

LAKELAND HOUSING AUTHORITY

REQUEST FOR PROPOSALS

DEMOLITION, SITE CLEARING, DEBRIS REMOVAL
AND SITE RESTORATION SERVICES

DAKOTA PARK | FL011000002

HUD SAC Application DDA0013834

Solicitation Item	Information
RFP Number	LHA-DEM-2026-01
Issue Date	Wednesday, October 14, 2026
Mandatory/Optional Site Visit	Monday, October 19, 2026 at 9:00 a.m.
Questions Due	Wednesday, November 4, 2026 at 9:00 a.m.
Addendum/Responses	Wednesday, November 18, 2026
Proposal Due	Monday, November 23, 2026 at 2:00 p.m. Eastern Time
Delivery Address	Lakeland Housing Authority, Procurement Department, 430 Hartsell Avenue, Lakeland, Florida 33815
Contract Type	Best-value competitive proposal; firm fixed unit prices; single award, subject to final Procurement Method Determination
Estimated Project Cost	HUD-approved demolition cost estimate is \$279,118.00, pending LHA's independent cost estimate controls procurement planning
HUD Approval	SAC approval dated August 13, 2026; DDA0013834
Status	Complete issuance package. Dates, wage decision, bond determination, insurance confirmation, and final legal review remain pre-issuance controls.

IMPORTANT: No onsite work may begin until LHA issues a written Notice to Proceed confirming resident relocation is complete and all remaining funding, environmental, labor, insurance, bond, utility, permit, and HUD conditions are satisfied.

Prepared for public advertisement and competitive procurement by the Housing Authority of the City of Lakeland, Florida.

DOCUMENT CONTROL

Control	Entry
Agency	Housing Authority of the City of Lakeland, Florida
Project	Dakota Park demolition and site restoration
Development	FL011000002
HUD SAC Application	DDA0013834
HUD Approval Date	August 13, 2026
Approved Scope	6 dwelling buildings, 40 dwelling units; 1 non-dwelling building; associated site work
Approved Site	Dakota Park, 3.16 acres, Kettles Avenue, Lakeland, Florida
Funding Identified by HUD	FFY 2025 Operating/Capital Funds for demolition of ACC units and non-federal funds for non-ACC units
Current LHA Policy Basis	LHA 2026 Procurement Policy, plus stricter current federal/HUD requirements
Prepared By	Erik Rashad, Vice President of Development
Version	Complete compliance package, September 16, 2026

HUD APPROVAL CONFIRMED: HUD SAC approved DDA0013834 on August 13, 2026, subject to the approval letter. LHA must not demolish until all residents are relocated. The approval also establishes project milestones and post-approval reporting obligations.

AUTHORITY AND ORDER OF PRECEDENCE

- HUD approval letter and its conditions;
- Federal statutes and regulations, including applicable award terms, 2 CFR Parts 184 and 200, and Appendix II to Part 200;
- Applicable HUD PIH notices, HUD construction forms, wage decisions, Section 3 requirements, and program guidance;
- Applicable Florida law and LHA's Board-approved procurement policy;
- This RFP, addenda, the successful proposal, and executed contract.

Where requirements differ, the controlling requirement for the funding source and transaction applies. LHA may apply the more restrictive compliant standard when requirements can be harmonized.

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PART I. SOLICITATION AND PROCUREMENT INSTRUCTIONS

1. Invitation to Propose

The Lakeland Housing Authority (LHA) solicits sealed proposals from qualified, licensed, responsible demolition contractors to demolish HUD-approved structures at Dakota Park and perform related utility coordination, environmental controls, debris removal, foundation and pavement removal, backfill, grading, stabilization, documentation, and closeout. Award will be made to the responsible offeror whose proposal is most advantageous to LHA, price and other disclosed factors considered.

The procurement is intended as a best-value competitive proposal. Before advertisement, the Contracting Officer shall sign Exhibit A documenting why competitive proposals, rather than sealed bidding, are appropriate for this construction procurement.

2. Project Background and HUD Approval

HUD SAC approved LHA demolition/disposition Application DDA0013834 on August 13, 2026. The approval covers six dwelling buildings containing 40 dwelling units, one non-dwelling building, and associated property at Dakota Park, FL011000002. The approved demolition cost is \$279,118.00 pending the cost study. The approval does not waive procurement, funding, labor, environmental, relocation, Section 3, BABA, or other contract requirements.

The contractor shall not interpret the HUD approval as a Notice to Proceed. LHA will authorize work only in writing after satisfaction of all applicable preconstruction conditions.

3. Procurement Schedule

Activity	Date/Time	Notes
RFP issued	October 14, 2026	LHA website and other public notice outlets
Site visit	October 19, 2026	Attendance requirement: ☐ Mandatory ☐ Optional
Questions due	November 4, 2026	Written questions only
LHA responses/addenda	November 18, 2026	Only written addenda modify the RFP
Proposals due	November 23, 2026 at 2:00 p.m.	Late proposals will not be accepted except as required by law
Evaluation	November 24, 2026	Procurement-sensitive
Interviews, if used	November 30, 2026	LHA may waive interviews
Board approval, if required	October 19, 2026	Subject to LHA delegation
Notice of intent/award	January 4, 2027	Not authorization to start
Contract execution/NTP	January 11, 2027	After all conditions are satisfied

4. Communications and Questions

All procurement communications must be directed to the Procurement Department at the address or email stated in the public notice. Offerors shall not contact evaluators, Commissioners, residents, project staff, consultants, or other LHA representatives concerning this RFP. Material answers will be issued by addendum to all known interested parties. Oral explanations do not modify the solicitation.

5. Proposal Submission

- Submit one signed original, 3 copies, and one searchable electronic copy on USB drive, unless an addendum authorizes secure electronic submission.
- Seal and label the package: "RFP LHA-DEM-2026-01, Dakota Park Demolition, DO NOT OPEN."

- Include the offeror's legal name and return address.
- Proposal must remain valid for 120 calendar days after the due date.
- Material exceptions must be clearly identified. Silence constitutes acceptance of the solicitation terms.
- LHA may reject proposals that are late, materially incomplete, conditional, non-responsive, or submitted by an ineligible or non-responsible offeror.

6. Public Records and Confidential Information

Submissions become public records to the extent required by Florida law. Offerors must identify information claimed exempt and state the legal basis. Marking an entire proposal "confidential" is not sufficient. LHA will determine disclosure obligations under applicable law.

7. Reservation of Rights

- Cancel or amend the solicitation; reject any or all proposals; waive minor informalities; request clarifications; verify information; conduct responsibility inquiries; negotiate within an established competitive range; request final proposal revisions; and award in whole or in part when lawful.
- Award without discussions based on initial proposals.
- Reject unbalanced, unreasonable, collusive, or materially conditioned pricing.
- Not reimburse any proposal-preparation expense.
- Resolve ambiguities by written addendum before closing when practicable.

