

STATE OF NORTH CAROLINA
Division of Community Revitalization (DCR)
Amended Best and Final Offer

Refer <u>ALL</u> Inquiries regarding this to: angela.dunaway@commerce.nc.gov (919) 526-8340	Amended Best and Final Offer (BAFO) RFP # Doc1539254856_Builder
	Amended Best and Final Offer Issue Date: July 23, 2025
	BAFOs will be received until: July 28, 2025, at 10:00 am EST
Using Agency: North Carolina Department of Commerce, Division of Community Revitalization	

NOTICE TO VENDOR



Vendor may choose to accept the State's selected house plan sets and pricing shown herein and sign the Amended Best and Final Offer (BAFO), which will finalize the contract. If a Vendor does not accept the house plan sets and pricing and sign the BAFO, Vendor will not be contracted for the services identified in Request for Proposal #Doc1539254856. The BAFO is being amended to correct the pricing for Garage per square foot in the Reconstruction Site Specific table attached. Please disregard the original BAFO and execute this Amended BAFO instead.

Submit the executed BAFO (this form) to angela.dunaway@commerce.nc.gov by the due date and time indicated above. Offers are subject to rejection unless submitted as described herein.

EXECUTION

In compliance with this Amended Best and Final Offer, and subject to all the terms and conditions herein, those in the original Request for Proposal (unless superseded herein) and in Vendor's offer thereto, the undersigned offers and agrees to furnish and deliver any or all goods/services which are offered, at the prices agreed upon in the BAFO and within the time specified. Pursuant to GS §143-54 and §143-59.2 and under penalty of perjury, the undersigned Vendor certifies that this offer has not been arrived at collusively or otherwise in violation of Federal or North Carolina law and this offer is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting an offer for the same services, and is in all respects fair and without collusion or fraud.

Failure to sign this Amended BAFO will render offer invalid and it SHALL BE REJECTED.

COMPLETE/FORMAL NAME OF VENDOR: Dynamic Group, LLC		
STREET ADDRESS: 3045 Westfork Dr	P.O. BOX:	ZIP:
CITY & STATE & ZIP: Baton Rouge, LA 70816	TELEPHONE NUMBER: 	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE :		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Joshua P. McCoy Owner/CEO		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 7/23/25	EMAIL: jmccoy@dynamicgrp.com

Best and Final Offer

The State has determined the house plan sets to be used and the pricing provided to be paid to all Vendors for the services defined in Request for Proposal #Doc1539254856, which are included as attachments to this Amended BAFO. Vendors may choose to accept the plan sets and pricing and sign this Best and Final Offer, which will finalize the contract. If a Vendor does not accept this BAFO, it will not be contracted for the services identified in this RFP.

IMPORTANT NOTE:

It is the Vendor’s sole responsibility to ensure its BAFO has been received at angela.dunaway@commerce.nc.gov by the specified time and date. Upon receipt of the signed BAFO from the vendor, a confirmation email will be sent. If the Vendor does not receive a confirmation email within a reasonable time after BAFO submission, within normal business hours, it is the sole responsibility of the Vendor to send a follow up email to confirm receipt PRIOR to the due time and date. Vendors are cautioned not to wait until the time immediately preceding the due time and date to submit the BAFO. The State will countersign the BAFO and at that time a contract will be created. The State will send a fully executed contract (including the offer and the BAFO) to each vendor upon full execution.

CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION:

The RFP is still in the evaluation period. During this period and prior to award, possession of the BAFO, original RFP response and accompanying information is limited to personnel of the Division of Community Revitalization responsible for participating in the evaluation. Responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. See RFP Section 3.2.

ACCEPTANCE OF OFFER

If the State accepts any or all parts of this offer, an authorized representative of the Department of Commerce shall affix his/her signature to the Vendor’s response to this Amended BAFO. The acceptance shall include the response to this Amended BAFO, any provisions and requirements of the original RFP which have not been superseded by this BAFO and all Terms and Conditions. These documents shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful vendor(s).

FOR STATE USE ONLY

Offer accepted by _____ Signed by: _____ d this 30th day of July 2025, as indicated on attached certification,
by _____ (Authorized representative of the Department of Commerce).

PRICING

Rehabilitation Cost
Combined overhead and profit rate to be provided on top of approved Xactimate cost estimates.
27.76%

MHU Price						
Scope of Work: The prices are inclusive of the following items: All permits/fees; taxes/sales tax; disconnection of all utilities; Demolition and disposal of the existing storm damaged MHU in an approved facility; Sitework and grading required to install the new MHU; Purchase of the new MHU; Hauling of the new MHU to the applicant address; Installation of the new MHU to be applicant address in accordance with program and code requirements; stairs; Skirting; Connection of all appliances and HVAC system; GC testing of all mechanical, electrical, and plumbing systems; All required code inspections; Placement of a minimum of 4 pallets of sod or minimum required to pass code inspections, whichever is greater; Fill dirt included as required to ensure proper drainage; Completion of all required program inspections; Title work (title to new MHU to be issued in applicant name prior to program final inspection); Certificate of Occupancy prior to key turn over; Warranty requirements as required in GC contract. All MHUs required to be HUD Compliant for the applicable thermal and wind zones and furnished with all appliances including central HVAC (mini-splits not allowed), refrigerator, stove/oven, dishwasher, water heater.						
	Price	Price	Price	Price	Price	Price
	Singlewide MHU	Singlewide MHU	Singlewide MHU	Doublewide MHU	Doublewide MHU	Doublewide MHU
	2 Bedroom / 2 Bathroom	3 Bedroom / 2 Bathroom	4 Bedroom / 2 Bathroom	2 Bedroom / 2 Bathroom	3 Bedroom / 2 Bathroom	4 Bedroom / 2 Bathroom
Price Per Square Foot	\$ 152.74	\$ 141.59	\$ 141.33	\$ 148.30	\$ 138.79	\$ 130.18
Price per Square Foot Wheelchair Friendly Unit	\$ 164.60	\$ 150.12	\$ 149.76	\$ 155.90	\$ 144.97	\$ 135.48

Reconstruction Base Plan Costs; 2 Bedroom / 2 Bathroom

All construction must be completed with radon resistant construction techniques and the pricing includes GC provided post construction radon testing results indicating that the radon levels in the home are below federal, state, or local action levels.

	2 Bedroom / 2 Bathroom
Site Work	\$ 11,294.44
Foundation - Slab on Grade	\$ 24,575.02
Plumbing	\$ 20,251.91
Electrical	\$ 16,736.99
Framing	\$ 43,764.92
Doors & Windows	\$ 12,046.30
Insulation	\$ 7,124.78
Exterior Surface	\$ 15,345.43
Interior Surface	\$ 11,870.78
Mechanical	\$ 17,975.12
Finish Carpentry	\$ 8,158.73
Cabinets	\$ 10,644.86
Appliances	\$ 6,446.18
Flooring	\$ 9,200.19
Paint	\$ 9,453.32
Roofing	\$ 11,318.63
Finish Details	\$ 7,264.68
Miscellaneous	\$ 10,676.57
Total Price	\$ 254,148.85
Design Square Footage (Conditioned Space) on Selected House Plans	1184
Price Per Square Foot (Conditioned Space)	\$ 214.65
Price Per Square Foot Slab Foundation	\$ 214.65
Price Per Square Foot Pier and Beam Foundation	\$ 228.36
Price Per Square Foot Stem Wall Foundation	\$ 226.99
Price Per Square Foot Timber Pile Foundation up to 4' above grade	\$ 234.54
Price Per Square Foot Timber Pile Foundation from 4.1' to 8' above grade	\$ 244.87

Reconstruction Base Plan Costs; 3 Bedroom / 2 Bathroom

All construction must be completed with radon resistant construction techniques and the pricing includes GC provided post construction radon testing results indicating that the radon levels in the home are below federal, state, or local action levels.

	3 Bedroom / 2 Bathroom
Site Work	\$ 14,302.39
Foundation - Slab on Grade	\$ 29,626.24
Plumbing	\$ 22,249.78
Electrical	\$ 19,036.13
Framing	\$ 51,466.79
Doors & Windows	\$ 14,133.71
Insulation	\$ 8,546.72
Exterior Surface	\$ 18,789.45
Interior Surface	\$ 14,268.18
Mechanical	\$ 19,724.03
Finish Carpentry	\$ 9,866.08
Cabinets	\$ 12,541.91
Appliances	\$ 6,949.16
Flooring	\$ 11,316.75
Paint	\$ 11,353.58
Roofing	\$ 13,094.69
Finish Details	\$ 8,984.19
Miscellaneous	\$ 12,846.16
Total Price	\$ 299,095.94
Design Square Footage (Conditioned Space) on Selected House Plans	1450
Price Per Square Foot (Conditioned Space)	\$ 206.27
Price Per Square Foot Slab Foundation	\$ 206.27
Price Per Square Foot Pier and Beam Foundation	\$ 218.76
Price Per Square Foot Stem Wall Foundation	\$ 217.01
Price Per Square Foot Timber Pile Foundation up to 4' above grade	\$ 222.72
Price Per Square Foot Timber Pile Foundation from 4.1' to 8' above grade	\$ 232.30

Reconstruction Base Plan Costs; 4 Bedroom / 2 Bathroom

All construction must be completed with radon resistant construction techniques and the pricing includes GC provided post construction radon testing results indicating that the radon levels in the home are below federal, state, or local action levels.

	4 Bedroom / 2 Bathroom
Site Work	\$ 16,010.69
Foundation - Slab on Grade	\$ 32,696.92
Plumbing	\$ 23,435.96
Electrical	\$ 21,006.80
Framing	\$ 56,417.16
Doors & Windows	\$ 15,409.87
Insulation	\$ 9,622.79
Exterior Surface	\$ 20,861.24
Interior Surface	\$ 16,128.12
Mechanical	\$ 21,114.59
Finish Carpentry	\$ 11,029.63
Cabinets	\$ 13,403.06
Appliances	\$ 7,320.15
Flooring	\$ 12,671.02
Paint	\$ 12,548.74
Roofing	\$ 14,480.24
Finish Details	\$ 9,828.19
Miscellaneous	\$ 13,826.97
Total Price	\$ 327,812.14
Design Square Footage (Conditioned Space) on Selected House Plans	1645
Price Per Square Foot (Conditioned Space)	\$ 199.28
Price Per Square Foot Slab Foundation	\$ 199.28
Price Per Square Foot Pier and Beam Foundation	\$ 210.62
Price Per Square Foot Stem Wall Foundation	\$ 210.00
Price Per Square Foot Timber Pile Foundation up to 4' above grade	\$ 225.75
Price Per Square Foot Timber Pile Foundation from 4.1' to 8' above grade	\$ 223.45

Reconstruction Site-Specific Unit Cost Pricing

All construction must be completed with radon resistant construction techniques and the pricing includes GC provided post construction radon testing results indicating that the radon levels in the home are below federal, state, or local action levels.

Demolition:	Price
Addition to MHU (100 - 500 SF)	\$ 6,833.93
Addition to MHU (> 500 SF)	\$ 7,902.74
House Demolition (up to 1000 SF under roof)	\$ 10,650.47
House Demolition (1000 - 1500 SF under roof)	\$ 14,966.79
House Demolition (1500 - 2000 SF under roof)	\$ 18,731.50
House Demolition (2000 - 2500 SF under roof)	\$ 21,618.36
House Demolition (2500 - 3000 SF under roof)	\$ 25,662.76
House Demolition (> 3000 SF under roof)	\$ 31,660.47
Shed or Carport (10-200 SF)	\$ 1,341.21
Shed or Carport (201 - 400 SF)	\$ 2,569.33
Shed or Carport (401 - 600 SF)	\$ 3,589.72
Shed or Carport (601 - 800 SF)	\$ 4,592.18
Shed or Carport (801 - 1000 SF)	\$ 5,761.41
Concrete Flatwork (10-200 SF)	\$ 1,383.95
Concrete Flatwork (201 - 400 SF)	\$ 2,522.80
Concrete Flatwork (401 - 600 SF)	\$ 3,736.59
Concrete Flatwork (601 - 800 SF)	\$ 4,720.37
Concrete Flatwork (801 - 1000 SF)	\$ 5,925.87
Concrete Flatwork (1001 - 1500 SF)	\$ 8,841.97
Concrete Flatwork (1501 - 2000 SF)	\$ 11,082.09
Concrete Flatwork (2001 - 2500 SF)	\$ 13,907.34
Wooden Deck (10-200 SF)	\$ 1,250.53
Wooden Deck (201 - 400 SF)	\$ 2,401.44
Wooden Deck (401 - 600 SF)	\$ 3,469.77
Wooden Deck (601 - 800 SF)	\$ 4,644.09
Wooden Deck (801 - 1000 SF)	\$ 5,663.49
Wooden Deck (1001 - 1500 SF)	\$ 7,687.84
Wooden Deck (1501 - 2000 SF)	\$ 10,111.84
Wooden Deck (2001 - 2500 SF)	\$ 11,559.73

Accessibility Accommodations	
RA-1 Tub/Shower with Blocking & Grab Bar	\$ 1,644.76
RA-2 Tub/Shower with Blocking, Grab Bars, Fold-up Seat, Shower Wand	\$ 3,101.88
RA-3 Roll In Shower with Grab Bars, Fold-up Seat, Shower Wand	\$ 3,983.21
Wooden Ramp (0-4' above grade) including no step entrance	\$ 8,685.53
Wooden Ramp (4' - 8' above grade) including no step entrance	\$ 14,773.49
Exterior Platform Lift (4' - 8' above grade) - inclusive of pad, framing, electrical*	\$ 20,494.56
Exterior Platform Lift (8' - 12' above grade) - inclusive of pad, framing, electrical*	\$ 26,134.27
Accessible Kitchen (appliances with knobs in front, roll under sink)	\$ 2,779.19
Hearing Impaired (strobe smoke detectors)	\$ 624.15
Utilities	
Complete Septic System Replacement	\$ 17,755.44
Septic Drain Field Replacment	\$ 9,881.37
Decommission Septic System	\$ 3,620.42
Water Well Pump Replacement	\$ 4,433.08
Water Well Replacement (up to 100 feet below ground surface)**	\$ 12,071.66
Water Well Replacement (101 - 150 feet below ground surface)**	\$ 13,170.40
Water Well Replacement (151 - 200 feet below ground surface)**	\$ 14,412.29
Water Well Replacement (201 - 250 feet below ground surface)**	\$ 15,208.93
Water Well Replacement (251 - 300 feet below ground surface)**	\$ 17,366.23
Water Well Replacement (301 - 350 feet below ground surface)**	\$ 18,665.97
Water Well Replacement (351 - 400 feet below ground surface)**	\$ 20,182.93
Water Well Replacement (401 - 450 feet below ground surface)**	\$ 22,583.54
Water Well Replacement (451 - 500 feet below ground surface)**	\$ 24,604.44
Decommission Water Well	\$ 2,381.45
Flatwork	
Flatwork Installed (50-100 SF)	\$ 1,352.84
Flatwork Installed (101 - 200 SF)	\$ 2,441.99
Flatwork Installed (201 - 300 SF)	\$ 3,587.18
Flatwork Installed (301 - 400 SF)	\$ 4,675.15
Flatwork Installed (401 - 500 SF)	\$ 5,822.76
Flatwork Installed (501 - 600 SF)	\$ 6,958.71
Flatwork Installed (601 - 700 SF)	\$ 8,090.77
Flatwork Installed (701 - 800 SF)	\$ 9,173.97
Flatwork Installed (801 - 900 SF)	\$ 10,552.94
Flatwork Installed (901 - 1000 SF)	\$ 11,627.28
Flatwork Installed (1001 - 1500 SF)	\$ 15,753.34
Flatwork Installed (1501 - 2000 SF)	\$ 20,634.68

Other Site-Specific Costs	
Site Survey (set backs and structure location)	\$ 2,067.05
Elevation Survey (confirm base flood elevation and final elevation)	\$ 1,424.48
Garage (per SF)	\$ 101.06
Sod (per pallet installed)	\$ 654.53
Tree Trimming (per tree)	\$ 695.65
Stump Grinding (per stump)	\$ 702.68
Stump Removal	\$ 1,220.09
New Water Tap	\$ 3,302.19
New Sewer Tap	\$ 3,743.31
Underground electric (per linear foot)	\$ 65.24
Stairs for elevated home (3.1' - 6' above grade)	\$ 2,300.38
Stairs for elevated home (6.1' - 9' above grade)	\$ 3,470.05
Stairs for elevated home (9.1' - 12' above grade)	\$ 4,792.18
Tree removal (2" - 10" diameter)	\$ 806.50
Tree removal (11" - 15" diameter)	\$ 1,360.38
Tree removal (16" - 20" diameter)	\$ 1,832.06
Tree removal (21" - 25" diameter)	\$ 2,484.60
Tree removal (26" - 30" diameter)	\$ 3,065.34
Tree removal (31" - 36" diameter)	\$ 3,866.61
Concrete Culvert (12")	\$ 1,703.15
Concrete Culvert (15")	\$ 1,900.65
Concrete Culvert (16")	\$ 2,085.62
Concrete Culvert (18")	\$ 2,239.60
Concrete Culvert (20")	\$ 2,602.33
Concrete Culvert (24")	\$ 3,037.21
Fill Dirt (5 -15 CY)	\$ 658.90
Fill Dirt (16 - 25 CY)	\$ 1,104.24
Fill Dirt (26 - 35 CY)	\$ 1,442.22
Fill Dirt (36 - 45 CY)	\$ 1,857.20
Fill Dirt (46 - 60 CY)	\$ 2,419.18
Fill Dirt (61 - 80 CY)	\$ 2,977.30
Caliche or Crushed Concrete (5 -15 CY)	\$ 1,104.75
Caliche or Crushed Concrete (16 - 25 CY)	\$ 1,703.44
Caliche or Crushed Concrete (26 - 35 CY)	\$ 2,309.56
Caliche or Crushed Concrete (36 - 45 CY)	\$ 2,902.60

* Exterior platform lift price includes purchase of a 1 year maintenance package after installation of the lift.

** Water well replacement to include min 1 HP pump and steel casing.

Demolition - Only Site-Specific Unit Cost Pricing	
Demolition	Price
House Demolition (up to 1000 SF under roof)	\$ 11,098.13
House Demolition (1000 - 1500 SF under roof)	\$ 15,521.23
House Demolition (1500 - 2000 SF under roof)	\$ 19,356.99
House Demolition (2000 - 2500 SF under roof)	\$ 22,288.23
House Demolition (2500 - 3000 SF under roof)	\$ 26,494.61
House Demolition (> 3000 SF under roof)	\$ 32,402.10
Shed or Carport (10-200 SF)	\$ 1,365.76
Shed or Carport (201 - 400 SF)	\$ 2,611.36
Shed or Carport (401 - 600 SF)	\$ 3,654.24
Shed or Carport (601 - 800 SF)	\$ 4,663.11
Shed or Carport (801 - 1000 SF)	\$ 5,872.95
Concrete Flatwork (10-200 SF)	\$ 1,393.34
Concrete Flatwork (201 - 400 SF)	\$ 2,517.89
Concrete Flatwork (401 - 600 SF)	\$ 3,724.21
Concrete Flatwork (601 - 800 SF)	\$ 4,695.10
Concrete Flatwork (801 - 1000 SF)	\$ 5,877.99
Concrete Flatwork (1001 - 1500 SF)	\$ 8,820.10
Concrete Flatwork (1501 - 2000 SF)	\$ 11,066.78
Concrete Flatwork (2001 - 2500 SF)	\$ 13,920.40
Wooden Deck (10-200 SF)	\$ 1,274.59
Wooden Deck (201 - 400 SF)	\$ 2,423.20
Wooden Deck (401 - 600 SF)	\$ 3,519.21
Wooden Deck (601 - 800 SF)	\$ 4,699.65
Wooden Deck (801 - 1000 SF)	\$ 5,733.88
Wooden Deck (1001 - 1500 SF)	\$ 7,763.46
Wooden Deck (1501 - 2000 SF)	\$ 10,102.15
Wooden Deck (2001 - 2500 SF)	\$ 12,096.73
Utilities	
Decommission Septic System	\$ 3,561.58
Decommission Water Well	\$ 2,643.82

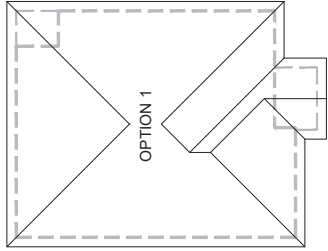
Other Site-Specific Costs	
Sod (per pallet installed)	\$ 654.76
Tree Trimming (per tree)	\$ 704.03
Stump Grinding (per stump)	\$ 715.21
Stump Removal	\$ 1,237.84
Tree Removal (2" - 10" diameter)	\$ 828.37
Tree Removal (11" - 15" diameter)	\$ 1,381.02
Tree Removal (16" - 20" diameter)	\$ 1,895.20
Tree Removal (21" - 25" diameter)	\$ 2,539.86
Tree Removal (26" - 30" diameter)	\$ 3,132.03
Tree Removal (31" - 36" diameter)	\$ 3,812.32
Fill Dirt (5 -15 CY)	\$ 665.44
Fill Dirt (16 - 25 CY)	\$ 1,114.62
Fill Dirt (26 - 35 CY)	\$ 1,453.76
Fill Dirt (36 - 45 CY)	\$ 1,874.04
Fill Dirt (46 - 60 CY)	\$ 2,443.31
Fill Dirt (61 - 80 CY)	\$ 2,997.93

House Plan Sets

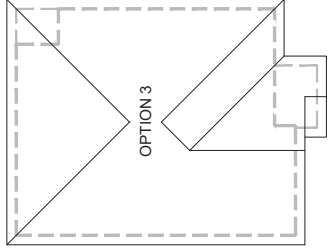
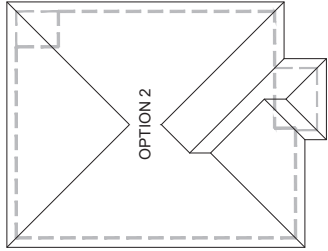
SQUARE FOOTAGE CALCULATIONS		
LOCATION	SQUARE FOOTAGE	REMARKS
FLOOR PLAN	1,184 SQFT	
FRONT PORCH	52 SQFT	
REAR PORCH	30 SQFT	

DOOR SCHEDULE		
MARK	QTY	DESCRIPTIONS
1	1	3'-0" X 6'-8"
2	1	3'-0" X 6'-8"
3	6	3'-0" X 6'-8"
4	1	2'-0" X 6'-8"
5	1	(2) 2'-0" X 6'-8"
6	1	30" X 54" ATTIC ACCESS
7	1	SELF CLOSING WITH A 15 MINUTE RATING (VENTED)

WINDOW SCHEDULE		
MARK	QTY	DESCRIPTIONS
A	7	3'-0" X 5'-0"
B	1	3'-0" X 3'-0"

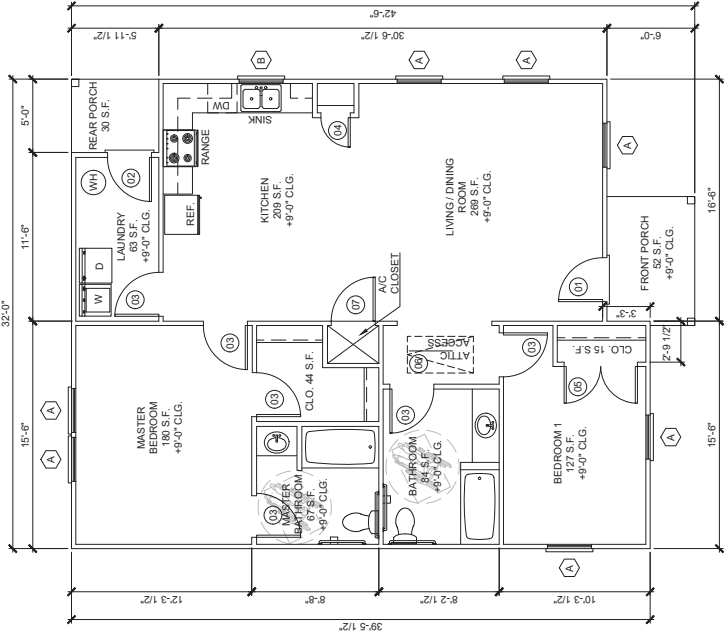


ROOF PLAN

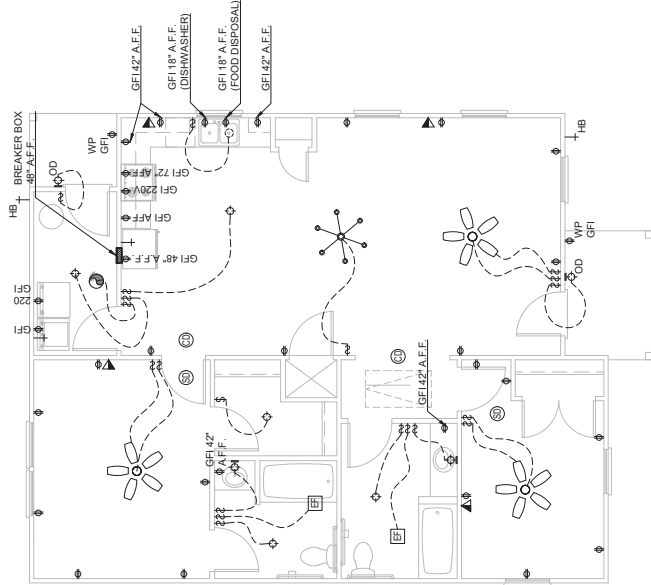


2 BED 2 BATH

POTTOK



FLOOR PLAN

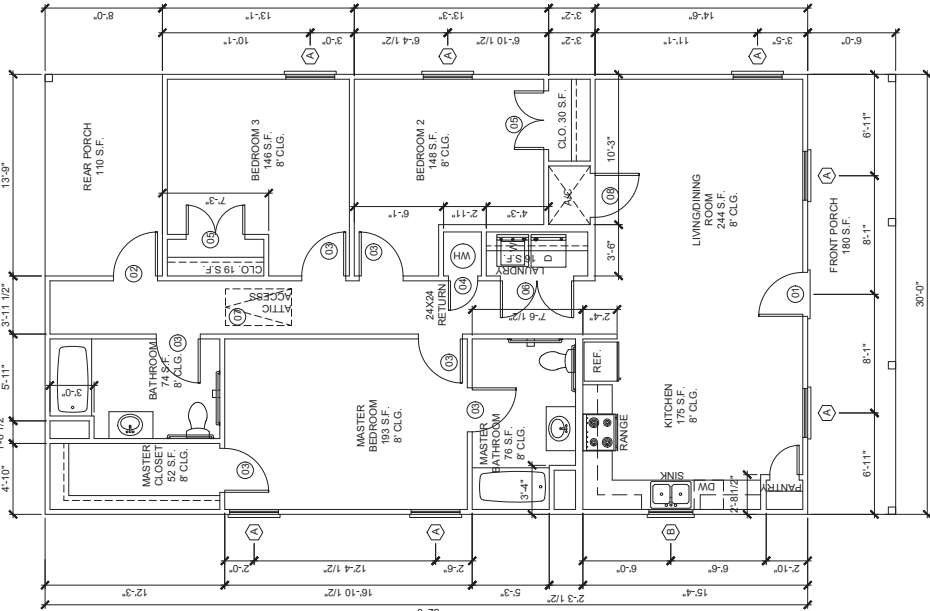


DOOR SCHEDULE		
MARK	QTY	DESCRIPTIONS
01	1	3'-0" X 6'-8"
02	1	3'-0" X 6'-8"
03	6	3'-0" X 6'-8"
04	1	2'-0" X 6'-8"
05	2	6'-0" X 6'-8"
06	1	5'-0" X 6'-8"
07	1	30" X 54" ATTIC ACCESS
08	1	2'-4" X 6'-8"

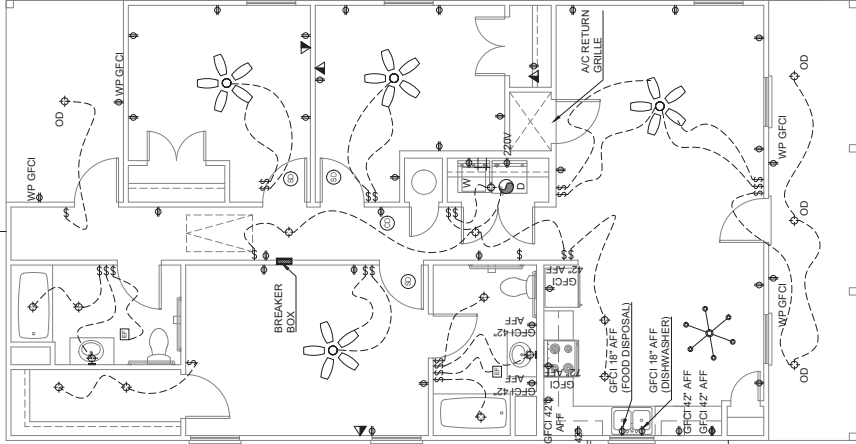
SQUARE FOOTAGE CALCULATIONS		
LOCATION	SQUARE FOOTAGE	REMARKS
FLOOR PLAN	1,450 S.F.	
FRONT PORCH	180 S.F.	
REAR PORCH	110 S.F.	

WINDOW SCHEDULE		
MARK	QTY.	DESCRIPTIONS
A	7	3'-4" X 5'-0"
B	1	3'-0" X 3'-0"

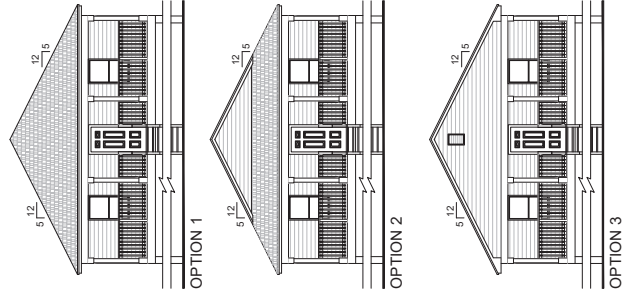
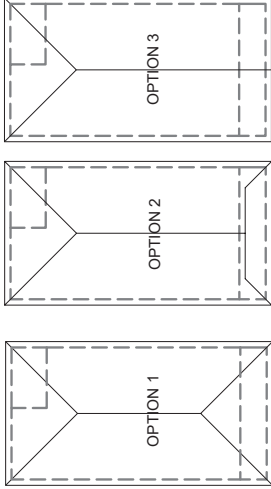
ROOF PLAN



FLOOR PLAN

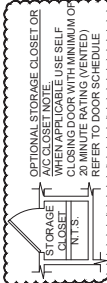


ELECTRICAL PLAN



EXTERIOR ELEVATIONS (SIDING)

NOTE: ELEVATED HOMES TO BE CONSTRUCTED OUT OF WOOD FRAME CONSTRUCTION.



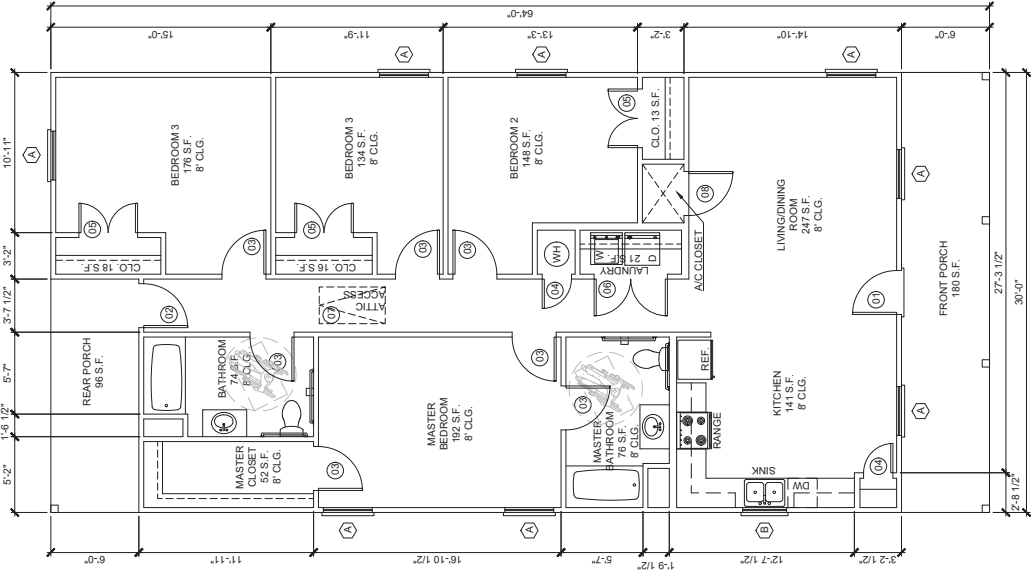
OPTIONAL STORAGE CLOSET OR
STORAGE CLOSET WITH
DOOR AND VENT
WHEN APPLICABLE USE SELF
CLOSING DOOR WITH MINIMUM OF
20 MINUTE RATING (VENTED)
REFER TO DOOR SCHEDULE

THIS HOUSE PLAN IS FOR THE SOLE PURPOSE AND USE
FOR THE NORTH CAROLINA DIVISION OF COMMUNITY
REVENUE AND THE HURRICANE WELLS
HURRICANE WELLS HURRICANE WELLS
REPLICATED OR RECREATED FOR USE FOR SITE
SPECIFIC RECONSTRUCTION PLAN SETS. THIS
SPECIFIC DRAWING SHALL NOT BE USED FOR
PERMITTING.

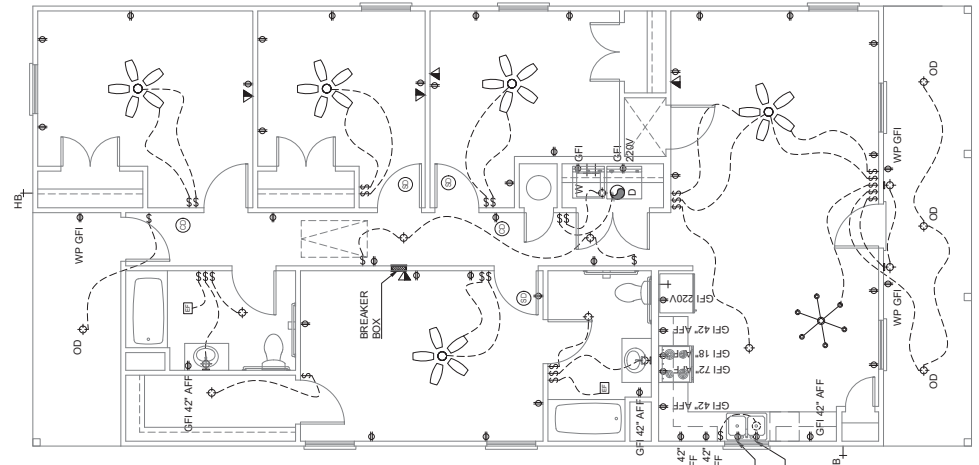
DOOR SCHEDULE			REMARKS
MARK	QTY	DESCRIPTIONS	
01	1	3'-0" X 6'-8"	EXTERIOR WITH PEEPHOLE
02	1	3'-0" X 6'-8"	EXTERIOR
03	7	3'-0" X 6'-8"	INTERIOR
04	2	2'-0" X 6'-8"	INTERIOR
05	3	6'-0" X 6'-8"	BI-FOLD
06	1	5'-0" X 6'-8"	BI-FOLD
07	1	30" X 54" ATTIC ACCESS	350 POUND LADDER
08	1	3'-0" X 6'-8"	SELF CLOSING WITH A MINIMUM OF 20 MINUTE FIRE RATING (VENTED)

SQUARE FOOTAGE CALCULATIONS			REMARKS
LOCATION	SQUARE FOOTAGE		
FLOOR PLAN	1,645 S.F.		
FRONT PORCH	180 S.F.		
REAR PORCH	96 S.F.		

