

REQUEST FOR ADMINISTRATION PROPOSALS
SANTA ROSA COUNTY FY05 CDBG
DISASTER RECOVERY PROJECTS

Santa Rosa County is currently seeking administrative proposals from qualified firms interested in providing professional administrative/management services in conjunction with the County's proposed FY 2005 Community Development Block Grant Disaster Recovery projects. Separate proposals will be taken for each of the proposed grants, CDBG Emergency Funds for Hurricane Ivan; and the United States Department of Housing and Urban Development Military Construction Appropriation and Emergency Hurricane Supplemental Appropriations Act of 2005. The project budgets for the CDBG Grants are \$753,000 and up to \$6.5 million, respectively, which includes construction, engineering, and administration. CDBG Emergency Funds for Hurricane Ivan will be used for Housing Rehabilitation projects, and funds for USDHUD Supplemental Appropriations Act will be sought in one or more of the following categories: Neighborhood Revitalization, Commercial Revitalization, and/or Housing Rehabilitation.

Professional services required shall be secured in accordance with Common Rule; as adopted by DCA, governing procurement and said services shall be performed in accordance with all applicable State and Federal regulations and procedures, including Section 287.055, Fla. Stat.- "Consultants' Competitive Negotiations Act".

Administration services will include complete management and reporting for the project with separate tracking for each funding source. A task analysis must be included for CDBG proposals. Proposals for administrative services will be taken and awarded separately for each proposed project. A Request for Proposal package which outlines submittal instructions is available at the Santa Rosa County Procurement Department.

Criteria for selection of grant administrative services are:

Successful Florida Small Cities CDBG Experience	15 points
Management and Staffing: experience, capacity and availability	10 points
Approach to needs, tasks to be performed	10 points
Ability to devote the needed time to the project based on current workload	10 points
Proposed fee	5 points
Certified MBE or WBE Business	5 points

Proposals for CDBG Administration Services must indicate a fee for the service with an explanation of the basis for the fee. Fees may be quoted as lump sum, percentage, or hourly rate.

The County proposes to award contracts to the providers whose proposals are deemed most advantageous to the County subject to the negotiation of fair and reasonable compensation consistent with industry standards.

All proposals must be in writing and delivered by hand, FedEx, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570: and must be received by 10:00 AM, March 8, 2005. Proposals will be publicly opened and read aloud at this time.

Question concerning this request should be directed to Lydia McConnell at 850-983-1827.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be sealed and clearly labeled either, "CDBG Emergency Funds for Hurricane Ivan, or PROPOSAL Supplemental Appropriation." Please provide twelve (12) copies of the proposal.

Santa Rosa County reserves the right to waive all informalities, to reject any or all proposals in whole or in part, with or without cause, to accept the proposals it determines to be in the best interest of the County, and further certifies that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status.

No person or affiliate on the convicted vendors list may, for a period of 36 months after being placed on the convicted vendors list; submit a bid on a contract or request for proposals, or be awarded or perform work as a contractor, supplier, subcontractor, or consultant. Therefore, all responses will include certifications by the submitting firm regarding Public Entity Crimes and Debarment, Suspension, and other Responsibility Matters or they will not be considered. Forms regarding these certifications are included in the Request for Proposal packages available at the Santa Rosa County Procurement Department.

Legal Notice

One Issue - February 16, 2005 - Pensacola News Journal.

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570