PART II. SCOPE OF WORK

8. Project Site and Approved Assets

The project is Dakota Park, FL011000002, a 3.16-acre site on Kettles Avenue in Lakeland, Florida. The demolition authorization encompasses the structures and units identified in HUD SAC approval DDA0013834. Before issuance, LHA shall attach a certified PIC building/unit schedule and site plan that exactly match the HUD approval letter and current field conditions.

PRE-ISSUANCE DATA CONTROL: The HUD letter's typed unit-address schedule should be reconciled to IMS/PIC and the demolition drawings before bidders rely on it. The certified schedule and drawings will control.

9. General Scope

- Pre-demolition survey, work plan, sequencing plan, logistics plan, safety plan, dust/noise/vibration controls, and emergency contacts.
- Permit acquisition and coordination with the City of Lakeland, utilities, disposal facilities, and regulators.
- Verification of utility disconnections before demolition.
- Demolition of all authorized above-ground structures and designated improvements.
- Removal of foundations, slabs, footings, paving, walks, abandoned utility components, and other items shown in the contract documents.
- Segregation, loading, transportation, lawful recycling, and disposal of debris.
- Backfill with approved clean material, compaction, rough grading, drainage protection, stabilization, erosion control, and final cleanup.
- Protection of adjacent property, trees, utilities, streets, sidewalks, residents, staff, and the public.
- Daily reports, photographs, manifests, weight tickets, certified payrolls when required, Section 3 reports when applicable, BABA documentation when applicable, inspection records, and final closeout.

10. Preconstruction Submittals

- Detailed demolition plan and schedule;
- Site-specific health and safety plan;
- Competent-person and superintendent designations;
- Utility disconnect letters;
- Permit list and copies;
- Waste management and recycling plan;
- Environmental compliance plan;
- Asbestos/lead/hazardous-material licenses and subcontractors, if applicable;
- Traffic and pedestrian control plan;
- Dust, noise, vibration, stormwater, and erosion-control plan;
- Schedule of values and unit-price breakdown;
- List of subcontractors and suppliers;
- Insurance and bonds;
- Section 3 plan and workforce baseline, if applicable;
- BABA product schedule and certifications, if applicable.

11. Environmental and Hazardous Materials

LHA will identify available surveys and reports in the final solicitation. Unless expressly assigned by amendment, no proposer shall assume that hazardous-material abatement is included in a base demolition unit price. Known abatement shall be priced as a separate line item, allowance, or authorized task order. The contractor must stop work, secure the area, and notify LHA immediately upon encountering suspected unknown hazardous or regulated material.

- Comply with applicable asbestos NESHAP, Florida environmental requirements, lead requirements, waste-disposal rules, refrigerant recovery, underground tank requirements, and local notification and permitting requirements.

- Use only properly licensed and trained firms for regulated work.
- Maintain waste profiles, manifests, landfill receipts, photographs, and chain-of-custody documentation.
- Do not burn or bury demolition debris onsite.
- Do not commingle hazardous waste with ordinary construction and demolition debris.

12. Resident Relocation and Site Access

HUD's approval prohibits demolition until all residents are relocated. Contractor mobilization, intrusive investigation, utility disruption, demolition, or other resident-impacting work is prohibited until LHA issues written authorization. The contractor shall maintain secure boundaries and must not communicate with residents regarding relocation rights, benefits, schedules, or eligibility except through LHA-approved notices and designated staff.

13. Schedule and Liquidated Damages

The contractor shall commence only after Notice to Proceed and achieve substantial completion within 60 calendar days and final completion before March 25, 2027. LHA may include liquidated damages of \$250.00 per calendar day in the final contract if supported by a documented estimate of probable damages and approved by counsel. Liquidated damages are not a penalty.

14. Quality Control, Inspection, and Acceptance

- Contractor is responsible for continuous quality control and code compliance.
- LHA and its representatives may inspect work and records at reasonable times.
- Concealed work may be required to be uncovered if not inspected.
- Payment does not constitute final acceptance.
- Final acceptance requires correction of deficiencies and delivery of all closeout documents.

15. Safety and Protection

- Comply with OSHA and all applicable safety laws; designate competent persons.
- Maintain fencing, signage, lighting, traffic controls, fire prevention, dust suppression, and secure equipment.
- Protect adjacent buildings, utilities, landscaping, streets, and improvements.
- Immediately report injuries, utility strikes, releases, property damage, regulatory contacts, and unsafe conditions.
- Restore damage caused by contractor operations at no additional cost to LHA.

PART III. FEDERAL, HUD, BABA, AND LHA REQUIREMENTS

16. Federal Award Procurement Standards

The procurement and resulting contract shall be administered in accordance with applicable federal award terms and 2 CFR 200.317 through 200.327. LHA will maintain oversight to ensure performance in accordance with contract terms. The contractor shall provide records and cooperation needed for monitoring, audit, investigation, enforcement, and closeout.

17. Full and Open Competition and Conflicts

No offeror may obtain an unfair competitive advantage through nonpublic information, preparation of specifications, organizational conflicts, collusion, gratuities, or prohibited contacts. Offerors must disclose actual, potential, or apparent organizational conflicts and propose mitigation. LHA may disqualify an offeror or impose mitigation where necessary to preserve competition and integrity.

18. Cost and Price Requirements

LHA will prepare an independent cost estimate before receipt of proposals and perform an appropriate price or cost analysis before award and for material modifications. Offerors shall provide sufficient price detail to determine reasonableness. Profit may be negotiated separately when a cost analysis is required. Cost-plus-percentage-of-cost and percentage-of-construction-cost contracting are prohibited.

19. Required Federal Contract Provisions

The contract incorporates Exhibit H, Federal and HUD Contract Clauses, and all applicable clauses in Appendix II to 2 CFR Part 200. Applicable requirements flow down to subcontractors and suppliers at every tier.

20. HUD Construction Conditions

The final package shall include the current HUD construction forms appropriate to the procurement, including HUD-5369, HUD-5369-A, and HUD-5370 or HUD-5370-EZ as determined by LHA. If any typed LHA special condition conflicts with a controlling HUD form, federal award term, or law, the controlling requirement governs.

21. Labor Standards

Before issuance, LHA shall complete Exhibit B, Labor Standards Applicability Determination, and attach the applicable wage decision and clauses. Where applicable, the contractor must comply with Davis-Bacon or HUD-determined prevailing wage requirements, the Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act, certified-payroll requirements, worker interviews, payroll correction, and restitution procedures. The applicable determination shall be incorporated into every subcontract.

22. Section 3

If the contract is covered by public housing financial assistance under 24 CFR Part 75, the contractor shall make good-faith efforts and comply with the public-housing Section 3 requirements. Unless superseded by a current HUD benchmark notice, the benchmark framework is 25 percent of total labor hours worked by Section 3 workers and 5 percent of total labor hours worked by Targeted Section 3 workers, with the targeted hours included within Section 3 hours. The contractor shall submit monthly labor-hour reports, worker/business documentation, subcontractor data, and qualitative effort documentation when benchmarks are not met.