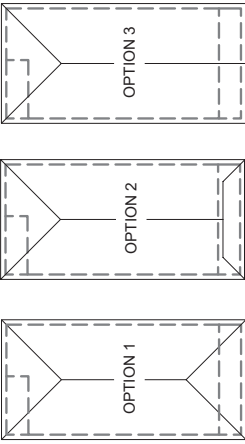
WINDOW SCHEDULE			REMARKS
MARK	QTY	DESCRIPTIONS	
A	8	3'-4" X 5'-0"	SINGLE HUNG
B	1	3'-0" X 3'-0"	SINGLE HUNG



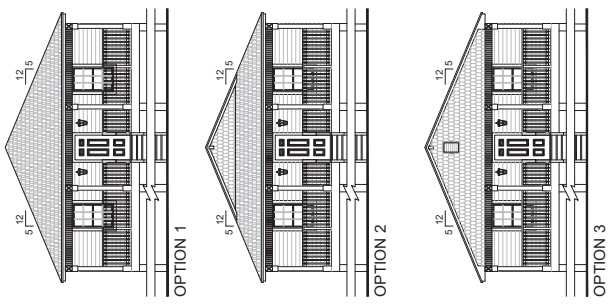
FLOOR PLAN



ELECTRICAL PLAN



ROOF PLAN



EXTERIOR ELEVATIONS (SIDING)

NOTE: ELEVATED HOMES TO BE CONSTRUCTED OUT OF WOOD FRAME CONSTRUCTION.



4 BED 2 BATH

HAFLINGER



THIS HOUSE PLAN IS FOR THE SOLE PURPOSE AND USE FOR THE NORTH CAROLINA DIVISION OF COMMUNITY DEVELOPMENT AND THE HURRICANE RESISTANT HOUSING PROGRAM. THIS HOUSE PLAN IS NOT TO BE REPLICATED OR RECREATED FOR USE FOR SITE SPECIFIC RECONSTRUCTION PLAN SETS. THIS SPECIFIC DRAWING SHALL NOT BE USED FOR PERMITTING.



**STATE OF NORTH CAROLINA
DEPARTMENT OF COMMERCE**
DIVISION OF COMMUNITY REVITALIZATION

REQUEST FOR PROPOSAL #: DOC1539254856

RESIDENTIAL DEMOLITION, RECONSTRUCTION, REHABILITATION,
AND MANUFACTURED HOUSING UNIT REPLACEMENT
FOR HURRICANE HELENE-IMPACTED COUNTIES

MAY 8, 2025

DYNAMIC GROUP, LLC

3045 WESTFORK DRIVE
BATON ROUGE, LA 70816
JOSHUA MCCOY
225-485-7205
JMCCOY@DYNAMICGRP.COM
WWW.DYNAMICGRP.COM



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- j. 7.10 Quality Control Program
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- l. 7.12 Warranty Program

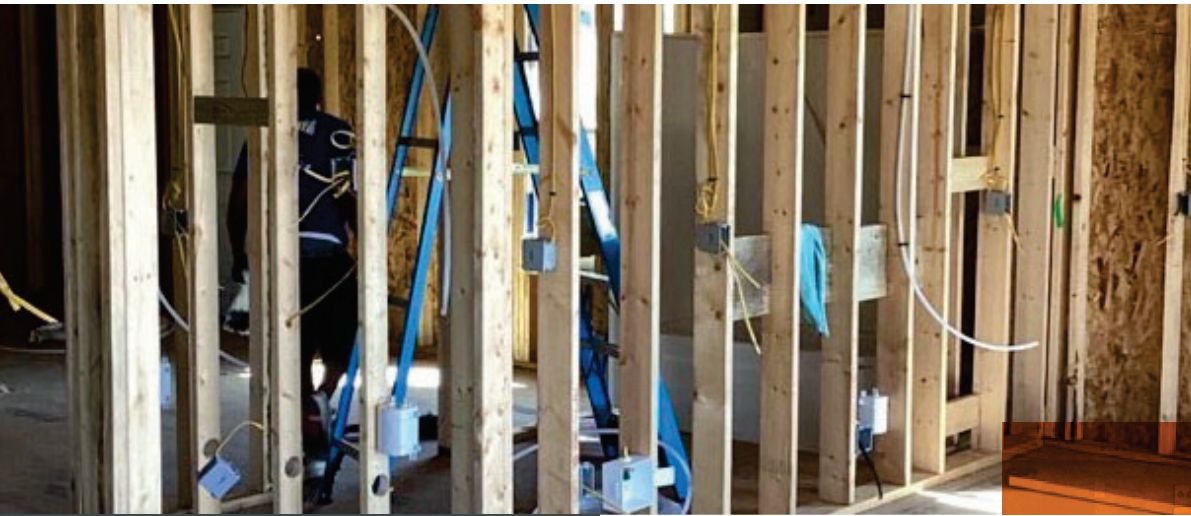
7.6 LITIGATION HISTORY

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FULL RFP DOCUMENT

ADDENDUM 1



COVER LETTER/EXECUTIVE SUMMARY



COVER LETTER

May 8, 2025

Ms. Angie Dunaway
Procurement Director, Division of Community Revitalization
North Carolina Department of Commerce

Dear Ms. Dunaway:

In the aftermath of Hurricane Helene's devastation last fall, western North Carolina faces an unprecedented housing crisis. The storm inflicted damage on more than 73,700 homes, with over 8,800 residences either destroyed or sustaining major damage. The financial toll is staggering, with housing recovery needs projected at \$15.4 billion, including \$12.7 billion attributed to residential structural damage. This disaster has left thousands of families displaced, underscoring the urgent need for effective and compliant housing recovery solutions. Dynamic Group, LLC (Dynamic) will embody the recovery's core values through focus, urgency, transparency, and accountability.

Dynamic specializes in delivering comprehensive construction services for Community Development Block Grant-Disaster Recovery (CDBG-DR) housing programs. Since 2002, we have established ourselves as a trusted leader in residential construction, delivering sustainable and resilient solutions that help communities rebuild stronger. As a North Carolina-licensed general contractor, Dynamic has successfully completed housing recovery projects not only in North Carolina but across the nation, providing single-family rehabilitation, reconstruction, new construction, subdivision development, and Manufactured Housing Unit (MHU) services. Our CDBG-DR portfolio encompasses [REDACTED] CDBG-DR rehabilitation and reconstruction projects in seven major housing recovery programs across five states, demonstrating our proven ability to effectively respond to some of America's largest and most complex catastrophic events. We fully understand the urgency in getting people back in their homes as quickly and effectively as possible.

Dynamic brings unparalleled CDBG-DR program experience, including:

-  **Over 20 years of extensive housing rehabilitation and construction experience**
Our leadership team has been delivering comprehensive housing construction services since 2002, ranging from home repairs and rehabilitation to new construction and subdivision development.
-  **Proven success in large-scale HUD CDBG-DR housing recovery projects**
Dynamic has experience spanning [REDACTED] CDBG-DR single-family housing projects across seven programs in five states.
-  **Established workforce and financial capacity to execute all project demands**
Dynamic has a demonstrated ability to mobilize quickly, scale operations, and sustain financial commitments. We maintain a [REDACTED] line of credit to execute large-scale projects.
-  **Robust compliance reporting, and customer service standards**
Our commitment to transparency and accountability ensures timely reporting, adherence to federal regulations, and an exceptional experience for impacted residents.



COVER LETTER

Dynamic has successfully led and supported federally funded housing programs across North Carolina, South Carolina, Louisiana, Alabama, Florida, Hawaii, New Jersey, Puerto Rico, and the U.S. Virgin Islands. Through these initiatives, we have provided over [REDACTED] families with safe, resilient, and dignified housing solutions following major disasters. Within this proposal, Dynamic outlines our extensive experience, robust capacity, proven qualifications, and comprehensive strategic plans designed to support the Division of Community Revitalization (DCR) and serve the thousands of residents impacted by Hurricane Helene in western North Carolina (WNC).

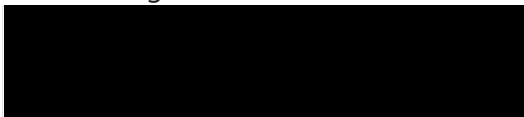
In response to the Request for Proposal #: Doc1539254856 Residential Demolition, Reconstruction, Rehabilitation, and Manufactured Housing Unit Replacement for Hurricane Helene impacted Counties (RFP), Dynamic is pleased to offer our services to the North Carolina Department of Commerce, DCR to fulfill any and all scope and services identified in this solicitation including rehabilitation, reconstruction, MHU replacement, and all associated ancillary services and requirements.

To best meet the requirements of this RFP and align with HUD preferences and requirements, Dynamic has partnered with experienced local construction firms with the personnel, resources, and expertise to expedite our execution of projects. Our commitment to exceptional customer service, rigorous quality standards, proactive communication, and timely project delivery positions Dynamic as a highly competitive and dependable partner. Our primary goal is to be your most successful and trusted builder.

We will help DCR provide transparency and accountability to the taxpayers of North Carolina. Dynamic knows that each additional dollar invested in bringing a property into program compliance is a dollar not available for another family in need. We will collaborate with DCR to ensure proper use of funds by establishing clear objectives and regularly measuring progress towards meeting those objectives. We consistently strive to deliver high-value, cost-effective construction services with an unwavering focus on cost minimization and expedited project completion.

Please do not hesitate to contact us directly with any questions.

Best regards,



Joshua P. McCoy



(225) 485-7205



jmccoy@dynamicgrp.com



4.1 MINIMUM QUALIFICATIONS



4.1 MINIMUM QUALIFICATIONS

In accordance with the instructions outlined in the RFP, we have followed the specified order and format to demonstrate our compliance with each of the minimum qualification requirements. Each bullet point has been answered in the order presented in the RFP, and we have included documentation and specific proof of experience and qualifications to support our ability to perform the required tasks.

RESIDENTIAL CONSTRUCTION BACKGROUND

Dynamic Group and owner Josh McCoy have been in the residential construction business for over 20 years, significantly exceeding the five year minimum requirement.

NORTH CAROLINA GENERAL CONTRACTOR LICENSE

Dynamic holds a current North Carolina General Contractors License (License # 85053).

HUD CDBG-DR RESIDENTIAL HOUSING EXPERIENCE

Dynamic has served as a construction manager on seven HUD CDBG-DR housing programs across five states.

DYNAMIC GROUP CDBG-DR HOUSING EXPERIENCE

LOCATION & YEARS	PROJECT & SERVICE DESCRIPTION	TOTAL # HOMES	CONTRACT VALUE
Louisiana 2022 - Current	Restore Louisiana CDBG-DR Homeowner Assistance Program: Hurricanes Laura, Delta, and Ida reconstruction and rehabilitation of single-family housing	[REDACTED]	[REDACTED]
Florida 2024 - Current	Florida Department of Commerce: Hurricane Ian reconstruction and rehabilitation	[REDACTED]	[REDACTED]
Alabama 2023 - 2024	Alabama Department of Economic and Community Affairs (ADECA): Hurricanes Sally & Zeta reconstruction and rehabilitation of single-family housing	[REDACTED]	[REDACTED]
North Carolina 2021 - Current	Rebuild NC CDBG-DR Program: Hurricanes Michael and Florence reconstruction and rehabilitation of single-family housing	[REDACTED]	[REDACTED]
South Carolina 2021 - 2023	South Carolina CDBG-DR Turnkey Recovery Program: Hurricanes Michael and Florence reconstruction and rehabilitation of single-family housing	[REDACTED]	[REDACTED]
Louisiana 2017 - 2019	Restore Louisiana CDBG-DR Homeowner Assistance Program: 2016 flood recovery rehabilitation, demolition, and reconstruction of single-family housing	[REDACTED]	[REDACTED]
New Jersey 2018 - 2019	RREM ReNew Jersey Stronger CDBG-DR Housing Program: Hurricane Sandy reconstruction, rehabilitation, elevation, and mitigation of single-family housing	[REDACTED]	[REDACTED]

MANUFACTURED HOUSING (MHU) INSTALLATION EXPERIENCE

Dynamic has been installing Manufactured Housing Units (MHUs) since 2016, when we installed [REDACTED] MHUs for the Livingston Parish Sheriff's Office in a group site. This project provided temporary housing for displaced deputies and their families, allowing them to remain within their communities and continue serving the public. We are currently installing MHUs for the Florida Department of Commerce's Hurricane Ian CDBG-DR program.

ABILITY TO CARRY PROJECTS TO COMPLETION WITHIN REQUIRED TIMEFRAMES

Dynamic has experience completing each of the project types that are included in this program. The table below demonstrates our best historical completion times as compared to the program requirements.

ACTIVITY	PROGRAM REQUIREMENT	DYNAMIC BEST
Demolition	30 days	<7 days
MHU Replacements	60 days	30 days
Reconstructions	150 days	70 days
REHABILITATION		
- <\$50,000	45 days	40 days
- \$50,000–\$100,000	60 days	43 days
- \$100,000–\$150,000	90 days	78 days
- >\$150,000	120 days	72 days

Many factors outside a builder's control may impact these timeframes, such as timely inspections and applicant schedules. Dynamic understands the urgency of these projects and strives to return families to their homes as quickly as possible under demanding circumstances.

EXPERIENCE WITH ENVIRONMENTAL MITIGATION

Dynamic has demonstrated experience with lead-based paint and asbestos removal and environmental mitigation of residential properties. Dynamic superintendents are trained and certified in lead-based paint and asbestos-containing material remediation and disposal. In the past five years, Dynamic has completed over [REDACTED] lead-based paint and asbestos abatement remediation projects and over [REDACTED] lead-based paint assessments and clearances.

SIMILAR DISASTER RECOVERY PROJECT EXPERIENCE

Dynamic has provided similar disaster recovery services, including HUD CDBG-DR housing design, reconstruction, new construction, rehabilitation, MHU replacement, demolition, and ancillary services, as well as disaster recovery missions led by FEMA, the US Army Corps of Engineers, and state & local agencies. In total, we have experience in managing disaster recovery programs totaling more than [REDACTED] in federally funded spending.





4.2 OTHER REQUIREMENTS

FEDERAL PROGRAM COMPLIANCE AND REPORTING

Since 2016, Dynamic has supported █ federal housing programs with similar compliance and reporting requirements as well as dozens of other state and federal construction projects. This extensive experience demonstrates Dynamic's ability to deliver housing solutions successfully, comply with complex federal program requirements, and maintain required data and audit documentation within all applicable record systems.

FINANCIAL SOLVENCY AND CAPABILITY

Dynamic offers the financial resources and stability to deliver large-scale projects. We maintain a █ line of credit to ensure our team maintains financial solvency from notice to proceed through the warranty and final payment periods. We also have a █ bonding capacity (aggregate).

SECTION 3 COMPLIANCE AND REPORTING

Dynamic will report all outreach, recruitment, subcontracting, and hiring activities and compliance with Section 3 to DCR and its implementation partner on a quarterly and annual basis. Our designated Section 3 Coordinator will establish files to record and retain written documentation of all training, new hire and employment outreach efforts, resources from agency representatives, and job applicants. We will supply these reports in the form and format specified by the DCR team. In the event that any contractually imposed Section 3 numerical goals are not feasible, we will provide supporting documentation to meet HUD requirements.

WESTERN NORTH CAROLINA OFFICE

Dynamic will mobilize the appropriate personnel and resources within 45 days of contract award.

Dynamic commits to maintaining at least one office space within the Helene-impacted area in western North Carolina. We plan to open our western North Carolina office in the Asheville area in May 2025. Dynamic's project manager, superintendents, and administrative support personnel will work from the Asheville office. Should we receive sufficient work orders from DCR, we will augment the Asheville office with field offices strategically located within western North Carolina to support those assignments.

TWO-YEAR WARRANTY ON MATERIALS AND WORKMANSHIP

Dynamic stands behind the quality and longevity of our work and materials. We strive to ensure that all work is done right the first time, limiting homeowner complaints and warranty repair claims. When unavoidable material or equipment failures occur, we have a long track record of handling these repairs extremely quickly. For example, in the South Carolina Turnkey Recovery Program, our average completion time for warranty repairs was 5 days after the homeowner submitted their claim. In Louisiana, we created a web-based warranty claims portal on Dynamic's website that allowed customers to file a claim quickly and easily. Dynamic and our subcontractors would respond in less than 48 hours. Dynamic's ability to provide these services is further supported by our proven history of providing extended warranty services. The Restore Louisiana CDBG-DR Program includes a one-year warranty for rehabilitation projects, a similar two-year warranty on all mechanical, electrical, and plumbing (MEP), and a five-year structural and foundation warranty on new construction.



4.9 BOND & INSURANCE REQUIREMENTS



4.9 BOND & INSURANCE REQUIREMENTS



World Wide Bonding Agency
2846 William Street, Buffalo, NY 14227
888- 681-7685 Fax 681-7683
Wwbagency.com

May 7th, 2025

State of North Carolina
Department of Commerce
Division of Community Revitalization
Request for Proposal #: Doc1539254856

ATTN: Bond Capability Letter - Request for Proposal #: Doc1539254856

Please let this letter serve as confirmation that Dynamic Group, LLC has a single project surety bond limit of [REDACTED] and an aggregate project surety bond limit of [REDACTED] with Fidelity and Deposit Company of Maryland is rated A+ (Superior) with AM Best Company.

Our final decision will be based upon satisfactory review of contract documents, evidence of financing for the work and our overall financial review of Dynamic Group, LLC at the time the bonds are required.

Dynamic Group, LLC has continually demonstrated the ability to deliver projects on time and within budget. We have the utmost confidence in their management and project delivery; thereby, highly recommend Dynamic Group, LLC

This is neither consent of surety nor a bid bond and we assume no liability to you or any other third party if for any reason we decline to execute a bond for Dynamic Group, LLC. This letter is not to be used as a prequalification factor for any type of subcontractor default insurance.

If you have any questions regarding this account, please do not hesitate to call (888) 681-7685.

Sincerely,

[REDACTED]

[REDACTED] / Attorney-In-Fact for Fidelity and Deposit Company of Maryland

World Wide Bonding Agency

PH: 888-681-7685 - Fax: 716-681-7683

gary@wwbagency.com



4.9 BOND & INSURANCE REQUIREMENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Unlimited 3111 Ryan Street Lake Charles LA 70601	CONTACT NAME: Catherine	PHONE (A/C, No, Ext): 337-477-6922	FAX (A/C, No): 337-477-5123
	E-MAIL ADDRESS: cstark@insunlimited.com		
INSURED Dynamic Group LLC dba Dynamic Construction Group LLC dba Florida DCG, LLC 3045 Westfork Drive Baton Rouge LA 70816	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Scottsdale Ins Co		41297
	INSURER B : Progressive Paloverde Ins Co		44695
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 165736149

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	VRS0007487	6/20/2024	6/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	973863019	3/28/2025	9/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	Y	Y	VES0004600	6/20/2024	6/20/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Pollution & Professional			VRS0007487	6/20/2024	6/20/2025	Limits 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Residential and Commercial Contractor.
Blanket Additional Insured & Waiver of Subrogation on General Liability & Auto Policy. Excess Policy follows form. Primary & Non Contributory Endorsement.
30 DNOC

\$1,000,000 Sublimit in Excess over the Auto Policy

Additional Named Insured:
Reliant LLC

CERTIFICATE HOLDER

CANCELLATION

North Carolina Department of Commerce Division of Community Revitalization (DCR) 301 North Wilmington Street Raleigh NC 27601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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4.9 BOND & INSURANCE REQUIREMENTS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/7/2025

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PRODUCER Insurance Unlimited 3111 Ryan Street Lake Charles LA 70601		CONTACT NAME: Clinton Prince PHONE (A/C, No, Ext): 337-477-6922 FAX (A/C, No): 337-477-5123 E-MAIL ADDRESS: dprince@insunlimited.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Amerisafe	31895
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1469442227 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	AVWCLA3299782024	8/17/2024	8/17/2025	X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Residential and Commercial General Contractor.
 Blanket Waiver of Subrogation. USL&H Endorsement.
 Owner, Joshua McCoy, is Excluded on Workers Compensation.

Additional Named Insureds:
 dba Florida DCG, LLC
 McCoy Group Services LLC
 McCoy Equity Holdings LLC
 Reliant LLC

CERTIFICATE HOLDER

North Carolina Department of Commerce
 Division of Community Revitalization (DCR)
 301 North Wilmington Street
 Raleigh NC 27601

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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4.9 BOND & INSURANCE REQUIREMENTS



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DATE (MM/DD/YYYY)

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PRODUCER Insurance Unlimited 3111 Ryan Street Lake Charles LA 70601		CONTACT NAME: Clinton Prince PHONE (A/C, No, Ext): 337-477-6922 E-MAIL ADDRESS: dprince@insunlimited.com FAX (A/C, No): 337-477-5123	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Houston Specialty Ins Co	12936
INSURED MCC Rentals LLC Dynamic Group LLC dba Dynamic Construction Group LLC 3045 Westfork Drive Baton Rouge LA 70816		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1057257122

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	HSLR180736905	12/13/2024	12/13/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

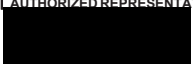
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Residential and Commercial General Contractor.

Blanket Additional Insured & Waiver of Subrogation on Auto policy.

CERTIFICATE HOLDER

CANCELLATION

North Carolina Department of Commerce Division of Community Revitalization (DCR) 301 North Wilmington Street Raleigh NC 27601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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7.0 REQUIRED VENDOR INFORMATION



7.0 REQUIRED VENDOR INFORMATION

7.1 VENDOR INFORMATION

Dynamic has experience completing each of the project types that are included in this program. The table below demonstrates our best historical completion times as compared to the program requirements.

ACTIVITY	PROGRAM REQUIREMENT	DYNAMIC BEST
Demolition	30 days	<7 days
MHU Replacements	60 days	30 days
Reconstructions	150 days	70 days
REHABILITATION		
- <\$50,000	45 days	40 days
- \$50,000–\$100,000	60 days	43 days
- \$100,000–\$150,000	90 days	78 days
- >\$150,000	120 days	72 days

Many factors outside a builder's control may impact these timeframes, such as timely inspections and applicant schedules. Dynamic understands the urgency of these projects and strives to return families to their homes as quickly as possible under demanding circumstances.

7.2 COMPANY NARRATIVE

Dynamic has the experience and capabilities to provide all services required in this RFP. Our strengths include:

EXTENSIVE RESIDENTIAL CONSTRUCTION EXPERIENCE BUILT OVER TWO DECADES

Dynamic's leadership team has been delivering housing construction services and solutions comparable to those included in this solicitation since [REDACTED]. Ranging from home repair and rehabilitation projects to new construction and MHU replacement, our team possesses the required technical skills, capabilities, and experience to expeditiously repair or replace

the homes of North Carolinians impacted by Hurricane Helene. In addition to the [REDACTED] years of relevant experience, our team has successfully delivered construction services to over [REDACTED] homes — including the rehabilitation, reconstruction, new construction, and MHU replacement scope detailed throughout the solicitation. The proposed Dynamic team has proven our ability to produce positive housing construction outcomes for our clients and partners over the long term, and we look forward to the opportunity to help DCR return North Carolinians to their homes quickly and effectively.

PROVEN SUCCESS DELIVERING LARGE HUD CDBG-DR HOUSING RECOVERY PROGRAMS

Not only does Dynamic have vast construction experience, but we also possess the considerable subject matter expertise required to perform these services under federally funded housing recovery programs. We have successfully delivered under these programs after some of the largest and most complex disaster declarations in our nation's history for a wide variety of state, territorial, and federal partners. Our experience includes providing compliant solutions on seven CDBG-DR programs across five states. This experience across multiple programs establishes our ability to provide efficient and effective solutions in a rapidly evolving and highly regulated environment.

Dynamic has demonstrated the capacity to manage a high volume of CDBG-DR projects simultaneously. In 2024 — the most representative and complete data set to date — Dynamic was assigned [REDACTED] homes for rehabilitation under a single program. Of these, [REDACTED] projects were completed within the same year. At peak workload, we were concurrently managing over [REDACTED] active projects in [REDACTED] parishes (counties), showcasing our team's capability to handle a large portfolio of



7.0 REQUIRED VENDOR INFORMATION

assignments while maintaining quality and compliance across multiple jurisdictions.

ROBUST CUSTOMER SERVICE DESIGNED TO SERVE IMPACTED RESIDENTS

Dynamic's approach to customer service prioritizes the needs of Hurricane Helene-impacted residents, ensuring timely and effective communication and support throughout the recovery process, including warranty management and homeowner transitions.

Our goal is to deliver exceptional service, establishing Dynamic as a trusted partner of DCR and a reliable resource for North Carolinians. We achieve this through proven processes and standards, including prioritizing warranty claims with responses within 48 hours. Subcontractor payments are directly linked to delivery metrics, reinforcing our commitment to quality and timeliness. We anticipate DCR and its implementation partner will monitor key performance indicators such as build times, quality management, timely closeout, and warranty claim management. Our systems are designed to support this oversight with regular status, risk, and issue reporting at both project and portfolio levels.

Dynamic's centralized call center manages applicant services, currently handling [REDACTED] CDBG-DR applicants each month. Our experienced team excels in correspondence and document verification, ensuring efficient communication throughout each phase of the applicant journey. To address homeowner move-outs, we implement a proactive outreach program with ongoing reminders and a structured escalation process for non-responsive applicants, minimizing delays and ensuring timely unit returns.

EXPERIENCE SERVICING HOME WARRANTY CLAIMS FOR CDBG-DR PROGRAMS

Dynamic's commitment to homeowner satisfaction extends beyond project completion, and we have a proven track record of effectively managing home warranty claims within CDBG-DR programs. Our responsive warranty team works swiftly to address homeowner concerns, ensuring issues are resolved promptly and professionally.

One of our satisfied homeowners, Ms. Eichelberger, had this to say about her warranty experience:

WARRANTY SATISFACTION

"I was very happy with my warranty response. Blake (Superintendent) personally came out to my house, changed the temperature on my hot water heater, and replaced my dryer plug! Dynamic's response time was fast, and they are always so professional."

— Ms. Eichelberger, Satisfied Homeowner

This hands-on approach underscores our dedication to homeowner satisfaction and efficient issue resolution. Our warranty management process is designed to be both efficient and responsive, with a dedicated team acting as a single point of contact for applicants post-occupancy. We log, track, and resolve warranty-related concerns in a timely manner, ensuring clear communication and well-documented support. For example, in South Carolina, our average warranty repair completion time was just 5 days after claim submission. Additionally, in Louisiana, we introduced a web-based warranty claims portal, guaranteeing a 48-hour response commitment from Dynamic and our subcontractors. Dynamic also has experience providing extended warranties in CDBG-DR programs, including



7.0 REQUIRED VENDOR INFORMATION

one-year rehabilitation warranties, two-year mechanical, electrical, & plumbing warranties, and five-year structural warranties on new construction in the Restore Louisiana CDBG-DR program. Our dedicated Warranty Coordinator will ensure efficient and effective management of all warranty claims for this program.

DEPTH OF RESOURCES TO COMPLETE WORK QUICKLY AND EFFECTIVELY

Dynamic understands the urgency of this program and that impacted individuals need safe and resilient housing as quickly as possible. As such, we have consistently demonstrated our ability to mobilize and scale rapidly. We are able to do this because the proposed Dynamic team has existing workforce capacity to prioritize DCR and communities in western North Carolina.

FINANCIAL STRENGTH & STABILITY

██████████ line of credit
██████████ bonding (aggregate)

As both macro and microeconomic conditions continue to evolve, Dynamic's financial capacity is a competitive advantage. We have the financial means to sustain reasonable project delivery challenges and timelines that may be faced throughout project completion. For example, our bonding capacity is approximately forty times the minimum and our total line of credit is over ██████████. This allows us to overcome normal as well as major unforeseen challenges.

ESTABLISHED NORTH CAROLINA-BASED CAPABILITIES AND EXPERTISE WITHIN THE PROGRAM SERVICE AREA

Our proposed professionals, including our subcontractors, have extensive experience

in home construction services in western North Carolina. This experience demonstrates real-world understanding and capabilities throughout all aspects of the DCR program delivery, including critical path timeline and methods of construction, jurisdictional authority processes (permitting, environmental protection, historic preservation, etc.), and cost-effective material and labor sourcing. Lastly, this "on the ground" local experience ensures understanding of the often overlooked yet incredibly important social realities and sensitivities associated with construction of impacted individuals' homes. Dynamic can deliver this program not only on time and on budget, but with the recognition and sensitivity to what these residents have gone through to provide the best possible experience for impacted North Carolinians.



HOMEOWNER TESTIMONIAL

"Like so many others, my home was severely damaged in the 2016 floods. The Restore Louisiana program has been good to me. After a rough start to my rehabilitation project with two failed contractors, Dynamic Group, LLC took over my project. I have never had a contractor that has worked with me the way they do. They have made me an integral part of the team and I am happy that Dynamic is my contractor. They are patient, honest, and act with integrity. Simply put, Dynamic has been "Dynamic".

— Restore Louisiana 2016,
Homeowner, February 2022



7.0 REQUIRED VENDOR INFORMATION

DYNAMIC'S TEAM APPROACH

In addition to our corporate experience, capabilities, and strengths, the Dynamic team differentiates itself from the competition through our teaming partners. The inclusion of western North Carolina subcontractors further increases our local capacity, labor force network, and ability to deliver expediently. Dynamic has engaged with our partners over the last several months to prepare them for working on western North Carolina's recovery. We offer extensive training and support to all team members to encourage participation and make them successful. This includes connecting them with skilled labor, using our national resources to obtain better pricing for materials, and having senior Dynamic team members mentor smaller contractors who have less experience with CDBG-DR programs and the uncommon challenges they present. Our team approach yields a network of dependable local, regional, and national providers to implement a reliable, efficient recovery.



MOUNTAIN HOUSING OPPORTUNITIES (MHO)

Mountain Housing Opportunities (MHO), a private nonprofit community development corporation based in Asheville, NC, is an integral part of Dynamic's team, bringing a long history and extensive experience in home repair, rehabilitation, and affordable housing to reconstruction efforts. MHO's mission is to build and improve homes, neighborhoods, communities, and lives, and to build hope and dignity in the people they serve. Founded by volunteers in 1988, its first task was to repair the roof of a senior citizen living in Leicester, NC, marking the beginning of MHO's Essential Home Repair program. Today, it is the largest and fastest-growing producer of attractive, affordable homes in western North Carolina. In its 37-year history, MHO has evolved from a part-time volunteer effort to a full-time organization comprising real estate professionals, contractors, volunteers, and supporters. Since 1988, MHO's Essential Home Repair (EHR) program has completed over [REDACTED] home repairs, and it annually completes between [REDACTED] and [REDACTED] health and safety-related repairs to promote quality of life and help preserve properties as viable assets. MHO serves residents of Buncombe, McDowell, Rutherford, and Yancey Counties where they have built or preserved [REDACTED] affordable rental units and assisted more than [REDACTED] low- to moderate-income families achieve homeownership. MHO currently has three affordable housing developments with [REDACTED] total homes under construction in Buncombe County, with an [REDACTED]-unit affordable rental development in Haywood County starting construction soon. MHO staff and its Board of Directors are all deeply committed to creating lasting homes, neighborhoods, and communities in western North Carolina that are beautiful, sustainable, and well-located.



7.0 REQUIRED VENDOR INFORMATION



CARDINAL HOMES®



CARDINAL HOMES KITUWAH LLC

The Eastern Band of Cherokee Indians (EBCI) has joined the Dynamic team through their entities Cardinal Homes, a modular home manufacturer with 50 years of experience, and Kituwah, LLC, the tribe's economic development division. Cardinal Homes has previously worked directly with builders in relevant post-disaster and affordable housing efforts, including clients such as Habitat for Humanity, Gateway Foundation, Cherokee Indian Hospital and

other non-profits. Modular construction offers a clear advantage in disaster recovery situations: it minimizes build time, reduces on-site labor, and allows for consistent quality in controlled environments. Their capabilities align closely with the urgent demands of post-disaster recovery—delivering safe, durable, and cost-effective housing solutions when and where they are needed most. As a tribally owned and operated entity, Kituwah supports the long-term financial well-being of the EBCI community through sustainable economic growth and the provision of essential services to its members.



QUARTZ MODULAR

Quartz Modular (Quartz) will support the Dynamic team with modular and MHU installations. Based in Asheville, Quartz has supported over [REDACTED] in offsite construction projects in western North Carolina with a local office and construction laydown yard in the Fairview community. Quartz delivers full-scope modular services from permits through certificate of occupancy, including site prep, foundations, home setting and dry-in, MEPs, interior and exterior trim, and closeout. Notable projects include:

- Belle Meadow (Asheville, NC) – A [REDACTED]-unit build-for-rent modular community comprised of [REDACTED] duplex and [REDACTED] single-family homes. Quartz set [REDACTED] homes in the first [REDACTED] days and delivered the first [REDACTED] homes in under seven months. The project won the 2024 WNC Stars "Community of the Year." We expect to complete this project in mid-2025.
- Padgett Place (Black Mountain, NC) – A 42-unit modular community completed in 2024 featuring cottage-style homes with Quartz-designed floor plans and coordinated finish packages.

Quartz also provides full-scope transport and installation services for MHUs, managing site prep, septic, utility hookups, home transport and set, mechanical, electrical, plumbing, skirting, decks, trim out and turnover. In the last 12 months, the team has completed approximately [REDACTED] HUD and Park Model installations across the Helene-impacted region.



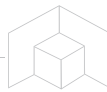
7.0 REQUIRED VENDOR INFORMATION



HOUSING ASSISTANCE CORPORATION (HAC)

The Housing Assistance Corporation is a non-profit organization committed to providing safe and affordable housing for persons of limited income living in Henderson County and surrounding areas. Since 1988, it has created more than [REDACTED] homes and [REDACTED] apartments in Henderson, Polk, and Transylvania Counties. In 2024 alone, it served [REDACTED] households and made [REDACTED] repairs. The organization believes every human being deserves the opportunity to live in a decent home and strives to make a difference in the

lives of its neighbors with new construction projects designed to provide safe, affordable, workforce housing. HAC enhances its community by completing critical home repairs for low-income families, individuals, and the elderly. The families benefiting from HAC volunteer programs experience a long-lasting & positive impact, and its volunteers and the community members it serves benefit from this meaningful work. The hands-on projects and education it provides contribute to the personal growth and well-being of its clients. HAC will support Dynamic on rehabilitation projects in Henderson, Polk, and Transylvania Counties.



EMERSON CUSTOM HOMES

Emerson Custom Homes is a well-regarded homebuilder in Asheville, NC, offering interior and exterior remodeling services. For over 16 years, the company has been known for its quality construction and professionalism in the greater Asheville area. Owner Austin Emerson is a western North Carolina native and has worked in residential construction for more than 20 years, developing his skills after being inspired by his grandfather and

father. In 2000, he moved to Charlotte to work with a residential framing crew. By the fall of 2005, Austin had obtained his North Carolina General Contractor's License and started his own home building business in the mountains. He gained commercial building management experience at MB Haynes Corporation from 2010, serving as a site superintendent and project manager and helping to establish a new division. Driven by a passion for residential construction and helping clients build their dream homes, Austin returned his focus to this area. In his free time, he enjoys outdoor activities and spending time with his family in Fairview.



