

City of Avon Park

Request for Proposals (RFP) Program Administration Services

FFY 2013 & FFY 2014 Community Development Block Grants & Related Programs

The City of Avon Park is soliciting proposals from individuals or firms to provide Program Administration Services for grant-funded projects in the FFY2013 and FFY 2014 Application Years: **Economic Development (ED)** CDBG Program Administration and Regular Category CDBG Program Administration (Housing, Neighborhood, or Commercial). Similarly, additional services may be included in the contract(s) for services on an ongoing basis to be covered by other grant, loan or traditional funding sources at the sole discretion of the City Council. Such sources of funding may include, but not be limited to: FEMA, FDEM, USDOC Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Governor's Office of Tourism, Trade and Economic Development, Water Management District Coop funding, special appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources.

General Scope of Work: Grant/Loan Program Administration services shall include, but not be limited to: conducting HUD/NEPA environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, Davis-Bacon record-keeping requirements, any acquisition or Uniform Relocation Act compliance, any bid/contract grant requirements, technical support on any other requirements or criteria for implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

Evaluation and Selection Process: Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score.

Organization 10 points

Key Staff - 20 points

References - 25 points

Approach/Leveraging - 25 points

Proposed Fee - 10 points

MBE/WBE/DBE - 10 Points (If_In the event of a tie, MBE/WBE/DBE status shall be considered in making a final determination of top ranked proposal(s).

Evaluation and ranking for **ED** and Regular Category grant projects shall be separate. Each committee member shall perform their own independent ranking based upon the criteria

herein and the highest ranked firm shall be determined by tally of the number 1 ranked proposer(s) among the selection committee (i.e. if 3 of 5 members rank one firm number one then that firm receives highest overall ranking and recommendation of the committee). The selection process shall be open to the public and records maintained in accordance with CDBG requirements.

Contracts: Negotiation of contracts for services shall follow the initial selection process. Contracts for ED and Regular category projects shall be separate. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number two ranked firm and so on. Procurement and contracting of all services shall conform to CDBG guidelines, state, and federal regulations including 24 CFR, Part 85.

Format, Tabs and Criteria: Proposals for the requested services shall be evaluated for each grant category separately using the following criteria and format for each proposer. For a proposal to be eligible, the format must be strictly adhered to:

1. Letter of Transmittal
2. Table of Contents
3. Organization: Include similar projects, management and on-site response capability. Proposers may summarize available staff, support staff and associates here. Availability of the proposer's assigned staff, average response time and client satisfaction with service should be clearly described. Repetitive problems with responsiveness, changes of staff, or delivery of timely and quality service based upon references, direct experience, or discussions with agencies will result in a lower score.
4. Key Staff Assigned: Staff to be assigned to projects should be listed with detailed resumes including only practical, 'hands-on' project experience. For example, accounting, construction, planning, inspections, public works projects and other relevant skills will be considered. Any principals, managers, associates, subcontractors, administrative and other organization staff not assigned to the project or with no practical 'hands-on' experience will not be considered. 'Hands-on' shall mean personal experience of the key staff with developing or managing CDBG funded projects.
5. References: All current client contacts for open contracts or those closed in the past twelve (12) months must be listed. Number and quality of current letters of reference for staff or organization will be considered. References will be verified.
6. Approach/Leveraging: Include your organization's understanding of the grant requirements, leveraging and the project work plan. The ability to expand upon local and CDBG resources will be important to CDBG scoring. Experience with other programs and layering of multiple sources of funding should be detailed. Include only the hands-on experience of the assigned staff with layering of a variety of federal, state and local resources.

7. Proposed Fee: This is not a request for bids, but price will be considered to meet CDBG requirements. The detail and level of services breakdown for the proposed fee will be as important as price. Address the different categories of CDBG as a project has not yet been selected by the Council.
8. MBE/WBE/DBE: Document ownership and responsibilities. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, MBE/WBE/DBE status shall be considered in making a final determination of top ranked proposal(s).
9. Other Required Documents:
 - a) Affirmative statement of understanding of MBE/Section 3 Goals
 - b) Public Entity Crimes Statement
 - c) Drug Free Workplace
 - d) Insurance Proof or Statement
 - e) Drug-free work place policy

RFP Requirements: During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the City of Avon Park. The City is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any City employee, including any member of the City Council, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The City supports a drug-free work place. Evidence of a drug-free work place policy is required. The City does not allow for collusion among bidders, suppliers, subcontractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal 'that no collusion has taken place during the RFP process with any other RFP interested parties.' The City does not allow for lobbying of selection committee members or City Council members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until Council hears the recommendation as to the top ranked firm(s) and contracts are executed. Each proposer shall certify in the letter of transmittal 'that no lobbying of any selection committee members or City Council has taken place and professional silence concerning the RFP has been maintained during the RFP process.' The City supports Section 3 and MBE hiring. Each proposer will provide an affirmative statement of understanding of Section 3 and MBE hiring goals and that they will take all feasible steps to achieve Section 3 and MBE hiring where feasible.

The City requires general liability insurance as follows, required to be in place by the time of contract: Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under Tab 7, or an affirmative statement that insurance will be provided by the time of contract.

CDBG contracts for services shall include all required Florida CDBG contract clauses as provided by the Florida Department of Economic Opportunity, as well as comply with all Florida CDBG procurement and contract requirements.

During the RFP process, questions or requests for additional information concerning this RFP shall be submitted in writing to Maria Sutherland, email: Sutherland@avonpark.cc, fax: (863) 452-4411, address: 110 E Main Street, Avon Park, FL 33825 and not to (other) selection committee members or elected officials and shall be in written format (email, fax, letter, etc. to City Hall). The City reserves the right to request clarification of any information submitted by firms or individuals. The City Council, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. CDBG and other community development grant or loan program contracts, either single or separate as required by each program, may be subject to grant awards and release of funds by respective funding agencies as determined by the City Council. Violation of any of these requirements can be grounds for rejection of a proposal.

Submittals: Proposers shall submit one (1) original and six (6) copies of their proposal to the above-referenced contact person and address in a **SEALED** envelope or container and marked clearly: "SEALED PROPOSAL FOR FFY2013 & FFY2014 CDBG GRANT SERVICES", no later than 4:00 p.m. **October 4, 2013**. Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the selection committee, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately. The City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Disability Accessibility.