23. Build America, Buy America

LHA shall complete a task-order-specific BABA applicability determination based on the federal award, obligation date, project scope, HUD program guidance, and any applicable waiver. When the Buy America Preference applies, all covered iron or steel products, manufactured products, and construction materials incorporated into the infrastructure project must be produced in the United States unless HUD approves a waiver or a documented general waiver applies.

- The contractor shall submit a product schedule before purchase and identify the category and manufacturer for each potentially covered item.

- The contractor shall retain manufacturer certifications, mill certificates, bills of materials, invoices, shipping records, and other origin evidence.
- No substitution affecting BABA compliance is permitted without prior written LHA approval.
- BABA requirements flow down to every subcontract and purchase order.
- The contractor may not rely on a proposed waiver. Noncompliant materials may not be incorporated unless a waiver is effective or LHA documents another lawful basis.
- Demolition debris is not treated as a new product merely because it is removed; however, permanent materials incorporated during backfill, utility abandonment, fencing, drainage, stabilization, or restoration must be reviewed.

24. Domestic Preference and Recovered Materials

Separate from mandatory BABA requirements, the contractor shall support the domestic preference under 2 CFR 200.322 to the greatest extent practicable and comply with applicable recovered-material procurement requirements under 2 CFR 200.323 and solid-waste laws.

25. Debarment, Lobbying, and Eligibility

- LHA will verify SAM.gov exclusion status before award.
- The offeror and covered principals must certify that they are not suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded.
- For covered awards exceeding \$100,000, the offeror must submit the Byrd Anti-Lobbying certification and any required disclosure.
- The contractor must monitor and flow down eligibility requirements to subcontractors.

26. Equal Opportunity and Civil Rights

The contractor shall comply with applicable federal and Florida nondiscrimination, equal employment, accessibility, language-access, and civil-rights requirements. The contractor shall not discriminate in employment, subcontracting, access, or performance and shall cooperate with LHA compliance reviews. Required equal-opportunity construction clauses shall be incorporated when applicable.

27. Records, Audit, and Mandatory Disclosure

The contractor shall maintain complete records supporting performance, labor, materials, subcontracts, payroll, costs, invoices, BABA, Section 3, safety, environmental compliance, and payments. Records shall be retained for the longest period required by the award, 2 CFR 200.334, HUD, Florida records schedules, the contract, audit, claim, litigation, investigation, or closeout. LHA, HUD, HUD OIG, the Comptroller General, and authorized representatives shall have access as permitted by law. The contractor shall timely disclose credible evidence and report violations as required by federal award terms and law.

28. Florida and LHA Requirements

- Chapter 119 public records compliance, including the statutory contractor notice when applicable;
- E-Verify and employment eligibility requirements when applicable;
- Public Entity Crimes, convicted vendor, scrutinized company, foreign-country-of-concern, and drug-free workplace requirements when applicable;
- Florida contractor licensing and local permits;
- Florida workers' compensation;
- Chapter 218 prompt-payment requirements when applicable;
- Section 255.05 public-construction bonds when applicable;
- Florida ethics and conflict restrictions;
- Governing law in Florida and venue in Polk County, subject to federal law and sovereign-immunity limitations.

PART IV. PROPOSAL CONTENT

29. Required Organization

Tab	Required Content	Material?
1	Signed proposal cover sheet and acknowledgement of addenda	Yes
2	Legal business information, Florida licenses, registrations, W-9, and authorized signer	Yes
3	Executive summary and understanding of Dakota Park scope	Yes
4	Relevant demolition experience: at least three comparable projects within five years	Scored
5	Project team, superintendent, safety officer, environmental personnel, resumes, availability	Scored
6	Technical approach, sequencing, resident/site protection, utilities, environment, quality control	Scored
7	Schedule and capacity	Scored
8	Safety record and OSHA information	Scored
9	References and past performance	Scored
10	Section 3 plan and outreach approach, if applicable	Required/scored only as stated
11	BABA compliance approach and preliminary product schedule	Required
12	Subcontractor and supplier plan	Required
13	Price proposal in sealed separate envelope/section	Scored
14	All certifications and forms in this package	Yes
15	Exceptions and requested deviations	Yes

30. Minimum Qualifications

- Required Florida and local licenses;
- At least five years of relevant demolition experience;
- Demonstrated capacity for work of comparable size and complexity;
- Adequate financial and operational resources;
- Acceptable safety and integrity record;
- Ability to obtain required insurance and bonds;
- No applicable federal or state exclusion;
- Qualified environmental subcontractors when regulated work is included;
- Ability to meet the project schedule and reporting requirements.

PART V. EVALUATION AND AWARD

31. Evaluation Criteria

Criterion	Points	Evaluation Focus
Relevant demolition experience	20	Comparable occupied/public/federally assisted sites; scope, size, timeliness
Firm capacity and equipment	15	Staffing, equipment access, workload, financial and operational capacity
Key personnel	10	Project manager, superintendent, safety and environmental qualifications
Technical approach	20	Sequencing, safety, utilities, environmental controls, disposal, restoration, quality
Schedule and mobilization	10	Realistic schedule and ability to meet milestones
Safety record	10	OSHA data, incidents, safety program, corrective actions
Past performance/references	5	Quality, timeliness, change control, cooperation
Price	10	Evaluated price and price realism/reasonableness
TOTAL	100	

32. Price Scoring

Unless modified by addendum, the lowest evaluated responsive price receives 10 points. Other responsive prices receive: $10 \times (\text{lowest evaluated price} \div \text{offeror's evaluated price})$. LHA may adjust the evaluated total only as expressly stated in the price form, such as multiplying unit prices by disclosed estimated quantities. Arithmetic corrections will follow the solicitation rules.

33. Evaluation Process

1. Procurement performs an initial responsiveness review.
2. The evaluation committee independently scores technical proposals using disclosed criteria.
3. LHA may verify references, licenses, exclusions, capacity, safety, and other responsibility matters.
4. LHA may conduct clarifications or establish a competitive range and discussions.
5. If discussions are held, similarly situated offerors will receive fair treatment and a common deadline for final proposal revisions.
6. LHA performs price or cost analysis and prepares a written evaluation and award recommendation.
7. Required management and Board approvals are obtained before contract execution.

34. Responsibility and Award Conditions

Award is conditioned on a written responsibility determination, funding certification, reasonable price, SAM.gov check, licenses, bonds, insurance, certifications, conflict review, labor determination, BABA determination, Section 3 determination, and all required approvals. Notice of award does not authorize work.

35. Protest Procedure

A protest concerning solicitation terms must be received in writing no later than five business days before the proposal due date. A protest concerning award must be received within five business days after the protester knew or should have known the basis. The protest must identify the solicitation, facts, legal grounds, supporting documents, and requested relief. Filing does not automatically stay the procurement. The Contracting Officer will issue a written decision, subject to any administrative appeal provided by LHA policy. These deadlines should be validated by LHA counsel before issuance.

PART VI. CONTRACT REQUIREMENTS

36. Contract Type and Term

The contemplated contract is a firm-fixed unit-price construction contract with an initial term of six months from the Notice to Proceed. No renewal is included unless stated by addendum before proposals are due. The contract has a not-to-exceed amount of \$300,000.00. LHA does not guarantee any minimum volume beyond work expressly awarded.