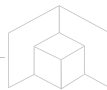
7.0 REQUIRED VENDOR INFORMATION



BARRINGER CONSTRUCTION

Barringer Construction, based in western North Carolina, is a premier general contractor specializing in residential and affordable housing projects. With over a decade of experience in the region, Barringer has been instrumental in developing high-quality housing, including multi-family units, affordable housing complexes, and residential community revitalization. Known for their client-centered approach, Barringer ensures every project is completed on time, within budget, and to the highest standards of quality.

Barringer Construction has built a strong reputation for delivering successful housing projects through collaboration with architects, subcontractors, and local communities. Their approach, 'The Barringer Way,' emphasizes trust, open communication, and a focus on the long-term success of both the project and the community. With a proven track record of successful residential developments, Barringer continues to play a key role in meeting the housing needs of western North Carolina's growing communities.



NASH LOCKLEAR CONSTRUCTION COMPANY

Nash Locklear Construction Company has been in business in North Carolina for over 40 years. As a licensed contractor for over four decades, owner Nash Locklear has completed residential construction projects, commercial projects, home renovations, additions, and other relevant projects. Locklear Construction completes over [REDACTED] projects each year, and their CDBG-DR program experience includes completing more than [REDACTED] projects for Rebuild North Carolina. Nash is a proudly enrolled member of the Lumbee Tribe of North Carolina. Nash Locklear will complete residential rehabilitation and reconstruction projects on the Dynamic team.



M&M CONSTRUCTION CONTRACTING, LLC

M&M Construction Contracting, LLC has been in business since 2001. Its owner, Wayne Marlow, has decades of experience in construction services. The company has partnered with Dynamic for over a decade, providing support for school remodels, new home construction, and other housing projects. While its home office is in South Carolina, it works nationwide and recently completed a project in California. It is a major construction services provider for Walmart, including store remodels, disaster calls, and regular maintenance projects. The company currently has over [REDACTED] employees and the capability to expand its labor pool quickly as projects require. It holds a general contractor's license in North Carolina and other states.



7.0 REQUIRED VENDOR INFORMATION



LEVEL HOMES

Level Homes was founded in 2000 with a mission to provide high-quality new homes and master-planned communities. The company is committed to developing and growing a positive team culture while building homes and communities that consistently exceed their customers' quality and lifestyle expectations. During the 2008 recession, while many homebuilders and construction companies were closing, Level Homes forged key partnerships that would enable the acquisition and development of several master-planned residential communities. This strategy insulated the firm from negative economic impacts and allowed them to emerge from the recession as a formidable and well-respected homebuilder and developer. Level Homes has achieved significant, measurable growth, leading the firm to be recognized as both the fastest-growing homebuilder and one of the largest homebuilders in the nation. Today, Level Homes is building in three flagship master-planned communities and eight other residential developments, having built homes for thousands of families in the last two decades. Level Homes will support the Dynamic team focusing on reconstruction projects.



ATTRACTING AND RETAINING SUBCONTRACTORS AND TRADES

Dynamic attracts and retains subcontractors and trades by fostering strong, collaborative partnerships. We engaged potential teaming partners early to clearly communicate program expectations and offer extensive training and ongoing support to ensure their success. Recognizing the initial challenges for smaller businesses navigating complex CDBG-DR requirements, we proactively reduce their administrative burden, particularly in the crucial first year. This includes facilitating access to skilled labor through our national network, leveraging our buying power for competitive material pricing, and providing mentorship from experienced Dynamic team members in CDBG-DR program management.

Our commitment extends to offering resources and support that empower our subcontractors to thrive. We understand that reliable subcontractors are essential to delivering high-quality results for

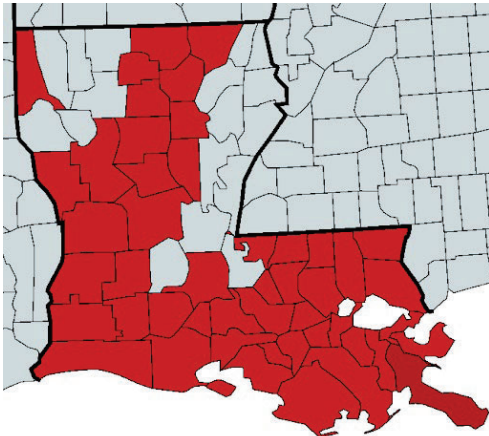
the people of western North Carolina. By creating an environment where our partners can build capacity and achieve success, we cultivate long-term relationships built on mutual benefit and a shared commitment to the recovery effort. This team-oriented approach ensures a dependable network of local, regional, and national providers dedicated to efficient and effective recovery.

SCALING CONSTRUCTION ACROSS A BROAD GEOGRAPHY

Dynamic possesses extensive experience scaling construction services across broad and challenging geographies. Our Louisiana CDBGDR program demonstrates our capacity to manage hundreds of concurrent projects across █ parishes and █ municipalities, each with unique local code requirements. Furthermore, our work in Puerto Rico involved over █ assignments across █ municipalities and █ square miles, where over two-thirds of the terrain presented significant challenges due to mountainous regions, rural roads, and limited accessibility.



7.0 REQUIRED VENDOR INFORMATION



Dynamic's current CDBG-DR program services
■ *parishes (counties) and* ■ *municipalities,*
demonstrating our ability to navigate unique local
code requirements and manage work across a wide
geography.

To effectively complexities, manage these logistical we utilize a Geographic Information System (GIS) for tagging all sites. This central repository overlays sitespecific data, including floodplain maps, damage assessments, local building authority information, and contractor work assignment zones. Our integrated program management system, with GIS capabilities, plots each residential unit with street addresses crossreferenced with GPS locations. This system automatically assigns approved work orders to contractors within their designated zones. We also have the capability to generate reports that overlay construction assignments and activity with program activities and other pertinent data. Our approach to preconstruction activities allows us to manage hundreds of projects simultaneously across a vast geographic area. This involves the use of prescribed checklists, standardized design templates and specifications, efficient permit expediting techniques, and close coordination with a fully homeowners. A fully staffed call center supports these field operations, providing homeowners with a central point of contact for project updates and support to our regional offices. Our proven track record in navigating diverse

terrains and accessibility constraints ensures our ability to effectively scale construction services throughout the Hurricane Helene impacted counties, regardless of mountainous terrain or rural road networks.

ACCOMMODATING TOPOGRAPHY AND CHALLENGING SITE CONDITIONS

Dynamic is well-prepared to address the diverse topographical challenges expected across North Carolina. The uneven topography of western North Carolina requires specialized equipment and experienced operators to navigate steep, narrow, and windy roads. In many cases we need to stage home components adjacent to the job site and move them into place using specialized equipment.

In Maui, we installed homes on mountainous terrain with elevation changes across a single site. For example, we've placed units where the front sat approximately 2 feet above grade while the rear required over 4 feet of elevation adjustment. Our teams successfully navigated rocky terrain through targeted excavation to install mechanical, electrical, and plumbing systems without delay.

In Louisiana, our focus has been elevating homes above Base Flood Elevation (BFE), which demonstrates our ability to meet strict elevation requirements for flood-prone regions. Similarly, our work in South Carolina, which shares topographic characteristics with parts of North Carolina, has equipped us to manage sloped lots, drainage concerns, and variable soil conditions.

Dynamic's combined experience across these diverse geographies ensures we can effectively adapt to elevation changes, rocky or uneven terrain, and flood risk zones while maintaining safe, code-compliant, and structurally sound installations.



7.0 REQUIRED VENDOR INFORMATION

EXPERIENCE WITH HISTORICAL PROPERTIES

Dynamic offers substantial experience in the sensitive restoration of historic properties, demonstrated through a track record of successful collaborations with state agencies to ensure regulatory compliance. Our project managers have a strong history of leading both residential and commercial historic building restoration projects. Our team's expertise encompasses navigating required historical reviews, effectively coordinating with state historic preservation offices, and implementing appropriate repair methodologies.

Currently, Dynamic is actively involved in the rehabilitation of over 100 historic residences impacted by hurricanes. These projects span

more than 15 parishes and municipalities, each with unique historical, zoning, and community-specific requirements. Our approach prioritizes the preservation of each property's architectural integrity and cultural significance while restoring them to their pre-hurricane condition. We maintain close partnerships with local officials, preservation boards, and homeowners throughout the restoration process to guarantee adherence to all applicable guidelines and to contribute to the revitalization of these important community landmarks.



REPRESENTATIVE PROJECT CASE STUDIES

Dynamic contributes a wide range of relevant experience to the North Carolina Hurricane Helene CDBG-DR single family recovery program. We have experience spanning 10 CDBG-DR projects in seven programs across five states. Dynamic also has recent experience manufacturing, transporting, and installing modular homes on an expedited schedule, navigating logistical and terrain elevation challenges. Finally, Dynamic worked in North Carolina on an expedited housing repair program, demonstrating our commitment to the state and ability to source local resources.



LOUISIANA



LARGE-SCALE, STATEWIDE CDBG-DR SINGLE-FAMILY RECOVERY

In response to the 2016 flooding, the Restore Louisiana Homeowner Assistance Program received \$1 billion from HUD under the Community Development Block Grant – Disaster Recovery (CDBG-DR) program to help impacted low-income families repair and rebuild.

In 2017, Dynamic scaled operations to provide essential resources, completing over [REDACTED] preconstruction assessments, [REDACTED] lead-based paint assessments and clearances, and [REDACTED] single-family rehabilitation and reconstruction projects, completing projects totaling more than [REDACTED] million.

Following major hurricanes in 2020 and 2021, Dynamic was selected as one of two construction managers for the \$3 billion CDBG-DR program, where we will assist more than [REDACTED] families. We bring [REDACTED] families home each month on average, with up to [REDACTED] homes completed during peak periods.

Our expertise in compliance with program standards, building code, environmental and historic preservation, and scattered site construction enable us to execute this fast-paced program efficiently.

Construction can be challenging, and our thoughtful consideration for each family distinguishes us in the industry. In addition to supporting homeowners, Dynamic prioritizes hiring locals from the communities affected by each disaster, contributing to local economic recovery.

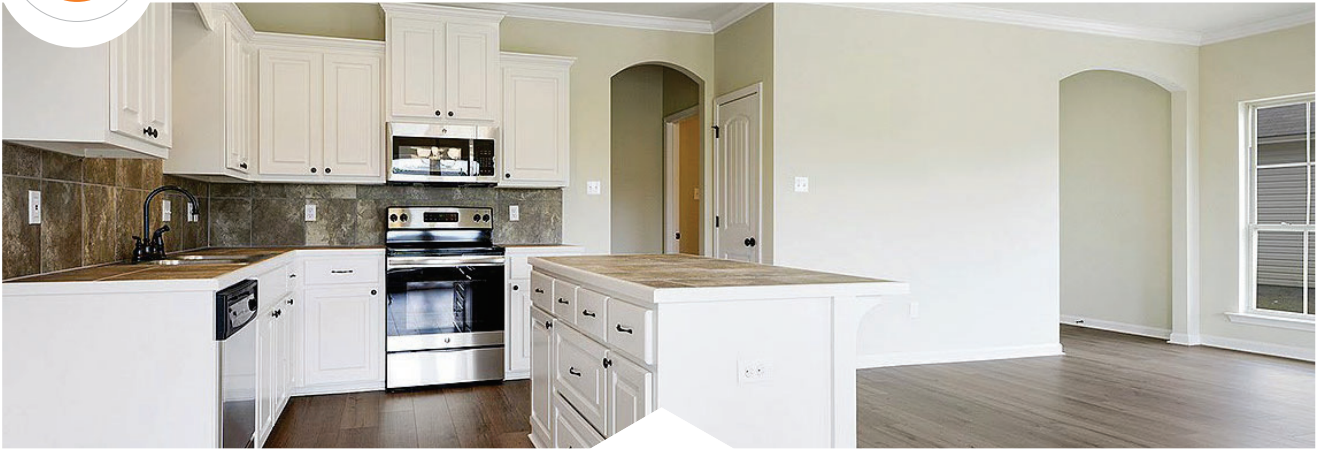
\$4 BILLION
PROGRAM

[REDACTED] HOMES
RESTORED BY DYNAMIC

2017-PRESENT
PROJECT DATES



SOUTH CAROLINA



CDBG-DR REHABILITATION AND RECONSTRUCTION PROGRAM

In September 2018, Hurricane Florence devastated South Carolina, damaging over 8,000 homes with severe wind and flooding. In response, the South Carolina Office of Resilience (SCOR) launched the Hurricane Florence Recovery Program, focusing on repairing and reconstructing affected residences. To manage these HUD-funded projects, SCOR partnered with HORNE, LLP as the Program Manager. In 2021, aiming to expedite recovery efforts, Dynamic Group was added as a prime contractor, selected for our proven track record in delivering high-quality results on complex projects and accelerating recovery efforts.

Despite joining mid-program, Dynamic swiftly contributed by completing ■ rehabilitation and nine reconstruction projects, totaling over ■ ■, to give ■ homeowners a chance to start healing and continue rebuilding. Our team emphasized innovative problem-solving, cost efficiency, and strict adherence to HUD compliance and local building code.

By October 30, 2024, SCOR announced the successful repair or replacement of ■ homes for individuals affected by Hurricane Florence, marking a significant milestone in the state's recovery journey. Dynamic's unwavering commitment to excellence and prompt delivery played a crucial role in restoring safe, sanitary, and resilient housing for South Carolina families in need.

\$79 MILLION
PROGRAM

HOMES
RESTORED BY DYNAMIC

2021 - 2022
PROJECT DATES



NORTH CAROLINA



NORTH CAROLINA HURRICANE FLORENCE HOUSING REPAIRS

Hurricane Florence struck coastal North Carolina bringing wind gusts over 100 MPH and record-breaking rainfall. The storm's catastrophic flooding pushed river levels beyond the 500-year threshold, causing 42 fatalities and damaging over 74,500 structures, including nearly 16,000 homes.

To address the urgent housing crisis, North Carolina Emergency Management (NCEM) launched the \$54 million FEMA-funded Sheltering and Temporary Essential Power (STEP) program to provide rapid, essential repairs for over [REDACTED] homes across [REDACTED] of the hardest-hit counties. These repairs aimed to make homes safe, clean, and secure, allowing families to return home while awaiting long-term reconstruction. NCEM hired AECOM to manage the program, which then selected Dynamic as a key contractor—alongside [REDACTED] others.

As the top-scoring proposal, Dynamic piloted the first projects and emerged as the program's leading contractor. Our team completed [REDACTED] high-quality home repairs—supporting over [REDACTED] of the program's total homes, nearly triple the average workload of other contractors.

Dynamic's expertise in rapid, FEMA-compliant housing recovery made a direct impact—helping hundreds of North Carolina families return home sooner and begin rebuilding their lives.

\$54 MILLION
PROGRAM

[REDACTED] HOMES
RESTORED BY DYNAMIC

FEB-JUN 2019
PROJECT DATES



EXPEDITED MODULAR HOUSING FOR DISASTER SURVIVORS

In August 2023, wildfires devastated Maui, destroying much of Lahaina, claiming over 100 lives, leveling more than 2,200 structures—primarily homes—and causing \$5.5 billion in damages. Thousands were displaced, requiring urgent housing solutions.

The federal government launched a three-year mission to provide up to 400 modular homes. The first phase delivered 167 homes at the Kilohana Group Site in Lahaina.

Dynamic was awarded over [REDACTED] of the first task order, delivering [REDACTED] alternative transportable temporary housing units (ATTHU) built for durability, energy efficiency, and compliance with building code. Unlike most housing missions, which typically involve only onsite construction, Dynamic managed design, manufacturing, transportation, and installation, making this project uniquely complex.

Operating under a tight deadline, two manufacturing facilities ran six to seven days per week for eight weeks. Dynamic implemented real-time tracking and coordinated [REDACTED] truckloads across three barges and five ocean liners for delivery to Maui. Our crews prepared foundations and utilities in advance to allow immediate installation when homes arrived. Skilled tradespeople completed all installations, including locally sourced solar water heaters.

Dynamic completed the project on schedule in four months, with zero safety incidents. This effort provided high-quality, resilient housing, restoring hope and stability to the community.

279 MILLION
PROGRAM

 **HOMES**
RESTORED BY DYNAMIC

SEPT 2024-JAN 2025
PROJECT DATES

7.3 COMPANY PROFILE

a. Josh McCoy is the 100% owner of Dynamic Group, LLC. Dynamic Group, LLC acknowledges that its principal, Josh McCoy, owns other affiliate companies. However, none of these entities are related to or involved in the operations, performance, or services proposed under this Solicitation. Therefore, they are irrelevant to this disclosure and have been excluded from the ownership and operational structure provided herein.



b. Year Legally Organized: 2017
 Type of Entity: Limited Liability Company
 State Organization: Louisiana
 Date of Organization: 01/04/2017

c. Dynamic's company headquarters is located at 3045 Westfork Drive, Baton Rouge, LA 70816. Our corporate team supports projects nationwide from Hawaii to Puerto Rico. Dynamic commits to maintaining at least one office space within the Helene-impacted area in western North Carolina. We plan to open our western North Carolina office in the Asheville area in May 2025. Dynamic's project manager, superintendents, and administrative support personnel will work from the Asheville office. Should we receive sufficient work orders from DCR, we will augment the Asheville office with field offices strategically located within western North Carolina to support those assignments.

Many of our subcontractors are headquartered in western North Carolina and serve the affected counties. We will continue to engage local subcontractors across western North Carolina based on project assignments.

d. Number of Employees: [REDACTED]

e. Point of Contact

Name: Joshua McCoy

Title: Owner/Manager

Mailing Address:

3045 Westfork Drive, Baton Rouge, LA 70816

Email Address: jmccoy@dynamicgrp.com

Telephone Number: [REDACTED]

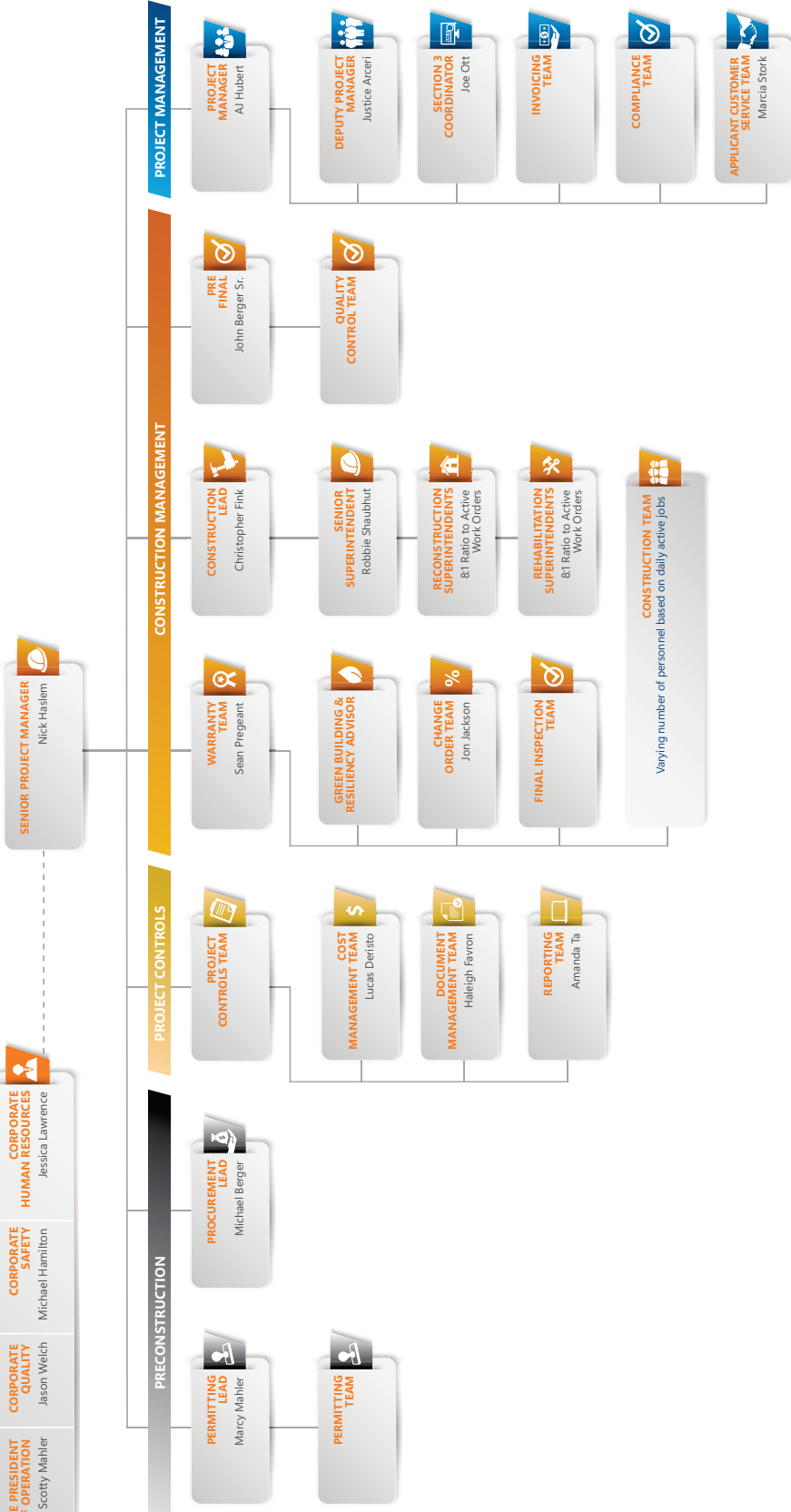
Fax Number: (225) 351-9089

f. Yes, Dynamic has the following contracts with the State of North Carolina:

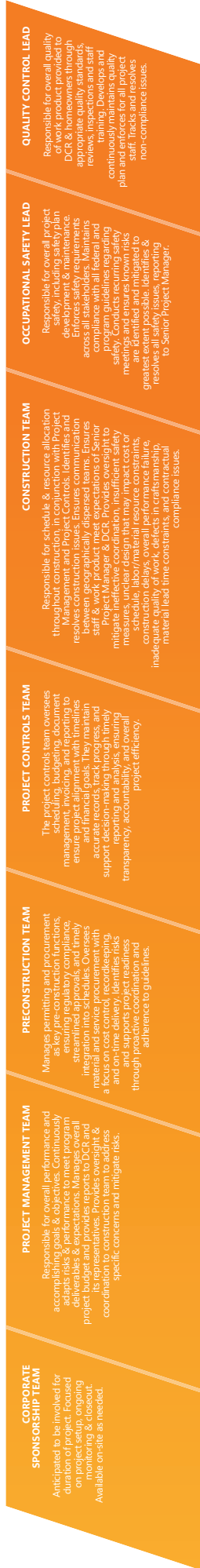
CLIENT	DESCRIPTION
North Carolina Department of Public Safety and North Carolina Emergency Management	Travel Trailers and Recreational Vehicles Disaster
North Carolina Department of Public Safety and North Carolina Emergency Management	Residential Construction Services – Acquisition, Demolition & Evaluation
North Carolina Office of Recovery and Resiliency	#19-RFP-014914-GSX for Residential Construction Services

g. Yes, Dynamic has been engaged under [REDACTED] CDBG funded residential construction contracts. We have never been involuntarily terminated from participation nor have we left any projects incomplete.

CORPORATE SPONSORSHIP TEAM



ROLES AND RESPONSIBILITIES





JOSH MCCOY
EXECUTIVE SPONSOR

EDUCATION

Southeastern
Louisiana University

PROFESSIONAL REGISTRATIONS AND MEMBERSHIPS

Louisiana Residential
Building Contractor License

Louisiana Building
Contractor Licenses

FEMA IS-00559
Local Damage Assessment

FEMA-IS-00100
Incident Command System

FEMA IS-00200 Single
Resource and Initial
Action Incident

YEARS OF EXPERIENCE:

21

Roles and Responsibilities

Josh will serve as the Executive Sponsor overseeing all construction work. He is responsible for providing subject matter expertise related to housing construction activities as well as dedicating the appropriate corporate resources to the project.

Summary of Experience

Over the past decade, Josh has demonstrated exceptional leadership in seven CDBG-DR housing recovery programs across, showcasing a profound ability to coordinate stakeholders and foster teamwork at an executive level. With over 20 years of experience directing intricate, large-scale projects nationwide, Josh delivers unparalleled leadership and organizational acumen to project operations. His experience includes managing high-volume, rapid-paced construction management projects with geographically dispersed field teams. Adept at overseeing multifaceted projects while implementing effective best practices, he is a highly valuable leader with a consistent history of strategic planning, operational excellence, and process improvements.

Overview of Experience

EXECUTIVE SPONSOR | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM SEPTEMBER 2022 - CURRENT

Josh provides executive leadership to Dynamic's team in support of the \$3 billion CDBG-DR program to rehabilitate and reconstruct homes impacted by 2020-2021 hurricanes and severe storms.

- Achieves high levels of client satisfaction through dedicated resource allocation and effective leadership
- Oversees the delivery of an anticipated [REDACTED] rehabilitation and reconstruction projects
- Leverages his 20 years of housing construction experience and relationships to provide subject matter expertise to the program

EXECUTIVE SPONSOR | ALABAMA CDBG-DR PROGRAM 2023-2024

Josh led the Dynamic team in the reconstruction and rehabilitation of [REDACTED] single-family homes following Hurricanes Sally and Zeta.

- Managed recovery housing scopes under strict CDBG-DR compliance
- Ensured timely inspections, contractor coordination, and homeowner communication

JOSH MCCOY

EXECUTIVE SPONSOR

EXECUTIVE SPONSOR | SOUTH CAROLINA TURNKEY RECOVERY CDBG-DR PROGRAM 2021-2023

Josh managed reconstruction and rehabilitation services for [REDACTED] homes affected by Hurricane Florence.

- Managed relationships with local firms and provided support to the Dynamic team
- Completed [REDACTED] rehabilitation projects and [REDACTED] reconstruction projects totaling over [REDACTED]

EXECUTIVE SPONSOR | NORTH CAROLINA SHELTERING AND TEMPORARY ESSENTIAL POWER (NC STEP) FEBRUARY - APRIL 2019

In response to Hurricane Florence, Josh deployed a team that responded quickly to perform emergency repairs to [REDACTED] homes, which allowed families to stay in their homes until longer-term repairs were completed.

- Managed overall budgets and provided support for bonding and overall financing
- Oversaw compliance to guarantee all work was done to all applicable standards

EXECUTIVE SPONSOR/SENIOR CONSTRUCTION MANAGER | HUD CDBG-DR NEW JERSEY SUPER- STORM SANDY PROGRAM NOVEMBER 2017 – DECEMBER 2018

Josh provided staff augmentation and subject matter expertise to support the completion and closeout of challenging projects, years after Superstorm Sandy devastated the state.

- Provided construction management for [REDACTED] reconstruction, rehabilitation, demolition, and elevation projects
- Oversaw a team of construction managers conducting damage assessments, site inspections, implementation of environmental mitigation measures, & provided oversight for scope of work

EXECUTIVE SPONSOR/SENIOR CONSTRUCTION MANAGER | HUD CDBG-DR RESTORE LOUISIANA HOMEOWNER ASSISTANCE PROGRAM APRIL 2017 - MARCH 2020

In response to widespread flooding across the state, Josh led a team of to address environmental reviews, mitigation, and rehabilitation across a wide geography.

- Managed [REDACTED] preconstruction assessments and [REDACTED] lead-based paint assessments and clearances
- Completed over [REDACTED] work orders totaling [REDACTED]
- Managed [REDACTED] subcontractors and over [REDACTED] field personnel with more than [REDACTED] active crews at height of production



SCOTTY MAHLER
VICE PRESIDENT OF OPERATIONS

EDUCATION

Thibodaux High School

TRAINING & CERTIFICATIONS

OSHA 30 – Site Safety and
Health Officer

(SSHO) Certified
DOTD Traffic Supervisor

Certified Scaffold
and Trenching

Certified Healthcare
Management Certified

YEARS OF EXPERIENCE:

23

Project Role

As Vice President of Operations, Scotty provides oversight for overall program operations and excellence.

Summary of Experience

Scotty Mahler brings extensive experience in project and construction management, specializing in program oversight and ensuring the successful completion of housing missions. With a strong background in building and civil construction, he excels in reviewing and resolving obstacles related to preconstruction inspections and scope development. Scotty has consistently exceeded quality standards and delivered exceptional client satisfaction in housing recovery projects.

As Vice President of Operations, Scotty provides strategic program management, ensuring projects are completed on time, within budget, and in full compliance with program guidelines. He oversees the resolution of complex construction issues and coordinates with key stakeholders to streamline the construction process. His technical expertise encompasses project management, construction management, inspections, damage assessments, and ensuring the enforcement of quality construction standards, while efficiently addressing warranty and applicant concerns.

Relevant Projects & Experience: HUD CDBG-DR Housing Programs

OVERSIGHT MANAGER | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM SEPTEMBER 2022 - PRESENT

Mr. Mahler provides supervision and guidance for Dynamic's operations team executing approximately [REDACTED] work orders on this large-scale \$3 billion CDBG-DR program.

- Dedicated the necessary personnel and resources from the program startup through operations
- Provides ongoing guidance to the construction management team, overseeing as many as [REDACTED] reconstruction projects in a single month, consistently on time and within budget across a large geography of [REDACTED] parishes
- Directs cross-functional teams to ensure compliant, on-schedule delivery of high-volume disaster recovery projects, aligning program execution with HUD and regulatory standards.
- Provides oversight of financial controls, permitting strategies, and quality assurance to drive scalable, compliant program performance

SCOTTY MAHLER

VICE PRESIDENT OF OPERATIONS

HUD CDBG-DR SOUTH CAROLINA TURNKEY HOMEOWNERS RECOVERY PROGRAM MAY 2021 – SEPTEMBER 2023

Dynamic was added as a contractor late in the program to assist with challenging work orders. Scotty provided supervision and oversight over Dynamic's onsite team, providing his subject matter expertise and lessons learned from previous programs in handling these cases with care and expediency.

- Completed [REDACTED] total homes ([REDACTED] rehabilitation and [REDACTED] reconstruction) with just over a [REDACTED] million dollar value

Damage Assessment Manager | HUD CDBG-DR Rebuild North Carolina (May 2019 – June 2020)

- [REDACTED] in contract value across [REDACTED] rehabilitations and [REDACTED] reconstructions
- Managed damage and site assessments, scope developments and provided oversight of MHU replacement and single-family home repairs

PROJECT MANAGER | HUD CDBG-DR RESTORE LOUISIANA HOMEOWNERS ASSISTANCE PROGRAM APRIL 2017 – MARCH 2019

- Rehabilitated [REDACTED] and reconstructed [REDACTED] single family homes totaling [REDACTED]
- Completed [REDACTED] work orders in [REDACTED] days within first year of production
- Achieved status as "Lead Builder" within contractor pool
- Developed data management process for change orders that promoted efficiency

Relevant Projects & Experience: Other Governmental Housing Programs

CONSTRUCTION MANAGER | NORTH CAROLINA SHELTERING TEMPORARY AND ESSENTIAL POWER (STEP) FEBRUARY 2019 – MARCH 2019

- Oversaw a team of construction managers conducting damage assessments, site inspections, implementation of environmental mitigations, and provided oversight for the scope of work
- Managed damage assessments and [REDACTED] in repairs for [REDACTED] residences in five weeks

CONSTRUCTION MANAGER | LOUISIANA SHELTER AT HOME PROGRAM SEPTEMBER – DECEMBER 2016

- Top performer with [REDACTED] homes completed with [REDACTED] pass rate
- Repaired building envelopes, electrical and HVAC systems, restrooms, kitchens, and life safety measures



NICK HASLEM
SENIOR PROJECT MANAGER

EDUCATION & CERTIFICATION

University of Alabama | B.S.
Mechanical Engineering
U.S. Army | Communications
Network Systems
Mississippi Gulf Coast
Community College |
Computer Network Security

SKILLS:

Xactimate/Xactanalysis
Programming C++ Complier
3D CAD

YEARS OF EXPERIENCE:

13

Roles and Responsibilities

Nick will serve as the Senior Project Manager and work to achieve strategic project management. In this role, he will oversee program startup and project execution, working closely with the construction team to ensure full compliance with program guidelines and contract requirements. He will be responsible for coordinating efforts across all construction activities, maintaining consistent communication with the construction management team regarding production progress, schedule adherence, and budget performance. Nick will also lead efforts to meet contractual milestones, ensuring that all phases of the project are delivered on time and within scope.

Relevant Experience

Nick brings expert-level project management experience across the full lifecycle of high-volume disaster recovery housing programs, making him an ideal leader for the North Carolina CDBG-DR initiative. Over the past eight years, he has managed more than [REDACTED] homes with a combined value of \$[REDACTED] million, consistently delivering [REDACTED] of projects on or ahead of schedule. His leadership on five CDBG-DR funded programs reflects a deep command of regulatory compliance, stakeholder coordination, and streamlined program execution. Nick's technical background in computer networks and engineering enhances his strategic oversight of construction planning, allowing him to effectively bridge technical requirements with field operations.

Overview of Experience

PROJECT MANAGER | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM AUGUST 2017 - CURRENT

Nick led the delivery of over [REDACTED] housing projects across multiple CDBG-DR allocations totaling [REDACTED], overseeing construction activities from preconstruction through closeout.

- Delivered as many as [REDACTED] reconstruction projects in a single month, consistently on time and within budget across [REDACTED] parishes
- Navigated diverse local requirements while maintaining strict compliance with HUD and program regulations
- Oversaw project coordination, financial tracking, and permitting processes to ensure timely execution
- Prioritized resident needs to accelerate recovery timelines—fastest reconstruction completed in just 70 days
- Successfully balanced program scalability with quality assurance in a high-volume disaster recovery environment

NICK HASLEM

SENIOR PROJECT MANAGER

PROJECT MANAGER | ALABAMA CDBG-DR PROGRAM 2023–2024

Nick supported the Alabama Department of Economic and Community Affairs in the reconstruction and rehabilitation of █ single-family homes following Hurricanes Sally and Zeta.

- Managed recovery housing scopes under strict CDBG-DR compliance
- Ensured timely inspections, contractor coordination, and homeowner communication
- Oversaw budget adherence and documentation for state reimbursement

PROJECT MANAGER | SOUTH CAROLINA TURNKEY RECOVERY CDBG-DR PROGRAM 2021–2023

Nick supported reconstruction and rehabilitation services for █ homes affected by Hurricanes Michael and Florence.

- Delivered full lifecycle housing recovery support, from applicant coordination to final inspection
- Managed subcontractor performance, materials sourcing, and schedule control

PROJECT MANAGER | REBUILD NC CDBG-DR PROGRAM 2019 - 2020

Through the Rebuild NC program, Nick provided project oversight for the reconstruction and rehabilitation of homes impacted by Hurricanes Michael and Florence.

- Coordinated field teams across multiple counties to maintain delivery schedules for █ homes totaling █ █
- Conducted schedule and budget tracking aligned with program milestones
- Facilitated data-driven reporting to support transparency and program audits

PROJECT MANAGER | NORTH CAROLINA SHELTERING AND TEMPORARY ESSENTIAL POWER (NC STEP) FEBRUARY - APRIL 2019

Nick led a rapid mobilization effort that enabled emergency home repairs and sheltering solutions for impacted families. He was instrumental in coordinating logistics and labor across multiple locations to expedite service delivery.

