



**RFQ ADDENDUM #1**  
**Solicitation No. PBCHA-RFQ-2026-05**

**DATE:** March 10, 2026

**TO:** All Prospective Respondents

**RE:** **Request for Qualifications for Bathroom Upgrades**

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to PBCHA website and DemandStar website, on March 2, 2026, and will become part of the Bathroom Upgrades. The RFQ closing date will remain the same Tuesday, April 7, 2026, at 2:00 p.m.

- 1. Pre-proposal Meeting Minutes Transcript

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of PBCHA.

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFQ.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_



## PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Wednesday, March 10, 2026, at 2:00 p.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. All proposals are due by April 7, 2026, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Contract Terms. The term of this contract is for two (2) years with (3) three (1) year renewal option at the sole discretion of Palm Beach County Housing Authority (PBCHA).
4. Purpose. Ms. Pace provided a complete overview of the purpose of this pre-proposal conference. The Palm Beach County Housing Authority (PBCHA) is soliciting Request for Qualifications (RFQ) from qualified contractors to establish a pool of pre-qualified contractors to perform bathroom upgrades, renovations, and accessibility modifications across Low-Income Public Housing (LIPH) and other PBCHA managed assets.
5. Background. Ms. Pace provided a brief overview of the purpose of the solicitation and the agency's background.
6. Reservation of Rights. Please review this section in its entirety. The PBCHA reserves the right to reject and not consider any proposal of which communication between an Offeror and a member of the PBCHA staff, its Resident or Board of Commissioners (BOC) is violated.
7. Scope of Work/Technical Specifications. Please review this section in its entirety. All work shall comply with the conditions set forth in the Scope of Work and specifications of services.

### 4.1.8 Final Inspection, Notice of Completion & Payment

All work shall be subject to final inspection by PBCHA. Final acceptance shall require:

- Completion of all scope items and correction of deficiencies;
- Compliance with HUD NSPIRE standards.

**A fully executed PBCHA Notice of Completion form, signed by the Contractor and PBCHA. Submission of the executed PBCHA Notice of Completion is a mandatory prerequisite for payment.** PBCHA shall not process partial or final payment, nor issue formal acceptance, without the completed Notice of Completion and successful final inspection.

8. Guarantee and Warranties. Labor and Workmanship must be warranted for a period of one (1) year. Please review this section in its entirety.
9. Sanitary Facilities. The Contractor may not use the sanitary facilities in any dwelling unit during the course of the work. Please plan to use the restroom facilities located in the leasing office during working hours.



10. Debris Removal. Successful offerors are responsible for daily removal of all debris removal. All materials must be disposed of off-site at a landfill or authorized waste facility. The owner’s dumpsters are designated for resident use **ONLY** and may not be used for construction debris. Please review this section in its entirety.

11. Task Order Template. Please review the Task Order Template. The Task Order Template is a sample only.

12. Evaluation and Award Criteria. Please follow the evaluation criteria when responding to this proposal. If your response follow the evaluation criteria it will increase your chances of getting the maximum allocated points.

13. General & Supplementary Conditions. Please read this section in its entirety.

14. Davis-Bacon Federal Wage Rates. As detailed within pertinent Federal Regulation, the Contractor is required to pay Davis-bacon wage rates (for all “construction contracts in excess of \$2,000”). The applicable Wage Rates pertaining to the work will be included with each construction-related quote that the PBCHA may issue.

15. Background Check. It is the responsibility of the contractor to complete a background check for all workers assigned to this contract. This information shall be made available to PBCHA upon request and contract signing.

16. Proposal Preparation and Submission Instructions. The sealed envelope or sealed package should be clearly marked and identified in the lower left corner as follows:

Request for Qualifications No. PBCHA-RFQ-2026-05  
Closing Date: April 7, 2026; 2:00 PM  
Title: Bathroom Upgrades  
Firm Name and Offeror’s Authorized Contact Person: \_\_\_\_\_  
Telephone number of Contact Person: \_\_\_\_\_  
Name of Procurement Officer: LaQuavial Pace, Contracts and Procurement Manager

One (1) original copy with Five (5) copies must be submitted in sealed envelope clearly marked with USB drive. Specific Proposal Instructions. Please read this section in its entirety.

17. Oral Presentation. Please read this section in its entirety.

18. General Terms and Conditions. Please read this section in its entirety.

19. Debarment and suspension. By submitting their proposals, Offerors certify that they are not currently debarred by PBCHA, the state of Florida or the Federal Government from submitting offers or proposals on contracts of the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.



20. Payment. PBCHA is a net 30 company which means your firm will be paid within 30 days of receipt of the invoice to the Accounting Department. Please read this section in its entirety.

21. Minimum Qualifications of Offeror. Contractors must meet all minimum qualifications to be considered responsive. Please read this section in its entirety.