37. Bonds

Before issuance, LHA shall complete Exhibit C. The final solicitation shall state the legally applicable bid, performance, and payment bond requirements based on the estimated contract amount, 2 CFR 200.326, applicable HUD requirements, LHA policy, and section 255.05, Florida Statutes. Bonds must remain effective through authorized modifications and be issued by acceptable, authorized sureties.

38. Insurance

Coverage	Minimum Requirement
Commercial general liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Automobile liability	\$1,000,000 combined single limit
Workers' compensation	Florida statutory limits
Employer's liability	\$500,000 each accident; policy and employee disease limits as determined by risk review
Pollution liability	Required if abatement, hazardous materials, contaminated soil, or pollution exposure is included; limit \$1,000,000
Umbrella/excess liability	\$_____, if required by risk review
Additional insured	LHA and other required parties on applicable liability policies
Waiver/subrogation and primary/noncontributory	As required in final contract

39. Payment

Payment will be based on measured and accepted quantities or an approved schedule of values, less retainage if applicable. Invoices must include supporting reports, tickets, manifests, certified payrolls, Section 3 data, BABA documentation, subcontractor information, and lien/bond releases as required. LHA may withhold payment for defective, undocumented, noncompliant, disputed, or incomplete work.

40. Changes and Extra Work

Only the Contracting Officer may authorize a change. The contractor shall not perform extra work based on oral direction. Every modification must document scope, price, schedule, funding, procurement authority, price reasonableness, and impacts on bonds, insurance, labor, Section 3, BABA, environmental compliance, and HUD conditions. A change outside the general scope may require new competition.

41. Termination

LHA may terminate for cause or convenience under Exhibit H. The contractor shall stop work as directed, protect completed work, cancel commitments, when possible, deliver records and materials, and submit a documented settlement proposal. LHA may recover excess re-procurement and completion costs following default, subject to the contract and law.

42. Closeout

- Final inspection and correction of deficiencies;
- Final permits and approvals;
- Final debris and disposal documentation;
- Utility abandonment confirmations;
- As-built/site documentation as applicable;
- Final certified payroll and labor clearance;
- Final Section 3 report;
- Final BABA certification and product documentation;
- Warranties, releases, bond consent, and claims status;
- Final contractor performance evaluation;
- IMS/PIC and HUD reporting support requested by LHA.

EXHIBIT A. PROCUREMENT METHOD DETERMINATION

Complete and sign before advertisement.

Project: Dakota Park Demolition

RFP Number: LHA-DEM-2026-01

Estimated Aggregate Value: _____

Funding Source(s): _____

Selected Method: RFP

Contract Type: _____

Market Research Performed: _____

Required Findings

- ☐ Adequate method exists to evaluate technical proposals.
- ☐ Factors other than price are material to successful performance.
- ☐ An adequate number of qualified sources is expected.
- ☐ Evaluation factors and relative importance are stated in the RFP.
- ☐ The procurement cannot be awarded principally on the basis of price, or an IFB is otherwise not appropriate.
- ☐ The selected method provides full and open competition.
- ☐ The scope and contract type are suitable and do not create prohibited cost-plus-percentage-of-cost compensation.

Written rationale for RFP rather than IFB:

For a housing authority or public-sector procurement, the main reason to use an RFP (Request for Proposals) instead of an IFB (Invitation for Bids) is that an RFP allows you to evaluate best value, while an IFB is generally limited to selecting the lowest responsive and responsible bidder.

Contracting Officer signature/date: _____

Executive Director approval/date: _____

Counsel review/date: _____

EXHIBIT B. FUNDING, LABOR, SECTION 3, ENVIRONMENTAL, AND HUD CONDITIONS DETERMINATION

Determination Item	LHA Entry	Supporting Record
HUD approval	DDA0013834 approved August 13, 2026	HUD SAC approval letter
Approved project	Dakota Park, FL011000002	HUD approval and PIC
Approved demolition cost	\$279,118.00	HUD approval letter
Federal funding	FFY 2025 Operating/Capital Funds for ACC units	Grant/LOCCS/EPIC documentation
Non-federal funding	Non-federal funds for non-ACC units	Finance certification
Residents relocated	☐ Yes ☐ No	Relocation completion certification
Environmental review status	☐ Complete ☐ Re-evaluation required	ERR and written clearance
Wage determination	Final applicability decision: Federal prevailing-wage clauses apply. Attach the current, locked wage determination applicable to Polk County at advertisement/award.	Current wage decision; HUD-5370; labor standards file
Davis-Bacon/HUD wage applicability	APPLIES to federally funded construction/demolition scope. Current wage decision and HUD labor clauses must be incorporated before advertisement.	HUD labor standards determination and funding record
CWHSSA	APPLIES because the contemplated construction contract exceeds \$100,000 and employs laborers/mechanics.	Appendix II to 2 CFR Part 200; contract amount
Section 3	APPLIES as Public Housing Financial Assistance under 24 CFR Part 75.	24 CFR 75.3(a)(1); Section 3 plan and reports
BABA/BAP	HUD SMALL-PROJECT GENERAL WAIVER APPLIES based on the stated total project cost of \$279,118, provided the final total infrastructure project cost remains at or below the current \$350,000 Simplified Acquisition Threshold.	2 CFR Part 184; PIH 2025-06; HUD small-project waiver
Board approval	☐ Required ☐ Not required	Delegation/resolution
HUD/Field Office coordination completed	☐ Yes ☐ Pending	Correspondence

B-1. FINAL LABOR STANDARDS AND WAGE DETERMINATION

Final determination: Federal labor standards apply to the federally funded demolition and site-restoration work. The solicitation and resulting contract shall include the current applicable wage determination, HUD labor clauses, overtime requirements, payroll controls, and all required flow-down provisions.

Decision Element	Final LHA Determination
Nature of work	Construction/demolition involving laborers and mechanics.

Funding basis	FFY 2025 Public Housing Operating/Capital Funds for ACC-unit demolition; non-federal funds for non-ACC scope.
Prevailing wage applicability	Applies to the federally assisted construction/demolition scope. LHA shall attach the current applicable wage determination before advertisement and lock or update it as required at contract award.
CWHSSA	Applies because the contemplated contract exceeds \$100,000 and involves laborers or mechanics. Overtime must be computed on a 40-hour workweek with compensation at not less than one and one-half times the basic rate for covered excess hours.
Copeland Anti-Kickback	Applies where federal prevailing-wage requirements apply.
Contract form	Use the current HUD-5370 because the stated project cost exceeds \$250,000, unless the final procurement value or controlling HUD instruction requires another approved form.
Administration	Weekly certified payrolls, payroll review, employee interviews as required, classification review, restitution, withholding, and final labor clearance.

