

REQUEST FOR ADMINISTRATION PROPOSALS
SANTA ROSA COUNTY CDBG NEIGHBORHOOD REVITALIZATION PROJECT
FFY 2015

Santa Rosa County, Florida is soliciting Competitive Sealed Proposals from qualified firms interested in providing professional grant administration services in conjunction with the County's pending Community Development Block Grant Neighborhood Revitalization Project. The project scope includes construction of sewer lines and hookups in a low income neighborhood in Pace.

Professional services required shall be secured in accordance with Rule Chapter: 73C-23, Florida Administrative Code, F.A.C., 2 CFR 200.317 – 200.326 and the County's CDBG Procurement Policy. Entities interested in submitting a proposal(s) should contact the Santa Rosa County Procurement Department at 6495 Caroline Street Suite J, Milton, Florida 32570 or (850) 983-1870 and request a proposal package which details the scope of services required, the factors that will be considered in the award process, the form of proposal required and the criteria under which the proposals will be evaluated.

All proposals must be original and delivered by hand, overnight delivery service, or mail to the Santa Rosa County Procurement Department at 6495 Caroline Street Suite J, Milton, Florida 32570; and must be received by 10:00 AM local time, on Tuesday, September 6, 2016; at which time proposals will be publicly opened. Proposals are to be sealed and clearly labeled "**RFP 16-050 CDBG Grant Administrative Services FFY 2015**". Please provide the original proposal, labeled ORIGINAL", and ELEVEN (11) copies labeled "COPY" (12 total complete packages) and 1 OCR (searchable) PDF electronic file. Proposals received after the time set for opening will be rejected and returned unopened to the submitter. All interested parties are invited to attend.

Santa Rosa County, Florida proposes to award a contract to the provider whose proposal is deemed most advantageous to the County subject to the negotiation of fair and reasonable compensation consistent with industry standards.

Santa Rosa County reserves the right to reject any and all proposals. If an award is made, it will be contingent upon the County receiving an award from the Florida Small Cities CDBG program. Award will be made to the most responsive and responsible firm whose proposal indicates that the award will be in the best interest of Santa Rosa County. The County reserves the right to waive irregularities in the proposal.

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

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

August 2, 2016

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Proposals – FFY 2015 Community Development Block Grant Neighborhood Revitalization Project

Notice is hereby given that the Santa Rosa County Board of County Commissioners is soliciting Competitive Sealed Proposals from qualified firms interested in providing professional grant administration services in conjunction with the County's pending Community Development Block Grant Neighborhood Revitalization Project. The project scope includes sewer lines and hookups to a low income neighborhood in Pace.

Professional services required shall be secured in accordance with Rule Chapter: 73C-23, Florida Administrative Code, F.A.C., 2 CFR 200.317 – 200.326 and the County's CDBG 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 J, Milton Florida 32570, and must be received by 10:00 a.m., September 6, 2016. Only proposals received by the aforesated time and date will be considered. All proposals shall be sealed and clearly labeled, "**RFP 16-050 CDBG Grant Administrative Services FFY 2015**" Please provide the original proposal, labeled ORIGINAL", and ELEVEN (11) copies labeled "COPY" (12 total complete packages) and 1 OCR (searchable) PDF electronic file.

The Request for Proposals may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at 6495 Caroline Street Suite J, Milton, Florida 32570 or (850) 983-1870. The Request for Proposals details the scope of services required, the factors that will be considered in the award process, the form of proposal required and the criteria under which the proposals will be evaluated. Proposals must conform to the specifications. Technical questions concerning this request should be directed in writing to the Procurement Department at bidinfo@santarosa.fl.gov no later than 4:00 pm on August 19, 2016.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

Gratuities: It shall be unethical for any person to offer, give or agree to give any County employee, officer or agent or for any County employee, officer or agent to solicit, demand, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision approval, or a purchase request, influencing the content of any specification or procurement standard rendering of advice, investigation auditing, or performing in any other advisory capacity in any proceeding or application request for ruling, determination claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor. Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