22. Termination for Cause and Termination for Convenience. Please review both sections in its entirety.

23. Renewal of Contract and Price Increase. This contract may be renewed by the Palm Beach County Housing Authority (PBCHA) for (3 successive one-year periods) the terms and conditions of the original contract. Price increases may be negotiated annually. Written notice of the intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

24. Change to the contract. Changes to the contract are made in the form of a change order. Both the contractor and the CEO must sign an order change. The executed change order will be emailed to the contractor along with a purchase order for additional work.

25. Insurance. The PBCHA has a minimum insurance requirement that all awarded contractors must carry during the life of the contract. When submitting your bid please provide proof of insurance by submitting COI that shows active coverage.

26. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.

27. Nondiscrimination of Contractors. Please read this section in its entirety. The PBCHA does not discriminate against bidders, or contractors.

28. Personnel. All personnel should be in company uniform and must sign in when arriving at the site.

29. Minority business Participation. Please read this section in its entirety. We encourage minority businesses to respond to ALL open competitive solicitations.

30. Special Terms and Conditions. Please read this section in its entirety.

31. Advertising. The Contractor shall not use any indication of its services to PBCHA for commercial or advertising purposes without prior approval from PBCHA.

32. Audit. The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the state of Florida, whichever is sooner. PBCHA, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

33. Availability of Funds. It is understood and agreed between the parties herein that PBCHA shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.

34. Conflict of Interest. Please read this section in its entirety.

35. Unauthorized Personnel. Neither contractor nor his/her personnel shall permit any other individual to have access to the unit, rooms, or grounds designated herein. Anyone not employed by the Contractor will not be permitted on PBCHA property. Unauthorized personnel, such as friends, visitors, children, or any other family members that are on site may be cause for cancellation of the contract.

36. Work Site Damages. Please report any and all work site related damage to a PBCHA Representative. Contractor shall be responsible for any damage by his/her company during the course of completing work to any building or structure and shall repair to match existing materials or surfaces to the satisfaction of the PBCHA's representative. The contractor shall at his/her own expense replace any materials damaged to an extent that they cannot be restored to their original condition. The contractor shall be responsible and liable for injury to any life or property during the course of their work.

37. Method of Payment. Please read this section in its entirety.

38. Attachments. The PBCHA asks that you submit all attachments with your proposal. This includes page 2 of the solicitation package. Where there are no signature requirements, we ask that you initial and date the bottom of the last page of the document to confirm you have read and agree to the terms and conditions. All attachments are to be completed in its entirety, initialed, and signed.

39. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for bid submission will not be extended automatically by asking a question.

### Quick recap

The meeting focused on a pre-proposal conference for bathroom upgrades contracts with Palm Beach County Housing Authority. LaQuavia Pace, the Contracts and Procurement Manager, outlined the request for qualifications process, contract terms, and requirements for contractors. She emphasized the importance of meeting qualifications, submitting complete proposals, and adhering to specified timelines and conditions. Pace addressed questions about subcontractors, payment processes, and Davis-Bacon wage requirements.

### Next steps

- [All potential contractors: Submit pre-qualification proposals \(one original, five copies, and a USB drive\) including all required documentation \(summary page, references, COI, etc.\) by April 7th at 2:00 PM to LaQuavia Pace, ensuring all details and solicitation information are on the envelope.](#)
- [All potential contractors: Ensure all forms in the solicitation packet with signature lines are signed, and those without are initialed and dated; include these in the proposal submittal.](#)
- [All potential contractors: Ensure all personnel sign in and out at each property when working on site.](#)
- [All potential contractors: Submit certified payroll and Davis-Bacon wage documentation as required; request assistance from Palm Beach County Housing Authority if needed with forms.](#)
- [All selected contractors: Ensure all staff assigned to projects have undergone full background checks and documentation is available for review if requested.](#)



## Summary

### I. Palm Beach County Housing Authority Pre-Proposal

The Palm Beach County Housing Authority held a pre-proposal meeting to discuss the request for qualifications for bathroom upgrades. LaQuavial Pace, the Contracts and Procurement Manager, explained that proposals are due on April 7<sup>th</sup> at 2 PM. The contract will be for two years with three one-year renewals, and pre-qualified vendors will be rotated for work at properties including LIPH properties, Banyan Club Apartments and all new acquired assets. The scope of work, guarantees, and warranty requirements were outlined, with emphasis placed on reading the reservation of rights and adhering to debris disposal protocols.

### II. Bathroom Upgrades Solicitation

The meeting discussed a solicitation for bathroom upgrades at LIPH properties. Ms. Pace explained the requirements for submitting a proposal, including background checks, insurance, and qualifications.

## Meeting Attendees

Kuljon Pierre, Innovative Interiors, Inc.

Maxi Max, PBCHA Capital Improvement Field Coordinator/Inspector

Claude Delenda, PBCHA Capital Improvement Manager

Diane Wilson, PBCHA Director of Asset Management

LaQuavial Pace, PBCHA Contracts and Procurement Manager

Tammy McDonald, Chief Development Officer

James Kijek, PBCHA Director of Procurement