Required solicitation language

The wage determination incorporated into this solicitation establishes minimum wage and fringe-benefit requirements. The contractor and every covered subcontractor shall pay covered laborers and mechanics not less than the applicable rates, submit complete weekly certified payrolls, preserve payroll and supporting records, permit worker interviews and record review, correct classifications and underpayments, make restitution when required, and comply with withholding and enforcement actions. No invoice for covered work will be approved when required payroll documentation is delinquent or materially deficient, subject to applicable law and contract terms.

Issuance control: The exact wage-decision number, modification number, publication date, and construction type must be inserted from the current official wage determination immediately before advertisement. This exhibit finalizes applicability but does not fabricate a wage-decision identifier.

B-2. FINAL SECTION 3 APPLICABILITY DETERMINATION

Final determination: Section 3 applies to this procurement as Public Housing Financial Assistance under 24 CFR Part 75 because the covered work is funded in part with Public Housing Operating and Capital Funds.

Requirement	Final LHA Determination
Regulatory category	Public Housing Financial Assistance under 24 CFR 75.3(a)(1).
Covered work	Demolition, site clearing, debris removal, utility work, grading, stabilization, restoration, and related labor funded with covered assistance.
Material-only contracts	Pure material-supply contracts are excluded to the extent provided by 24 CFR 75.3(b); mixed labor/material subcontracts remain subject to review.
Labor-hour benchmark	At least 25 percent of total labor hours worked by Section 3 workers, unless HUD establishes a superseding benchmark.
Targeted benchmark	At least 5 percent of total labor hours worked by Targeted Section 3 workers, included within the overall Section 3 hours, unless HUD establishes a superseding benchmark.

Reporting	Monthly and cumulative total labor hours, Section 3 worker hours, Targeted Section 3 worker hours, worker eligibility support, subcontractor data, and qualitative efforts when benchmarks are not met.
Flow-down	Applicable Section 3 requirements must be included in covered subcontracts and enforced by the prime contractor.

Required contract language

The work to be performed under this contract is subject to Section 3 of the Housing and Urban Development Act of 1968 and HUD regulations at 24 CFR Part 75. To the greatest extent feasible and consistent with existing federal, state, and local laws and regulations, the contractor shall provide employment, training, and contracting opportunities arising from the covered assistance to Section 3 workers, Targeted Section 3 workers, and Section 3 business concerns in the order of priority established by HUD. The contractor shall not contract with a subcontractor known to be in violation of 24 CFR Part 75 and shall take appropriate action for noncompliance. The contractor shall maintain and submit complete labor-hour, eligibility, outreach, subcontracting, and qualitative-effort records in the form and frequency required by LHA.

Prepared by/date: _____

Finance certification/date: _____

Contracting Officer/date: _____

Counsel review/date: _____

EXHIBIT C. BONDING AND INSURANCE DETERMINATION

- ☐ 2 CFR 200.326 reviewed.
- ☐ Applicable HUD public housing construction bonding requirements reviewed.
- ☐ LHA procurement policy reviewed.
- ☐ Florida Statutes section 255.05 applicability reviewed.
- ☐ Estimated contract value and task-order structure reviewed.
- ☐ Surety requirements and bond forms included.
- ☐ Insurance requirements reviewed by LHA risk advisor/carrier.

Item	Required?	Amount/Form
Proposal guarantee	☐ Yes ☐ No	_____
Performance bond	☐ Yes ☐ No	_____
Payment bond	☐ Yes ☐ No	_____
General liability	Yes	\$1M occurrence / \$2M aggregate unless revised
Automobile	Yes	\$1M CSL unless revised
Workers' compensation	Yes	Statutory
Employer's liability	Yes	\$500,000 minimum unless revised
Pollution liability	☐ Yes ☐ No	_____
Umbrella/excess	☐ Yes ☐ No	_____

Written legal/risk rationale: _____

Approved by/date: _____

EXHIBIT D. BABA APPLICABILITY AND COMPLIANCE PLAN

Part 1. LHA Applicability Determination

FINAL LHA DETERMINATION: HUD SMALL-PROJECT GENERAL WAIVER APPLIES

The stated total Dakota Park demolition project cost is \$279,118.00. HUD's current general waiver provides that the Buy America Preference does not apply to an infrastructure project whose total project cost is equal to or less than the current Simplified Acquisition Threshold of \$350,000. Based on the presently documented total project cost, the Dakota Park demolition and site-restoration project qualifies for that general waiver.

Determination Field	Final Entry
Federal award/program	FFY 2025 Public Housing Operating/Capital Funds; Public Housing Program
Federal award number	Insert applicable Capital Fund/Operating Fund award identifier from LHA finance records before execution
HUD obligation date	Insert verified HUD obligation date from the controlling award record
Total infrastructure project cost	\$279,118.00, based on the HUD SAC approval letter and current procurement planning record
Federal share	Federal share applies to ACC-unit demolition; non-federal funds apply to non-ACC-unit demolition. Finance shall identify exact allocation.
Project description	Demolition of six dwelling buildings containing 40 units, one non-dwelling building, debris removal, utility coordination, grading, stabilization, and site restoration at Dakota Park, FL011000002.
Infrastructure determination	Potential infrastructure activity because the scope involves publicly owned buildings and real property and may include permanent restoration materials.
General waiver reviewed	HUD Public Interest De Minimis and Small Grants Waiver; current HUD BABA webpage; PIH Notice 2025-06.
Final waiver status	HUD small-project general waiver applies while total infrastructure project cost remains at or below \$350,000.

☐ BAP applies without waiver ☒ HUD small-project general waiver applies ☐ Project-specific waiver required ☐ BAP does not apply for another documented reason

Conditions and controls

- LHA must verify and document the final total infrastructure project cost, including federal and non-federal shares, before award.
- If the total project cost increases above \$350,000, if the project is combined with related work as one infrastructure project, or if HUD changes or withdraws the waiver, LHA must reperform the BABA determination before obligating additional funds or incorporating covered products.
- Until the waiver determination is confirmed in the executed procurement file, the contractor must identify potentially covered iron or steel products, manufactured products, and construction materials and preserve available origin documentation.
- The waiver does not eliminate separate domestic preference requirements under 2 CFR 200.322, recovered-material requirements, or other award-specific domestic sourcing terms.

- No contractor may rely on a project-specific waiver unless HUD has approved and published it or LHA documents another effective waiver authority.

Certification

Based on the currently documented total project cost of \$279,118.00, LHA determines that the HUD small-project general waiver applies to the Dakota Park demolition and site-restoration project. This determination must be revalidated immediately before award and after any change that could increase or aggregate project cost above the current Simplified Acquisition Threshold.

Prepared by: Erik Rashad, Vice President

Date: _____

Finance verification: _____

Date: _____

Contracting Officer approval: _____

Date: _____

Counsel review, if required: _____

Date: _____

Part 2. Contractor Product Schedule

Item/Product	Category	Manufacturer	Production Location	Certification Attached	Waiver/Exception
				☐	
				☐	
				☐	
				☐	
				☐	

Part 3. Contractor Certification

The undersigned certifies, after reasonable inquiry, that covered products incorporated into the project comply with the applicable Buy America Preference or are supported by an effective waiver or written LHA determination. Supporting records are complete and available for inspection. No substitution affecting compliance will be made without prior written LHA approval.