- Delivered temporary repairs to █ homes, allowing families to safely shelter in place
- Ensured all work met safety, cleanliness, and structural integrity standards
- Supported long-term recovery by stabilizing homes for future rehabilitation efforts



AJ HUBERT
PROJECT MANAGER



EDUCATION & CERTIFICATION

Louisiana State University
Bachelor of Science in Civil
Engineering, 2010

AWARDS

"Excellence in Construction
Pyramid Award" for the
renovation of the historic
Pontchartrain Hotel in New
Orleans, LA by the Associated
Builders and Contractors, Inc.

SKILLS:

Microsoft Project
Building Information Model
(BIM)

AutoCad

YEARS OF EXPERIENCE:

13

Roles and Responsibilities

AJ will serve as the onsite Project Manager for the North Carolina CDBG-DR single-family housing program and will be available to meet with DCR, the implementation vendor, and applicants. He will work closely with the project team to coordinate work order assignments, monitor the status of projects to completion, and provide schedule updates. AJ will set comprehensive daily performance goals and manage the team to meet milestones and schedules.

Relevant Experience

AJ is an accomplished project management and engineering professional with experience in commercial and residential construction. He has managed many multimillion-dollar projects, working successfully with owners, developers, and government agencies. His skills include planning and development, contract administration, scheduling, and client coordination. AJ has a strong knowledge of code and zoning laws and is proficient in engineering software to facilitate project planning and design.

Overview of Experience

PROJECT MANAGER | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM AUGUST 2024 - CURRENT

As a key leader in the Restore Louisiana (RELA) Homeowner Assistance Program, AJ oversaw housing rehabilitation and reconstruction efforts across more than ████ parishes, ensuring homes were built to program specifications and HUD compliance standards.

- Managed high-volume housing recovery operations supporting over ████ rehabilitation and reconstruction projects
- Coordinated field teams, subcontractors, and inspectors to deliver quality-controlled housing solutions on time and within budget

PROJECT MANAGER | FEMA MAUI WILDFIRE HOUSING RECOVERY SEPTEMBER 2024 - JANUARY 2025

AJ led the successful manufacturing, transportation, and installation of ████ modular homes in just ████ days while staying within an ████ budget. This high-intensity mission involved multi-state, multi-modal coordination, expedited schedules, and complex shipping logistics from the continental U.S. to the Hawaiian Islands.

- Managed ground transportation, ocean freight, port delivery coordination, and last-mile transport to remote and elevated installation sites
- Managed cross-agency coordination with FEMA, state, and local county officials

AJ HUBERT

PROJECT MANAGER

PROJECT MANAGER | RESIDENTIAL CONSTRUCTION AND ELEVATIONS/LIFTING, LOUISIANA 2020

AJ Managed field operations in flood-impacted communities for home elevation/lifting through state and federal grants (HMGP & CDBG), ensuring timely completion to meet program standards.

- Coordinated directly with local officials and state program administrators to ensure alignment with evolving program directives
- Supported equitable service delivery across flood-impacted communities, including low-income and high-need households

PROJECT MANAGER | PARKWAY APARTMENTS, LOUISIANA 2018 – 2019

AJ served as Project Manager for the Parkway Apartments development, a ground-up construction project consisting of a multi-level, stick-frame apartment complex atop a 2-story parking garage and retail areas. His leadership covered all phases of construction, from site prep and foundation through vertical build and final punch-out, delivering high-quality housing in alignment with budget and schedule goals.

- Oversaw construction of [REDACTED] multifamily units across a 4-story apartment building, along with supporting infrastructure and common areas
- Delivered the completed project on time and within budget while navigating weather delays and material supply challenges

PROJECT MANAGER | RENOVATION OF THE HISTORIC PONTCHARTRAIN HOTEL NEW ORLEANS, LA | PROJECT VALUE: \$ [REDACTED]

As Project Manager, AJ led the award-winning renovation of the historic Pontchartrain Hotel, overseeing the transformation of [REDACTED] rooms and key public spaces, including the Bayou Bar, Caribbean Dining Room, and Silver Whistle Cafe. Under his leadership, the project received the “Excellence in Construction Pyramid Award” from the Associated Builders and Contractors, Inc.

- Managed the renovation of key hotel systems, including new mechanical, plumbing, electrical, fire suppression, and a commercial kitchen, as well as the addition of a rooftop bar
- Collaborated closely with the National Park Service and historic registry to ensure all renovations met preservation guidelines, including the restoration and waterproofing of the building’s exterior on St. Charles Avenue
- Navigated [REDACTED] in change orders—[REDACTED] increase in contract value—while successfully completing the project two months ahead of schedule, with no time extensions



CHRIS FINK
CONSTRUCTION MANAGER



EDUCATION

Ozark Tech College
Springfield, MO
Associates of Technology

TRAINING & CERTIFICATIONS

Licensed Contractor Louisiana
Licensed Electrician Louisiana
OSHA 30
CPR/AED/First Aid Certified

YEARS OF EXPERIENCE

10

Project Role

As a seasoned Construction Manager, Chris will provide guidance to superintendents and the project management team. He will work in collaboration with the construction team to support adherence to program guidelines and requirements. He will be in daily communication with the construction management team on production, schedule, and budget to deliver contractual milestones.

Summary of Experience

Chris' functional experience includes managing schedules, procurement, budgets, change orders and scope development. With CDBG-DR program construction and compliance knowledge, he has completed multiple phases of the CDBG-DR projects in Louisiana and South Carolina. His technical experience includes project management, construction management, estimating, inspections, damage assessments, scope reconciliation, and procurement logistics.

Relevant Projects & Experience: HUD CDBG-DR Housing Programs

CONSTRUCTION MANAGER | HUD CDBG-DR RESTORE LOUISIANA HOMEOWNER ASSISTANCE PROGRAM SEPTEMBER 2022 – PRESENT

- Streamlined project methodology, schedule, and procurement of logistics
- Performed quality control and quality assurance, monitored construction production, and managed subcontractors, and communicated with homeowners on program guidelines
- Oversees Dynamic's construction management team of [REDACTED] superintendents and [REDACTED] subcontractors over the 4 year program

CONSTRUCTION MANAGER | HUD CDBG-DR PROGRAM SOUTH CAROLINA TURNKEY HOMEOWNER RECOVERY MAY 2021 - SEPTEMBER 2023

- Responsibilities included scope development, oversight of logistics and supplies, reviewing and approving invoices and payroll
- Completed [REDACTED] rehabilitation projects and [REDACTED] reconstruction projects totaling just over [REDACTED]
- Served as a prime contractor for Hurricane Florence single-family rehabilitation and reconstruction projects

CHRIS FINK

CONSTRUCTION MANAGER

CONSTRUCTION MANAGER | REBUILD NC CDBG-DR PROGRAM 2019 - 2020

Chris Fink served as the Construction Manager for the Rebuild NC program, providing oversight for the reconstruction and rehabilitation of homes impacted by Hurricanes Michael and Florence. In this role, he played a key part in ensuring that the homes were rebuilt in a timely and cost-effective manner, while maintaining compliance with program guidelines and requirements. His leadership was critical in coordinating efforts across multiple counties, enabling the successful completion of numerous housing projects.

- Provided project oversight for the reconstruction and rehabilitation of [REDACTED] homes impacted by Hurricanes Michael and Florence.
- Coordinated field teams across multiple counties, ensuring timely delivery of homes totaling [REDACTED].
- Managed schedule and budget tracking, aligning with program milestones and deadlines.
- Facilitated data-driven reporting to ensure transparency and support program audits.



ROBBIE SCHAUBHUT
SENIOR SUPERINTENDENT



EDUCATION

Chalmette High School

SKILLS:

Project Management
Construction Management
Estimating
Scope Development
Inspections
Damage Assessments
Green Building
Energy Efficiency

YEARS OF EXPERIENCE:

38

Roles and Responsibilities

Mr. Robbie Schaubhut brings over 25 years of construction experience to his role as Senior Superintendent, including leadership on federally funded housing programs. He oversees permit coordination, cost controls, scheduling, and quality construction standards, including Green Building and Energy Efficiency compliance. His field expertise and leadership will ensure efficient site operations and high-quality execution across the █-county response area.

Summary of Experience

Robbie Schaubhut is a seasoned Superintendent with extensive experience on HUD CDBG-DR housing programs, most recently leading reconstruction and rehabilitation efforts under the Restore Louisiana Program. He previously managed two residential recovery programs in North Carolina encompassing more than █ homes. His expertise includes construction management, estimating, inspections, and subcontractor coordination. Known for delivering durable, energy-efficient homes, Mr. Schaubhut ensures quality and compliance across all phases of disaster recovery housing.

Overview of Experience

SUPERINTENDENT | RESTORE LOUISIANA PROGRAM (HUD CDBG-DR) 2021- JUNE 2024

As Superintendent for the Restore Louisiana Program, Mr. Schaubhut oversaw field operations for residential reconstruction and rehabilitation in communities impacted by federally declared disasters. He managed the full lifecycle of home construction while ensuring compliance with HUD requirements, safety standards, and quality control procedures.

- Oversaw construction of reconstruction and rehabilitation projects, managing field crews across multiple areas concurrently.
- Coordinated subcontractors, inspectors, materials, and schedules to ensure quality, safety, and cost control.
- Resolved field issues and homeowner concerns while maintaining documentation and program compliance.

SUPERINTENDENT | ALABAMA CDBG-DR SINGLE FAMILY HOUSING RECOVERY PROGRAM 2023-2024

Mr. Schaubhut served as Superintendent for the Alabama CDBG-DR Single Family Recovery Program, managing the ground-up construction of homes impacted by hurricanes Sally and Zeta. He ensured all homes were delivered to program specifications, emphasizing quality, compliance, and homeowner satisfaction.

ROBBIE SCHAUBHUT

SENIOR SUPERINTENDENT

- Managed construction of █ HUD CDBG-DR single-family homes, overseeing subcontractors, logistics, and site safety.
- Ensured compliance with energy standards, codes, and program requirements from start to final inspections.
- Maintained documentation to support timely occupancy and program accountability.

SUPERINTENDENT | REBUILD NORTH CAROLINA CDBG-DR PROGRAM

2018-2020

Mr. Schaubhut served as Superintendent for the Rebuild North Carolina Program, overseeing the rehabilitation and reconstruction of single-family homes in hurricane-affected areas. He ensured field operations were delivered with precision, safety, and compliance—particularly in alignment with HUD guidelines and energy efficiency standards. His leadership contributed directly to the timely, high-quality delivery of resilient housing for disaster-impacted residents.

- Supervised █ housing projects, including █ new builds and █ rehabilitations, managing up to █ sites concurrently.
- Ensured compliance with energy efficiency and green building standards across all phases.
- Coordinated with contractors and inspectors to resolve field issues, meet quality benchmarks, and complete closeout documentation.

SUPERINTENDENT | LOUISIANA & NORTH CAROLINA STEP PROGRAMS

2016 AND 2019

Mr. Schaubhut provided on-the-ground leadership across two major FEMA-funded housing recovery programs, overseeing end-to-end construction delivery from damage assessment through final walkthroughs. His work involved managing high volumes of residential rehabilitation projects, coordinating subcontractors, and ensuring construction quality met all programmatic and regulatory standards.

- Led construction and subcontractor operations on Restore Louisiana and North Carolina STEP Programs, overseeing over █ housing repair projects.
- Supervised multidisciplinary crews and ensured compliance with federal guidelines and local building codes.
- Managed schedules, resolved field issues, and coordinated with homeowners to support timely, compliant project delivery.



MARCY MAHLER
PERMIT MANAGER



EDUCATION

University of Louisiana
at Monroe
Bachelor of Science in
Agriculture Business
Master of Science in
Leadership

SKILLS AND CERTIFICATIONS

NCCER CORE
NCCER Electrical Level 1 & 2
IBEW Electrical
Carpenters International
Training Fund Level 1 & 2

AWARDS

Louisiana Middle School
Teacher of the Year, 2018

YEARS OF EXPERIENCE:

20

Roles and Responsibilities

As the Permit Manager for the North Carolina CDBG-DR Program, Mrs. Mahler is responsible for overseeing all permitting activities related to the rehabilitation and reconstruction of disaster-impacted homes. Her role includes ensuring that all construction permits are obtained, processed in a timely manner, and compliant with federal, state, and local regulations. She will coordinate with contractors, local authorities, and federal stakeholders to facilitate smooth project execution and ensure compliance throughout the project lifecycle.

Summary of Experience

Mrs. Mahler has extensive experience in project controls and permitting, particularly in CDBG-DR programs. She has successfully led permitting efforts for large-scale disaster recovery programs such as the Restore Louisiana CDBG-DR Homeowner Assistance Program, where she managed the timely processing of renovation and reconstruction permits across multiple parishes. Mrs. Mahler is highly skilled in coordinating with multiple stakeholders to streamline permit acquisition and ensure that projects meet regulatory requirements. Her ability to integrate permitting processes into the broader project schedule ensures smooth and efficient project delivery.

Overview of Experience

PERMIT MANAGER | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM SEPTEMBER 2022 - PRESENT | [REDACTED]

Mrs. Mahler oversees the permitting process for one of the largest disaster recovery housing programs in Louisiana. She ensures the timely and efficient acquisition of necessary permits, coordinating closely with local authorities and contractors to maintain compliance and support the smooth progression of construction activities across a complex portfolio.

- Managed the permit processes for over [REDACTED] active renovation and [REDACTED] reconstruction cases, ensuring timely permit processing aligned with grant requirements.
- Developed and maintained control systems to track permitting milestones alongside budgets and schedules.
- Coordinated closely with over [REDACTED] municipalities and contractors to resolve permitting issues and avoid project delays.
- Supported comprehensive reporting, integrating permitting updates with overall project status for executive-level decision-making.

MARCY MAHLER

PERMIT MANAGER

PERMIT MANAGER | USACE – SOUTHWEST COASTAL NONSTRUCTURAL RISK MANAGEMENT JULY 8, 2024 – PRESENT | [REDACTED] PILOT PROGRAM

Mrs. Mahler supports USACE efforts to reduce flood risk through structural and nonstructural improvements for the pilot program by maintaining tight control over project permits, scopes and deliverables.

- Oversees permitting activities for flood mitigation projects, ensuring compliance with environmental reporting requirements and federal funding guidelines.
- Managed coordination between project teams and permitting agencies to maintain compliance across multiple tasks.

PERMIT MANAGER | FEMA MAUI WILDFIRE HOUSING RECOVERY MISSION SEPTEMBER 3, 2024 – JANUARY 10, 2025 | [REDACTED] PROGRAM

Mrs. Mahler oversaw permitting efforts for FEMA's temporary housing program in Maui, collaborating with architects to ensure all necessary permits were obtained for the installation of 109 units. She coordinated with contractors and local authorities to streamline the permit approval process, aligning it with FEMA's project timelines and compliance requirements.

- Coordinated with contractors and local authorities to streamline the permit approval process and align with FEMA's project timelines.
- Managed permit-related compliance and tracked key milestones for rapid housing deployment.
- Managed inventory tracking for all [REDACTED] units, ensuring timely procurement and delivery of materials and supplies to meet project timelines.



SEAN PREGEANT WARRANTY COORDINATOR



EDUCATION

Louisiana State University
Baton Rouge, LA
December 2010
Bachelor of Science
Major: Construction
Management

SOFTWARE PROFICIENCY

Xactimate/Xactanalysis
SharePoint
Google Share
Microsoft Suite
Adobe
EPA Certified Renovator

YEARS OF EXPERIENCE

8

Roles and Responsibilities

As Warranty Coordinator for the North Carolina CDBG-DR Program, Mr. Pregeant serves as the primary liaison between homeowners, contractors, and the program team during the post-construction phase. Drawing on years of experience in construction management and applicant coordination under federally funded housing programs, he ensures prompt resolution of warranty issues and upholds the highest standards of customer service, compliance, and documentation.

Summary of Experience

Mr. Sean Pregeant brings over seven years of experience in federally funded residential rehabilitation and reconstruction programs, with expertise in warranty services, contractor coordination, damage assessments, and estimating. He has played key roles on major recent CDBG-DR programs in Louisiana and Florida, consistently ensuring quality, compliance, and clear communication among contractors, inspectors, and applicants. Proficient in Xactimate and well-versed in program guidelines, Mr. Pregeant is a valuable asset across all phases of recovery projects.

Overview of Experience

WARRANTY COORDINATOR | RESTORE LOUISIANA PROGRAM 2024 – PRESENT

Mr. Pregeant's detailed understanding of eligible repairs, cost breakdowns, and program compliance uniquely positions him to interpret warranty concerns and verify whether reported issues fall within the original scope. His collaborative work with construction teams and applicants has honed his ability to communicate clearly and resolve discrepancies post-construction.

- Use program policy and scope guidance to determine eligibility of construction line items.
- Coordinate with field teams and construction managers to validate scope accuracy and resolve applicant concerns.
- Support documentation compliance and reporting in alignment with program requirements.

CONSTRUCTION PROJECT MANAGER | REBUILD FLORIDA CDBG-DR PROGRAM 2020 – 2024

Mr. Pregeant served as Construction Project Manager for the Rebuild Florida Program, where he oversaw post-disaster repair and reconstruction efforts under CDBG-DR funding. He acted as a liaison between contractors, inspectors, and homeowners—ensuring clear communication, timely response to field issues, and full documentation.

SEAN PREGEANT

WARRANTY COORDINATOR

of project activity. This role directly supports the skillset needed to manage warranty coordination and homeowner support during post-construction phases.

- Managed single-family housing projects from NTP to closeout, ensuring HUD and state compliance.
- Addressed field concerns, maintained quality standards, and documented issue resolution and contractor performance.

SUPERINTENDENT | CONTRACTOR LIAISON – RESTORE LOUISIANA PROGRAM 2017 – 2020

In this role, Mr. Pregeant supervised inspection teams and worked directly with contractors and applicants to validate damage, verify scopes of work, and support quality outcomes. His experience resolving field discrepancies and supporting applicants through the repair process translates directly to warranty coordination responsibilities.

- Supervised field inspectors and documented construction progress for active projects.
- Acted as primary liaison between contractors and applicants, using Xactimate to develop and review scopes of work.
- Resolved issues promptly and ensured clear communication among all stakeholders.

SUPERVISOR / LEAD CARPENTER | CARPENTRY SERVICES – FOLSOM, LA 2010 – 2017

Mr. Pregeant managed end-to-end residential construction projects, including remodels and structural repairs. His firsthand knowledge of building systems and construction sequencing provides valuable context for diagnosing post-construction issues reported by homeowners.

- Supervised subcontractors and managed budgets, schedules, and materials for residential remodels valued at [REDACTED] +.
- Interpreted blueprints, ensured code compliance, and emphasized quality workmanship and client satisfaction.



JASON WELCH
QUALITY CONTROL MANAGER

EDUCATION

Southeastern
Louisiana University
Bachelor of Arts in General
Business, 2001

CERTIFICATION

Completed 42 Certification
Courses through the FEMA
Emergency Management
Institute

EPA Certified Renovator
for Lead Based Paint

Transportation Worker
Identification Credential
(TWIC) Card Holder

Safety Council General
Industry Safety Training,
40 HR HAZWOPER Training
Class IV Certified
Water System

YEARS OF EXPERIENCE:

20

Project Role

Jason will serve as the Quality Control Manager and be responsible for inspecting projects against program and industry standards and requirements. He will also provide guidance on streamlining processes for efficiency and improvement.

Summary of Experience

Jason's experience in residential, commercial construction, and disaster recovery projects has served clients in various progressive roles throughout the development of CDBG-DR programs. He has provided technical inspection support in fast-paced, complex, federally funded housing initiatives in addition to other program and construction management roles. Jason's expertise facilitated successful project closeout for CDBG-DR, STEP, and Blue Roof programs in communities from Louisiana to North Carolina, Puerto Rico, and the Virgin Islands.

His functional experience includes general site supervision, overseeing crews and subcontractor personnel, reporting project progress to clients, reviewing budgets and change orders and coordination with construction management team to deliver program compliance to state governmental agencies. Jason's oversight of daily operations and subcontractor performance led to achieving comprehensive performance goals despite the limited resources during an emergency disaster environment. His technical experience includes planning, scheduling, estimating, inspection, coordinating delivery and logistics of material and equipment shipments.

Relevant Projects & Experience: HUD CDBG-DR Housing Programs

PROJECT MANAGER | HUD CDBG-DR REBUILD NORTH CAROLINA MAY 2019 – AUGUST 2020

- Completed █ single family rehabilitations and provided oversight for █ MHU installations totaling █
- Managed the complete project from estimating and planning to the execution and into close out activities.

PROJECT MANAGER | FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY CDBG-DR PROGRAM DECEMBER 2019 – AUGUST 2020

- Performed construction management services for the Florida CDBG-DR program following Hurricane Michael
- Responsible for managing rehabilitation projects across the State of Florida from estimating and planning to the execution and into close out activities.



MIKE HAMILTON
SAFETY MANAGER

EDUCATION

Baton Rouge
Community College,
Associates in Social Sciences

Louisiana State University
Disaster Management
In Progress

TRAINING AND CERTIFICATION

Completed over 60 NIMS,
FEMA and ICS courses

Certified in six disaster
response courses through
the American Red Cross,
including Disaster Action
Team Response, Sheltering
and Communications

YEARS OF EXPERIENCE

20 Years

Project Role

Mike will serve as the Safety Manager and be responsible for developing a project-specific safety plan, training onsite safety personnel, and providing guidance on best practices for enhancing safety on each job site.

Summary of Experience

Mike is an experienced safety professional with extensive knowledge in disaster recovery, specializing in coordination and logistics among local, state and federal agencies. His experience as a planner, branch manager and Section Chief has increased his toolkit and ability to respond, manage, and deliver on a multitude of safety requirements.

His functional experience includes evaluating work zones and sites to ensure crews are following all applicable federal, state, and local safety standards. He conducts regular safety meetings and conducts job safety analysis to ensure all projects remain compliant and incident free.

Past and Present Projects

SAFETY MANAGER | RESTORE LOUISIANA CDBG-DR HOMEOWNER ASSISTANCE PROGRAM & USACE SOUTHWEST LIFTERS COASTAL NON-STRUCTURAL RISK MANAGEMENT

Mike Hamilton serves as the housing Safety Manager for both the Restore Louisiana CDBG-DR Homeowner Assistance Program and the USACE Southwest Lifters Coastal Non-Structural Risk Management program, where he ensures safety compliance across large-scale disaster recovery and flood mitigation projects. Mr. Hamilton is responsible for developing and implementing comprehensive safety protocols, conducting regular site visits to monitor safety conditions, and providing ongoing safety training to workers and contractors. His role includes performing detailed safety audits, identifying hazards, and coordinating corrective actions to mitigate risks. In addition, he organizes and leads safety training sessions focused on disaster response and construction safety, ensuring all team members are properly equipped to handle high-risk situations. With multiple disaster response certifications related to housing missions, Mr. Hamilton plays a vital role in maintaining a safe work environment and ensuring the timely, safe delivery of housing solutions and flood risk reduction initiatives.

SENIOR LOGISTICS OFFICER | LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

Mr. Hamilton conducted logistical operations for over 150 disasters affecting the State of Louisiana over a 6-year period, encompassing natural, man-made, technological, biological, HAZMAT, and terrorist-related disasters. He maintained the State's inventory of emergency supplies and created standard operating procedures for commodities distribution.



7.0 REQUIRED VENDOR INFORMATION

7.5 REFERENCES

CLIENT NAME	PROJECT DESCRIPTION	TOTAL DOLLAR AMOUNT OF PROJECT	KEY STAFF ASSIGNED TO PROJECT	CLIENT PROJECT MANAGER NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
Louisiana Office of Community Development – Disaster Recovery Unit and managed by HGA	CDBG-DR single-family rehabilitation and reconstruction statewide	[REDACTED]	[REDACTED]	[REDACTED]
FEMA	Modular housing manufacturing, transportation, and installation	[REDACTED]	[REDACTED]	[REDACTED]
Louisiana Governor's Office of Homeland Security & Emergency Preparedness	Federally funded disaster recovery housing mission	[REDACTED]	[REDACTED]	[REDACTED]
South Carolina Office of Resilience	CDBG-DR Single Family Housing Recovery for Hurricane Florence	[REDACTED]	[REDACTED]	[REDACTED]
Alabama Department of Economic and Community Affairs	CDBG-DR reconstruction and rehabilitation of single-family housing for hurricanes Sally & Zeta	[REDACTED]	[REDACTED]	[REDACTED]
Florida Department of Commerce	CDBG-DR reconstruction and rehabilitation of single-family housing statewide	[REDACTED]	[REDACTED]	[REDACTED]
Louisiana Office of Community Development – Disaster Recovery Unit and managed by IEM	CDBG-DR single-family rehabilitation and environmental assessments & clearances	[REDACTED]	[REDACTED]	[REDACTED]



7.0 REQUIRED VENDOR INFORMATION

7.6 LITIGATION HISTORY

Please see the Litigation History on page 56.

7.7 CONFLICTS

Dynamic, Josh McCoy, and all affiliated organizations do not have any potential conflicts of interest in providing the services described in this Solicitation, including all existing or prior business dealings resulting in such conflicts.

7.8 ANNUAL REPORT

Please see the Annual Report on page 59.

7.9 SAFETY INFORMATION

Safety is a top priority for Dynamic. We take a multi-faceted and comprehensive approach to safety which includes our seven point Dynamic Corporate Safety Policy, a Project Specific Safety Plan compliant with federal, state, and local labor laws, and supplemental customizations based on the local landscape. The safety plans will be developed and implemented by Dynamic's Safety Manager, Mike Hamilton (please see Section 7.4), who will lead safety related training, certification opportunities, programmatic safety implementation and all safety related correspondence with DCR stakeholders. The Dynamic Corporate Safety Policy is available upon request.

7.10 QUALITY CONTROL PROGRAM

Led by our Quality Control Manager, Jason Welch (please see Section 7.4), Dynamic implements an internal QA/QC process for all deliverables by checking the quality of the products we are producing and the systems we use to produce them so we can ensure consistency in our outputs and increase efficiencies in our processes. These processes allow us to measure against Key Performance Indicators (KPIs) and individual project plans, tell us how we are progressing, and keep our build times within DCR's timeframes. The methods we typically employ for quality assurance and

quality control (QA/QC) include physical onsite inspection, desktop review, documentation review, data analysis, and customer service surveys. Dynamic's Corporate Quality Manual is available upon request.

7.11 COST CONTROL PROGRAM

In coordination with the Program Director and the Construction Team, the Project Management Team will develop and maintain the work plans, schedules, and cost forecasts, under direction of Dynamic's Vice President of Operations, Scotty Mahler. Earned Value Management is an important practice our Project Controls Team follows to measure actual production against the plan. Our Project Controls Team will provide electronic validation of work scope, updates on earned value, validated progress, and transitions to the next assignment. Our project management systems are designed to allow the project team to quickly identify problem areas and initiate corrective action as required. The essential elements of the control system include:

- A detailed Project Execution Plan, including schedules and budgets
- Earned Value Management, to monitor and report performance against the plan
- Corrective actions to address any deviations

This system provides for evolutionary control where each level of the plan is expanded and updated as work advances and more information becomes available. We maintain control by continuously monitoring each phase of the project and developing corrective actions that return non-compliance results to planned performance levels. This process focuses on controlling costs and maintaining schedules.

The tools and techniques we use to measure performance include:

- Trending and Forecasting



7.0 REQUIRED VENDOR INFORMATION

- Procurement Cost and Status Control
- Quantity Control
- Field Labor Performance
- KPIs for Builder Performance
- Economical Utilization of Tools and Equipment
- Schedule Monitoring

Dynamic continuously monitors for potential changes to project scope and program requirements and evaluates their impact on cost and schedule. Though our pre-construction walkthrough process is designed to identify necessary scope reconciliation at the beginning of projects, unforeseen conditions and additional municipal or homeowner association requirements may require scope changes, triggering the change order process. Dynamic formally identifies, defines, processes, reviews and submits such changes to the client Program Manager and will commence work only after approval by DCR or its implementation partner.

A consideration we would like to bring to the DCR team is the ongoing high demand and limited stock of housing materials, including the long, yet reducing, lead-times currently experienced nationwide for mobile home unit manufacture and delivery. With multiple billion-dollar weather and climate-induced disasters in recent years, building material costs have increased as supply has not kept up with the additional demand.. To help counter this economic reality, Dynamic uses a nationwide supply network in order to mitigate against material shortages. We also work directly with modular and mobile home unit manufacturers with nationwide reach to procure program-compliant units in the shortest possible time frames. We will work in partnership with DCR and remain in constant communication regarding

any materials/unit delivery challenges and the mitigating measures we can offer if necessary. Dynamic encourages DCR to include modular housing solutions for reconstruction. We have a strong history with modular construction and sees its inclusion as a key element for efficient and effective recovery. Modular construction is an innovative construction method where dedicated manufacturers fabricate home sections in a factory, transport the sections to the home site, and then assemble them on-site. This offers numerous benefits with the potential to revolutionize the housing recovery efforts. The speed of modular production significantly surpasses traditional building, mitigating common on-site delays due to weather, vehicle access, or labor availability. This approach also minimizes waste and pollution through precise manufacturing and material reuse, while providing greater control over energy efficiency, resulting in long-term savings for homeowners.

COST & SCHEDULE CONTROL TOOLS	
COST MANAGEMENT	The estimate developed for the proposal is converted to a budget. This tool is the basis for all reporting, including costs, quantities, construction labor, equipment and material costs and subcontract costs. It provides project leadership with an accurate allocation of total project cost. The Cost Management Team, reporting to the Project Controls Manager, will be responsible to coordinate with the Design and Construction Teams to manage costs and invoicing from subcontractors and to the state.
SCHEDULE	Our standard scheduling tool is Oracle Primavera P6, yet every project is unique, so we adapt our tools and systems to specific project needs. For example, we can use Microsoft Project if requested. The Scheduling Team, reporting to the Project Controls Manager, will be responsible to coordinate with the Construction Teams to manage project schedules.



7.0 REQUIRED VENDOR INFORMATION

7.12 WARRANTY PROGRAM

Dynamic has a robust and extremely responsive warranty program. Led by our Warranty Coordinator, Sean Prejean, our team will work to facilitate claim responses within 48 hours of receipt and provide applicable and covered warranty services in as timely a manner as possible while ensuring the highest quality of work and our signature customer service prioritization. The timeline of these resolutions may vary based on scope, availability of materials, etc. but can often be completed in as little as 5 days from the claim - including repairs performed by Dynamic or our subcontractor partners.

7.13 RECONSTRUCTION PLAN SETS

Dynamic has extensive experience providing reconstruction plan sets and specifications for single-family homes in Community Development Block Grant-Disaster Recovery (CDBG-DR) programs across multiple states, including South Carolina, Alabama, and Louisiana. Our modular home plans are compliant with International Residential Code (IRC), International Building Code (IBC), and local jurisdictional requirements. Dynamic's reconstruction plan sets strategically incorporate best practices from previous CDBG-DR programs, emphasizing:

ARCHITECTURAL ALIGNMENT

- › Gable rooflines, front porches, and traditional architectural elements reflecting local community aesthetics
- › Local materials like fiber-cement siding and traditional shutters to meet neighborhood standards

TIMELY CONSTRUCTION

- › Pre-fabricated wall panels and roof trusses accelerating framing
- › Concurrent modular unit construction and site preparation to reduce timelines

- › Standardized foundation systems streamlining permitting and inspections

COST EFFICIENCY AND QUALITY

- › Simplified floor plans with shared wet walls to minimize plumbing complexity.
- › Durable, low-maintenance materials (LVP flooring, composite decking) reducing lifecycle costs
- › Modular designs allowing cost-effective customization

ENERGY EFFICIENCY

- › Energy-efficient HVAC systems and enhanced insulation exceeding code without excessive costs.
- › Home layouts optimizing natural lighting and ventilation, lowering long-term utility expenses.

Dynamic's expertise ensures cost-effective, timely, aesthetically appealing, and sustainable reconstruction solutions.





7.9 SAFETY INFORMATION

Safety is a top priority for Dynamic and our subcontractors which requires planning, monitoring, and constant repetition. We take a multi-faceted and comprehensive approach to safety which includes our seven point Dynamic Corporate Safety Policy, a Project Specific Safety Plan compliant with federal, state, and local labor laws, and supplemental customizations based on the local landscape. The safety plans will be developed and implemented by Dynamic's Safety Manager, Mike Hamilton (please see Section 7.4), who will lead safety related training, certification opportunities, day-to-day safety implementation and all safety related correspondence with DCR stakeholders. The Dynamic Corporate Safety Policy is available upon request.



May 7, 2025

INSURANCE UNLIMITED OF LOUISIANA, LLC (LAKE CHARLES, LA)

Workers' Comp Policy:

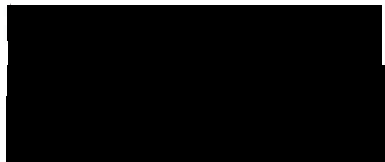
Effective /Expiration Dates:

Re:

Dynamic Group LLC - Experience Mod History

Dooley,

Below is the EMR history for the above-named insured:



If you have any questions, please don't hesitate to contact me.

Sincerely,

Aaron Young
Underwriter
AMERISAFE
2301 Hwy 190 West
DeRidder, LA 70634
(337) 460-2308
ayoung@amerisafe.com



7.6 LITIGATION



CONFIDENTIAL



CONFIDENTIAL



7.8 ANNUAL REPORT

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ATTACHMENT C 7 c
CERTIFICATE OF AUTHORIZATION



NORTH CAROLINA Department of the Secretary of State

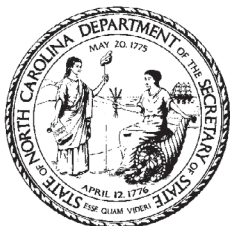
CERTIFICATE OF AUTHORIZATION (Limited Liability Company)

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify that

DYNAMIC GROUP, LLC

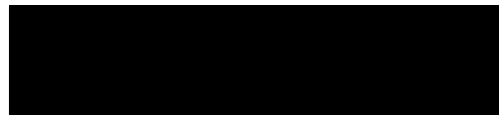
is a limited liability company formed under the laws of Louisiana as Dynamic Group, LLC and was authorized to transact business in the State of North Carolina by issuance of a certificate of authority on 15th day of June, 2020.

I FURTHER certify that, as of the date of this certificate, (i) the said limited liability company has not withdrawn from the State of North Carolina, (ii) the said limited liability company's certificate of authority has not been suspended for failure to comply with the Revenue Act of the State of North Carolina, (iii) that said limited liability company is not administratively revoked for failure to comply with the provisions of the North Carolina Limited Liability Company Act, (iv) that this office has not filed any decree of judicial revocation, withdrawal, articles of merger, or articles of conversion for said limited liability company.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 1st day of May, 2025.

