

# PROJECT TIMELINESS

30 Days

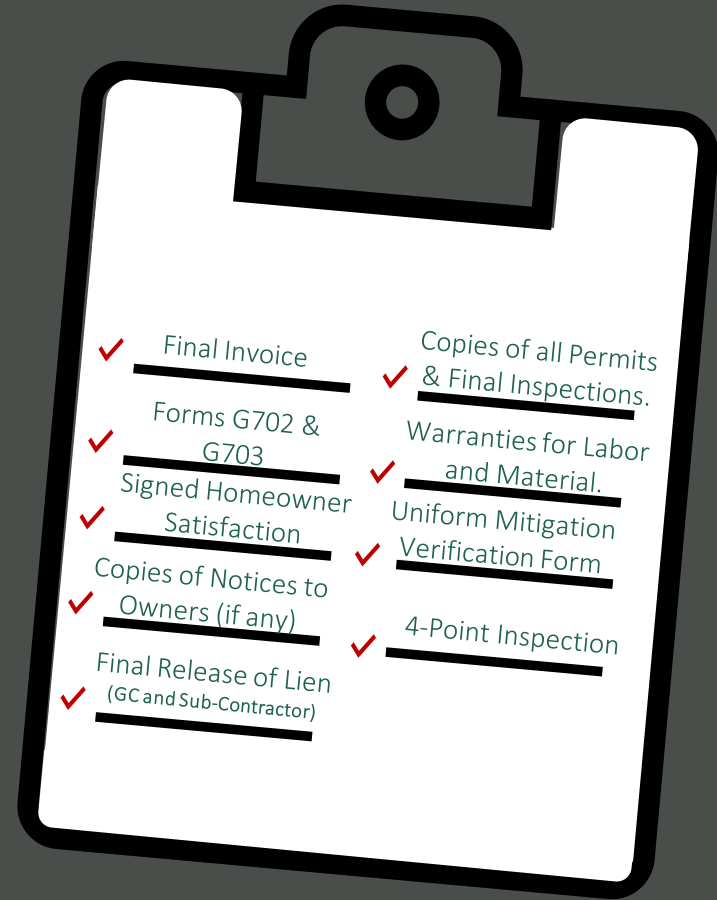
45 Days

60 Days

90 Days

120 Days

- Work must be completed.
- Submit all invoices, warranties, and related documents to CRA.
- Final Invoice must agree with the total of the original signed proposal and any approved change orders.



# Change Orders



- Changes to the agreed work specifications may only be made with the approval of CRA. If the need for a change order arises, the contractor must contact CRA first, and the assigned Program Inspector for review before submitting a Change Order Form.
- The need for the change order must be documented and be due to unknown or unforeseen conditions at the time of the pre-bid meeting.
- Changes to work specifications that cause the total cost of the project to exceed the maximum allowable grant, must then be offset by deletions of other items.
- A completed Change Order Form with all required signatures must be submitted for final approval by CRA.

# KEYS TO SUCCESS IN THE PROGRAM

1

Contractors must act in a professional manner.

2

Contractors must communicate effectively with residents / CRA Inc. regarding the progress of the job.

3

Contractors must be punctual to appointments.

4

Contractors must submit complete paperwork to the building department and be responsive to reviewer comments.

5


Contractors must complete jobs within 120-day timeframe.



If you have any issues with meeting the expectations above, then please contact CRA or the City early in the process.



# Building Permitting

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- The City has a priority building permit review process in place for State and Federal housing assistance (CDBG, SHIP and HOME) projects.
  - All permitting applications **must** be submitted in person to the City's Building Department. The permit plans are separately processed and coded to identify their expedited status.
  - Qualifying permit applications are placed in color coded folders and are separately routed by the building department.
  - Building department reviewers treat these applications as priority items.
  - Emergency permits typically take one day to review. Non-emergency permits may take anywhere from two to five business days to review based on complexity.

**Building Department is typically open  
Monday – Thursday  
between the hours of 7AM to 6PM**

# Questions?



THANK

YOU