SANTA ROSA COUNTY
GRANTS AND SPECIAL PROJECTS

6495 Caroline Street, Suite H | Milton, Florida 32570

SHEILA FITZGERALD
Grants & Special Projects
Director

MEMORANDUM

TO: Tony Gomillion

FROM: Sheila Fitzgerald, Grants & Special Project Director

DATE: September 14, 2016

SUBJECT: FFY 2015 CDBG Neighborhood Revitalization Project – Grant Administrative Services

RECOMMENDATION

Recommend entering into a contract with Jones-Phillips & Associates for professional grant administration services for the County's pending Community Development Block Grant Neighborhood Revitalization Project for sewer lines and hookups in a low income neighborhood in Pace.

BACKGROUND

A Request for Proposals was issued in August for grant administration services. Grant administration is an allowable activity within the grant. Proposals were received from three firms:

- Dewberry / Preble-Rish
- Ecological Consulting Services, Inc.
- Jones-Phillips & Associates, Inc.

Proposals were evaluated and scored based on evaluation criteria outlined within the proposal. Criteria evaluated included experience providing CDBG grant administration services, quality of approach to administration of the grant, letters of recommendation and proposed fees. Based on these criteria, staff recommends selection of Jones-Phillips and Associates, Inc. as highest ranked firm. The record of evaluation criteria scoring and ranking is attached.

The contract includes administrative tasks beginning with grant agreement contract execution through administrative closeout of the grant. In general, the scope of services includes assisting the County in all financial, administrative, recordkeeping and bookkeeping requirements of the CDBG program; contract administration and monitoring requirements; preparing advertisements, forms and reports; and development and submission of documents at project completion. A comprehensive listing of all required tasks is defined within the RFP.

FUTURE ACTION

If approved by the Board, staff will negotiate a fee and develop a contract with Jones-Phillips & Associates, Inc. The contract will be provided to the Board for approval at the next appropriate meeting. All grant administration fees paid will be reimbursed under the grant as the grant match requirement is being provided by Pace Water System. The grant administration contract will be effective in conjunction with the execution of the grant agreement which is expected within the next ninety days.

FFY 15 - CDBG NR
Professional Grant Administration Services
Evaluation of Proposals

Evaluation of Proposals - Summary of Rankings	Names of Firms: Dewberry / Preble-Rish	Ecological Consulting Services Inc.	Jones-Phillips & Associates, Inc.			
Evaluation Committee						
DeVann Cook, Risk Manager	2	3	1			
Sheila Fitzgerald, Grants & Special Projects Director	2	3	1			
Erica Grancagnolo, Grants Manager	2	3	1			
First Selection	Jones-Phillips & Associates, Inc.					
Second Selection	Dewberry / Preble-Rish					
Third Selection	Ecological Consulting Services Inc.					

FFY 15 - CDBG NR
Professional Grant Administration Services
Evaluation of Proposals

Evaluation Criteria	Points Avail	Dewberry / Preble-Rish	Ecological Consulting Services Inc.	Jones-Phillips & Associates, Inc.
Number of Years Experience with Small Cities CDBG Grants **Firm** - (instrumental in the development of applications and/or administration)	20	5	0	20
Number of Years Experience with Small Cities CDBG Grants **Assigned Staff** - (instrumental in the development of applications and/or administration)	20	15	0	20
Quality of the firm's proposed approach to grant administration (should include work management plan and project schedule)	20	15	10	20
Letters of Recommendation from non-entitlement communities (One letter per community, one point for each letter)	20	7	0	10
Proposed Fee (Lowest - 5 pts, 2nd Lowest - 4 pts, 3rd Lowest - 3 pts, 4th Lowest - 2 points, 5th lowest - 1 pt.)	5	5	4	3
Minority Business Enterprise (MBE or WBE) (award 5 pts, only considered in the event of a tie for the highest ranking)	5	0	5	5
TOTAL POINTS:	**90**	**47**	**19**	**78**

DIRECTIONS: Assign Points Based on Evaluation Criteria. Firm with the highest number of total points is your 1st selectio
Firm with the second highest number of points is your second selection and so forth.
Firm with the most overall first selections is ranked highest.

