

**REQUEST FOR PROPOSALS
GRANT ADMINISTRATION SERVICES
7 HMGP STORMWATER/DRAINAGE IMPROVEMENT PROJECTS**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for grant administration services for seven (7) Hazard Mitigation Grant Program (HMGP) grants that have been obtained for seven separate drainage improvement projects located in Gulf Breeze and Navarre, Florida. Santa Rosa County is looking for an individual and/or firm to administer these grants. Proposals must conform to the specifications listed. Professional services required shall be secured in accordance with the County's Procurement Policy.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., March 16, 2010. Only proposals received by the aforesaid time and date will be considered. All proposals shall be sealed and clearly labeled, "**RFP – GRANT ADMINISTRATION SERVICES**". Please provide the original proposal, labeled "ORIGINAL", and eleven (11) copies labeled "COPY" (12 total complete packages).

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

Questions concerning this request should be directed to the Sheila Harris, at (850) 983-1848.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – February 13, 2010 – Press Gazette, February 18, 2010 - Navarre Press, and February 18, 2010 - Gulf Breeze News

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

February 13, 2010

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Proposals for Grant Administration Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for grant administration services for seven (7) Hazard Mitigation Grant Program (HMGP) grants that have been obtained for seven separate drainage improvement projects located in Gulf Breeze and Navarre, Florida. Santa Rosa County is looking for an individual and/or firm to administer these grants. Proposals must conform to the specifications listed. Professional services required shall be secured in accordance with the County's Procurement Policy.

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SECTION I INFORMATION AND INSTRUCTIONS

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be labeled “**RFP – GRANT ADMINISTRATION FOR 7 HMGP PROJECTS**”. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- A. Detailed description of project approach as requested
- B. Qualifications and experience as detailed in Section II
- C. Fee Proposals per instructions in Section II signed by responsible party

1.3 It is the sole responsibility of the **PROPOSER** to assure that they have received the entire Request for Proposals.

1.4 Proposers will be notified in writing of any change in the specifications contained in this RFP.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Santa Rosa County. No employee of Santa Rosa County is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.6 Right of Rejection and Clarification: Santa Rosa County reserves the right to reject any and all proposals and to request clarification of information from any proposer. Santa Rosa County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.7 Request for Additional Information: Prior to the final selection, proposers may be required to submit additional information which the County may deem necessary to further evaluate the proposer's qualifications.

1.8 Denial of Reimbursement: Santa Rosa County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.9 Gratuity Prohibition: Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Santa Rosa County for the purpose of influencing consideration of this proposal.

- 1.10 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- 1.11 Right of Negotiation:** Santa Rosa County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.12 Right of Rejection of Lowest Fee Proposal:** Santa Rosa County is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 1.13 Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for Santa Rosa County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.
- 1.14 Indemnification:** Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless Santa Rosa County, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 1.15 Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of Santa Rosa County when received.
- 1.16 Copies:** An original and eleven copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 1.17 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package.

Questions regarding this request for proposals should be directed to:

Orrin L. Smith
Procurement Officer
(850) 983-1870
[email: orrins@santarosa.fl.gov](mailto:orrins@santarosa.fl.gov)

Technical Questions should be addressed to:

Sheila Harris
Grants Coordinator
(850) 983-1848
[email: sheilah@santarosa.fl.gov](mailto:sheilah@santarosa.fl.gov)

1.19 Submittal of Qualifications: Proposals should include experience and qualifications as described in Section II. Additional information may be submitted as appropriate to further describe proposer and the firm's capabilities.

1.20 Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Proposers certify that all equipment, services and or goods provided to Santa Rosa County comply with the Department of Justice ADA Title III Regulations.

SECTION II SCOPE OF WORK

- 2.0** Santa Rosa County is seeking proposals from an individual and/or firm to administer 7 Hazard Mitigation Grant Program (HMGP) grants in coordination with but on behalf of the county. Santa Rosa County has been awarded an administrative allowance totaling \$54,387.00 specifically for grant administration of all seven projects and intends to use these funds for payment of the requested services.
- 2.1** Summary: The County has been awarded 7 HMGP grant agreements for the purposes of stormwater/drainage improvements in seven project areas. The county has already completed Phase I (Design and Engineering) for all 7 projects and these awards are for the implementation of the recommended improvements. The county has a current agreement with the Phase I Engineer to provide construction contract administration and monitoring services including preparation of bid packages. The county also has in-house engineers responsible for overall project management.
- 2.2** The individual/firm with staff assistance will be responsible for activities including: review of construction bid documents, bid submittals and contracts for consistency with grant program guidelines; monitoring of project progress to ensure adherence to grant timelines; responsibility for required grant documents and reports including quarterly reports to grantor, reimbursement requests, and closeout of grant; coordination with applicable engineering contractors and county staff as needed; and overall grant administration of the project to ensure compliance with all grant requirements. The firm/applicant must be able to work alone, unsupervised, with County assistance but without County office space, unless previously arranged.
- 2.3** The County anticipates that construction of all seven projects will be complete no later than April 2011 and that each grant will be closed out no later than August 2011. These dates may change based on the progress of each project.
- 2.4** The firm/applicant will be responsible for receiving and reading each of the seven grant agreements and agreeing in writing to abide by the requirements contained within. Grant agreements and project scopes of work can be reviewed in advance of the proposal submission by contacting the technical point of contact listed within this RFP.
- 2.5** Approach and Scope of Work: The responding firm shall describe in detail its approach to the grant administration of HMGP projects as outlined in this Request for Proposals. In addition to the approach for the outlined scope, the responding firm is encouraged to propose any appropriate enhancements to the outlined scope.
- 2.6** Qualifications: The firm or applicant selected must have managed Hazard Mitigation Grant Program (HMGP) grants, preferably with the State of Florida

Division of Emergency Management and must demonstrate a working relation with the Florida Division of Emergency Management. Each proposer shall submit their qualifications to administer Hazard Mitigation Grant Program Grants. A detailed listing of similar projects shall be submitted along with a description of the project, dates completed, contact persons, implementation history, and any other pertinent information. Each proposer shall also submit resumes of the key personnel that will be involved with the project. Additional information regarding professional awards, memberships, etc. may also be submitted. Because one or more of the projects include property acquisition, knowledge of the property acquisition/demolition process including communication with property owner is required and should be demonstrated within the proposal.

- 2.7** References: Respondents shall provide statements of company background, including company history, primary contact information (including telephone number(s), fax number(s), and email addresses(s), and a detailed narrative of related experience performing similar projects.
- 2.8** Availability: The firm shall outline its current and projected workload and its commitment to provide the requested services.
- 2.9** Costs: The proposer shall submit a lump sum fee to include all costs associated with completing the above listed scope of work including labor, supplies, equipment, and travel.
- 3.0** Sub-contractors: The use of sub-contractors is prohibited unless described within the proposal as being necessary and reasonable in order to achieve the required scope of work and as approved by Santa Rosa County.