Contractor: _____

Authorized representative/title: _____

Signature/date: _____

EXHIBIT E. SECTION 3 COMPLIANCE PLAN AND MONTHLY REPORT

Applicability: ☒ Public Housing Financial Assistance ☐ Housing and Community Development Assistance ☐ Not Applicable

FINAL SECTION 3 DETERMINATION

Section 3 applies under 24 CFR Part 75 to the expenditure of Public Housing Operating and Capital Funds for this demolition and site-restoration procurement. The prime contractor is responsible for compliance by covered subcontractors, accurate labor-hour reporting, worker and business documentation, prioritization of opportunities, and qualitative-effort documentation when benchmarks are not achieved.

Benchmarks: 25% of total labor hours by Section 3 workers and 5% of total labor hours by Targeted Section 3 workers, with Targeted hours included within Section 3 hours, unless superseded by HUD.

Contractor's initial Section 3 plan due: Before Notice to Proceed. Monthly reports due: With each payment application and no later than the date established by LHA. Final report due: Before final payment.

Metric	Current Month	Cumulative
Total labor hours		
Section 3 worker labor hours		
Section 3 percentage		
Targeted Section 3 worker labor hours		
Targeted Section 3 percentage		
Professional services labor hours excluded, if authorized		

Qualitative Efforts

- ☐ Outreach to LHA residents and Section 3 workers
- ☐ Coordination with workforce agencies
- ☐ Job fairs or targeted advertisements
- ☐ Apprenticeship or training opportunities
- ☐ Section 3 business outreach
- ☐ Division of subcontracts where feasible
- ☐ Assistance with applications, transportation, tools, or credentials
- ☐ Other documented effort

Narrative and supporting attachments: _____

Certification: The undersigned certifies that labor-hour data and eligibility documentation are accurate, complete, and supported by payroll or other reliable records.

Contractor representative/signature/date: _____

LHA reviewer/date: _____

EXHIBIT F. PRICE PROPOSAL FORM

Prices must include all labor, supervision, equipment, overhead, profit, permits, ordinary disposal, reporting, insurance, bonds, and incidentals expressly allocated to the item. Offeror must identify exclusions. Estimated quantities are for evaluation only unless the contract states otherwise.

Item	Unit	Est. Qty.	Unit Price	Extended Price
Mobilization/demobilization	LS			
Dwelling building demolition	Building	6		
Non-dwelling building demolition	Building	1		
Structure demolition by floor area	SF			
Foundation/footing removal	SF			
Concrete walk/paving removal	SF			
Debris transport/disposal	Ton			
Clean fill furnished/placed/compacted	CY			
Rough grading/site drainage	Acre	3.16		
Temporary stabilization	Acre			
Permanent stabilization/sod/seed	Acre			
Fencing/traffic control	LS			
Utility cut/cap/abandonment	Each			
Hazardous material allowance	Allowance			
Additional labor, authorized only	Hour			
Excavator with operator	Hour			
Loader with operator	Hour			
Dump truck with operator	Hour			
TOTAL EVALUATED PRICE				

Pricing assumptions and exclusions: _____

Offeror legal name: _____

Authorized signer/title: _____

Signature/date: _____

EXHIBIT G. EVALUATION SCORE SHEET

Criterion	Max	Score	Evaluator Comments
Relevant experience	20		
Firm capacity/equipment	15		
Key personnel	10		
Technical approach	20		
Schedule/mobilization	10		
Safety record	10		
Past performance/references	5		
Price	10		
TOTAL	100		

Offeror: _____

Evaluator: _____

Conflict/NDA signed: _____

Signature/date: _____

Consensus Notes

Strengths: _____

Weaknesses/risks: _____

Clarifications or discussions needed: _____

EXHIBIT H. FEDERAL AND HUD CONTRACT CLAUSES

The following clauses supplement, and do not replace, the current HUD forms and other controlling contract terms.

H-1 Remedies for Breach

For contracts exceeding the applicable simplified acquisition threshold, LHA may exercise all administrative, contractual, and legal remedies for breach, including withholding, correction, recovery of costs, suspension of work, termination, and other lawful sanctions. Remedies are cumulative.

H-2 Termination for Convenience

LHA may terminate all or part of the contract for convenience by written notice stating the effective date and extent. Contractor shall stop affected work, protect property, cancel commitments where practicable, deliver completed and in-process work and records, and submit a supported settlement proposal. Payment is limited to accepted work performed, reasonable allowable termination costs, and other amounts permitted by the contract. Anticipatory profit on unperformed work is not allowable.

H-3 Termination for Cause/Default

LHA may terminate for failure to perform, comply with schedule, cure deficiencies, maintain required licenses, insurance or bonds, comply with law, or satisfy material contract obligations. After notice and any required cure opportunity, LHA may complete the work and recover excess costs. If a default termination is later determined improper, it may be converted to a convenience termination.

H-4 Equal Employment Opportunity

The contractor shall comply with applicable equal employment opportunity requirements and include the required federally assisted construction clause and flow-downs when applicable.

H-5 Labor Standards

Where applicable, the contract includes the current wage decision and required Davis-Bacon or HUD wage, Copeland Anti-Kickback, Contract Work Hours and Safety Standards, payroll, interview, restitution, and withholding provisions.

H-6 Clean Air and Water

For contracts and subcontracts exceeding the applicable threshold, contractor shall comply with applicable Clean Air Act and Federal Water Pollution Control Act standards and report violations to LHA and the appropriate authorities as required.

H-7 Debarment and Suspension

Contractor certifies eligibility and shall not contract with excluded parties for covered transactions. Contractor shall immediately disclose any change in status and flow down the requirement.

H-8 Byrd Anti-Lobbying

For each covered tier exceeding \$100,000, contractor shall submit the certification regarding lobbying and any required disclosure, and shall flow down the requirement.

H-9 Domestic Preference and Recovered Materials

Contractor shall support domestic preferences under 2 CFR 200.322 and comply with applicable recovered-material requirements under 2 CFR 200.323.

H-10 BABA/BAP

When applicable, contractor shall comply with 2 CFR Part 184, HUD guidance, the award, Exhibit D, and all approved waivers. Documentation, flow-down, substitution, audit, and remediation requirements survive payment and closeout.

H-11 Prohibited Telecommunications

Contractor shall not provide or use covered telecommunications equipment or services as a substantial or essential component of a system, or as critical technology, when prohibited by 2 CFR 200.216 and applicable award terms.

H-12 Access to Records

Contractor shall provide LHA, HUD, HUD OIG, Comptroller General, and authorized representatives access to records and sites as authorized by law and contract.

H-13 Records Retention

Contractor shall retain records for the longest applicable period and longer during unresolved audit, claim, litigation, investigation, or enforcement matters.

H-14 Section 3

When applicable, contractor shall comply with 24 CFR Part 75, reporting, recordkeeping, worker/business documentation, benchmarks, qualitative efforts, and flow-down requirements.