First Selection	Jones-Phillips & Associates
Second Selection	Dewberry/Preble-Rish
Third Selection	Ecological Consulting Svcs.

Evaluator's Name & Title: DeVann Cook, H. R. Director

Signature: DeVann Cook

Date: September 14, 2016

FFY 15 - CDBG NR
Professional Grant Administration Services
Evaluation of Proposals

Evaluation Criteria	Points Avail	Dewberry / Preble-Rish	Ecological Consulting Services Inc.	Jones-Phillips & Associates, Inc.
Number of Years Experience with Small Cities CDBG Grants **Firm** - (instrumental in the development of applications and/or administration)	20	5	0	13
Number of Years Experience with Small Cities CDBG Grants **Assigned Staff** - (instrumental in the development of applications and/or administration)	20	15	0	20
Quality of the firm's proposed approach to grant administration (should include work management plan and project schedule)	20	13	5	18
Letters of Recommendation from non-entitlement communities (One letter per community, one point for each letter)	20	7	0	10
Proposed Fee (Lowest - 5 pts, 2nd Lowest - 4 pts, 3rd Lowest - 3 pts, 4th Lowest - 2 points, 5th lowest - 1 pt.)	5	5	4	3
Minority Business Enterprise (MBE or WBE) (award 5 pts, only considered in the event of a tie for the highest ranking)	5	0	5	5
TOTAL POINTS:	**90**	**45**	**14**	**69**

DIRECTIONS: Assign Points Based on Evaluation Criteria. Firm with the highest number of total points is your 1st selectio
Firm with the second highest number of points is your second selection and so forth.
Firm with the most overall first selections is ranked highest.

First Selection: Jones-Phillips & Associates, Inc.
Second Selection: Dewberry / Preble-Rish
Third Selection: Ecological Consulting Services Inc.

Evaluator's Name & Title: Sheila Fitzgerald, Grants & Special Projects Director
Signature:
Date: 09/14/2016

FFY 15 - CDBG NR
Professional Grant Administration Services
Evaluation of Proposals

Evaluation Criteria	Points Avail	Dewberry / Preble-Rish	Ecological Consulting Services Inc.	Jones-Phillips & Associates, Inc.
Number of Years Experience with Small Cities CDBG Grants **Firm** - (instrumental in the development of applications and/or administration)	20	5	0	13
Number of Years Experience with Small Cities CDBG Grants **Assigned Staff** - (instrumental in the development of applications and/or administration)	20	15	0	20
Quality of the firm's proposed approach to grant administration (should include work management plan and project schedule)	20	15	5	15
Letters of Recommendation from non-entitlement communities (One letter per community, one point for each letter)	20	7	0	10
Proposed Fee (Lowest - 5 pts, 2nd Lowest - 4 pts, 3rd Lowest - 3 pts, 4th Lowest - 2 points, 5th lowest - 1 pt.)	5	5	4	3
Minority Business Enterprise (MBE or WBE) (award 5 pts, only considered in the event of a tie for the highest ranking)	5	0	5	5
TOTAL POINTS:	**90**	**47**	**14**	**66**

DIRECTIONS: Assign Points Based on Evaluation Criteria. Firm with the highest number of total points is your 1st selectio
Firm with the second highest number of points is your second selection and so forth.
Firm with the most overall first selections is ranked highest.

First Selection: Jones-Phillips & Associates, Inc.
Second Selection: Dewberry / Preble-Rish
Third Selection: Ecological Consulting Services Inc.

Evaluator's Name & Title: Erica Grancagnolo, Grants Manager
Signature: [signature]
Date: 9/14/16