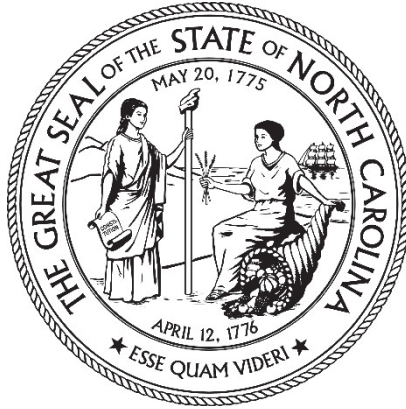


Secretary of State

Certification# 123828917-1 Reference# 22934410- Page: 1 of 1
Verify this certificate online at <https://www.sosnc.gov/verification>



FULL RFP



**STATE OF NORTH CAROLINA
DEPARTMENT OF COMMERCE**

Division of Community Revitalization

Request for Proposal #: Doc1539254856

**Residential Demolition, Reconstruction, Rehabilitation, and
Manufactured Housing Unit Replacement for
Hurricane Helene impacted Counties**

Date of Issue: April 16, 2025

Proposal Opening Date: May 8, 2025, by 2:00 PM ET

Direct all inquiries concerning this RFP to:

Angie Dunaway
DCR Procurement Director
angela.dunaway@commerce.nc.gov
919-526-8340

STATE OF NORTH CAROLINA
Division of Community Revitalization (DCR)

Refer <u>ALL</u> Inquiries regarding this RFP to: angela.dunaway@commerce.nc.gov	Request for Proposal # Doc1539254856
	Proposals will be publicly opened: May 8, 2025, at 2:00 pm ET
Using Agency: North Carolina Department of Commerce, Division of Community Revitalization	Commodity No. and Description: 721110 – Single Family Dwelling Construction Services

In compliance with this Request for Proposal (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are offered, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that False certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:



- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the INSTRUCTIONS TO VENDORS and the NORTH CAROLINA GENERAL TERMS AND CONDITIONS. This procurement complies with the State's own procurement laws, rules and procedures per 2 CFR § 200.317.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR: Dynamic Group, LLC		
STREET ADDRESS: 3045 Westfork Drive	P.O. BOX:	ZIP:
CITY & STATE & ZIP: Baton Rouge, LA 70816	TELEPHONE NUMBER: 	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE :		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Joshua McCoy - Owner/CEO		FAX NUMBER: 225-351-9089
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 04/22/2025	EMAIL: jmccoy@dynamicgrp.com

VALIDITY PERIOD

Offer valid for at least 90 days from date of proposal opening, unless otherwise stated here: 90 days, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 2025, as indicated on the attached certification, by _____ (Authorized Representative of DCR).

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1.0 PURPOSE AND BACKGROUND

The Department of Commerce, Division of Community Revitalization (DCR), is seeking proposals from highly qualified North Carolina licensed general contractors to perform demolition, rehabilitation, and/or reconstruction of single-family residential structures and repair and replacement of Manufactured Housing Units (MHUs) in Western North Carolina counties impacted by Hurricane Helene. Construction shall be in compliance with local, federal and state statutory requirements for grants under the United States Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) program.

The United States Department of Housing and Urban Development (U.S. HUD) announced that the State of North Carolina (the State) will receive \$1,428,120,000 in funding to support long-term recovery efforts following Hurricane Helene (FEMA DR-4827-NC) through the North Carolina Department of Commerce (NCDOC). Of those funds, \$807,354,000 has been allocated for the Reconstruction and Rehabilitation (R&R) Program for single family owner-occupied units and \$57,400,000 has been allocated for Small Rental Reconstruction and Rehabilitation. Community Development Block Grant—Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted. These funds will help meet remaining unmet housing, economic development, mitigation, and infrastructure needs destroyed by Hurricane Helene in September 2024. Hurricane Helene brought historic rainfall, strong winds, and tornadoes generated by the storm. On September 27, 2024, former Governor Roy Cooper requested a Major Disaster Declaration from the federal government for thirty-nine (39) North Carolina counties and the Eastern Band of Cherokee Indians. On September 28, 2024, twenty-five (25) counties in the State were declared a major disaster by former President Biden under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act or P.L. 93-288), approving Individual and Public Assistance (IA and PA) for these counties as well as the Eastern Band of Cherokee Indians. On October 5, 2024, two (2) additional North Carolina counties were declared eligible for federal individual assistance, followed by twelve more counties on October 16, 2024.

1.1 CONTRACT TERM

The Contract shall have an initial term of three (3) years, beginning on the date of final Contract execution (the “Effective Date”).

At the end of the Contract’s initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to three (3) additional one-year terms. The State will give the Vendors written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the State reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT AND SCOPES OF WORK

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference. DCR, or an Implementation Vendor on behalf of DCR, will issue Scopes of Work for specific project assignments to Vendors that are qualified and awarded pursuant to this RFP. The site-specific Scope of Work will contain requirements, terms, and conditions particular to that project, which are intended to supplement the requirements, terms, and conditions herein.

2.2 ePROCUREMENT FEE

This RFP does not incorporate the eProcurement fee; however, the purchase order may be issued through the eProcurement System. See Paragraph 17 of the attached Terms and Conditions as amended. General information on the eProcurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	State	April 16, 2025
Hold Pre-Proposal Conference	State	April 24, 2025, at 10:00 am ET via TEAMS and Call In Number
Submit Written Questions	Vendor	April 28, 2025, by 10:00 am ET <i>Please attend the Pre-Proposal Conference prior to submitting questions.</i>
Provide Response to Questions	State	May 1, 2025
Submit Proposals	Vendor	May 8, 2025, BEFORE 2:00 pm ET (by 1:59:59)
Oral Presentation (optional)	Vendor	TBD (if needed)
Contract Award	State	As soon as possible after evaluation of offers.

2.5 PRE-PROPOSAL CONFERENCE

Urged and Cautioned Pre-Proposal Conference

Date: April 24, 2025
 Time: 10:00 am Eastern Time
 Virtual via TEAMS: [Join the meeting now](#) **CLICK the Link to Join the Meeting**
 Meeting ID: 252 799 845 437 4
 Passcode: 6Fw9Nf2W

Dial in by phone: [+1 984-204-1487,,387645570#](#)
 Phone conference ID: 387 645 570#

Join on a video conferencing device:
 Tenant key: ncgov@m.webex.com
 Video ID: 111 212 995 2

Instructions: Vendor representatives are **URGED and CAUTIONED** to attend the pre-proposal conference and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory pre-proposal conference is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the pre-proposal conference, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time indicated in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions related to the content of this solicitation, shall be emailed to angela.dunaway@commerce.nc.gov by the date and time specified above. Vendors should enter "**Vendor Name_Builder RFP_Questions**" as the subject of the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section Number and Section Title	
RFP Page Number	

PLEASE attend the pre-proposal conference prior to submitting questions.

Questions received prior to the submission deadline date and time, the State's response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

Questions or issues related to using eProcurement Sourcing must be directed to the **eProcurement Help Desk** at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

2.7 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

Offers must be submitted through eProcurement Sourcing. For training on how to use eProcurement Sourcing, <https://eprocurement.nc.gov/training/vendor-training>. Questions or issues related to using eProcurement Sourcing must be directed to the eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

The public proposal opening will be held via Microsoft Teams. Below is the information regarding the public solicitation opening. Only Vendor names will be announced at the opening.

Date: May 8, 2025

Time: 2:00 pm ET

Virtual via Teams: [Join the meeting now](#) **CLICK the Link to Join the Meeting**

Meeting ID: 210 056 931 998 4

Passcode: cY2hU9H2

Dial in by phone: [+1 984-204-1487,,731631828#](tel:+19842041487731631828#)

Phone conference ID: 731 631 828#

2.8 PROPOSAL CONTENTS

Vendor shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

All pages of the RFP should be returned. Organize the offer in the exact order in which items appear in this RFP.

Vendor response to Section 7: REQUIRED VENDOR INFORMATION should not exceed twenty (20) pages. This does not include cover page (title page), cover letter, table of contents, all pages of the RFP, certificate of insurance, compensation experience modification rate (EMR), copy of safety manual, copy of quality control manual, litigation history, and the completed attachments to this RFP.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this RFP:

- a) **ACTION PLAN:** the State's Community Development Block Grant-Disaster Recovery (also referred to as the CDBG-DR) Funding Action Plan in Response to Hurricane Helene impacted Counties in Western North Carolina.
- b) **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial offer, made in response to a request by the issuing agency.
- c) **CDBG-DR:** Community Development Block Grant for Disaster Recovery grant.
- d) **CONTRACT LEAD:** The Procurement Contracting Officer listed in the RFP.
- e) **CONTRACT ADMINISTRATOR:** The Division of Community Revitalization program administrator.
- f) **DCR:** The North Carolina Division of Community Revitalization
- g) **ePROCUREMENT SERVICE(S):** The program, system, and associated Services through which the State conducts electronic procurement.
- h) **HUD:** U.S. Department of Housing and Urban Development
- i) **NOTICE TO PROCEED (NTP):** Written notice provided by the Program to begin construction of a Project.
- j) **OFFER:** Vendor (general contractor) entire response to this Solicitation, including all documents and information requested in this Solicitation.
- k) **OSHA:** Occupational Safety and Health Administration; www.OSHA.gov.
- l) **PRINCIPAL PLACE OF BUSINESS:** The principal place from which the overall trade or business of the Vendor is directed or managed.
- m) **PROGRAM:** Division of Community Revitalization Hurricane Helene Recovery Program.
- n) **PROJECT:** Demolition, rehabilitation, reconstruction, MHU replacement of a specified residential structure.
- o) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.

- p) **RFP:** Request for Proposal
- q) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- r) **SOLICITATION:** This RFP.
- s) **SOP:** Standard Operating Procedures
- t) **SOR:** System of Record
- u) **SOW:** Scope of Work, which is the document that will be issued to assign a specific project to an awarded Vendor and will contain site-specific requirements, terms, and conditions. The Scope of Work will incorporate by reference the Contract resulting from this RFP.
- v) **STATE:** The State of North Carolina, including any of its sub-units recognized under North Carolina law.
- w) **STATE AGENCY:** Any of the more than 400 sub-units within the executive branch of the State, including its departments, boards, commissions, institutions of higher education and other institutions.
- x) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

This RFP first seeks to determine the qualifications of general contractors who can provide services including residential demolition, reconstruction, rehabilitation, and MHU repair and replacement. Vendors will be evaluated based on their experience, expertise, references, past performance, financial capacity, proposed methodology, and technical proposal. The State intends to select up to 25 of the most qualified Vendors. Once a pool of the most qualified Vendors is identified, the State will then engage in a Best and Final Offer (BAFO) negotiation phase. Vendors who intend to perform reconstruction projects will be asked for reconstruction plan sets as part of the BAFO process. Plans sets may include traditional Stick-Built construction or modular construction. Costs for all project types will be negotiated during that process as well. More information regarding what the State will seek during the BAFO process is included in Section 3.3. Engaging in a BAFO process with the State does not guarantee that a Vendor will be awarded a Contract pursuant to this RFP.

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. All award decisions shall be in the State's best interest. All qualified proposals will be evaluated, and awards will be made to the Vendors meeting the specific RFP Specifications and achieving the highest and best final evaluation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal or State law.

While the intent of this RFP is to award a Contract to multiple Vendors, the State reserves the right to make separate awards to different Vendors for one or more project types, to not award one or more line items, or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so. The State makes no guarantees as to whether awarded Vendors will receive assignments, the volume of assignments, or the project types of the assignments.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 28 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. Only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Negotiation is anticipated, therefore cost and price shall become available for public inspection at the time of the award.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation and BAFO process, the State will make award(s) based on the evaluation and negotiation and post the award(s) to the State's eVP website under the RFP number for this solicitation. Pursuant to

01 NCAC 05B .0503, the State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement.

Negotiation and Best and Final Offer (BAFO)

Cost: During the BAFO process, the State will evaluate and negotiate cost by project type, including Reconstruction Base Plan, Reconstruction Site-Specific, MHU, MHU Site-Specific, and Demolition. Rehabilitation low offer determination will be based on Overhead and Profit percentage. The State will provide pricing worksheets for the most qualified vendors to complete and submit.

Reconstruction Plans: During the BAFO process, Vendors who intend to perform reconstruction projects may submit reconstruction plan sets for single-family homes, including options for Stick-Built and/or modular homes, for consideration by the program for use in the reconstruction phase of the program. DCR will consider the plans submitted and select one or more plan sets for program use. After DCR identifies its preferred plan set(s), DCR will request reconstruction pricing from the qualified reconstruction Vendors.

The Vendor must obtain permission from the designers for free reuse by the program by any Vendor selected by the Program. Vendors will be responsible for performing site-specific engineering requirements when using the plan set selected by DCR for program use. Plan sets will be required to have 2 bathrooms. Vendors providing plan sets should provide a minimum of a 2-bedroom, 3-bedroom, and 4-bedroom plan set. Multiple plan sets per configuration are allowed if the Vendor believes it best addresses construction challenges in western North Carolina.

Bedroom / Bathroom Configuration	Conditioned Square Footage
2 Bedroom / 2 Bathroom	1000 – 1200 SF
3 Bedroom / 2 Bathroom	1200 – 1500 SF
4 Bedroom / 2 Bathroom	1300 – 1700 SF

Submitted plan sets should provide sufficient detail for DCR to assess suitability for the program and for Vendors to provide accurate pricing. Full construction drawings are not necessary at this time, but, if selected, will be required within 14 days of contract execution.

DCR prefers plan sets that align with the types of homes constructed in western North Carolina, offer reasonable cosmetic variability, accommodate reasonable home elevation, and anticipate unique topographical and lot size/set back challenges. Accessibility will be offered to all applicants with approved disability modifications. Preferred plan sets will account for the accessibility requirements detailed in this Solicitation.

3.4 EVALUATION CRITERIA

Per RFP Section 5.1 SCOPE OF SERVICES, General contractors may choose to submit an offer for MHU project types only, for rehabilitation and reconstruction projects only, or for both, to be indicated in Attachment A.

- **Project Type 1: MHU projects.** General Contractors may select to apply for MHU repair, replacement, and relocation projects only and not be considered for reconstruction, repair, or demolition project assignments.
- **Project Type 2: Rehabilitation and Reconstruction projects (non-MHU).** General Contractors who are selected for rehabilitation and reconstruction award types will be considered for reconstruction, repair, or demolition project assignments.

It is the intention of DCR to identify qualified vendors on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee at this stage, and thereafter to negotiate for those services at a fair and reasonable fee with the most qualified vendors. Because DCR will solicit plan sets for the reconstruction work, for the avoidance of doubt, it will separate the evaluation of qualifications from the price negotiation pursuant to NCGS § 143-64.31.

DCR will evaluate responsive proposals based on the following criteria, which are listed in order of importance:

1. Qualifications
 - a. Conformity with the specifications and ability to meet minimum requirements
 - b. Financial stability and solvency
 - i. Ability to meet short-term obligations, debts, liabilities, payroll, and expenses
 - ii. Sufficient cash flow and/or available financing from a financial institution to perform the proposed contract until receiving payment from the state
 - iii. Ability to meet minimum bonding capacity requirements and insurance requirements
 - c. Ability and capacity to perform the work
 - d. Staffing plan
2. Experience
 - a. Years of experience in the business
 - b. Experience with providing construction services for CDBG-DR programs, including number of homes built as part of a CDBG-DR program
 - c. Past performance, including quality and timely construction and safety information
 - d. Experience with relevant policies and requirements (e.g. HUD Community Development Block Grant disaster laws, regulations, and guidelines; the Davis Bacon Act; and Section 3 of the Housing and Urban Development Act of 1968; North Carolina Building Code, Municipal Building Code, local and/or regional Housing Guidelines, if applicable)
 - e. Experience servicing home warranty claims for CDBG-DR programs
 - f. Experience restoring historic properties (for non-MHU projects)
3. References
 - a. Three references for projects of similar type and size performed within the last five years, preferably for state and/or local government entities (See Section 7.5 and Attachment H)
4. Proposed Methodology and Technical Proposal
 - a. How Vendor will ensure quality and timely construction
 - b. How Vendor proposes to manage applicant service including move out, applicant communication, and warranty management
 - c. How Vendor will scale construction services across a broad geography
 - d. How Vendor proposes to accommodate topography and challenging site conditions
 - e. How Vendor intends to attract and retain subcontractors and trades

DCR will evaluate proposals using a narrative evaluation method, where it identifies strengths and weaknesses of each proposal. Once DCR has identified the most qualified Vendors and after it has received cost proposals during the negotiation phase, it will select vendors using a Best Value evaluation methodology, which is defined in statute as the selection of vendors based on “the best trade-off between price and performance, where quality is considered an integral performance factor. The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the vendor's proposal; the vendor's past performance; and the evaluated probability of performing the requirements stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated business objectives and maintains industry standards compliance.” N.C.G.S. § 143-135.9

DCR reserves the right to take any of the following actions: cancel this RFP if funds are not available; disqualify any responses to this RFP for nonconformance to the terms described herein; negotiate with specific Vendors to achieve

the best value; establish a timeline during the negotiation phase for the submission of design plans, cost worksheets, and a best and final offer; and extend the time to respond to this RFP.

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question and answer period in accordance with the Proposal Questions Section above.

4.1 MINIMUM QUALIFICATIONS

Vendor should indicate that it meets each of the following requirements by providing documentation and/or specific proof of experience and qualifications to carry out each task:

- Vendor must have been in the residential construction business for a minimum of five (5) years, or the principals/owners must have had a minimum of five (5) years of ownership/executive management experience in a previous company that provided residential construction services.
- Vendor must either: 1) hold a current North Carolina general contractor license; or 2) commit to securing such licenses prior to entering any contractual obligations, while meeting the timelines set out herein.

- For Project Type 2 (rehabilitation and reconstruction) Vendor must demonstrate that it has a minimum of three (3) years' experience in the rehabilitation and reconstruction of residential housing funded by Community Development Block Grant Disaster-Recovery funds, or the principals/owners must have had a minimum of three (3) years' experience in the rehabilitation and reconstruction of residential housing funded by the Community Development Block Grant Disaster-Recovery funds.
- For Project Type 1 (MHU replacement), Vendor must demonstrate that it has a minimum of three (3) years' experience in the in the installation of Manufactured Housing Units and that it has the ability to meet the Manufactured Home Construction and Safety Standards (HUD Code) in order for units to meet the definition of manufactured housing and qualify for federal program assistance.
- Vendor must demonstrate as applicable to its proposal for the project type:
 - the ability to carry residential reconstruction projects to completion within 150 days;
 - ability to carry MHU replacement projects to completion within 60 days;
 - ability to carry residential demolition projects to completion within 30 days; and/or
 - ability to carry residential rehabilitation projects to completion within 30 days for projects with a scope <\$50,000, 60 days for projects with a scope >\$50,000 and <\$100,00, 90 days for projects with a scope >\$100,000 and <\$150,000, 120 days for projects with a scope >\$150,000.
 - These timelines do not include pre-construction activities such as engineering.
- For Project Type 2 (rehabilitation and reconstruction) Vendor must demonstrate the ability to, and have experience with, lead based paint and asbestos removal and environmental mitigation related to the rehabilitation and reconstruction of residential properties (DCR will identify lead based paint abatement needs through its environmental review).
- Vendor and/or it's principals/owners must have experience in managing and completing projects of a similar size and nature with respect to disaster recovery.
- Vendor must have experience in achieving compliance and reporting on compliance with state and federal construction laws, regulations and procedures, and producing the payroll documentation necessary for compliance.
- Vendor must be financially solvent, adequately capitalized, and demonstrate it has the financial resources to perform and complete the work and to provide all required warranties.

4.2 OTHER REQUIREMENTS

- The work to be performed under a contract awarded pursuant to this Request for Proposal will utilize funds provided by HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible and consistent with existing state and federal law, opportunities for training and employment be given to lower-income residents in the project area and contracts for work in connection with this project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the program.
- Vendors must commit to securing and/or maintain office space somewhere within the Western North Carolina Hurricane Helene impacted area for the duration of the project. Vendors should indicate in their narrative proposal where the office(s) is/are anticipated to be located and provide the vendor's plan for staffing each office.
- Vendor must provide a two-year warranty on all materials and workmanship; Vendor will remain liable for defects as provided by North Carolina law.

4.3 PAYMENT STRUCTURE

Payment will be a fixed fee for construction services based on the scope of work for each project. DCR's implementation vendor will recommend an inspection schedule for each project type and payments will be based on the Vendor completing construction milestones for each project (e.g. foundation, framing, wallboard, final, etc.).

4.4 INVOICES

Vendors will send monthly invoices to DCR's implementation vendor for validation prior to sending to DCR for payment.

- a) Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted in electronic format on the Vendor's official letterhead stationery and must be identified by a unique invoice number unless otherwise directed. All invoice backup reports and spreadsheets must be provided in electronic format.
- c) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. Vendor's failure to include the correct purchase order number may cause delay in payment.
- d) Invoices must include an accurate description of the work for which the invoice is being submitted in DCR-approved format, the services provided, the invoice date, the period of time covered, the amount of fees due to Vendor and the signature of Vendor's project manager.

4.5 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT E: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not

specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 BOND AND INSURANCE REQUIREMENTS

Insurance requirements are indicated in ATTACHEMENT C: NORTH CAROLINA GENERAL TERM AND CONDITIONS, Paragraph 15 (b)(3) Contracts valued in excess of \$1,000,000.

Vendor must maintain performance and payment bonds in an amount equal to the value of the active construction projects issued under the awarded contract. DCR's implementation vendor will award contracts in different amounts based upon the work that is required. Vendor must provide evidence of the maximum performance and payment bonding capacity with the Solicitation Response, and the form of the bond that shall be executed and produced by the selected Vendor at the time of Project assignment. For demolition, rehabilitation, and/or reconstruction of single-family residential structures, Vendor must provide evidence of a minimum bonding capacity of Five Million and No 00/100 Dollars (\$5,000,000) with the Solicitation Response. For Vendors whose intention it is to complete only MHU replacement or rehabilitation projects, Vendor is encouraged to provide evidence of a minimum bonding capacity of Five Million and No 00/100 Dollars (\$5,000,000); however, in its sole discretion, DCR may consider the selection of Vendors who can provide evidence of a maximum performance and payment bonding capacity of not less than Two Million and No 00/100 Dollars (\$2,000,000) for a smaller number of projects. In no event shall the bond requirement be for less than one hundred percent (100%) of a Vendor's amount under contract at any given time. All bonds must be issued by a bonding agent with at least an "A" rating, and the bonding companies must be listed in the Department of the Treasury's Listing of Certified Companies. Bond riders will be required to capture increased costs resulting from approved change orders such that 100% of the project cost is always covered by a valid performance and payment bond.

For the duration of any contract resulting from this Solicitation, Vendor shall acquire insurance and bonds with financially sound and reputable independent insurers, in the type and amount specified in this RFP. The required coverage is to be with companies licensed in the state of North Carolina, with an "A" rating from A.M. Best, authorized to provide the corresponding coverage and must be listed in the Department of the Treasury's Listing of Certified Companies. Work on any contract shall not begin until after Vendor has submitted acceptable evidence of bonds and insurance. Failure to maintain insurance coverage or acceptable alternative methods of insurance shall be deemed a breach of contract. Vendor shall submit acceptable evidence of insurance and bonds not later than seven days following the effective date of a Contract.

4.10 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying any federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- That they abide by the above restriction;
- That they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and

- That such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit ATTACHMENT F: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and ATTACHMENT G: DISCLOSURE OF LOBBYING ACTIVITIES (OMB STANDARD FORM LLL) when responding to this solicitation.

5.0 SCOPE OF WORK

5.1 SCOPE OF SERVICES

The selected Vendors will perform, or cause to be performed, MHU replacement, demolition, rehabilitation, or reconstruction of residential construction projects (the "Project"), for Hurricane Helene impacted Counties in Western North Carolina, in compliance with local, federal and state statutory requirements for grants under the United States Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) program. DCR prefers vendors that have experience with the repair of historic properties. DCR makes no guarantee regarding the number of vendors awarded under this solicitation.

General contractors may choose to submit an offer for rehabilitation and reconstruction types, and/or only MHU project types, as described below. While general contractors may choose which project type, DCR nor DCR's implementation vendor makes no guarantee of award, volume of assignments selected contractors will receive, or the project types of assignments selected contractors will receive. General Contractors must clearly state in their response to this RFP (in Attachment A) which project type(s) the GC will perform work. Assignments will not be made outside of the project type selected by the General Contractor during this solicitation process. Demolition only projects are not an option. DCR does not intend to hire construction trades directly.

- **Project Type 1: MHU projects.** General Contractors may select to apply for MHU repair, replacement, and relocation projects only and not be considered for reconstruction, repair, or demolition project assignments.
- **Project Type 2: Rehabilitation and Reconstruction projects (non-MHU).** General Contractors who are selected for rehabilitation and reconstruction award types will be considered for reconstruction, repair, or demolition project assignments.

DCR is procuring an implementation vendor to assist with the implementation of the Reconstruction and Rehabilitation (R&R) Program and the operation of intake centers for program applicants. DCR will use contractors to manage and complete the construction process for homeowners approved for funding through the Reconstruction and Rehabilitation (R&R) Program. DCR and/or DCR's implementation vendor intends to issue multiple Indefinite Delivery/Indefinite Quantity (IDIQ) contracts to create a pool of contractors to perform the services requested under this Solicitation. Related companies or individuals conducting work as an individual/independent entity are permitted to both submit proposals under this RFP. Companies sharing common insurance policies are not considered individual/independent entities.

DCR and/or DCR's implementation vendor shall assign projects to contractors based upon capacity, capability and performance. Vendors that respond to this Solicitation must demonstrate the ability to mobilize within 45 days of award and complete assigned construction projects within the contracted time (not to exceed 150 days for reconstruction projects, 30 days for demolition only, 60 days for MHU replacement projects, and 45 days for rehabilitation projects with a scope <\$50,000, 60 days for rehabilitation projects with a scope >\$50,000 and <\$100,000, 90 days for rehabilitation projects with a scope >\$100,000 and <\$150,000, 120 days for rehabilitation projects with a scope >\$150,000) to reduce potential hazards to public welfare and safety. These timelines do not include pre-construction activities.

To ensure effective Low and Moderate Income (LMI) benefit in the R&R program, the State will prioritize very low and low income households, with the highest prioritization for households with incomes less than 60% of AMI (Area Median Income) as well as households that have one or more of the following characteristics: households with members 62 or older, households with children under the age of 18, and households with special needs or special accommodation requirements (disabled). Further details on these recovery programs, including the State's Action Plan and Program Manuals, can be found on the State's website: commerce.nc.gov/recovery. DCR may receive additional State and Federal funds and may require construction services of those funds as well. The Contract Award shall include the similar service for all funds, anticipated and unanticipated, received or managed by DCR during the contract term, at DCR's discretion.

General contractors will be awarded Projects at the sole discretion of DCR and/or DCR's awarded implementation vendor. Vendors must demonstrate the ability to provide services in the thirty-nine (39) counties affected by Hurricane Helene within the timeframe specified in this RFP.

5.2 TASKS/DELIVERABLES

In addition to the services and requirements described in this RFP, Contractors must perform any other ancillary construction-related services that may be required for a given property. Thus, it is imperative that vendors(s) enumerate any other services they can provide. These ancillary services may go beyond what would be required for the repair/construction and/or demolition of a property.

Vendor must be familiar with North Carolina Building Code, Municipal Building Code, local and/or regional Housing Guidelines, if applicable. Each municipality will be nuanced depending on local construction requirements, community recovery needs, program goals and other applicable locally approved program requirements.

5.2.1 DEMOLITION

Demolition Scope of Work

In certain cases, a property owner may only be eligible for the demolition of his/her home and site restoration of the parcel to open space. The Scope of Work for each demolition will vary but may include, although not be limited to, the following:

- Coordination with the property owner and his/her family from assignment to obtaining a certificate of completion (or permit signoff equivalent) for closing;
- Utility disconnection and deactivation;
- Demolition of existing structure;
- Debris removal in accordance with all federal, state, and local requirements, including the disposal of potential asbestos containing materials;
- Conduct site specific analysis for surveying, zoning, and plot plans;
- Final site restoration to open space.

5.2.2 REPAIR

Eligible applicants may qualify for repair scopes depending on the extent of damage and the policies established by DCR. Eligible applicants with manufactured housing unit (MHU) properties qualify for a repair award type when the estimated cost to repair is less than \$25,000 and the MHU is fewer than five (5) years old, and the property is not otherwise deemed not suitable for rehabilitation.

Not Suitable for Rehabilitation

“Not suitable for rehabilitation” is defined as:

- The amount needed to bring the unit to housing habitability standards will exceed the program cap.
- Condemned or tagged for demolition by local jurisdiction.
- Property owners have received a substantial damage letter for the local jurisdiction.
- The housing unit has been demolished.
- Structural assessment by licensed engineer deems the home not safe for rehabilitation.
- The housing unit is a construction on a slab on grade and requires elevation.
- Mobile home units requiring more than \$25,000 in repairs.

Eligible applicants with homes deemed not suitable for rehabilitation may be offered reconstruction assistance, if the applicant owns the land on which the structure sits and reconstruction is feasible. Such eligibility determination will be made by the Division of Community Revitalization and/or DCR's implementation vendor.

Repair Scope of Work

Program repairs are intended to repair remaining storm damage and to make the home decent, safe and sanitary. The Division of Community Revitalization Program (“Program”) does not provide “like for like” repairs. Program repairs will be completed using standard economy/builders’ grade materials, not with materials that were there before. For example, if a repair award calls for replacement of cabinets, the program will replace existing cabinets with standard grade cabinets regardless of the grade of the pre-existing cabinets.

Repair Scopes of Work will be limited to those items identified by the program as in need of repair to bring the home back up to safe conditions. Repairs, upgrades or modifications requested by the homeowner will not be considered. For example, if some windows are in need of repair or replacement, the program will replace those windows in need of repair only; other operable windows will not be replaced or repaired.

Standard essential appliances that are not functioning or non-existent at the time of damage assessment will be replaced. Essential appliances include stove/range, oven, water heater and refrigerator only. Dishwashers may be replaced only if a dishwasher previously existed in the home. Repair awards will not include a dishwasher if a dishwasher was not present at time of damage assessment. Washing machines and dryers, microwaves, stand-alone freezers and other non-essential appliances are not eligible for replacement. Any obsolete products replaced as part of the repairs must be replaced with ENERGY STAR®, Water Sense, or other Federal Energy Management Program (FEMP)-designated products or appliances.

Luxury items, including but not limited to, high-end countertops, high-end appliances, stone flooring, security systems, swimming pools, spas, fireplaces, sheds, outbuildings, fences and television satellite dishes are not eligible under this program.

Because repair scopes of work only address items in need of repair for the home to be decent, safe, and sanitary, the Program does not guarantee that work completed as part of a repair award will match other items in the home. Some examples of this include, but are not limited to:

- Flooring replaced in portions of a home may not match flooring in other rooms. The Program will replace flooring by room, to the nearest cased opening;
- Light fixtures replaced may not match pre-existing light fixtures or fixtures in other parts of the home;
- If only a portion of the windows require replacement, all the windows in the home may not match;
- If a portion of the home requires paint, paint in the repaired portion of the home may not match paint in other rooms (interior) or on other elevations (if exterior). The Program will paint whole interior rooms, to the door casing, or whole exterior sections to the next architectural break. Additional rooms or elevations will not be painted for aesthetic reasons alone.

Reasonable Accommodations – Repair Award Type

Applicants who qualify for a repair award type may qualify for reasonable accommodations in rooms/areas where program Scope of Work exists. In general, reasonable accommodations will only be made in repair projects if the program scope of work impacts the item and room where a reasonable accommodation is requested. For example, if the program scope of work does not include removal/replacement of a tub/shower, the program will not modify the existing tub/shower for the sole purpose of installing or modifying the existing facilities to include accessibility features.

If the Program Scope of Work impacts the kitchen, bathroom or entryway in a repair project, the applicant may request reasonable accommodations in those areas. Reasonable accommodations for bathrooms are offered in three (3) tiers, so that the applicant may request the level of accommodation that best suits his/her need.

Applicants who request accommodations in a bathroom may select one (1) of three (3) standard available options. Accessibility modifications will only be made in one (1) bathroom. If the repair project scope includes more than one (1) bathroom, the reasonable accommodation will be installed in the bathroom that is in the program scope of work where modifications are the most feasible within the existing dimensions and scope of work in the room.

The program will not move walls to expand the size of an existing bathroom or move plumbing lines to install an accessibility accommodation. Because repair projects are largely constrained by the size of existing rooms, there is no standard width/length size requirements for tub/shower compartments. The program will attempt to replace tub/showers with fixtures similar in size to the existing fixtures.

Bathroom Reasonable Accommodation 1 (RA-1)

Applicants who opt for Reasonable Accommodation 1 (RA-1) will be provided one (1) bathroom with the following accessibility modifications:

- Tub/Shower combination with blocking and a grab bar
- Chair height toilet with grab bars

Bathroom Reasonable Accommodation 2 (RA-2)

Applicants who request Reasonable Accommodation 2 (RA-2) will be provided one (1) bathroom with the following accessibility modifications:

- Tub/Shower combination with blocking, grab bars, seat and shower wand
- Chair height toilet with grab bars

Bathroom Reasonable Accommodation 3 (RA-3)

Applicants who request Reasonable Accommodation 3 (RA-3) will be provided one (1) bathroom with the following accessibility modifications:

- Roll-in shower compartment to fit existing tub/shower space, equipped with grab bars, seat and shower wand
- Chair height toilet with grab bars
- Roll under vanity, only upon request

Kitchen Reasonable Accommodations

Applicants may indicate reasonable accommodations to make a kitchen more accessible. Reasonable accommodations in kitchens for repair award types must be accommodations to items included in the Program Scope of Work, and may include:

- Wheelchair accessible cook top (knobs on front of the appliance)
- Roll under kitchen sink

Items not included in the Program Scope of Work will not be modified for the sole purpose of providing an accessibility modification. Accessibility modifications will only be made to the primary kitchen at the property, in the event the property has more than one kitchen.

Repair Scope of Work

It is anticipated that homes eligible for rehabilitation will require an array of repairs ranging from minor to major. The Scope of Work for each repaired structure will vary, but may include, although not be limited to, the following:

- Coordination with the property owner and his/her family and case management from assignment to obtaining a certificate of occupancy (or permit signoff equivalent) for closing;
- Coordinating applicant move out, and providing temporary housing, if eligible;
- Development of a thorough scope of necessary repairs using a program-prescribed form;
- Obtaining all necessary state and local permits and approvals prior to the commencement of the work for each structure;
- Providing architectural and house plan renderings (no particular software program has been determined for those renderings and Vendors are encouraged to select a design software that is capable of satisfying local permitting and plan review requirements, including, but not limited to digital seal/signature requirements for professional services);
- Demolition of damaged interior and exterior materials;
- Foundation leveling, repair and/or elevation, including the Vendor providing all structural drawings for the scope when required;
- Structural damage repair;
- Building envelope repair, including:
 - Roof repair or replacement and attendant damage
 - Door and window replacement
 - Siding/veneer repair or replacement
 - Mechanical (HVAC), electrical, and plumbing systems repair or replacement
 - Drywall repair or replacement
- Rough and trim carpentry;
- Surface preparation and painting;
- Flooring repair or replacement;
- Cabinet, countertop and appliance replacement;

- Appliances to be replaced must meet federal register requirements for energy efficiency;
- Lead-based paint mitigation;
- Specialty construction elements associated with historic properties, including coordination with State Historic Preservation Office (SHPO), and other local historic districts and stakeholders in other jurisdictions;
- Addressing special needs accessibility requirements; and Conducting close-outs for each project, which may include obtaining certificate(s) of occupancy from applicable state and local authorities, elevation certificates, flood insurance policies and/or as-built surveys.

5.2.3 RECONSTRUCTION

Eligible applicants may qualify for a reconstruction award type when the estimated cost to repair exceeds DCR policy. Eligible applicants with properties otherwise deemed not suitable for rehabilitation may also qualify for a reconstruction award if the applicant owns the land and it is feasible to reconstruct the structure on the property.

Eligible applicants with Manufactured Housing Units (MHUs) may qualify for reconstruction if it is infeasible to replace an MHU on the applicant's property and the applicant owns the land on which the MHU is situated. The Program considers it infeasible to replace an MHU if it must be elevated above the standard 3-foot installation height, if zoning or municipal regulations prohibit installation of a MHU on the property, or if other engineering, environmental or site constraints make installation of an MHU onsite infeasible. Applicants with MHU property types shall not be awarded a reconstruction award on the basis of applicant preference only.