H-15 No Prohibited Contract Type

Cost-plus-percentage-of-cost and percentage-of-construction-cost methods are prohibited. Contractor shall not structure subcontracts in a prohibited manner.

H-16 Mandatory Disclosures and Cooperation

Contractor shall timely disclose violations and credible evidence when required by 2 CFR Part 200, the federal award, or law, and shall cooperate with audits and investigations.

H-17 Public Records

Contractor shall comply with Chapter 119, Florida Statutes, and any applicable statutory contractor notice. Contractor shall retain and provide public records, protect exempt records, and transfer records at contract completion as required by law.

H-18 E-Verify

Contractor and subcontractors shall comply with applicable Florida E-Verify requirements and provide evidence upon request.

H-19 Indemnification

To the fullest extent permitted by Florida law, contractor shall indemnify and hold harmless LHA and its officers, employees, and agents from claims arising from contractor negligence, willful misconduct, breach, or violation of law. This clause does not waive LHA sovereign immunity or statutory limits.

H-20 Governing Law and Venue

The contract is governed by applicable federal law and Florida law. Venue for state-law disputes lies in Polk County, Florida, unless controlling law requires otherwise.

H-21 Order of Precedence

Federal statute/regulation and award terms; HUD approval and mandatory HUD forms; applicable Florida law; executed contract and addenda; RFP; contractor proposal, except accepted deviations. A higher-ranked document controls an inconsistency.

H-22 Subcontracts and Flow-Down

Contractor remains fully responsible for subcontractors and shall include all applicable federal, HUD, BABA, Section 3, labor, records, safety, environmental, public-records, eligibility, and contract clauses at every required tier.

EXHIBIT I. OFFEROR CERTIFICATIONS

I-1 Non-Collusion Affidavit

The undersigned certifies that the proposal was independently prepared without collusion, consultation, communication, or agreement for the purpose of restricting competition; no price or material term was disclosed to a competitor before opening except as permitted by law; and no attempt was made to induce another person not to submit a proposal.

Offeror: _____

Authorized representative/title: _____

Signature/date: _____

Notary acknowledgment, if required: _____

I-2 Debarment and Eligibility Certification

The offeror certifies that the offeror and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise prohibited from this transaction; have not been convicted or had a civil judgment for fraud, antitrust, theft, bribery, falsification, destruction of records, false statements, tax evasion, or similar offenses within the period required by law; and will immediately disclose any change.

Offeror: _____

UEI: _____

SAM.gov registration expiration: _____

Authorized signature/date: _____

I-3 Certification Regarding Lobbying

For a covered transaction exceeding \$100,000, the undersigned certifies that no Federal appropriated funds have been paid or will be paid to influence or attempt to influence an officer or employee of an agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the award. If non-Federal funds have been used for covered lobbying, the offeror will submit the required disclosure.

Offeror: _____

Authorized signature/date: _____

☐ Disclosure attached

☐ No disclosure required

I-4 Conflict of Interest and Organizational Conflict Disclosure

☐ No actual, potential, or apparent conflict is known.

☐ A conflict or potential conflict is disclosed below.

Disclosure and proposed mitigation: _____

Authorized signature/date: _____

I-5 Public Entity Crimes / Convicted Vendor / Scrutinized Company Certification

The offeror certifies, to the extent applicable, that it is eligible to contract with LHA under current Florida law concerning public entity crimes, convicted vendors, discriminatory vendors, scrutinized companies, prohibited foreign-country relationships, and related public contracting restrictions. The offeror will provide any statutory form required before award.

Offeror: _____

Authorized signature/date: _____

I-6 Drug-Free Workplace Certification

The offeror certifies compliance with applicable federal and Florida drug-free workplace requirements and any solicitation preference expressly authorized by law.

Offeror: _____

Authorized signature/date: _____

I-7 E-Verify Affidavit

The contractor certifies that it is registered with and uses the E-Verify system as required by applicable Florida law, will require covered subcontractors to provide required affidavits, will retain supporting documentation, and will not knowingly employ or contract with unauthorized aliens.

E-Verify company ID: _____

Offeror: _____

Authorized signature/date: _____

I-8 Certification of Independent Price Determination

The prices in this proposal were independently determined without consultation, communication, or agreement with another offeror for the purpose of restricting competition. The offeror has not knowingly disclosed and will not knowingly disclose its prices before proposal opening, except as required by law.

Offeror: _____

Authorized signature/date: _____

I-9 BABA Certification

The offeror has reviewed the BABA requirements and agrees to provide compliant products, documentation, flow-downs, substitutions controls, and waiver support when Exhibit D determines that BAP applies. Any known potential non-domestic item is listed below.

Known potential non-domestic items: _____

Authorized signature/date: _____

I-10 Section 3 Certification

When applicable, the offeror agrees to comply with 24 CFR Part 75, maintain labor-hour and eligibility records, report monthly, flow down requirements, and document qualitative efforts when benchmarks are not achieved.

Authorized signature/date: _____

EXHIBIT J. CONTRACTOR RESPONSIBILITY QUESTIONNAIRE

Legal name and DBA: _____

Principal address: _____

Entity type and state: _____

FEIN: _____

UEI: _____

Florida license numbers: _____

Years in demolition business: _____

Current workload and commitments: _____

Bank/financial reference: _____

Bonding company and capacity: _____

Insurance broker: _____

OSHA citations in prior five years: _____

Fatalities or serious incidents in prior five years: _____

Terminations for default: _____

Claims or litigation involving public work: _____

Federal/state/local debarment or suspension: _____

Bankruptcy or insolvency: _____

Criminal/civil fraud or false statement matters: _____

Environmental enforcement actions: _____

Three comparable projects and references: _____

Certification: Information is true, complete, and may be verified. Material misrepresentation is grounds for rejection, termination, and referral.

Authorized representative/signature/date: _____

EXHIBIT K. SUBCONTRACTOR AND SUPPLIER SCHEDULE

Firm	Scope/Product	Value/%	License/UEI	Section 3 Status	BABA Role

The contractor shall not substitute a listed subcontractor or supplier when the change affects responsibility, licensing, price, BABA, Section 3, bonding, or other compliance without prior written LHA approval.