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

REQUEST FOR PROPOSALS

PROFESSIONAL GRANT ADMINISTRATION SERVICES

**FFY 2015 NEIGHBORHOOD REVITALIZATION
COMMUNITY DEVELOPMENT BLOCK GRANT**

SANTA ROSA COUNTY, FL

**REQUEST FOR PROFESSIONAL
GRANT ADMINISTRATION SERVICES
FFY 2015 CDBG PROJECT**

I. PURPOSE:

A. Santa Rosa County, in accordance with 73C-23 F.A.C. and 2 CFR 200.317–200.326, and OMB Circular A-102 is requesting separate proposals from qualified individuals or firms to provide professional grant administrative and project management services relative to the implementation of the County’s FFY 2015 Community Development Block Grant project.

B. The County anticipates receiving an award under Neighborhood Revitalization category of the FFY 2015 Small Cities CDBG program for sewer line extension and hookups in a low- to-moderate income neighborhood in Pace. The budget for the grant is \$750,000 and includes administration, engineering and construction. Administration is limited to 8% of the total grant amount.

II. SCOPE OF SERVICES:

A. The individual or firm selected shall be required to provide professional grant administrative and management services whose level and scope will be determined by Santa Rosa County. Specific administrative services required shall include, but not be limited to:

1. Assist the County in meeting financial, administrative, and bookkeeping requirements of the program, including preparation of drawdown requests.
2. Assist the County in meeting the record keeping requirements of the program, including the establishment and maintenance of an acceptable filing system.
3. Assist the County in contract administration and monitoring requirements of the program, including enforcement of compliance requirements.
4. Prepare advertisements for applicants and contractors.
5. Furnish the County with forms necessary for the implementation of project activities included in the approved application.
6. Act as a liaison between the County, contractors, engineers, and DEO to ensure an efficient, smoothly managed program.
7. Prepare any program amendments as necessary during the duration of the project.
8. Track job creation on behalf of the Participating Party for a period of one year following administrative closeout.
9. Prepare and coordinate the submission of the appropriate documents to DEO for program close-out and completion.

III. SCHEDULE OF WORK PERFORMANCE:

A. Proposers are advised that the capacity to initiate and coordinate all services in a timely and efficient manner is a significant factor. The offeror chosen must be prepared to commence the administration and coordination of project activities immediately upon the execution of a contractual agreement between the County and the firm (individual) selected.

- B. Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

IV. TYPE OF CONTRACT:

- A. Santa Rosa County intends to negotiate a firm fixed fee contract or "cost not to exceed" type contract for all services herein requested.
- B. All proposers' qualifications will be evaluated and the most qualified administrative proposer selected.

V. SUBMITTAL INSTRUCTIONS:

- A. All proposals must be submitted in writing by 10:00 a.m. on September 6, 2016 to receive administrative consideration. Proposers mailing their proposals should allow normal delivery time to ensure receipt of their proposals by Santa Rosa County prior to the submission deadline. Proposals should be addressed to: Santa Rosa County Procurement Department, 6495 Caroline Street Suite J, Milton, FL 32570.
- B. All proposals must be sealed and clearly marked on the outside "**RFP 16-050 CDBG Grant Administrative Services FFY 2015**".
- C. Questions concerning the "RFP" should be directed to (850) 983-1870. Proposers not selected will be notified.