Homes that meet the threshold for a reconstruction award will be demolished and reconstructed in substantially the same footprint, when feasible. Reconstructed homes will meet local building codes and will incorporate HUD building requirements and resilience measures to the extent possible.

Size and New Unit Configuration

The Program will provide applicants who qualify for reconstruction awards with standard program floorplan homes. The program offers 2-, 3-, and 4-bedroom homes; all standard floorplans include 2 bathrooms. Which standard floorplan the applicant receives is based on DCR policy. Exceptions to reconstructed home bedroom/bathroom configuration will only be considered if overcrowding exists within the home or if an applicant elects to reduce the number of bedrooms and/or bathrooms to reduce a DOB gap.

To reduce the required time from award to completion as related to reconstruction, the Program will provide plans and specifications for "model homes" available to applicants. The Vendor will be given floor plans only. Architectural and Structural plans will be the responsibility of Vendor. The Vendor is responsible for necessary site surveys and elevation surveys to confirm structure location and base flood elevation. The Vendor is responsible for ensuring completion of all plans required for permit issuance and ultimately, Certificate of Occupancy issuance. The Program has available 2-, 3-, and 4-bedroom "model homes." Standard floorplans are offered in the following square footage ranges only.

Bedroom / Bathroom Configuration	Conditioned Square Footage
2 Bedroom / 2 Bathroom	1000 – 1200 SF
3 Bedroom / 2 Bathroom	1200 – 1500 SF
4 Bedroom / 2 Bathroom	1300 – 1700 SF

Reconstructed homes do not include reconstruction of garages (attached or detached), sheds, pool houses or other outbuildings. Such outbuildings may be demolished during reconstruction to allow enough space for the new home to be built or because such structures pose a health or safety issue. Attached garages are allowable when required by code or HOA requirements.

The following is a non-exhaustive list of items that are not included or considered when determining the floorplan, bedroom/bathroom configuration, or size of the reconstructed home. The Program does not reconstruct like for like:

- Interior or exterior finishes;
- Square footage;
- Number of bathrooms (if more than 2);
- Extra/Bonus rooms such as dens, playrooms, offices, studies, libraries, etc.

Reasonable Accommodations – Reconstruction Award Type

All reconstruction projects are designed with the following accommodations. All reconstructions will receive the following universal accommodations, regardless of whether a Reasonable Accommodation has been requested by the applicant:

- 36” hallways, wide enough to accommodate a standard wheelchair;
- Adequate turning radius for a wheelchair in the kitchen;
- Adequate turning radius for a wheelchair in both bathrooms¹;
- All doors installed with levers instead of knobs;
- Exterior doors, all bedroom doors and all bathroom doors are 36” wide.

In addition, the applicant may request reasonable accommodations in the bathroom, kitchen, entrance, and/or strobe smoke detectors throughout.

Reasonable Accommodations – Bathroom

Applicants who request accommodations in a bathroom may select one (1) of three (3) standard available options. Accessibility modifications will only be made in one (1) bathroom. By default, the modified bathroom will be the master bathroom, unless otherwise specified on a completed Reasonable Accommodation Request Form.

Bathroom Reasonable Accommodation 1 (RA-1)

Applicants who opt for Reasonable Accommodation 1 (RA-1) will be provided one (1) bathroom with the following accessibility modifications:

- Tub length of 60” and tub width of 36” in master bath. Hallway bathtub is 60” x 30”, with no seat²; grab bars installed in tub/shower enclosure;
- Chair height toilet with grab bars.

Bathroom Reasonable Accommodation 2 (RA-2)

Applicants who request Reasonable Accommodation 2 (RA-2) will be provided one (1) bathroom with the following accessibility modifications:

¹ If the applicant requests a reasonable accommodation for the bathroom, the reasonable accommodation will be installed in the bathroom with adequate turning radius for a wheelchair, unless otherwise specified on the Verification of Disability Form.

² If a bathroom is removed for scope reduction this may vary.

- Tub/Shower combination with blocking, grab bars, seat and shower wand;
- Chair height toilet with grab bars.

Bathroom Reasonable Accommodation 3 (RA-3)

Applicants who request Reasonable Accommodation 3 (RA-3) will be provided one (1) bathroom with the following accessibility modifications:

- 30" x 60" roll-in shower compartment, equipped with grab bars, seat and shower wand;
- Chair height toilet with grab bars;
- Roll under vanity.

Reasonable Accommodation – Kitchen

Applicants may request reasonable accommodations to make a kitchen more accessible. Standard reasonable accommodations for kitchens in reconstruction project types include:

- Wheelchair accessible cook top (knobs on front of appliance);
- Roll under kitchen sink.

Reconstruction Scope of Work

In certain cases, a property owner may only be eligible for the complete reconstruction of his/her home, either substantially within the same footprint as the prior home (reconstruction) or a different footprint. The Scope of Work for each reconstructed or newly constructed structure will vary but may include, although not be limited to, the following:

- Coordination with the property owner and his/her family from assignment to obtaining a certificate of occupancy for closing;
- Coordinating applicant move out, and providing temporary housing, if eligible;
- Utility disconnection and deactivation;
- Demolition of existing structure;
- Debris removal in accordance with all federal, state, and local requirements, including the disposal of potential asbestos containing materials;
- Providing architectural and house plan renderings that meet the following requirements, at a minimum:
 - Comply with local code requirements;
 - Fiber cement siding or Stucco (for Concrete Block/CMU Homes);
 - Roof shall be constructed with radiant barrier sheathing, ice & water shield with architectural shingles;
 - Strapping and impact resistant window requirements per local code;
 - Vinyl windows;
 - Flooring shall be either carpet or vinyl plank flooring (no sheet goods);
 - Plans must be adaptable for all 3 different accessibility accommodation scenarios outlined herein (RA-1, RA-2, and RA-3);
 - Bedrooms shall be a minimum of 100 SF with a minimum of 25 SF closet space for the master bedroom; and
 - Comply with HUD building requirements.
- Conduct site specific analysis for surveying, zoning, plot plans, elevation and site specific engineering;
- Site preparation;
- Construction of new residential structures including 2-, 3-, and 4-bedroom floor plans in accordance with all applicable local and state codes and standards; and

- Addressing special needs accessibility accommodations in accordance with program guidelines.

5.2.4 MANUFACTURED HOUSING UNITS

Eligible applicants with manufactured housing unit (MHU) properties qualify for a replacement award type when the estimated cost to repair is greater than \$25,000 and/or the MHU is five (5) years old or older. Eligible applicants with MHUs on leased land must have landowner consent to replace an MHU on the land prior to award, or must have identified a suitable alternate location. Homes that meet the threshold for a replacement award will be demolished and a new MHU will be installed in substantially the same footprint, when feasible. MHU projects that require elevation may be awarded reconstruction and will follow the Reconstruction requirements outline in Section 5.2.3.

Size and New Unit Configuration

The Program will provide applicants who qualify for replacement awards with 2-, 3-, and 4-bedroom singlewide or doublewide MHUs; all bedroom configurations include 2 bathrooms. Which unit configuration an applicant receives is based on DCR policy. After-market additions are not considered when determining the width or number of bedrooms in the storm damaged MHU (i.e., if a 3rd bedroom was added on to a singlewide 2-bedroom MHU, the home will be considered a 2-bedroom, singlewide MHU). Exceptions to replacement MHU bedroom configuration will only be considered by the County if overcrowding exists within the home or if the applicant elects to reduce the number of bedrooms via scope reduction to reduce or eliminate a DOB gap.

The storm-damaged MHU width configuration will also be based on the width of the storm-damaged MHU. The Program only provides singlewide and doublewide units. Triple-wide or larger units are not provided.

- If the storm damaged MHU was a singlewide, the applicant will receive a singlewide.
- If the storm damaged MHU was a doublewide, triple wide or larger width configuration, the applicant will receive a doublewide.

To reduce the required time from award to completion as related to replacement awards, the Program will task the assigned General Contractor to source an MHU in the awarded singlewide or doublewide bedroom/bathroom configuration. The Program does not offer standard floorplans for MHUs. The Program offers standard bedroom/bathroom configurations in singlewide or doublewide units in the following standard square footage ranges. All MHUs sourced by the program must be HUD approved units. The table below outlines square footage ranges for singlewide and doublewide units.

Bedroom / Bathroom Configuration	Conditioned Square Footage
Singlewide 2 Bedroom / 2 Bathroom	750 – 900 SF
Singlewide 3 Bedroom / 2 Bathroom	1000 – 1200 SF
Singlewide 4 Bedroom / 2 Bathroom	1000 – 1200 SF
Doublewide 2 Bedroom / 2 Bathroom	1000 – 1250 SF
Doublewide 3 Bedroom / 2 Bathroom	1250 – 1500 SF
Doublewide 4 Bedroom / 2 Bathroom	1400 – 1800 SF

Program replacement MHUs do not include replacement or reconstruction of garages (attached or detached), sheds, pool houses, carports or other outbuildings. Such outbuildings may be demolished during construction to allow ample space for the new MHU to be delivered/installed, or in the event such structures pose a health or safety issue. However, the Vendor will be required to satisfy all

community association requirements, covenants, and AHJ requirements such as a mobile home park that requires a car port or shed.

The following is a non-exhaustive list of items that are not included or considered when determining the bedroom/bathroom configuration or size of the replacement MHU. The Program does not provide like for like:

- Interior or exterior finishes;
- Square footage;
- Manufacturer of the storm damaged unit;
- Number of bathrooms (if more than 2);
- Extra/Bonus rooms such as dens, playrooms, offices, etc.;
- After market additions such as additional rooms or covered porches.

Manufactured Housing Unit (MHU) Relocation

The Program allows for replacement of a manufactured housing unit (MHU) in an alternate location only when replacing the MHU in the same location as the storm damaged MHU is not feasible or is prohibited. MHU relocations may be considered under the following circumstances:

- If an otherwise eligible applicant does not own the land on which the storm damaged MHU is situated, and the landowner does not consent to a new unit being replaced on the land;
- If MHU must be elevated above the standard 3-foot installation height;
- If zoning or municipal regulations prohibit installation of a MHU on the property; or
- If other engineering, environmental or site constraints make installation of an MHU onsite infeasible or unreasonable.

The Program does not provide replacement property for applicants. To be allowed to replace an MHU on an alternate property, the applicant must source and obtain ownership or permission to install a MHU at the alternate location. Alternate locations must be zoned to allow for installation of a MHU, have ready access to sewer, water, and electric connections, and must not be located in a 100-year floodplain. Alternate MHU sites must pass an environmental review before the applicant makes a binding commitment to lease or purchase land (environmental reviews will be provided to the GC from the program). If an applicant enters into a binding agreement to lease or purchase alternate land before the program has environmentally cleared the alternate parcel, the applicant may be ineligible for assistance, as this constitutes a choice-limiting action.³

Reasonable Accommodations – Manufactured Housing Unit Replacement Award Type

Applicants who qualify for a replacement award type may request reasonable accommodations. Reasonable accommodations in MHU projects are limited by manufacturer specifications and unit availability. Applicants who request reasonable accommodation will be provided with a “wheelchair friendly” MHU.

Wheelchair friendly Mobile Home Units should include at minimum:

³ 24 CFR 58.22(a) Neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in § 58.1(b) on an activity or project until HUD or the state has approved the recipient's RROF and the related certification from the responsible entity. In addition, until the RROF and the related certification have been approved, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project under a program listed in § 58.1(b) if the activity or project would have an adverse environmental impact or **limit the choice of reasonable alternatives**.

- One bathroom with:
 - Step-in, low-threshold shower, with threshold no higher than nine (9) inches from the floor covering,
 - Shower wand on an adjustable rail and a seat in the shower, and
 - Comfort height toilet, with seat 17" – 19" above the floor
- Minimum 32" width for exterior doors
- Minimum 36" hallway width, and
- Minimum 32" bathroom and bedroom doors

Additional accommodations, such as hearing-impaired smoke detectors or roll-in/no threshold shower compartments will be considered separately and, on a case-by-case basis, based on the applicant's needs.

Manufactured Housing Unit (MHU) Replacement Scope of Work

Property owners of MHUs may qualify for a MHU replacement award, which consists of the demolition and disposal of the existing MHU and installation of a new MHU, either substantially within the same footprint as the prior home (reconstruction) or a different footprint. The Scope of Work for each MHU replacement will vary but may include, although not be limited to, the following:

- Coordination with the property owner and his/her family for all activities, from assignment to obtaining a certificate of occupancy for closing;
- Coordinating applicant move out, and providing temporary housing, if eligible;
- Utility disconnection / reconnection;
- Demolition of existing structure;
- Debris removal in accordance with all federal, state and local requirements, including the disposal of potential asbestos containing materials;
- Obtaining applicant approval of replacement MHU floorplan;
- Conduct site specific analysis for surveying, zoning, plot plans or any activity required to obtain permits/certificate of occupancy;
- Site preparation;
- Order, delivery and installation of new, HUD-certified MHU and all supporting activities to complete per industry standard;
- Incorporation of accessibility needs prior to key turnover; and
- Provide MHU manufacturer's warranty registered in applicant's name.

5.3 REASONABLE ACCOMMODATION REQUESTS

Physically disabled homeowners, or homeowners with a disabled household member, may be entitled to additional construction considerations such as low threshold showers, bathroom grab bars, outward swinging doors, exterior ramps, comfort height toilet with grab bars or other accessibility features that will assist with an individual's functional needs. DCR and/or DCR's implementation vendor will assess eligibility for these features on a case-by-case basis per assistance benefit type. Awards may include expenses for additional costs related to accessibility modifications for the disabled.

Reasonable accommodations are available for repair, reconstruction, and MHU replacement projects. Standard reasonable accommodations to the bathroom for each repair or reconstruction award type are offered in three 'tiers' to allow each applicant to select the level of modification most appropriate for his/her household. Applicants for any award type may also request reasonable accommodations including a "no step" entrance or strobe smoke detectors.

Standard reasonable accommodations for home entrance and strobe smoke detectors are standard for all award types. A no step entrance is a home entrance that has no steps and a minimal threshold. Only one (1) no step entrance will be installed upon request, per property. If a home is above grade, a no step entrance may require installation of a ramp or lift. Homes on grade may not require installation of anything to accommodate a no step entrance. Ramps will be the preferred method to achieve a no step entry. Lifts will be considered on a case-by-case basis, based on cost reasonableness compared to the cost of a site-built ramp, site conditions, and local zoning/set back requirements.

5.4 ADDITIONAL REQUIREMENTS

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

- Provide professional labor, equipment, and materials adequate to perform the work in accordance with the Scope of Work issued for each eligible applicant's residential structure while ensuring that all applicable housing standards and codes are met;
- Comply with all applicable local, state and federal laws, regulations, and guidelines, which may include: HUD Community Development Block Grant disaster laws, regulations, and guidelines; the Davis Bacon Act, as applicable; and Section 3 of the Housing and Urban Development Act of 1968;
- Mobilize in the Western North Carolina Hurricane Helene impacted counties within 45 days from the execution of a Contract;
- Provide documentation and tracking of construction progress in the program system of record and upon request by any DCR or DCR implementation vendor staff;
- All communications, updates, interactions, site visits, etc. with any applicant or in direct support of progressing an applicant must be recorded in the system of record supporting the program implementation. It is expected that General Contractors will input notes in the system of record no less than twice weekly for all assigned, active projects. System of record access will be provided to awarded vendors by DCR's implementation vendor;
- Meet with the program and individual property owners to review the Scope of Work to be performed, including establishing a work schedule acceptable to property owners and reviewing work upon final inspection. The initial meeting between the general contractor, applicant and Program will be done through a preconstruction meeting at one of the Program offices located within the Western North Carolina Hurricane Helene impacted counties area;
- Start construction activities within 90 days of the Pre-Construction phase from project assignment to Notice to Proceed. The 90-day Pre-Construction phase starts at the time of Cost estimate approval and execution of the project work order;
- Meet Program 150-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for reconstruction projects, 30-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for demolition only, 60-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for MHU replacement projects, and 30-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for rehabilitation projects with a scope <\$50,000, 60-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for rehabilitation projects with a scope >\$50,000 and <\$100,00, 90-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for rehabilitation projects with a scope >\$100,000 and <\$150,000, 120-day Construction Phase completion requirement from the Notice to Proceed to passed Final Inspection for rehabilitation projects with a scope >\$150,000;
- Meet all federal, state and local requirements for the transport and disposal of municipal solid, industrial, hazardous and other wastes from demolished structures;
- Provide a two-year warranty for all work performed; and
- Assist homeowners in vacating their damaged home, if necessary.

5.5 NOTICE TO PROCEED

A notice to proceed (NTP) will be issued by the DCR implementation vendor. No onsite construction activities are to proceed without an NTP.

5.6 PROJECT ASSIGNMENT METHODOLOGY

DCR's implementation vendor will assign projects to general contractor's based on the general contractor's performance history and the general contractor's capacity to take on additional jobs at the time the project is ready to be assigned.

All project Scopes of Work shall be in writing, and shall include a scope of services, a list of tasks to be performed by the general contractor, a time schedule, a list of deliverables, if any, and such other information or special conditions as may be necessary for the work requested.

Initial assignment of projects will be based on the implementation vendor's construction management methodology. DCR's implementation vendor will determine which GC is best suited to receive an assignment by considering factors including, but not limited to, the location and award type of projects, GC capacity at the time the project is ready for assignment, and GC score at time of assignment. As such, the highest scoring GC at the time projects are ready for assignment is not guaranteed to receive the projects.

GCs who are assigned projects can accept or reject the project. If projects are rejected, the GC must provide an explanation for why they were rejected. Rejection of projects may impact the likelihood of the GC receiving additional projects.

If a project must change award type after being assigned, DCR's implementation vendor reserves the right to assign the project with new award type to the same GC who accepted the project originally, or to a different contractor who is more suitable to complete the project at the time the project is again ready for assignment. Although rare, projects may change award type for a variety of reasons including but not limited to zoning regulations, changed property conditions, change order, or municipal regulations.

Projects may be taken away from assigned GCs if performance, capacity or customer service fail to meet DCR's expectations.

5.7 LIQUIDATED DAMAGES

The Program has set liquidated damages for not completing the work within 150 calendar days for reconstruction projects, 60 calendar days for MHU replacement projects, 30 calendar days for demolition projects, and 30 calendar days for rehabilitation projects with a scope <\$50,000, 60 calendar days for rehabilitation projects with a scope >\$50,000 and <\$100,00, 90 calendar days for rehabilitation projects with a scope >\$100,000 and <\$150,000, 120 calendar days for rehabilitation projects with a scope >\$150,000 commencing on the date specified in written Notice to Proceed, including all officially approved extensions thereto, to be One Hundred Dollars and No/100 (\$100.00) PER DAY, per individually assigned Project. The Contractor may be liable for liquidated damages in the amount of One Hundred Dollars and No/100 (\$100.00) PER DAY, per affected Projects, if Contractor fails to complete the work within the contracted period. Additionally, DCR will not compensate the general contractor for storage fees or temporary housing expenses beyond the approved construction timelines.

5.8 TRANSITION ASSISTANCE

If the contract, or any part thereof, is not renewed or is terminated for any reason, or as part of the closeout process, the Vendor shall provide, at DCR's sole discretion, immediate and ongoing transition assistance to the new Vendor until the project is complete.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the State a Project Manager. The project manager shall be the State's point of contact for contract related issues and issues concerning performance, progress review, scheduling, and service. The services of the Project Manager will not be invoiced. The Project Manager will be a representative of the Vendor authorized to make decisions on its behalf.

6.2 PERFORMANCE

The Contract Administrator for the State will conduct quarterly performance reviews of performance under the contract. The format and content of the quarterly review will be shared with the Vendor Project Manager. The quarterly performance reviews will assess the onsite staff and Vendor's compliance with the Scope of Work and the individual performance of the onsite contract staff as needed. The performance reviews may include requirements of the Vendor to take corrective action related to onsite staff performance.

6.3 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the State's Contract Administrator for resolution. A claim by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.4 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the State and Vendor.

7.0 REQUIRED VENDOR INFORMATION

Vendor response should not exceed twenty (20) pages.

7.1 Vendor Information

Vendor must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation and to provide the services within the timeframe (period of performance) described in this RFP.

7.2 Company Narrative

A detailed narrative explaining why Vendor is qualified to provide the services in this RFP, focusing on its company's key strengths and competitive advantages. Vendor must provide a summary of capacity based on past experience including, at minimum, number of projects completed annually on a single program, number of projects assigned at a single time on a single program.

7.3 Company Profile

A company profile to include:

- a) The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly-owned subsidiaries, affiliated companies, or joint ventures. *(Please provide this information in a narrative and as a graphical representation)*. If Vendor is an Affiliate of, or has a joint venture or strategic alliance with, another company, please identify the percentage of ownership and the percentage of the parent's ownership. Finally, please provide a proposed operating structure for the services requested under this Solicitation and which entities (i.e. parent company, Affiliate, Joint Venture, subcontractor) will be performing them;
- b) The year the company was founded and/or legally organized. If organized as a business entity other than a sole proprietorship (e.g., corporation, LLC, LLP, etc.), please indicate the type of entity, the state under whose laws the company is organized and the date of organization;
- c) The location of company headquarters and any field office(s) that may provide services for any resulting contract under this Solicitation, including subcontractors. Identify the location(s) served by your company;
- d) The number of employees in the company, both locally and nationally, and the location(s) from which employees may be assigned;
- e) The name, title, mailing address, e-mail address, telephone number, and fax number of Vendor's point of contact for any resulting contract under this Solicitation;
- f) Whether the company has ever been engaged under a contract with the state of North Carolina. If "Yes," specify when, for what duties, and for which project; and
- g) Whether the company has ever been engaged under a contract for CDBG funded residential construction and whether you were involuntarily terminated from participation in the program or voluntarily ceased participation in the program without completing all construction projects.

NOTE: A Company that is not organized under the laws of the state of North Carolina must register with the State before it may transact business in North Carolina.

7.4 Key Staffing Profile

Vendor must provide a key staffing profile and résumés for staff that will be responsible for the day-to-day performance of the services required under this Solicitation. Vendor shall designate a dedicated construction lead who will be located in the Western North Carolina Hurricane Helene recovery area.

Staff members listed in the Key Staffing Profile who are independent contractors and not employees of the Vendor may also qualify as subcontractors. Vendor shall use only licensed subcontractors as required by the State of North Carolina.

Vendor's staffing profile must not reflect a greater than 8:1 jobsites to superintendent ratio.

Vendor must identify which employees, including if applicable the Project Manager, will be physically located in the responding area as regular face-to-face meetings with the program and applicants will be required (i.e., mandatory preconstruction meetings with applicants for each application).

Key staff must include the following (DCR prefers for the three referenced positions to be held by three separate individuals qualified to perform each role):

- **Project Manager** – The project manager is the individual who is ultimately responsible for all Program CDBG-DR related operations. The project manager is accountable for planning and allocating resources, preparing

budgets, monitoring progress, and keeping applicants and DCR's implementation vendor informed throughout the project lifecycle;

- **Superintendent(s)** – Superintendents are responsible for managing a group of individual project sites. Superintendent(s) should manage a maximum of eight (8) active project sites at any given time.
- **Warranty Coordinator** – The warranty coordinator is responsible for ensuring timely completion of all warranty claims assignable to the General Contractor. The warranty coordinator is responsible for recording warranty claims in the program system of record, communicating with the applicant to schedule warranty repairs and keep the applicant apprised of progress to completion of the repairs. The warranty coordinator is also responsible for providing evidence of completed warranty repairs to the program.

7.5 References

Vendor shall provide a minimum of three references for projects of similar type and size performed within the last five years, preferably for state and/or local government entities. DCR reserves the right to check references prior to making any award hereunder. Any negative responses received may be grounds for disqualification of the proposal. DCR reserves the right to contact programs other than those listed by the Vendor in which DCR knows the Vendor participated.

Vendor must verify current contacts. Information provided shall include:

- a) Client name;
- b) Project description;
- c) Total dollar amount of project;
- d) Key staff assigned to the referenced project that will be designated for work under this Solicitation; and
- e) Client project manager name, telephone number, and e-mail address. Vendors who do not provide accurate contact information (e-mail addresses and phone numbers) waive the right to have those references considered in the evaluation of their Solicitation Response.

7.6 Litigation History

Vendor must include in its Solicitation Response a complete disclosure of any actual or alleged breaches of contract, which have been asserted or claimed against it. In addition, Vendor must disclose any civil or criminal litigation or investigation pending at any point during the last three years to which Vendor is/was a party or in which Vendor has been judged guilty or liable. For each instance of litigation or investigation, Vendor shall list: basic case information (e.g., cause number/case number, venue information, names of parties, name of investigating entity); a description of claims alleged by or against Vendor or its parent, subsidiary, or other affiliate; for each resolved case, a description of the disposition of Vendor's involvement (e.g., settled, dismissed, judgment entered, etc.).

Failure to comply with the terms of this provision may disqualify any Vendor. Solicitation Responses may be rejected based upon Vendor's prior history with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor or significant failure(s) to meet contractual obligations.

If Vendor has no litigation history, as described above, it must so indicate in the appropriate section of the Solicitation Response.

7.7 Conflicts

Vendor must disclose any potential conflict of interest it may have in providing the services described in this Solicitation, including all existing or prior business dealings resulting in such conflicts. Vendor must also disclose any

such activities of affiliated or parent organizations and individuals who may be assigned to manage this account. If there are no conflicts, as described herein, Vendor must indicate same in the appropriate section of the Solicitation Response.

7.8 Annual Report

If Vendor is an entity that is required to prepare audited financial statements, Vendor shall submit an annual report that includes:

- a) Last two years of audited accrual-basis financial statements, including an income statement, cash flow statement and balance sheet;
- b) If applicable, last two years of consolidated statements for any holding companies or affiliates;
- c) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- d) A full disclosure of any events, liabilities, or contingent liabilities that could affect Vendor's financial ability to perform this contract.

If Vendor is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Vendor shall submit an annual report that includes:

- a) Last two years of un-audited accrual-basis financial statements, including an income statement, cash flow statement and balance sheet;
- b) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and
- c) A full disclosure of any events, liabilities, or contingent liabilities that could affect Vendor's financial ability to perform this contract;

OR

- d) Other financial information sufficient for the Program, in its sole judgement, to determine if Vendor is financially solvent and adequately capitalized.

7.9 Safety Information

Vendor must provide its workers' compensation experience modification rate (EMR) for the last five years. Vendor shall submit this information on its insurance carrier's letterhead, signed by the carrier. Vendor must also provide the name and job title of the person in its organization that manages its safety program, and a description of that program. A copy of Vendor's safety manual may also be required. The safety manual will become part of the Contract if your Solicitation Response is selected.

7.10 Quality Control Program

Vendor must provide the name and job title of the person responsible for the Vendor's quality control program, as well as a description of the quality control program. A copy of Vendor's quality control manual may be required. The quality control manual will become part of the Contract if Vendor's Solicitation Response is selected.

7.11 Cost Control Program

Vendor is encouraged to suggest any possible cost reduction items to be taken into consideration prior to awarding a contract under this Solicitation. Vendor should include possible cost reduction items in their Narrative Proposal and provide a full description of the alternative work and the estimated cost savings. In addition, Vendor should detail the necessity of any additional drawings, specifications, or revisions to the construction sequencing and schedule that may be needed as a result of the implementation of the cost saving measures.

7.12 Warranty Program

Vendor must provide a description of their warranty program, including key personnel, and timeframes within which warranty complaints will be resolved. Warranty claims, communications, and resolutions will be required to be maintained in the DCR and/or DCR's implementation vendor system of record.

7.13 Reconstruction Plan Sets (for Vendors seeking to perform reconstruction projects)

Provide examples of single-family construction projects where you have provided the plan sets and specifications; DCR is specifically interested in examples of any CDBG-DR work where you have provided the plan sets and specifications. During the BAFO process, Vendors who intend to perform reconstruction projects may submit reconstruction plan sets of single-family homes, including options for Stick-Built or Modular homes, for consideration by the program for use in the reconstruction phase of the program. The Contractor must obtain permission from the designers for free reuse by the program by any contractor selected by the Program.

ATTACHMENT A: PROJECT TYPE

Per RFP Section 5.1 SCOPE OF SERVICES, General contractors may choose to submit an offer for MHU project types only, for rehabilitation and reconstruction projects only, or for both. Indicate below which project type(s) Vendor would like to perform work.

☐ YES ☒ NO **Project Type 1: MHU projects only.** General Contractors may select to apply for MHU repair, replacement, and relocation projects only and not be considered for reconstruction, repair, or demolition project assignments.

☐ YES ☒ NO **Project Type 2: Rehabilitation and Reconstruction projects only (non-MHU).** General Contractors who are selected for rehabilitation and reconstruction award types will be considered for reconstruction, repair, or demolition project assignments.

☒ YES ☐ NO **BOTH Project Type 1: MHU Projects and Project Type 2: Rehabilitation and Reconstruction Projects.**

ATTACHMENT B: NORTH CAROLINA INSTRUCTIONS TO VENDORS

I. READ, REVIEW AND COMPLY

It shall be the Vendor's responsibility to read this entire document; review all enclosures, attachments, and any Addenda; and comply with all requirements specified, whether appearing in these Instructions to Vendors or elsewhere in the Solicitation document.

Any gender-specific pronouns used herein, whether masculine or feminine, shall be read and construed as gender neutral, and the singular of any word or phrase shall be read to include the plural and vice versa.

II. REQUEST FOR OFFERS

Vendors are cautioned that this is a request for Offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all bids at any time if such rejection is deemed to be in the best interest of the State.

By submitting Your Bid or Proposal, You are offering to enter into a contract with the State.

The Contract is a separate document that represents the Vendor's and the State's entire agreement. If Your bid is accepted and results in a Contract, You will be expected to accept the North Carolina General Terms And Conditions included in the Solicitation document as part of the Contract. Depending upon the good or service being offered, other terms and conditions may apply.

III. DUTY TO INQUIRE

Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation for any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by Addendum. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention.

IV. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The following definitions, acronyms, and abbreviations may be used within the Solicitation document.

1. **AGENCY SPECIFIC TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities for a single entity.
2. **ADDENDUM:** a document issued to supplement or modify the original Solicitation document. Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope changes to the Solicitation.
3. **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial bid, made in response to a request by the issuing agency.
4. **BUYER:** The employee of the State or Other Eligible Entity that places an order with the Vendor.
5. **COMMUNITY COLLEGE:** Any of the fifty-eight (58) public North Carolina Community Colleges.
6. **CONTRACT:** A contract resulting from or arising out of Vendor responses to this Solicitation.

7. **CONTRACT ADMINISTRATOR:** A representative of the Agency who is responsible for the functions that are performed after all parties have signed a contract, including any modifications to the contract.
8. **CONTRACT MANAGER:** A representative of the agency or awarded vendor who ensures compliance with the contract terms and conditions while giving attention to the achievement of the stated output and outcome of the contract.
9. **ELECTRONIC VENDOR PORTAL (eVP):** System for vendors to do business with the State of North Carolina, including registering to do business, responding to bid opportunities, and certifying as a HUB and/or NCSBE.
10. **E-PROCUREMENT SERVICES:** The program, system, and associated services through which the State conducts electronic procurement.
11. **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns the commodity in transit and files any claims. Vendor pays all freight and any related transportation charges. A Solicitation may request that a Vendor separately identify freight charges in its bid, but no amount or charge not included as part of the total bid price will be paid.
12. **HUB:** Historically Underutilized Business <https://ncadmin.nc.gov/businesses/hub>
13. **IFB:** Invitation for Bids (a type of Solicitation document)
14. **LOT:** A grouping of similar products within this Solicitation document.
15. **OFFER:** the bid or proposal submitted in response this Solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.
16. **OFFEROR:** the single legal entity submitting the Offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.
17. **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
18. **PROCUREMENT LEAD:** Representative of the agency identified on the first page of the Solicitation document who will correspond with potential Vendors concerning Solicitation issues, will contract with the Vendor providing the best offer to the State, and is the individual who will administer the Contract for the State.
19. **QUALIFIED BID/PROPOSAL:** A responsive bid submitted by a responsible Vendor.
20. **RESPONSIBLE:** Refers to a Vendor who demonstrates in its Offer that it has the capability to perform the requirements of the Solicitation.
21. **RESPONSIVE:** Refers to an Offer that conforms to the Requirements of the Solicitation in all respects to be considered by the State for award.
22. **RFI:** Request for Information (an information gathering tool that does not result in a contract)
23. **RFP:** Request for Proposals (a type of Solicitation document)
24. **RFPQ:** Request for Pre-Qualifications (a type of Solicitation document)

25. **RFQ:** Request for Quotes (a type of Solicitation document)
26. **STATE:** The State of North Carolina, including any of its sub-units recognized under North Carolina law.
27. **STATE AGENCY:** Any of the more than 400 sub-units within the executive branch of the State, including its departments, institutions, boards, commissions, universities, and units of the State.
28. **STATE DEPARTMENTS:** Department of Administration, Department of Agriculture and Consumer Services, Department of Commerce, Department of Natural and Cultural Resources, Department of Environmental Quality, Department of Health and Human Services, Department of Information Technology, Department of Insurance, Department of Justice, Department of Labor, Department of Military and Veteran Affairs, Department of Public Instruction, Department of Public Safety, Department of Revenue, Department of State Treasurer, Office of the Secretary of the State, Department of Transportation, Wildlife Resources Commission, Office of Budget and Management, Office of the Governor, Office of the Lieutenant Governor, Office of The State Auditor, Office of the State Controller.
29. **VENDOR:** The supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Solicitation document. Following award of a contract, the term refers to an entity receiving such an award.
30. **WORK:** All labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.
31. **YOU and YOUR:** Offeror.

V. INTERPRETATION OF TERMS AND PHRASES

The Solicitation document serves to advise potential Vendors of the parameters of the solution being sought by the State. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the Solicitation. Except as specifically stated in the Solicitation, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement, if determined to be essential under the circumstances then existing, may result in the State exercising its discretion to reject a bid in its entirety.

VI. BID SUBMISSION

1. **VENDOR’S REPRESENTATIVE:** Each Vendor shall submit with its bid the name, address, and telephone number of the person(s) with authority to bind the Vendor and answer questions or provide clarification concerning the Vendor’s bid.
2. **SIGNING YOUR OFFER:** Every Offer must be signed by an individual with actual authority to bind the Offeror.
 - a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm.
 - b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner.

c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign.

d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant.

e) If an Offer is signed by an agent, other than as stated in subparagraphs(a)through (d) above, the Offer must state that is has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

3. **EXECUTION:** Failure to sign the Execution Page (numbered page 1 of the Solicitation document) in the indicated space may render an Offer nonresponsive, and it may be rejected.

4. **STATE OFFICE CLOSINGS:** If an emergency or unanticipated event interrupts normal government processes so that Offers cannot be received at the State office designated for receipt of bids by the exact time specified in the Solicitation, the time specified for receipt of Offers will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Addendum may be issued to reschedule the bid opening. If State offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Addendum will be issued to reschedule the conference.

5. **BID IN ENGLISH and DOLLARS:** Offers submitted in response to this Solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation.

6. **LATE BIDS:** Late bids, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.

a) Vendor shall bear the risk for late submission due to unintended or unanticipated delay— whether submitted electronically, delivered by hand, U.S. Postal Service, courier or other delivery service. It is the Vendor's sole responsibility to ensure that its bid has been received by this Office by the specified time and date of opening. The date and time of submission will be marked on each bid when received, and any bid received after the bid submission deadline will be rejected.

b) For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State's Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency's purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service.

