

CITY OF FORT MEADE

RFP 18-01

C.D.B.G. Grant Administrative Services



CITY OF FORT MEADE
PO Box 856
8 West Broadway Street
Fort Meade, Florida 33841
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CITY COMMISSION

Mayor: Richard Cochrane
Vice Mayor: Robert Elliott
Commissioner: Barbara Manley
Commissioner: Maurice Nelson
Commissioner: James Watts

CITY STAFF

City Manager: Fred Hilliard
City Attorney: Thomas A. Cloud, Esquire
Deputy City Clerk: Melissa Wessell, CMC
Finance Director: Breanna Smith, MBA

**The City of Fort Meade, Florida Request for Proposals (RFP)
For Small Cities CDBG Administrative Services Related to a
FFY 2015 Community Development Block Grant (CDBG)**

RFP Purpose

The City of Fort Meade, Florida has been awarded a Small Cities CDBG grant #17DB-OL-07-63-02-N22 in the Neighborhood Revitalization category in the amount of \$700,000.00 by the Florida Department of Economic Opportunity (DEO). The City of Fort Meade is requesting proposals from individuals or firms interested in providing program administration services related to the above referenced CDBG grant. Additional services may be requested of the selected consultant on an ongoing basis to research, make application for funding, and manage awarded projects from other public grant or loan sources at the discretion of the City Commission.

The project involves the replacement of the Cherokee Avenue Lift Station in Service Area #1, and the replacement of the existing sanitary sewer collection system lines within portions of Palmetto Avenue and Bowers Street in Service Area #2.

Scope of Services

Grant Administration Services shall include, but not be limited to: reviewing existing policies to ensure grant compliance, developing new policies that are required as part of the grant contracting process, preparing environmental review(s), coordination with all funding agencies, coordination with all agency contact(s), coordinating the drawdown of program funds, tracking and managing program funds in compliance with program guidelines and acceptable accounting practices, providing all required reports and technical assistance, coordinating and attending all DEO monitoring visits, preparing all desktop monitoring packages for review and approval by the City prior to submission to DEO, ensuring Davis Bacon and other federal and state record-keeping requirements are met, reviewing change orders and pay requests for compliance with grant requirements, attendance at all pre-bid and pre-construction conferences and providing the engineer and/or architect managing the project with developmental support for the project. Developmental support shall include but not be limited to, providing the project engineer and/or architect, just prior to bidding, with a current list of state approved WBE/MBE firms and the wage decision(s) for the project. Services shall also include preparing the grant closeout package.

Procurement and contracting for all services shall conform to CDBG guidelines, as well as other state and federal regulations including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

Qualifications

Proposals received for the requested grant administrative service shall be evaluated using the following criteria:

For Grant Administration Services:

Item	Description	Points
A.	The years of experience of the firm's staff with administering CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization, and Economic Development grants funded through the U.S. Department of Housing and Urban Development (HUD).	Up To 20 Points Max
B.	The experience of the firm's administration with the State of Florida Community Development Block Grant Program.	Up To 20 Points Max
C.	The firm's approach to meeting local project needs, including an outline of the tasks to be performed and the thoroughness of the approach presented.	Up To 20 Points Max
D.	The number of favorable client reference letters provided from other communities. Please note, only one (1) letter per Community will be accepted.	Up To 15 Points Max
E.	The quality of the response from the client references provided from other local governments.	Up To 15 Points Max
F.	The fee and proposed fee cost analysis.	Up To 5 Points Max
G.	Certified MBE/WBE/DBE Businesses' (Business Enterprise)	5 Points

During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

The City of Fort Meade is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm(s) involved in the tie.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the City of Fort Meade strictly enforces open and fair competition in its RFP's. In accordance with Florida Statute Section §287.133, a person or affiliate who has been placed on the convicted vendor 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.

During the RFP process, questions or requests for additional information concerning this RFP shall be directed to the Finance Director.

Name	Breanna Smith
Title	Finance Director
Phone	863-285-1100 Ext. 234
Email	bsmith@cityoffortmeade.com
Address:	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841

Proposal Format

Proposers shall submit one (1) original and four (4) copies of the proposal to the above-referenced contact person and address. The proposal shall be in a sealed package and marked clearly: **“SEALED PROPOSAL FOR GRANT SERVICES,” and shall be received no later than 2 p.m. on Monday, February 12, 2017.** Late proposals will be returned unopened.

The Proposer shall provide the following information on the outside of the sealed proposal package.

RFP Number	RFP-
Qualification Due Date	
Qualification Package From	
Contact Person	
Contact Phone and Email	

Selection Process

The City of Fort Meade reserves the right to request clarification of any information submitted by responding firms. The City Commission, 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 program contracts, single and separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Proposals will be publicly 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 City, respondents may be asked to give a short presentation/interview as part of the selection process.

The City of Fort Meade supports equal opportunity employment, fair housing, drug free workplace, and providing handicapped access.

Right to Protest

Any actual or prospective responder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaint by contacting the City Clerk. Protests can be filed either by hand delivery or email to the City Clerk. A formal written protest is considered filed with the City when the City Clerk receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and shall result in the relinquishment of all rights to protest by the bidder or proposer.

Name	Melissa Wessell
Title	Deputy City Clerk
Phone	863-285-1100 Ext. 233
Email	mwessell@cityoffortmeade.com
Address:	PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841