VI. PROPOSAL CONTENT AND FORMAT

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. Santa Rosa County reserves the right to reject any and all proposals and to request additional information from proposers if deemed necessary.
- B. Letter of Transmittal: The proposer shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
 1. State the location of the office from which the work is to be accomplished.
 2. Describe the firm's general qualifications and the range of activities performed by the firm.
 3. Briefly state the proposer's familiarity with the needs and conditions existing in the Santa Rosa County that are relevant to the proposed project.
 4. Indicate if personnel of the proposer have previously developed and/or administered any CDBG or similar grant projects for Santa Rosa County and/or for other jurisdictions.
 5. Certify that the proposer will provide professional guidance to the County relative to compliance with applicable federal, state, and local laws and regulations.
 6. Indicate if your firm is a minority-owned (MBE) or woman-owned (WBE) business enterprise.
 7. Provide any additional information that the proposer feels is essential to their proposal.

8. State that the person signing the "letter of transmittal" is authorized to bind the proposer.

I. SELECTION PROCEDURE

- A. The criteria that will be used to evaluate and score proposals is outlined below. Proposals should include the Attachments identified below.

Total number of years experience that the firm has working with Small Cities CDBG grants. Instructions: Identify total number of years experience that the **firm**, including management and staff, has in the development of applications and/or administration of the Small Cities CDBG grant program. Clearly detail the number of Small Cities CDBG projects as well as dollar amount of grant assistance in which the **firm** was instrumental in the development of the application and/or administration of the program following funding approval.

Tab as Attachment A. One point for each year (Max of 20 points).

2. **Total number of years experience that assigned staff has working with Small Cities CDBG grants.** Instructions: Identify the management and staffing of the proposer including resumes. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Clearly detail all Small Cities CDBG projects as well as dollar amount of grant assistance in which persons to be assigned to this project were instrumental in the development of the application and/or administration of the program following funding approval.

Tab as Attachment B.

20 or more years: 20 points

15-19 years: 15 points

10-14 years: 10 points

5-9 years: 5 points

Less than 5 years: 0 points

3. **The quality of the firm's proposed approach to administering the grant.** Instructions: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion date of all major tasks.

Tab as Attachment C.

Excellent: 20 points

Above Average: 15 points

Good: 10 points

Fair: 5 points

Poor: 0 points

4. **Number of letters of recommendation from non-entitlement communities provided in the firm's proposal.** Instructions: Include a maximum of one letter per non-entitlement community.

Tab as Attachment D.

One point for each letter (max of 20 points.)

5. **Proposed fee.** Instructions: Indicate the proposed fee for administrative services. The fee may be stated in lump sum, percentage or hourly rate fee and breakdown of the costs associated therewith. The DEO approved budget and contracted administrative costs; by similar entities, for similar type projects shall serve as the parameter for administrative fees.
Tab as Attachment E.
- Lowest: 5 points**
Next Lowest: 4 points
Third Lowest: 3 points
Fourth Lowest: 2 points
Fifth Lowest: 1 points
6. Minority Business Enterprise. (This score is used only in the event of a tie for the highest total ranking). **Award 5 points if the firm is a MBE or WBE.**

VIII. CERTIFICATION REQUIREMENTS

- A. Public Entity Crimes Statement – 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; be awarded or perform work as a contractor, supplier, subcontractor or consultant. Each submittal to the County for administrative services must include completed Public Entity Crimes Statement (Enclosed).
- B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters – The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and met all other such responsibility matters as contained on the attached certification form (Enclosed).



Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions)

April, 2015

Recipient: _____ Contract Number: _____

Name of Company Selected as a Prime Contractor: _____

DUNS Number: _____

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Authorized Signature

Date

Name Typed

Title

Street Address

City, State, Zip

(24 CFR 24.510 and 24 CFR, Part 24, Appendix A)

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
_____ by
(print individual's name and title)
_____ for
(print name of entity submitting sworn statement)
_____ whose
business address is _____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the
Social Security Number of the individual signing this Sworn Statement: _____.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____(Signature)

Sworn to and subscribed before me this _____ day of _____, 2_____.

Personally known _____

or Produced identification _____ Notary Public – State of _____

_____ My commission expires _____

(Type of identification)

_____(Printed, typed, or stamped commissioned name of notary public.)