7. **DETERMINATION OF RESPONSIVENESS:** Any Offer which fails to conform to the material requirements of the Solicitation maybe rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer.

8. CONTENTS OF OFFER:

- a) Offers should be complete and carefully worded and should convey all of the information requested.
- b) Offers should be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the Solicitation. Emphasis should be on completeness and clarity of content.
- c) If Your Offer includes any comment over and above the specific information requested in the Solicitation, you are to include this information as a separate appendix to Your Offer. Offers which include either modifications to any of the Solicitation's contractual requirements or an Offeror's standard terms and conditions may be deemed non-responsive and not considered for award at the State's discretion.

9. **MULTIPLE OFFERS.** If specifically stated in the Solicitation document, Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements.

10. **CLARIFICATION:** The State may elect to communicate with You after bid opening for the purpose of clarifying either Your Offer or the requirements of the Solicitation. Such communications may be conducted only with Offerors who have submitted an Offer which obviously conforms in all material aspects to the Solicitation. Clarification of an Offer must be documented in writing and included with the Offer. Clarifications may not be used to revise an Offer or the Solicitation.

11. **ACCEPTANCE AND REJECTION:** The State reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the Vendor, to accept any item in the bid.

12. **BASIS FOR REJECTION:** Pursuant to 01 NCAC 05B .0501, the State reserves the right to reject any and all Offers, in whole or in part, by deeming the Offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this Solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the State, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the State.

13. **INFORMATION AND DESCRIPTIVE LITERATURE:** Vendor shall furnish all information requested in the Solicitation document. Further, if required elsewhere in this bid, each Vendor shall submit with its bid any sketches, descriptive literature, and/or complete specifications covering the goods and services offered. Reference to literature submitted with a previous bid or available elsewhere will not satisfy this provision. Do not submit bid samples or descriptive literature unless expressly requested. Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the Solicitation. Failure comply with these requirements shall constitute sufficient cause to reject a bid without further consideration.

14. **WITHDRAWAL OF BID OR PROPOSAL:** Proposals submitted electronically may be withdrawn at any time prior to the date for bid opening identified on the cover page of this Solicitation document (or such later date included in an Addendum). Proposals that have been delivered by hand, U.S. Postal Service, courier, or other delivery service may be withdrawn only in writing and if receipt is acknowledged by the office issuing the Solicitation document prior to the time for opening identified on the cover page of the Solicitation document (or such later date included in an Addendum). Written withdrawal requests shall be submitted on the Vendor's letterhead and signed by an official of

the Vendor authorized to make such request. Any withdrawal request made after bid opening shall be allowed only for good cause shown and in the sole discretion of the Division of Purchase and Contract.

15. **COST FOR BID OR PROPOSAL PREPARATION:** Any costs incurred by Vendor in preparing or submitting Offers are the Vendor's sole responsibility.

16. **INSPECTION AT VENDOR'S SITE:** The State reserves the right to inspect, at a reasonable time, the equipment, item, plant, or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary for the State's determination that such equipment, item, plant, or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

17. **RECYCLING AND SOURCE REDUCTION:** It is the policy of the State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will adequately protect the commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of purchasers those products or packaging they offer which have recycled content and that are recyclable.

18. **CERTIFICATE TO TRANSACT BUSINESS IN NORTH CAROLINA:** As a condition of Contract award, each out-of-State Vendor that is a corporation, limited-liability company, or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in North Carolina from the North Carolina Secretary of State, as required by North Carolina law. A State contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered transacting business in North Carolina and shall not require a Certificate of Authority to Transact Business.

19. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit Your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all responses meet the following:

- a) If paper copies are requested, all copies of the bid are printed double sided. All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.
- b) Unless absolutely necessary, all bids and copies should minimize or eliminate use of non- recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
- c) Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.

20. **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB):** The State is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the State encourages participation by Vendors certified by the State Office of Historically Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on State contracts.

21. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference requirement to discourage other states from favoring their own resident Vendors by applying a percentage increase to the price of any bid from a North Carolina resident Vendor. To the extent another state does so, North Carolina applies the same percentage increase to the bid of a Vendor resident in that state. Residency is determined by a Vendor's "Principal Place of Business," defined as that principal place from which the overall trade or business of the Vendor is directed or managed.

22. **INELIGIBLE VENDORS:** As provided in G.S. 147-86.59 and G.S. 147-86.82, the following companies are ineligible to contract with the State of North Carolina or any political subdivision of the State:

a) any company identified as engaging in investment activities in Iran, as determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, and

b) any company identified as engaged in a boycott of Israel as determined by appearing on the List of restricted companies created by the State Treasurer pursuant to G.S. 147-86.81. A contract with the State or any of its political subdivisions by any company identified in a) or b) above shall be void *ab initio*.

23. **VALID TAXPAYER INFORMATION:** All persons or entities desiring to do business with the State must provide correct taxpayer information on North Carolina specified forms. The Substitute W-9 and Instructions are here: https://files.nc.gov/ncosc/documents/NCAS_forms/State_of_North_Carolina_Sub_W-9_01292019.pdf

24. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** The North Carolina electronic Vendor Portal (eVP) allows Vendors to electronically register free with the State to receive electronic notification of current procurement opportunities available as well as notifications of status changes to those Solicitations. Online registration and other purchasing information is available at the following website: <https://evp.nc.gov>.

25. The status of a Vendor's E-Procurement Services account(s) shall be considered a relevant factor in determining whether to approve the award of a Contract resulting from this Solicitation document. Any Vendor with an E-Procurement Services account that is in arrears by 91 days or more at the time of bid opening may be suspended or deactivated, at the State's discretion, and may be disqualified from further evaluation or consideration.

26. **TABULATIONS:** Bid tabulations can be electronically retrieved at the Electronic Vendor Portal (eVP), <https://evp.nc.gov>. Tabulations will normally be available at this web site not later than one working day after the bid opening. If negotiation is anticipated under 01 NCAC 05B.0503, pricing may not be public until award. Lengthy or complex tabulations may be summarized, with other details not made available on eVP. Requests for additional details or information concerning such tabulations cannot be honored.

27. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the State will maintain as confidential trade secrets in bids that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes, marked in a distinctive color or by similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Vendors are urged to limit the marking of information as a trade secret or as confidential so far as is possible. If a legal action is brought to require the disclosure of any material so marked confidential, the State will notify Vendor of such action and allow Vendor to defend the confidential status of its information.

28. **COMMUNICATIONS BY VENDORS:** In submitting its bid, the Vendor agrees not to discuss or otherwise reveal the contents of its bid to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this Solicitation. All Vendors are forbidden from having any communications with the using or issuing agency, or any other representative of the State concerning the Solicitation, during the evaluation of the bids (i.e., after the public opening of the bids and before the award of the Contract), unless the State directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the Solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's bid and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation or award of a Contract related to this Solicitation. Failure to comply with this requirement shall constitute sufficient justification to disqualify a Vendor from a Contract award. Only those communications with the using agency or issuing agency authorized by this Solicitation are permitted.

29. **INFORMAL COMMENTS:** The State shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the State during the competitive process or after award. The State is bound only by information provided in writing in this Solicitation document and in formal Addenda.

30. **PROTEST PROCEDURES:** When a Vendor wishes to protest a contract awarded by the Division of Purchase and Contract or awarded by an agency when the award amount exceeds the agency's general delegation and the contract is not subject to a special delegation or exemption, a Vendor shall submit a written request addressed to the State Purchasing Officer at: Division of Purchase and Contract, 1305 Mail Service Center, Raleigh, NC 27699-1305.

When a Vendor wishes to protest a contract awarded by an agency when the award amount is less than an agency's general delegation or when the contract is subject to a special delegation or exemption the Vendor shall submit a written request to protest to the purchasing officer of the agency that issued the award.

The protest request must be received in the proper office within thirty (30) consecutive calendar days from the date of the Contract award. Protest letters shall contain specific grounds and reasons for the protest, how the protesting party was harmed by the award made and any documentation providing support for the protesting party's claims.

Note: Contract award notices are sent only to the Vendor actually awarded the contract, and not to every person or firm responding to a Solicitation. Award notices are posted on eVP at <https://evp.nc.gov>. All protests will be handled pursuant to the North Carolina Administrative Code, 01 NCAC 05B .1519.

31. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this Solicitation or those in any resulting Contract documents, the order of precedence shall be (high to low) (1) any special terms and conditions specific to this Solicitation document, including any negotiated terms, (2) requirements and specifications and administration, (3) North Carolina General Terms and Conditions in North Carolina General Terms And Conditions, (4) Instructions To Vendors, (5) Pricing, and (6) Vendor's Bid.

32. **ADDENDA:** Critical updated information may be included in Addenda to the Solicitation. It is important that all Vendors bidding on the Solicitation periodically check for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in the Solicitation document and all Addenda thereto. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning the Solicitation.

33. **ORAL EXPLANATIONS NON-BINDING:** Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a Solicitation will be furnished promptly to all other prospective Offerors as an Addendum to the Solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. See clause herein entitled "Duty to Inquire." The State will not identify You in its answer to Your question.

34. **MAXIMUM COMPETITION:** The State seeks to permit the maximum practicable competition. Offerors are urged to advise the State, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. If the State determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an Addendum.

35. **FIRM OFFER:** Vendor's bid shall constitute a firm offer. By execution and delivery of a bid in response to a Solicitation, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Any bid that contains language that indicates the bid is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.

ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS

1. PERFORMANCE:

- a) It is anticipated that the tasks and duties undertaken by the Vendor under the contract which results from the State solicitation in this matter (Contract) shall include Services, and/or the manufacturing, furnishing, or development of goods and other tangible features or components, as deliverables.
- b) Vendor agrees to perform under the Contract in at least the same or similar manner provided to comparable users and customers. The State shall notify the Vendor of any defects or deficiencies in performance or failure of deliverables to conform to the standards and specifications provided in this Contract. Vendor agrees to timely remedy defective performance or any nonconforming deliverables on its own or upon such notice provided by the State.
- c) Vendor has a limited, non-exclusive license to access and use State Data provided to Vendor, but solely for performing its obligations under and during this Agreement and in confidence as further provided for herein or by law.
- d) Vendor or its suppliers, as specified and agreed in the Contract, shall provide support assistance to the State related to all Services performed or other deliverables procured hereunder during the State's normal business hours. Vendor warrants that its support, customer service, and assistance will be performed at a minimum in accordance with generally accepted and applicable industry standards.
- e) The State may document and take into account in awarding or renewing future procurement contracts the general reputation, performance, and performance capabilities of the Vendor under this Contract as provided by G.S. 143-52 and 143-135.9 (a) and (b) (Best Value).

2. DEFAULT AND TERMINATION.

- a) In the event of default by the Vendor, the State may, as provided by NC law, procure goods and services necessary to complete performance hereunder from other sources and hold the Vendor responsible for any excess cost occasioned thereby. See, G.S. 25-2-712. In addition, and in the event of default by the Vendor under the Contract, or upon the Vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Vendor, the State may immediately cease doing business with the Vendor, terminate the Contract for cause, and take action to recover relevant damages, and if permitted by applicable law, debar the Vendor from doing future business with the State. 01 NCAC 05B.1520.
- b) Liquidated damages for not completing the work within 150 calendar days for reconstruction projects, 60 calendar days for MHU replacement projects, 30 calendar days for demolition projects, and 30 calendar days for rehabilitation projects with a scope <\$50,000, 60 calendar days for rehabilitation projects with a scope >\$50,000 and <\$100,00, 90 calendar days for rehabilitation projects with a scope >\$100,000 and <\$150,000, 120 calendar days for rehabilitation projects with a scope >\$150,000 commencing on the date specified in written Notice to Proceed, including all officially approved extensions thereto, are to be One Hundred Dollars and No/100 (\$100.00) PER DAY, per individually assigned Project. The Contractor may be liable for liquidated damages in the amount of One Hundred Dollars and No/100 (\$100.00) PER DAY, per affected Project, if Contractor fails to complete the work within the contracted period. If, through any cause, Vendor shall fail to fulfill in a timely and proper manner the obligations under the Contract, including, without limitation, in these North Carolina General Terms and Conditions, the State shall have the right to impose liquidated damages per affected Project as described herein, issue a Stop Work Order requiring Vendor to immediately Stop Work on any or all of Vendor's Projects, demand return of expended funds, and/or terminate the Contract by giving at least five days written notice to the Vendor and specifying the effective date thereof. In the event of a Stop Work Order or a Contract termination, any or all finished or unfinished deliverables that are prepared by the Vendor under the Contract shall, at the option of the

State, become the property of the State until such time as the State can identify another Vendor to complete the work (and shall include any applicable Vendor license and permits to the extent necessary for the State to use such property), and the Vendor may be entitled to receive just and equitable compensation for any acceptable deliverable completed (or partially completed at the State's sole discretion) as to which such option is exercised. Notwithstanding, Vendor shall not be relieved of liability to the State for damages sustained by the State by virtue of any breach of the Contract, and the State may withhold any payment due the Vendor for the purpose of setoff until such time as the exact amount of damages due the State from such breach can be determined. The State, if failing to receive proper performance or provision of goods deliverables, or if documented Vendor Services performance issues exist, under this Contract, may make a claim upon the Vendor's surety. G.S. 143-52(a); 01 NCAC 05B.1521; G.S. 25-2-609. If this Contract contemplates deliveries or performance over a period of time, the State may terminate this Contract for convenience at any time by providing 30 days' notice in writing from the State to the Vendor. In that event, any or all finished or unfinished deliverables prepared by the Vendor under this Contract shall, at the option of the State, become its property, and under any applicable Vendor license and permits to the extent necessary for the State to use such property. If the Contract is terminated by the State for convenience, the State shall pay for those items or Services for which such option is exercised, less any payment or compensation previously made.

- c) The State may terminate this Contract, and any Scope of Work assigned under this Contract, immediately upon discovery of the Vendor's commission of fraud.
- d) This Contract may be terminated at any time by mutual agreement of the State and the Vendor, to be effective upon a date agreed to by the State and the Vendor.
- e) If funds for the project become unavailable for any reason, including without limitation, a change in state or federal laws, the State shall have the right to terminate this Contract, and any Scope of Work assigned thereto, after giving Vendor written notice of termination at least 5 calendar days in advance of the termination date. The notice of termination shall contain the effective termination date of this Contract. Upon notice, the Vendor shall not expend any funds without the State's express written authorization.
- f) The Vendor acknowledges and agrees that the rights and remedies of the State as set forth herein and elsewhere in this Contract are not exclusive and are in addition to any other rights and remedies provided by law.

3. INTERPRETATION, CONFLICT OF TERMS.

- a) The definitions in the Instructions to Vendors in the relevant solicitation for this Contract, and in 01 NCAC 05A.0112 are specifically incorporated herein.
- b) If federal funds are involved in the transactions under this Contract, the Vendor shall comply with all applicable state and federal requirements and laws, except where State requirements are more restrictive. See the additional federal requirements included in the "Federal Funds Provisions" section below.
- c) "Purchasing Agency" herein is as defined in 01 NCAC 05A.0112, except that if this Contract has been entered into by the NC Department of Administration, Division of Purchase and Contract (P&C) as indicated in the Contract (e.g., a State Term Contract), then P&C will then be a Purchasing Agency for the purposes herein and in the Federal Funds Provisions, below.
- d) Contracts made in contravention of General Statutes, Chapter 143, Article 3 and the Rules in 05 NCAC Chapter 5, are void. G.S. 143-58.
- e) In cases of conflict between specific provisions in this Contract and any other referenced documents, the Order of Precedence shall be (high to low) (1) any special terms and conditions specific to this Contract, including any negotiated terms; (2) requirements, specifications and administrative terms; (3) these NORTH CAROLINA GENERAL TERMS AND CONDITIONS, including the Federal Funds Provisions; (4)

Definitions and other provisions in INSTRUCTIONS TO VENDORS in this solicitation, which is specifically incorporated in this Contract; (5) PRICING, and (6) Vendor's Bid, to the extent specifically and mutually incorporated into this Contract.

- f) In the event of conflict of terms between applicable provisions of the Federal Funds Provisions and the other provisions of these North Carolina General Contract Terms and Conditions, the more restrictive provision will govern.

4. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the goods, material, quality, workmanship, or performance of the Services offered, prior to acceptance, it shall be the responsibility of the Vendor to notify the State Contract Lead or Administrator indicated in the Contract at once, in writing, indicating the specific regulation which requires such alterations. The State reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.

5. **AVAILABILITY OF FUNDS:** Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds appropriated or allocated to the agency for the purpose set forth in the Contract.

6. **TAXES:** Any applicable taxes shall be invoiced as a separate item.

- a) G.S. 143-59.1 bars the Secretary of Administration from entering into Contracts with Vendors if the Vendor or its affiliates meet one of the conditions of G.S. 105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G.S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the Vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the Vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
- b) The agency(ies) participating in the Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Vendor will be executed and returned by the using agency.
- c) Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

7. **SITUS AND GOVERNING LAWS;**

- a) This Contract is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina, including, without limitation, the relevant provisions of G.S. Chapter 143, Article 3, and the Rules in 01 NCAC Chapter 05, and any applicable successor provisions, without regard to its conflict of laws rules, and within which State all matters, whether sounding in Contract, tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined. G.S. 22B-3.
- b) Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with the Contract, including those of federal, state, and local agencies having jurisdiction and/or authority, and including, without limitation, the applicable requirements in the Federal Funds Provisions, below.
- c) Non-resident Vendor corporations not formed under NC law must be domesticated in the Office of the NC Secretary of State in order to contract with the State of North Carolina. G.S. 55A-15-01.

8. **NON-DISCRIMINATION COMPLIANCE:**

- a) The Vendor will take affirmative action in complying with all State requirements and laws concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability or rights, such as preserved by Governor Roy Cooper Order E.O. 24 or 25, and will take necessary action to ensure

that its internal employee policies and procedures are consistent with Executive Order #82 (Roy Cooper, December 6, 2018), which extends workplace protections and accommodations to pregnant employees.

- b) Federal Law, such as the following, applies as provided for therein: Titles VI and VII of the Civil Rights Act of 1964 (PL 88-352), and the regulations issued pursuant thereto (prohibiting discrimination on the basis race, color, national origin and ensuring that individuals are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age); Title IX of the Education Amendments of 1972 (codified as amended at 20 U.S.C. § 1681 et seq.) (prohibiting discrimination on the basis of sex); Titles I, II, III, IV, and V of the Americans with Disability Act of 1990 (prohibiting discrimination on the basis of disability); Section 504 of the Rehabilitation Act of 1973 (codified as amended at 29 U.S.C. § 794) (prohibiting discrimination on the basis of handicap); the Age Discrimination Act of 1975 (codified as amended at 42 U.S.C. § 6101 et seq.) (prohibiting age discrimination); and Section 109 of the Housing and Community Development Act of 1974, as amended.

9. **PAYMENT TERMS:** Payment terms are net not later than 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. The Procuring Agency is responsible for all payments to the Vendor under the Contract. Payment by some agencies may be made by procurement card. If the Vendor accepts Visa, MasterCard, etc., from other customers, it shall accept procurement card payment by the State under the terms provided for the procurement card. 01 NCAC 05B.1523. If payment is made by procurement card, then payment for amounts then due may be processed immediately by the Vendor.

The State does not agree in advance, in contract, pursuant to Constitutional limitations, to pay costs such as interest, late fees, penalties or attorney's fees. This Contract will not be construed as an agreement by the State to pay such costs, and will be paid only as ordered by a court of competent jurisdiction.

10. **CONDITION AND PACKAGING:** Unless otherwise expressly provided by special terms and conditions or specifications in the Contract or by express, specific federal law or rule, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose, is newly manufactured, and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
11. **INTELLECTUAL PROPERTY WARRANTY AND INDEMNITY:** Vendor shall hold and save the State, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any Services or copyrighted material, patented or patent-pending invention, article, device or appliance delivered in connection with the Contract.

- a) Vendor warrants to the best of its knowledge that:

- i) Performance under the Contract does not infringe upon any intellectual property rights of any third party; and
- ii) There are no actual or threatened actions arising from, or alleged under, any intellectual property rights of any third party;

- b) Should any deliverables supplied by Vendor become the subject of a claim of infringement of a patent, copyright, trademark or a trade secret in the United States, the Vendor, shall at its option and expense, either procure for the State the right to continue using the deliverables, or replace or modify the same to become non-infringing. If neither of these options can reasonably be taken in Vendor's judgment, or if further use shall be prevented by injunction, the Vendor agrees to cease provision of any affected deliverables and refund any sums the State has paid Vendor for such deliverables and make every reasonable effort to assist the State in procuring substitute deliverables. If, in the sole opinion of the State, the cessation of use by the State of any such deliverables due to infringement issues makes the retention of other items acquired from the Vendor under this Agreement impractical, the State shall then have the option of terminating the Agreement, or applicable portions thereof, without penalty or termination charge; and Vendor agrees to refund any sums the State paid for unused Services or other deliverables.

- c) The Vendor, at its own expense, shall defend any action brought against the State to the extent that such action is based upon a claim that the deliverables supplied by the Vendor, their use or operation, infringe on a patent, copyright, trademark or violate a trade secret in the United States. The Vendor shall pay those costs and damages finally awarded or agreed in a settlement against the State in any such action. Such defense and payment shall be conditioned on the following:
 - i) That the Vendor shall be notified within a reasonable time in writing by the State of any such claim; and
 - ii) That the Vendor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise provided, however, that the State shall have the option to participate in such action at its own expense.
- d) Vendor will not be required to defend or indemnify the State to the extent any claim by a third party against the State for infringement or misappropriation results solely from the State's material alteration of any Vendor-branded deliverables or Services, or from the continued use of the Services or other deliverables after receiving written notice from the Vendor of the claimed infringement.

12. ADVERTISING: Vendor agrees not to use the existence of the Contract or the name of the State of North Carolina as part of any commercial advertising or marketing of products or Services except as provided in 01 NCAC 05B.1516. A Vendor may inquire whether the State is willing to be included on a listing of its existing customers.

13. ACCESS TO PERSONS AND RECORDS:

- a) During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 *et seq.*, typically five years), the State Auditor and any Purchasing Agency's internal auditors shall have access to persons and records related to the Contract to verify accounts and data affecting fees or performance under the Contract, as provided in G.S. 143-49(9). However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.
- b) The following entities may audit the records of this contract during and after the term of the contract to verify accounts and data affecting fees or performance:
 - i. The State Auditor.
 - ii. The internal auditors of the affected department, agency or institution.
 - iii. The Joint Legislative Commission on Governmental Operations and legislative employees whose primary responsibility is to provide professional or administrative services to the Commission.
- c) The Joint Legislative Commission on Governmental Operations has the authority to:
 - i. Study the efficiency, economy and effectiveness of any non-State entity receiving public funds.
 - ii. Evaluate the implementation of public policies, as articulated by enacted law, administrative rule, executive order, policy, or local ordinance, by any non-State entity receiving public funds.
 - iii. Investigate possible instances of misfeasance, malfeasance, nonfeasance, mismanagement, waste, abuse, or illegal conduct by officers and employees of a non-State entity receiving, directly or indirectly, public funds, as it relates to the officer's or employee's responsibilities regarding the receipt of public funds.
 - iv. Receive reports as required by law or as requested by the Commission.
 - v. Access and review

1. Any documents or records related to any contract awarded by a State agency, including the documents and records of the contractor, that the Commission determines will assist in verifying accounts or will contain data affecting fees or performance; and
 2. Any records related to any subcontract of a contract awarded by a State agency that is utilized to fulfill the contract, including, but not limited to (i) records related to the drafting and approval of the subcontract, and (ii) documents and records of the contractor or subcontractor that the Commission determines will assist in verifying accounts or will contain data affecting fees or performance.
- d) The Joint Legislative Commission on Governmental Operations has the power to:
- i. Compel access to any document or system of records held by a non-State entity receiving, directly or indirectly, public funds, to the extent the documents relate to the receipt, purpose or implementation of a program or service paid for with public funds.
 - ii. Compel attendance of any officer or employee of any non-State entity receiving public funds, provided the officer or employee is responsible for implementing a program or providing a service paid for with public funds.
- e) Unless prohibited by federal law, the Commission and Commission staff in the discharge of their duties under this Article shall be provided access to any building or facility owned or leased by a non-State entity receiving public funds provided (i) the building or facility is used to implement a program or provide a service paid for with public funds and (ii) the access is reasonably related to the receipt, purpose, or implementation of a program or service paid for with public funds.
- f) Any confidential information obtained by the Commission shall remain confidential and is not a public record as defined in G.S. 132-1.
- g) Any document or information obtained or produced by Commission staff in furtherance of staff's duties to the Commission is confidential and is not a public record as defined in G.S. 132-1.
- h) A person who conceals, falsifies, or refuses to provide to the Commission any document, information, or access to any building or facility as required by this Article with the intent to mislead, impede, or interfere with the Commission's discharge of its duties under this Article shall be guilty of a Class 2 misdemeanor.

14. ASSIGNMENT OR DELEGATION OF DUTIES.

- a) As a convenience to the Vendor, the State may include any person or entity designated by the Vendor in writing as a joint payee on the Vendor's payment check. In no event shall such approval and action obligate the State to anyone other than the Vendor.
- b) If Vendor requests any assignment, or delegation of duties, the Vendor shall remain responsible for fulfillment of all Contract obligations. Upon written request, the State may, in its unfettered discretion, approve an assignment or delegation to another responsible entity acceptable to the State, such as the surviving entity of a merger, acquisition or a corporate reorganization if made as part of the transfer of all or substantially all of the Vendor's assets. 01 NCAC 05B.1507. Any purported assignment or delegation made in violation of this provision shall be void and a material breach of the Contract. G.S. 143-58.

15. INSURANCE: This section provides minimum insurance coverage rates that are applicable to most moderate risk solicitations. Agency Risk Analysis will determine if higher insurance coverage amounts are needed based on the likelihood and severity of exposure to the State. The analysis is documented in writing in the official file and considers the following non-exclusive factors:

1. Potential for damage to State property or property of a third party,
2. Potential for bodily injury to State employees or third parties,

3. Whether Vendor will transport State property, clients, or employees,
4. Use of a vehicle to accomplish the work or to travel to or from State locations,
5. Anticipated physical contacts of the Vendor with the State,
6. Anticipated number and activity of Vendor personnel within the State, and
7. Any other unique considerations that could result in harm, bodily injury, or property damage.

The Purchasing Agency has specified elsewhere in this Contract any increase in the minimum insurance coverage requirements below if the risk from the above factors is high.

a) REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of the Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the NC Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or the Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations or the indemnification requirements under the Contract. As provided above, a State agency is authorized, upon written evaluation and substantiation in the official file of the significant risk of bodily injury and/or property or other damage in the contract, to require and enforce higher coverage limits to mitigate the potential risk of liability to the State.

b) COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. At a minimum, the Vendor shall provide and maintain the following coverage and limits, subject to higher requirements by an agency after the risk analysis indicated above:

1. **For Small Purchases** as defined under North Carolina Administrative Code 01 NCAC 05A.0112 (35) and 05B.0301 (1), the minimum applicable insurance requirements for Worker's Compensation and Automobile Liability will apply as required by North Carolina law. The Purchasing Agency may require Commercial General Liability coverage consistent with the assessed risks involved in the procurement.
2. **For Contracts valued in excess of the Small Purchase threshold, but up to \$1,000,000.00 the following limits shall apply:**
 - i. **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as may be required by the laws of North Carolina, as well as employer's liability coverage, with minimum limits of \$250,000.00, covering all of Vendor's employees who are engaged in any work under the Contract in North Carolina. If any work is sub-Contracted, the Vendor shall require the sub-contractor to provide the same coverage for any of its employees engaged in any work under the Contract within the State.
 - ii. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. Defense costs shall be in excess of the limit of liability.
 - iii. **Automobile** - Automobile Liability Insurance, to include liability coverage covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$250,000 bodily injury and property damage; \$250,000 uninsured/under insured motorist; and \$2,500 medical payment.
3. **For Contracts valued in excess of \$1,000,000 the following limits shall apply:**
 - i. **Worker's Compensation** - The Vendor shall provide and maintain Worker's Compensation Insurance, as may be required by the laws of North Carolina, as well as employer's liability coverage, with minimum limits of \$500,000, covering all of Vendor's employees who are engaged

in any work under the Contract in North Carolina. If any work is sub-Contracted, the Vendor shall require the sub-contractor to provide the same coverage for any of its employees engaged in any work under the Contract within the State.

- ii. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000 Combined Single Limit. Defense costs shall be in excess of the limit of liability.
- iii. **Automobile** - Automobile Liability Insurance, to include liability coverage covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be \$500,000 bodily injury and property damage; \$500,000 uninsured/under insured motorist; and \$5,000 medical payment.

16. GENERAL INDEMNITY:

- a) The Vendor shall indemnify, defend and hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of the Contract, and also from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of the Contract that are attributable to the negligence or intentionally tortious acts of the Vendor, provided that the Vendor is notified in writing within 30 days from the date that the State has knowledge of such claims.
- b) The Vendor, at its own expense shall defend any action brought against the State, under this section. The Vendor shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise, provided, however, that the State shall have the option to participate in such action at its own expense.
- c) The Vendor represents and warrants that it shall make no claim of any kind or nature against the State's agents who are involved in the delivery or processing of Vendor deliverables or Services to the State.
- d) As part of this provision for indemnity, if federal funds are involved in this procurement, the Vendor warrants that it will comply with all relevant and applicable federal requirements and laws, and will indemnify, defend and hold and save the State harmless from any claims or losses resulting to the State from the Vendor's noncompliance with such federal requirements or law in the performance of this Contract. The representations and warranties in the preceding two sentences shall survive the termination or expiration of the Contract.
- e) The State does not participate in indemnification due to Constitutional restrictions, or arbitration, which effectively and unacceptably waives jury trial. *See*, G.S. 22B-3, -10.

17. ELECTRONIC PROCUREMENT:

- a) Purchasing shall be conducted through the Statewide E-Procurement Service. The State's third-party agent shall serve as the Supplier Manager for this E-Procurement Service. The Vendor shall register for the Statewide E-Procurement Service within two (2) business days of notification of award in order to receive an electronic purchase order resulting from award of this Contract.
- b) RESERVED. The Supplier Manager will capture an order from a State approved user, including the shipping and payment information, and submit the order in accordance with E-Procurement Service procedures. Subsequently, the Supplier Manager will send those orders to the appropriate Vendor on State Contract. The State or State-approved user, not the Supplier Manager, shall be responsible for the solicitation, bids received, evaluation of bids received, award of Contract, and the payment for goods delivered.
- c) Vendor shall at all times maintain the confidentiality of its username and password for the Statewide E-Procurement Services. Vendor shall be responsible for all activity and all charges by its agents or employees.

Vendor agrees not to permit a third party to use its E-Procurement Services account. If there is a breach of security through the Vendor's account, Vendor shall immediately change its password and notify the Supplier Manager of the security breach by email. Vendor shall cooperate with the State and the Supplier Manager to mitigate and correct any security breach.

18. SUBCONTRACTING: The Vendor may subcontract the performance of required Services under the Contract. Upon request, Vendor shall identify its subcontractors to the State; identify any financial interest it has in any subcontractor to the State; and/or provide the State with complete copies of any agreements made by and between Vendor and any subcontractors. The Vendor remains solely responsible for the performance of its subcontractors. Subcontractors shall adhere to all applicable requirements, terms, and conditions set forth in this Contract and the subsequent Scope of Work. It may be required as a condition of award that an authorized officer or agent of a subcontractor sign a statement to the effect that the subcontractor has read, and will agree to abide by, Vendor's obligations under any contract awarded pursuant to this Solicitation. Any contracts made by the Vendor with a subcontractor shall include an affirmative statement that the State is an intended third party beneficiary of the Agreement; that the subcontractor has no agreement with the State; and that the State shall be indemnified by the Vendor for any claim presented by the subcontractor. Notwithstanding any other term herein, Vendor shall timely exercise its contractual remedies against any non-performing subcontractor and, when appropriate, substitute another subcontractor. **CONFIDENTIALITY:** Vendor information that cannot be shown to be, e.g., a trade secret, may be subject to public disclosure under the terms of the State Public Records Act (SPRA), beginning at G.S. 132.1. Blanket assertions of confidentiality are not favored, but confidentiality of specific material meeting one or more exceptions in the SPRA will be honored. Vendors are notified that if the confidentiality of material is challenged by other parties, the Vendor has the responsibility of defending the assertion of confidentiality. G.S. 143-52(a).

19. CARE OF STATE DATA AND PROPERTY: Any State property, information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor under the Contract shall be kept as confidential, used only for the purpose(s) required to perform the Contract and not divulged or made available to any individual or organization without the prior written approval of the State.

The State's data and property in the hands of the Vendor shall be protected from unauthorized disclosure, loss, damage, destruction by a natural event or another eventuality. The Vendor agrees to reimburse the State for loss or damage of State property while in Vendor's custody. Such State Data shall be returned to the State in a form acceptable to the State upon the termination or expiration of this Agreement.

The Vendor shall notify the State of any security breaches within 24 hours as required by G.S. 143B-1379. For further information, see, G.S. 75-60 *et seq.* **Notice** is given to the Vendor that the NC Department of Information Technology (DIT) has requirements relating to the security of the State network, and rules relating to the use of the State network, IT software and equipment, that the Vendor must comply with, as applicable. See, e.g., G.S. 143B-1376.

20. OUTSOURCING: Any Vendor or subcontractor providing call or contact center services to the State of North Carolina or any of its agencies shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a Contract, and consistent with any applicable NC DIT security provisions, the Contractor wishes to relocate or outsource any portion of performance to a location outside the United States, or to Contract with a subcontractor for any such performance, which subcontractor and nature of the work has not previously been disclosed to the State in writing, prior written approval must be obtained from the State Purchasing Agency. Vendor shall give notice to the Purchasing Agency of any relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons providing performance under a State Contract to a location outside of the United States. See, G.S. 143-59.4.

21. ENTIRE AGREEMENT: The Contract (including any documents mutually incorporated specifically therein) resulting from a relevant solicitation represents the entire agreement between the parties and supersedes all prior oral or

written statements or agreements. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

- 22. ELECTRONIC RECORDS:** The State will digitize all Vendor responses to the relevant solicitation, if not received electronically, as well as any awarded Contract together with associated procurement-related documents. These electronic copies shall constitute a preservation record and shall serve as the official record of this procurement with the same force and effect as the original written documents comprising such record. Any official electronic copy, printout or other output readable by sight shown to reflect such record accurately shall constitute an "original."
- 23. AMENDMENTS:** This Contract may be amended only by a written amendment duly executed by the State and the Vendor.
- 24. NO WAIVER:** Notwithstanding any other language or provision in the Contract or in any Vendor-supplied material, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to the State under applicable law. The waiver by the State of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
- 25. FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.
- 26. SOVEREIGN IMMUNITY:** Notwithstanding any other term or provision in the Contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to the State under applicable law.
- 27. FEDERAL FUNDS PROVISIONS**

Where federal funds are utilized in connection with this procurement, and to the extent applicable and absent stricter or controlling State provisions, the following federal provisions (in addition to the North Carolina General Terms and Conditions above) may apply consistent with Uniform Guidance in 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, and its Appendix II and HUD requirements. Relevant federal authorities may require additional provisions depending on the scope and context of the Contract. Failure or unwillingness of the Vendor to continually meet any of these requirements, as applicable, may result in Contract termination.