Authorized signature/date: _____

EXHIBIT L. PROCUREMENT AND CONTRACT ADMINISTRATION COMPLIANCE CHECKLIST

Area	Done	Control	Authority	Reviewer/Date
Planning	☐	Need and scope documented	2 CFR 200.318; LHA policy	
Planning	☐	Funding sources separated between ACC and non-ACC scope	HUD approval; financial controls	
Planning	☐	Independent cost estimate completed before proposals	2 CFR 200.324; LHA policy	
Planning	☐	RFP method determination signed	2 CFR 200.320; LHA policy	
Planning	☐	No split procurement; aggregate value determined	2 CFR 200.320; LHA policy	
HUD	☐	SAC approval DDA0013834 retained	24 CFR Part 970; HUD letter	
HUD	☐	Resident relocation completion certified before NTP	HUD approval condition	
HUD	☐	Property/building schedule reconciled to IMS/PIC	HUD approval; 24 CFR 970.35	
HUD	☐	Environmental review/reevaluation determination complete	24 CFR Parts 50/58; HUD approval	
HUD	☐	Material changes screened and referred to SAC if required	HUD approval/Next Steps	
Competition	☐	Public notice and adequate response time	2 CFR 200.319-320	
Competition	☐	Specifications do not unduly restrict competition	2 CFR 200.319	
Competition	☐	Questions answered by addendum	LHA policy	
Evaluation	☐	Committee appointed; conflicts/NDAs signed	LHA policy	
Evaluation	☐	Only disclosed factors and weights used	2 CFR 200.320	
Evaluation	☐	Price analysis/cost analysis completed	2 CFR 200.324	
Responsibility	☐	Licenses, capacity, safety, references verified	LHA policy	
Responsibility	☐	SAM.gov exclusion verification retained	2 CFR Part 180; Appendix II	
Federal Clauses	☐	Appendix II clauses included	Appendix II to 2 CFR Part 200	
HUD Forms	☐	Current HUD construction forms attached	HUD procurement requirements	
Labor	☐	Wage applicability decision and wage decision attached	Applicable HUD/DOL rules	
Section 3	☐	Applicability determination, clause, plan, reporting set	24 CFR Part 75	
BABA	☐	Award/date/project applicability determination completed	2 CFR Part 184; HUD PIH guidance	
BABA	☐	Product certifications and flow-down controls included	2 CFR Part 184; HUD guidance	
Florida	☐	Bonds, public records, E-Verify, vendor eligibility reviewed	Florida law; LHA policy	
Award	☐	Funding certification and approvals complete	LHA policy	
Award	☐	Written selection and responsibility determination complete	2 CFR 200.318/320	

Area	Done	Control	Authority	Reviewer/Date
Administration	☐	Written NTP issued only after conditions	Contract; HUD letter	
Administration	☐	Daily reports, tickets, manifests, payroll, Section 3, BABA reviewed	Contract controls	
Administration	☐	Changes authorized in writing and analyzed	2 CFR 200.324; LHA policy	
Closeout	☐	Final inspection and compliance records complete	Contract; 2 CFR 200	
Closeout	☐	IMS/PIC reporting completed within applicable deadline	HUD approval/Next Steps	
Closeout	☐	Contractor performance evaluation and file index complete	LHA policy	

EXHIBIT M. PRECONSTRUCTION / NOTICE TO PROCEED CHECKLIST

- ☐ Executed contract and all addenda
- ☐ Board/management approval
- ☐ Funding certification
- ☐ Resident relocation completion certification
- ☐ Environmental clearance or reevaluation confirmation
- ☐ HUD/SAC material-change review completed
- ☐ PIC building schedule verified
- ☐ Permits obtained
- ☐ Utilities disconnected and documented
- ☐ Wage decision and labor conference completed
- ☐ Bonds accepted and recorded as applicable
- ☐ Insurance accepted
- ☐ Safety and demolition plans accepted
- ☐ Environmental/abatement plan accepted
- ☐ Section 3 plan accepted
- ☐ BABA product schedule accepted
- ☐ Subcontractors approved
- ☐ Baseline schedule accepted
- ☐ Emergency contacts posted
- ☐ Written Notice to Proceed issued

Project Manager certification/date: _____

Contracting Officer authorization/date: _____

EXHIBIT N. SAMPLE TASK ORDER / NOTICE TO PROCEED

Contractor: _____

Contract number: _____

Task order number: _____

Property/buildings: _____

Authorized scope: _____

Funding source: _____

Not-to-exceed amount: _____

Start date: _____

Substantial completion date: _____

Final completion date: _____

Wage decision: _____

Section 3 determination: _____

BABA determination: _____

Special environmental conditions: _____

Required deliverables: _____

Contractor shall not exceed scope, price, or time without a written modification signed by the Contracting Officer.

LHA Contracting Officer/signature/date: _____

Contractor acceptance/signature/date: _____

EXHIBIT O. CLOSEOUT CERTIFICATIONS

O-1 Contractor Final Compliance Certification

- ☐ All authorized demolition and restoration work is complete.
- ☐ All debris was lawfully recycled or disposed.
- ☐ All manifests, tickets, permits, and final reports are attached.
- ☐ All labor standards obligations and payroll corrections are complete.
- ☐ Final Section 3 report is attached or marked not applicable.
- ☐ Final BABA certification and origin records are attached or marked not applicable.
- ☐ All subcontractors and suppliers have been paid except listed disputes.
- ☐ No known claims, liens, environmental violations, or unresolved safety matters exist except as disclosed.
- ☐ All warranties and closeout records have been delivered.

Exceptions/disclosures: _____

Contractor signature/date: _____

O-2 LHA Final Acceptance

- ☐ Final inspection completed
- ☐ Deficiencies corrected
- ☐ Final payment reviewed
- ☐ Bond/lien releases accepted
- ☐ Compliance files complete
- ☐ HUD/PIC reporting support complete
- ☐ Performance evaluation complete

LHA Project Manager/date: _____

Contracting Officer/date: _____

Finance/date: _____

EXHIBIT P. REQUIRED ATTACHMENTS BEFORE PUBLICATION

ISSUANCE GATE: The package is substantively drafted, but the following project-specific attachments or final entries must be inserted or checked before public advertisement.

- ☐ Final issue, question, site visit, and proposal dates/times
- ☐ Certified site plan and IMS/PIC building/unit schedule matching DDA0013834
- ☐ Demolition drawings and technical specifications
- ☐ Available asbestos, lead, hazardous-material, and environmental reports
- ☐ Written environmental clearance/reevaluation determination for demolition scope
- ☐ Independent cost estimate
- ☐ Signed RFP procurement-method determination
- ☐ Applicable current wage decision and labor clauses
- ☐ Current official HUD-5369, HUD-5369-A, and HUD-5370 or HUD-5370-EZ, as determined by LHA
- ☐ Final Section 3 applicability determination and HUD tools/forms
- ☐ Final BABA applicability determination based on award obligation date and task scope
- ☐ Bond determination and bond forms
- ☐ Final insurance and indemnity review
- ☐ Public notice and distribution list
- ☐ Final legal review and Contracting Officer approval

SOURCE AND DRAFTING NOTES

This package was developed from the original Demolition Services RFP, HUD SAC approval dated August 13, 2026 for DDA0013834, HUD's Next Steps enclosure, LHA's 2026 Procurement Policy, LHA's proposed FY 2027 comprehensive procurement policy, 2 CFR Parts 184 and 200, Appendix II to Part 200, 24 CFR Parts 75 and 970, PIH Notice 2025-06, and current HUD procurement guidance. Official HUD forms and the applicable wage decision should be downloaded from HUD/DOL sources immediately before issuance to ensure the current version is used.

LEGAL REVIEW: This is a comprehensive procurement draft, not a legal opinion. LHA counsel and the Contracting Officer should validate the final procurement method, protest deadlines, wage coverage, bonds, Florida clauses, and BABA determination before publication.