Any links to websites not maintained by the State are provided as a courtesy. The State does not warrant or guarantee the accuracy of the hyperlink or the information contained therein.

- a) **No governmental non-competes.** Vendor shall not impose or enforce any non-competition agreement upon the employees included in Vendor's bid that would prevent those employees from accepting any offer of employment from the State of North Carolina outside of the first Term of the Contract. By executing this Contract, the Vendor affirms this condition. This affirmation is a material condition for the State's award of any work under this Contract.
- b) **Program Monitoring.** Vendor agrees to assist and cooperate with the Federal grantor or funding agency and the relevant Purchasing Agency or their duly designated representatives in the monitoring of the project or projects to which this Contract relates, and to provide in form and manner approved by the Purchasing Agency such monitoring reports, progress reports, and the like as may be required and to provide such reports at the times specified.
- c) **Remedies and Termination,** For purposes of this section the State Remedies and Termination provisions above apply as written.

d) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).Compliance with the Contract Work Hours and Safety Standards Act.

1. *Overtime requirements.* No Vendor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in 29 C.F.R. §5.5(b)(1) the Vendor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Vendor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in 29 C.F.R. §5.5(b)(1), in the sum of \$33 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in 29 C.F.R. §5.5(b)(1).
3. *Withholding for unpaid wages and liquidated damages.* The Purchasing Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Vendor or subcontractor under any such contract or any other Federal contract with the same prime Vendor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Vendor, such sums as may be determined to be necessary to satisfy any liabilities of such Vendor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in 29 C.F.R. §5.5(b)(2).
4. *SubContracts.* The Vendor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of 29 C.F.R. §5.5 and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Vendor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in 29 C.F.R. §5.5(b)(2) through (4).

e) CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT.Clean Air Act

1. The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Vendor agrees to report each violation to the Purchasing Agency and understands and agrees that the Purchasing Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Vendor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

Federal Water Pollution Control Act

1. The Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Vendor agrees to report each violation to the Purchasing Agency and understands and agrees that the Purchasing Agency will, in turn, report each violation as required to assure notification to the federal agency providing funds hereunder, and the appropriate Environmental Protection Agency Regional Office.
3. The Vendor agrees that these requirements will be included in each subcontract exceeding \$150,000

financed in whole or in part with Federal assistance.

f) Debarment and Suspension.

1. This Contract, if federal funding is used, is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Vendor is required to verify that none of the Vendor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. The Vendor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by a federal agency providing federal funds herein and the Purchasing Agency. If it is later determined that the Vendor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to federal agency providing federal funds herein and the Purchasing Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The Vendor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of the Contract resulting from a relevant solicitation herein. The Vendor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

g) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) (as Amended).

To the extent applicable, Vendors that apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal Contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Required Certification. Vendors must sign and submit to the Purchasing Agency the certification attached hereto as Attachment F and, if applicable, complete the disclosure form in Attachment G. See the latest version of "Certification for Contracts, Grants, Loans, and Cooperative Agreements" found at <https://ncadmin.nc.gov/documents/vendor-forms>.

h) Procurement of Recovered Materials.

1. Unless specified otherwise in the Contract, in the performance of this Contract, the Vendor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - Competitively within a timeframe providing for compliance with the Contract performance schedule;
 - Meeting Contract performance requirements; or
 - At a reasonable price.
2. Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
3. The Vendor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

- i) **Access to Records.** In addition to the North Carolina General Contract Terms & Conditions section entitled “**ACCESS TO PERSONS AND RECORDS**” included in this Contract, the following access to records requirements apply to this Contract:
1. The Vendor agrees to provide the Purchasing Agency, the Administrator of the federal agency providing funds hereunder, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Vendor which are directly pertinent to this Contract for the purposes of making audits, examinations, excerpts, and transcriptions.
 2. The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 3. The Vendor agrees to provide the Administrator of the federal agency providing funds hereunder or his authorized representative access to construction or other work sites pertaining to the work being completed under the Contract.
 4. In compliance with the Disaster Recovery Act of 2018, the Purchasing Agency and the Vendor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the Administrator of the federal agency providing funds hereunder or the Comptroller General of the United States.
- j) **Modifications to Contract.** Modifications to the Contract are governed by the North Carolina General Contract Terms & Conditions section above entitled “**AMENDMENTS**,” except as approval and signature by any federal official may also be required.
- k) **Records Retention.** All records required to be kept on the project shall be maintained for at least eight (8) years after final payments and until all other pending matters under the grant for this project have been closed. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the eight (8) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the eight (8) year period, whichever is later.
- l) **Energy Efficiency.** All participants in the projects funded hereby shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163).
- m) **Program Fraud and False or Fraudulent Statements or Related Acts.** Vendor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the Contract.
- n) **No Obligation by Federal Government.** The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the non-Federal entity, Vendor, or any other party pertaining to any matter resulting from the Contract.
- o) **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that federal financial assistance will be used to fund all or a portion of the Contract. The Vendor will comply with all applicable Federal law, regulations, executive orders, the policies of the federal agency(ies) providing funding, procedures, and directives.
- p) **Federal Seals, Logos, and Flags.** In addition to the prohibitions of the North Carolina General Contract Terms & Conditions section above entitled “**ADVERTISING**,” the Vendor shall not use the seal(s), logos, crests, or reproductions of flags of a federal agency providing funding herein, or likenesses of federal agency officials without specific pre-approval of the relevant federal agency.
- q) **System for Awards Management.** Vendor shall be responsible to ensure that it has checked the federal System for Awards Management (SAM) <https://www.sam.gov/SAM> and the State Debarred Vendors Listing, <https://ncadmin.nc.gov/documents/nc-debarred-vendors> to verify that Contractors or sub-Recipients have

not been suspended or debarred from doing business with federal or State government.

r) **Section 3 Clause.** Vendor will comply with the following clauses from 24 CFR 135.38:

The Contractor shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, and implementing its regulations at 24 CFR Part 75, as expressed below:

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.
5. The contractor will certify that any vacant employment positions, including training positions that are filled (1) after the contractor is selected by before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.
6. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
7. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

- s) **Non-Discrimination.** Vendor will comply with all Federal statutes relating to non-discrimination. These include but are not limited to:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance.
 2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107) as amended, and implementing regulations at 24 CFR part 146, which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance.
 3. The Fair Housing Act (42 U.S.C. 3601- 19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing, will apply.
 4. Title IX of the Education Amendments of 1972, as amended (20 USC §§ 1681 – 1683, and 1685-1686), which prohibits discrimination on the basis of sex.
 5. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse.
 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
 7. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records.
 8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing.
 9. Any other applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.
- t) **URA.** The acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A, will apply.
- u) **National Environmental Policy Act.** The environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property will apply.
- v) **Plans, supervision, and reports.** Vendor will comply with HUD requirements with regard to the drafting, reviewing and approval of construction plans and specifications. Vendor will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by HUD or the State.
- w) **Davis-Bacon Act.** Vendor will comply with the David-Bacon Act, as amended (40 U.S.C. 3141-3148), if required by the federal program legislation, in Construction contracts involving an excess of \$2000, and

subject to any other federal program limitations, all laborers and mechanics must be paid at a rate not less than those determined by the Secretary of Labor to be the prevailing wages. These wage rates are a federally mandated minimum only, and will be superseded by any State or local requirement mandating higher wage rates. Vendor also agrees to comply with Department of Labor Regulations pursuant to the Davis-Bacon Act found in 29 CFR Parts 1, 3, 5 and 7 which enforce statutory labor standards provisions. Wage determinations are available at <https://sam.gov/wage-determinations>.

- x) **Lead Based Paint.** Vendor will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures, and HUD's lead based paint regulations at 24 CFR Part 35.
- y) **Copeland Act.** Vendor will comply, as applicable, with the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §874).
- z) **Environmental.** Vendor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- aa) **Wild and Scenic Rivers Act of 1968.** Vendor will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- bb) **Preservation.** Vendor will assist HUD and the State in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- cc) **Audits.** Vendor will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200 Subpart F Audit Requirements.

ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR

In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The State will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

a) Will any work under this Contract be performed outside the United States? ☐ YES ☒ NO

If the Vendor answered "YES" above, Vendor must complete items 1 and 2 below:

1. List the location(s) outside the United States where work under this Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:

2. Describe the corporate structure and location of corporate employees and activities of the Vendor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

b) The Vendor agrees to provide notice, in writing to the State, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons performing services under the Contract outside of the United States ☒ YES ☐ NO

NOTE: All Vendor or sub-Contractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall** disclose to inbound callers the location from which the call or contact center services are being provided.

c) Identify all U.S. locations at which performance will occur:

New Dynamic office in Western North Carolina (specific location to be determined in Q2 2025)

Raleigh, North Carolina

Baton Rouge, Louisiana

ATTACHMENT E: HISTORICALLY UNDERUTILIZED BUSINESSES INFORMATION

The State is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the State encourages participation by Vendors certified by the State Office of Historically Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on State contracts.

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question a) and b) below.

a) Is Vendor a Historically Underutilized Business? ☐ Yes ☒ No

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☒ No

ATTACHMENT F: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor, Dynamic Group, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.


Signature of Vendor's Authorized OfficialJoshua McCoy - Owner/CEO**Name and Title of Vendor's Authorized Official**04/22/2025**Date**

ATTACHMENT G: DISCLOSURE OF LOBBYING ACTIVITIES

The Disclosure of Lobbying Activities form, is located at <https://www.doa.nc.gov/pandc/onlineforms/form-omb-standard-form-III-7-2020/download>.

Not Applicable

ATTACHMENT H: EXPERIENCE, QUALIFICATIONS, REFERENCES

Complete one form for each of up to three (3) examples of **CDBG-DR housing engagements** delivered by the proposing General Contractor (prime contractor). Subcontractor qualifications will not be considered. Client Points of Contact must have an adequate understanding of the services delivered. **Reference points will not be awarded if the client cannot be contacted with the contact information provided.** If the program example provided is not for CDBG-DR single family housing, then the program example will be considered non-responsive. The proposing entity must submit at least one minimally qualified program example for award consideration. **Each program example can earn up to 15 points for a total maximum score of 45 points.**

Example 1: CDBG-DR Housing Engagements Delivered	
Client Name:	Louisiana Office of Community Development – Disaster Recovery Unit and managed by HGA
Program:	Restore Louisiana CDBG-DR Homeowner Assistance Program (2020 – 2021 Declared Disasters)
Client Point of Contact:	[REDACTED]
POC Contact Information (email and phone):	[REDACTED]
Total Number of Homes Completed:	[REDACTED] Homes completed as of May 8, 2025. Anticipated homes to be completed by Dynamic under the program.
Brief Description of Services Rendered:	Dynamic serves as one of two prime contractors responsible for rehabilitation and reconstruction projects across [REDACTED] parishes (counties) in the state. Responsible for preconstruction, construction, and post-construction (warranty) services to assigned applicants.

Example 2: CDBG-DR Housing Engagements Delivered	
Client Name:	South Carolina Office of Resilience and managed by HORNE, LLP
Program:	HUD CDBG-DR Program South Carolina Turnkey Homeowner Recovery
Client Point of Contact:	[REDACTED]
POC Contact Information (email and phone):	[REDACTED]
Total Number of Homes Completed:	■ rehabilitation and ■ reconstruction projects
Brief Description of Services Rendered:	Dynamic served as a prime contractor for Hurricane Florence single-family rehabilitation and reconstruction projects. Dynamic was added as a contractor late in the program to assist with challenging work orders.



BID ADDENDUM

May 1, 2025

FAILURE TO RETURN THIS ADDENDUM MAY SUBJECT YOUR BID TO REJECTION

Solicitation Number	Doc1539254856
Solicitation Description	Residential Demolition, Reconstruction, Rehabilitation, and Manufactured Housing Unit Replacement for Hurricane Helene impacted Counties
Addendum Number	1

CHANGE TO SOLICITATION:

1. **ATTACHMENT H: EXPERIENCE, QUALIFICATIONS, REFERENCES** the reference to “points” has been removed. Amended to read:

Complete one form for each of up to three (3) examples of **CDBG-DR housing engagements** delivered by the proposing General Contractor (prime contractor). Subcontractor qualifications will not be considered. Client Points of Contact must have an adequate understanding of the services delivered. ~~Reference points will not be awarded if the client cannot be contacted with the contact information provided. If the program example provided is not for CDBG-DR single family housing, then the program example will be considered non-responsive. The proposing entity must submit at least one minimally qualified program example for award consideration. Each program example can earn up to 15 points for a total maximum score of 45 points.~~

2. **2.8 PROPOSAL CONTENTS** amended to read:

Vendor response to Section 7: REQUIRED VENDOR INFORMATION should not exceed twenty (20) pages. This does not include cover page (title page), cover letter, table of contents, all pages of the RFP, **résumés, Annual Report, Litigation History**, certificate of insurance, compensation experience modification rate (EMR), copy of safety manual, copy of quality control manual, litigation history, and the completed attachments to this RFP.

RESPONSE TO QUESTIONS:

State's Responses to Questions Received by the due date and time of April 28, 2025, by 10:00 am ET. The Question appears exactly as submitted by the Vendor.

	CITATION	VENDOR QUESTION	DCR RESPONSE
1	7.13 Reconstruction Plan Sets, Page 36	Do plan sets have to be included with the RFP submittal or only during the BAFO process?	Plan sets are <u>not</u> required to be provided with the RFP submittal. Plan sets will be requested during the BAFO process.
2	7.13 Reconstruction Plan Sets, Page 36	Can you please clarify what is required in the section? Should the vendor simply list previous CDBG-DR programs where the vendor has provided plan sets?	Correct, list previous CDBG-DR programs where the vendor has provided plan sets.
3	2.8 Proposal Contents, Page 10	Will resumes be included against the 20 page limit?	The 20-page limit does <u>not</u> include résumés.
4	4.9 Bond and Insurance Requirements, Page 18	Will blanket payment & performance bonds be allowed for this program?	DCR will consider, but not require, blanket payment & performance bonds.
5	5.1 Scope of Services, Page 19	Please clarify the time requirement for rehab projects with a scope less than \$50,000. Page 19 says 45 days, other pages state 30 days.	Rehabilitation projects with a scope <\$50,000 shall be completed within 45 calendar days from the Notice to Proceed to passed Final Inspection.
6	2.8 Proposal Contents, Page 10	Are the personnel resumes, project history, and Annual Report included in the 20 page limit?	The 20-page limit does <u>not</u> include résumés and Annual Report. The 20-page limit <u>does</u> include project history.
7	7.4 Key Staffing Profile, Pages 33-34	May resumes be excluded from the 20-page limit?	See answer to Question #3 and #6.
8	7.5 References, Page 34 Attachment H, Page 67	May a Letter of Reference be included as proof of endorsement if a person is unreachable when the Program attempts to contact them?	Yes.

9	7.6 Litigation History, Page 34	May the Litigation History be excluded from the 20-page limit? May it be included as an appendix to Section 7?	The 20-page limit does <u>not</u> include Litigation History.
10	7.8 Annual Report, Page 35	May the Annual Report (financial statements) be excluded from the 20-page limit? May it be included as an appendix to Section 7?	See answer to Question #6.
11	ATTACHMENT C: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS, Section 7c) SITUS AND GOVERNING LAWS, Page 49	Please clarify the requirement for domestication. If the Vendor corporation is not legally formed in North Carolina but registered with the North Carolina Secretary of State as a foreign corporation in North Carolina and in good standing, does this satisfy the "domestication" process?	Yes. A foreign corporation must obtain a Certificate of Authority from the N.C. Secretary of State, which will satisfy the domestication requirement in Attachment C, Section 7c.
12	5.0 Scope of Work, Page 19 4.1 Minimum Qualifications, Page 16	There are two different timeframes prescribed for rehabilitation projects <\$50,000. We recommend 45 days as the standard acceptable timeframe. Please clarify. Section 5.0 Scope of Work (page 19) states "... 45 days for rehabilitation projects with a scope <\$50,000..." Section 4.1 Minimum Qualifications (page 16) states "ability to carry residential rehabilitation projects to completion within 30 days for projects with a scope <\$50,000..."	Rehabilitation projects with a scope <\$50,000 shall be completed within 45 calendar days from the Notice to Proceed to passed Final Inspection.
13	5.7 Liquidated Damages, Page 31	On the pre-bid call, one of the speakers said that these timelines would be enforced unless there are "excusable delays approved by the state." Can you please provide a list of excusable delays and how the state will manage approving them? For example, are delays in getting permits, environmental mitigation delays or inspections from local governments excusable delays?	An exhaustive list of excusable delays cannot be provided. Requests by general contractors for an extension to the period of performance will be reviewed on a case-by-case basis.

14	4.9 Bonds and Insurance, Page 18	With respect to the ongoing value of the P&P bonds, will Contractor be permitted to reduce the value of the bonds by the contract amount associated with completed projects? If so, will the trigger to reduce the bond value be based on the date of passed final inspection or the date of final payment for the completed project?	Yes, as long as the vendor maintains performance and payment bonds in an amount equal to (or greater than) the value of the active construction projects issued under the awarded contract. Reduction will be based on the date of final payment.
15	4.9 Bonds and Insurance, Page 18	The RFP states that bond riders will be required to capture increased costs resulting from approved change orders such that 100% of the project cost is always covered by a valid P&P bond. Assuming change orders will be relatively frequent, will Contractor be permitted to establish a set interval (i.e. quarterly) to reconcile the contract and bond values to a change order log and issue such riders based on changes that occur within that period? Else, it's possible that multiple riders will need to be issued weekly.	If the builder is operating at its bond ceiling, then riders will need to be issued in a timely manner to account for change orders.
16	4.3 Payment Structure, Page 16	Is it DCR's intention to withhold retainage on Vendor's monthly invoices? If so, what % will be withheld and what will be the trigger for DCR to release the retainage?	The implementation vendor will inform the payment schedule as a part of its construction management strategy.
17	4.3 Payment Structure, Page 16	In lieu of withholding retainage, if any, will DCR accept a Retention Bond in addition to the P&P bonds?	DCR may consider a Retention Bond if it integrates with the implementation vendor's construction management strategy.
18	5.2.4 Manufactured Housing Units, Page 27	Does the contractor who is buying and installing MHU's in NC need to have a resellers license?	DCR does not require a resale license; the vendor must comply with all relevant local, state, and federal tax laws and regulations.
19	5.6 Project Assignment Methodology, Page 31	Would the program consider awarding projects within a centralized region(s)? Concentrating efforts in a	DCR will consider geographic clustering for builder assignments if it aligns with the

		specific area could potentially lead to a higher success rate for both the program and its vendors by streamlining logistics, reducing travel time, and enhancing overall efficiency.	implementation vendor's construction management strategy.
20	2.1 Request for Proposal Document and Scopes of Work, Page 6	<p>"DCR, or an Implementation Vendor on behalf of DCR, will issue Scopes of Work for specific project assignments to Vendors that are qualified and awarded pursuant to this RFP."</p> <p>What will be the methodology used by DCR or the implementation vendor to assign work to general contractors? Will this methodology or scorecard be shared with the general contractors? Will DCR or the implementation vendor award contractors with more assignments for completing homes under the contractual deadlines?</p>	The implementation vendor will assign projects in accordance with their construction management strategy. The strategy will be communicated to the builders and updated regularly based on performance and capacity.
21	3.1 Method of Award, Page 11	<p>"The State intends to select up to 25 of the most qualified Vendors. Once a pool of the most qualified Vendors is identified, the State will then engage in a Best and Final Offer (BAFO) negotiation phase. Vendors who intend to perform reconstruction projects will be asked for reconstruction plan sets as part of the BAFO process. Plans sets may include traditional Stick-Built construction or modular construction. Costs for all project types will be negotiated during that process as well."</p> <p>Are construction plan sets required to be submitted with the response to this RFP? Or will they be required only if the contractor is selected to participate in the BAFO negotiation phase.</p>	See answer to Question #1.
22	5.2.2 Repair Scope of Work, Page 23	"The Scope of Work for each repaired structure will vary, but may include, although not be limited to, the following: Providing architectural and house plan renderings"	Renderings are only necessary if required by the jurisdiction.

		Are architectural and house plan renderings to be required on every repair project or only if required by the jurisdiction.	
23	5.2.3 Size and New Unit Configuration, Page 24	<p>“Which standard floorplan the applicant receives is based on DCR policy”</p> <p>How many “Standard floorplans” does the program plan on including in the program? Is it the programs intent to keep the number of standard floorplans to a minimum? Will the program consider two or more story homes?</p>	DCR will limit the number of floor plans selected. Plans for two or more story homes will only be considered in site limiting circumstances with no other alternatives.
24	5.4 Additional Requirements, Page 30	<p>“Meet with the program and individual property owners to review the Scope of Work to be performed, including establishing a work schedule acceptable to property owners and reviewing work upon final inspection.”</p> <p>What will the program’s policy be towards homeowner access to the property during construction? Will homeowners be attending the program inspections? Will homeowners determine quality standards, or will quality standards only be upheld by DCR and the implementation vendor?</p>	Builders should establish safe practices for homeowner access to their property. Homeowners are not required to attend or approve program inspections or quality standards.
25	2.4 RFP Schedule, Page 7 2.6 Proposal Questions, Page 8	To allow proper consideration, review, and question submittal, please extend all dates by one week, starting with extending submittals of RFIs until May 5.	The RFP Schedule remains as indicated in the Solicitation.
26	2.8 Proposal Contents, Page 10 7.4 Key Staffing Profile Page 33	Are resumes exempt from the page count?	See answer to Question #3.
27	2.8 Proposal Contents, Page 10 7.9 Safety Information, Page 35	Are the Safety & Quality Manuals required with submission?	Per 7.9 Safety Information, “A copy of Vendor’s safety manual may also be required. <u>The safety manual will become part of the Contract if your Solicitation Response is selected.</u> ” Vendors

	7.10 Quality Control Program, Page 35		<p>are not required to submit with their offer their Safety Manual; however, vendors are welcome to provide it with their offer submission. If the safety manual is not provided with offer submission; if awarded a contract, the safety manual must be provided.</p> <p>Per 7.10 Quality Control Program, <i>"A copy of Vendor's quality control manual may be required. <u>The quality control manual will become part of the Contract if Vendor's Solicitation Response is selected.</u>"</i> Vendors are not required to submit with their offer their Quality Control Manual; however, vendors are welcome to provide it with their offer submission. If the quality control manual is not provided with offer submission; if awarded a contract, the quality control manual must be provided.</p>
28	2.8 Proposal Contents, Page 10 7.8 Annual Report, Page 35	Are financial statements exempt from the page count?	See answer to Question #6.
29	2.8 Proposal Contents, Page 10	The description of required vendor information does not include Section 7.8 Annual Report. Annual Report documents (such as audited financials) can easily be dozens of pages. What is the recommendation for including Annual Reports while adhering to the limitation of 20 pages?	See answer to Question #6.
30	3.1 Method of Award, Page 11	If a vendor is awarded reconstruction projects, can they elect to replace all eligible homes with modular homes,	If vendors submit modular plan sets for DCR consideration and if

		rather than offering stick-built reconstruction as an option?	DCR selects a modular plan set for program use, then yes, the vendor may use the DCR approved modular plan set for reconstruction projects.
31	5.2.4 MANUFACTURED HOUSING UNITS Manufactured Housing Unit (MHU) Replacement Scope of Work Page 29	<p>"Coordinating applicant move out, and providing temporary housing."</p> <p>Section 5.2.4 references the contractor coordinating applicant move-out and providing temporary housing, if eligible. Could the State please clarify the contractor's responsibilities in this process? Specifically, is the contractor responsible for locating, securing, and paying for alternative living arrangements? If so, what eligibility criteria and requirements must be followed so that contractors can accurately account for these costs in their bids?</p> <p>Regarding the provision of temporary housing during the move-out period, who holds liability for the applicant's welfare, property, and behavior while in temporary accommodations?</p>	Temporary housing will not be offered to all applicants. The implementation vendor will determine which, if any applicants, qualify for temporary housing. The implementation vendor will include temporary housing in the vendor's scope of work. The vendor will be required to issue a voucher to the qualified applicant for temporary housing. The applicant will use the voucher to acquire temporary housing.
32	5.4 Additional Requirements, Page 30	<p>"The initial meeting between the general contractor, applicant and Program will be done through a preconstruction meeting at one of the Program offices located within the Western North Carolina Hurricane Helene impacted counties area."</p> <p>Is an in-person preconstruction meeting required between the applicant and Vendor Representative before each site evaluation?</p> <p>Are there any other face-to-face meetings requirements?</p> <p>"Assist homeowners in vacating their damaged home." Will the state provide</p>	<p>In person meetings are encouraged for each site evaluation, but DCR will consider alternative approaches that accelerate recovery or improve applicant service.</p> <p>The implementation vendor will scope pods or temporary storage facilities for each applicant.</p>

		<p>Pods or the funds to purchase the pods for assistance?</p>	
33	<p>4.1 Minimum Qualifications, Pages 15-16</p> <p>7.0 Required Vendor Information, Pages 32-36</p>	<p>Do you want the Evaluation Criteria to refer to the relevant responses within 4.1 Minimum Qualifications and 7.0 Required Vendor Information, or are standalone responses for each of the Evaluation Criteria requested?</p> <p>For example, 3.4, a, ii Financial Stability and Solvency could refer to 4.1 Financial Solvency and Stability and 7.8 Annual Report, or we could provide a narrative response to 3.4.</p> <p>In the interest of not submitting a voluminous proposal, we want to avoid duplicative responses in multiple sections unless explicitly requested.</p>	<p>Standalone responses for each of the Evaluation Criteria are not required or expected. The Evaluation Criteria are intended to communicate to Vendors how DCR will evaluate Vendors' responses and are based on the specifications elsewhere in the RFP.</p>
34	<p>7.4 Key Staffing Profile, Page 33</p>	<p>"Vendor must provide a key staffing profile and résumés for staff that will be responsible for the day-to-day performance of the services required under this Solicitation. Vendor shall designate a dedicated construction lead who will be located in the Western North Carolina Hurricane Helene recovery area."</p> <p>Are we providing their personal résumés or are we providing just their name, contact information and their job description?</p>	<p>Vendor must provide a key staffing profile and résumés for staff that will be responsible for the day-to-day performance of the services required under this Solicitation.</p> <p>Vendor must identify which employees, including if applicable the Project Manager, will be physically located in the responding area as regular face-to-face meetings with the program and applicants will be required (i.e., mandatory preconstruction meetings with applicants for each application).</p> <p>Key staff must include the following (DCR prefers for the three referenced positions to be held by three separate individuals qualified to perform each role):</p> <ul style="list-style-type: none"> -Project Manager -Superintendent (s) -Warranty Coordinator

35	7.5 References, Page 34	<p>“Vendor shall provide a minimum of three references for projects of similar type and size performed within the last five years, preferably for state and/or local government entities. DCR reserves the right to check references prior to making any award hereunder. Any negative responses received may be grounds for disqualification of the proposal. DCR reserves the right to contact programs other than those listed by the Vendor in which DCR knows the Vendor participated.”</p> <p>Can we provide more than three references even if they are in the same state/local government entity, where we have been assigned/contracted to complete projects from demo, abatement, rehabilitation, MHU replacement, reconstruction and elevation projects?</p>	Vendor shall provide a minimum of three references for projects of similar type and size performed within the last five years, preferably for state and/or local government entities.
36	7.13 Reconstruction Plan Sets (for Vendors seeking to perform reconstruction projects), Page 36	<p>“Provide examples of single-family construction projects where you have provided the plan sets and specifications; DCR is specifically interested in examples of any CDBG-DR work where you have provided the plan sets and specifications. During the BAFO process, Vendors who intend to perform reconstruction projects may submit reconstruction plan sets of single-family homes, including options for Stick-Built or Modular homes, for consideration by the program for use in the reconstruction phase of the program. The Contractor must obtain permission from the designers for free reuse by the program by any contractor selected by the Program.”</p> <p>Do you want the entire plan set, or just an overview? Is that outside of our 20 page limit when submitting our RFP?</p>	<p>See answer to Question #1.</p> <p>Plan sets are not to be submitted at this time; just identify projects where you have provided those.</p>
37	5.2.3 Reconstruction, Reconstruction Scope of Work, Page 26	It states Fiber Cement Siding or stucco has to be used. Would it be acceptable to use vinyl siding instead? What we have found working with the	Vinyl siding is an acceptable cladding.

		homeowners in the eastern part of NC is that using the fiber cement siding is putting extra work on the homeowners with the upkeep and maintenance every 7-10 years. It is additional work in long run and an added expense for homeowners that are already tight financially.	
38	7.0 REQUIRED VENDOR INFORMATION 7.8 Annual Report, Page 35	Can privately-held companies submit financials under a separate cover for confidentiality?	<p>Per 2.7 PROPOSAL SUBMITTAL, “<i>If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal.</i>”</p> <p>In eProcurement Sourcing there are two fields for Vendors to upload files – UNREDACTED offer and REDACTED offer. Please also see Attachment B, No. 27, page 44 for instructions on marking pages and content confidential. The REDACTED version should be a document that can be made public once an award is made.</p>
39	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work, Page 26	Please verify that the DCR Implementation vendor will perform LBP testing, and the CM will be responsible for the Asbestos testing as necessary?	The implementation vendor will perform lead based paint testing and the vendor will be responsible for all other testing required by the jurisdiction.
40	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work, Page 21	Will a damage assessment and feasibility analysis be performed prior to assignment?	Yes.
41	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work, Pages 20-24	In our experience when both the implementation vendor and CM do not perform the scope assessments together, the scope assessment tends to be performed at the substantial and final milestones inspections. Please verify that both the DCR Implementation vendor and CM	The implementation vendor is the construction manager. The implementation vendor will perform the scope assessment and assign the scope to the building vendor.

		perform an assessment together to obtain the SOW?	
42	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work	Will Exactimate Pricing be reviewed biannually or annually in order to adjust to the current market?	Xactimate pricing will be reviewed quarterly and adjusted if necessary.
43	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work	What is the expectation with pricing adjustments to address tariffs and escalation associated with the tariffs?	Xactimate pricing will be reviewed quarterly and adjusted if necessary.
44	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work	Please verify the DCR implementation vendor will provide assistance and coordination with the applicant for temporary relocation.	The implementation vendor will qualify the applicant for temporary assistance. The implementation vendor will include scope for temporary assistance in the builder assignment. The builder will schedule move out and relocation. The builder will pay a voucher to the applicant per their scope.
45	4.0 REQUIREMENTS 4.4 Invoices, Page 17	If in fact performed by the CM please verify that a separate billing process will be allowed to receive continual reimbursement of the task?	Builder payments will be made in accordance with the payment schedule established by the implementation vendor and its construction management strategy.
46	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work, Page 23	Please verify that operational expenses and fees will be allowed on Temporary Relocation Assistance.	The implementation vendor will include scope in the builder assignment for temporary housing for qualified applicants.
47	5.0 SCOPE OF WORK 5.7 Liquidated Damages, Page 31	In our experience additional time must be added to the Temporary Relocation Assistance outside of the approved construction timeframes. This is due to the process of homeowner moveout needing to be performed prior to the notice to proceed and the delays after final inspection due to may different factors. Please verify that additional time of reimbursement for temp relo will be allowed upon program review of the process.	DCR will consider exceptions to the timeline in accordance with the implementation vendor's construction management strategy. In general, additional temporary housing assistance outside the prescribed construction timelines will not be considered.

48	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work, Page 25	Reasonable Accommodations – Bathroom: Please confirm that all RA's will be performed and finalized prior to design.	In most instances, Reasonable Accommodations will be scoped prior to project assignment to the builder.
49	5.0 SCOPE OF WORK 5.1 Scope of Services, Page 19	What is the repair cap?	The implementation vendor will perform feasibility analysis on each site and establish the repair scope. The scope will not exceed the reconstruction cap, unless exceptional circumstances are approved by DCR.
50	5.0 SCOPE OF WORK 5.1 Scope of Services, Page 19	In the Pre-Bid meeting, it was discussed that it was expected that a large percentage of the task orders would be reconstruction. With such a large repair task order value what are the criteria to flip from repair to reconstruction?	The implementation vendor will establish a repair or reconstruction feasibility policy that will establish criteria for scoping each project.
51	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work, Page 23	Will the historic repair process and pricing be the same or will there be separate pricing to accommodate the different processes, fees and materials outside of the standard?	Scoping for historic projects will reflect with costs for materials and activities required by the jurisdiction.
52	5.0 SCOPE OF WORK 5.1 Scope of Services, Page 19	Will additional time be allowed for Historic Properties that require specialty repairs?	DCR will consider additional time for historic properties, depending on the scope and complexity.
53	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work, Page 26	Please confirm that scoping is allowed for infrastructure and roads outside of the applicant's property to allow access to the property. Especially regarding MHU delivery and Heavy Equipment access.	Private road and bridge repair scope will be limited to the applicant's property. The State has other programs for repairing roads and bridges.
54	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work, Page 23	Please verify that the DCR implementation vendor will obtain or verify the Flood insurance policies?	Yes.
55	5.0 SCOPE OF WORK 5.4 Additional Requirements, Page 30	Will there be opportunities to add additional milestones if necessary, such as preconstruction to assist in the cash flow of the homes?	The implementation vendor will establish a payment schedule in accordance with its construction management strategy.

56	5.0 SCOPE OF WORK 5.7 Liquidated Damages, Page 31	Will there be a cap to LD's?	There is no cap on liquidated damage.
57	4.0 REQUIREMENTS 4.4 Invoices, Page 17	What will be the contracted payment terms?	Per ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS, #9 PAYMENT TERMS, "Payment terms are net not later than 30 days after receipt of a correct invoice or acceptance of goods, whichever is later." Additional information regarding payment may be included in the project Scope of Work.
58	5.2 TASKS/ DELIVERABLES 5.2.2 Repair Scope of Work, Page 23	Please address the process of applicant appeals during the construction process. In our experience appeals have been allowed up to and after the completion of construction requiring remobilization of the contractor. Will the applicants be allowed to submit multiple appeals of the scope during and after the construction process? Will the program establish a last day of submission for each task order?	The applicant will not be allowed to appeal the design, materials, or services defined in the construction scope. The vendor is expected to perform according to the scope, provide quality and timely work, and honor the warranties.
59	5.2 TASKS/ DELIVERABLES 5.2.3 Reconstruction Scope of Work, Page 26	Please confirm that scaffolding and additional safety measures outside of the standard model home will be scoped through the site-specific pricing outside of the Hard Cost of the model.	The implementation vendor will scope necessary equipment.
60	3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS 3.1 Method of Award, Page 11	Please verify what scope is to be included within the Hard cost of the standard models or if this information will be provided during the BAFO process.	The BAFO will clarify pricing.
61	3.1 Method of Award, Negotiation and Best Final Offer, Page 13	"During the BAFO process, Vendors who intend to perform reconstruction projects may submit reconstruction plan sets for single-family homes, including options for Stick-Built and/or modular homes, for	It is estimated Vendors will be provided 7 days to respond to the BAFO.

		<p>consideration by the program for use in the reconstruction phase of the program.”</p> <p>Do you know an approximately timeline that will be placed for builders to return pricing and house plans if selected to reach the BAFO phase?</p>	
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Execute Addendum:**VENDOR:** Dynamic Group, LLC**AUTHORIZED SIGNATURE:****NAME and TITLE** (Print or Typed): Joshua P. McCoy - Owner/CEO**DATE:** 05/07/2025



DYNAMIC U.S. HOUSING PROJECTS



— Restore Louisiana Homeowner, 2025