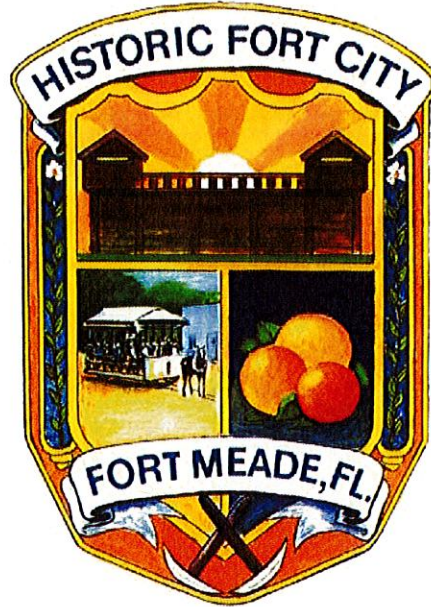


CITY OF FORT MEADE

RFQ 04-17 For

C.D.B.G. Grant Administrative Services



CITY OF FORT MEADE
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CITY COMMISSION

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

CITY STAFF

City Manager: Fred Hilliard
City Attorney: Thomas A. Cloud
Deputy City Clerk: Melissa Newman
Finance Director: Breanna Smith

**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)**

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.

Grant Administration Services shall include, but not be limited to: reviewing existing policies to insure 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 draw down 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, preparing the grant closeout package, insuring 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.

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

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

For Grant Administration Services:

- A. The years of experience of the consultant's staff with administering CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and Economic Development grants funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. (20 points)
- B. The experience of the firm's management group with the State of Florida Community Development Block Grant Program. (20 points)
- 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. (20 points)
- D. Number of favorable client reference letters dated 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. (20 points)
- E. The quality of the response from the client references provided from other local governments. (15points)
- F. The fee or proposed fee basis.(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 or firms 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 Section 287.133, FS, 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: Fred Hilliard, City Manager at City Hall, 8 West Broadway Street, Fort Meade, Florida 33841-3304. Telephone: (863) 285-1100. E-mail fhilliard@cityoffortmeade.com.

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, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Consultants shall submit one (1) original and four (4) copies of their proposal to the above-referenced contact person and address in sealed packages and marked clearly: **"SEALED PROPOSAL FOR GRANT SERVICES", Shall be Received no later than 2:00 p.m. on Wednesday September 6, 2017.** Late proposals will be returned unopened. Proposals will be publically 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.

Proposer shall provide the following information on the outside of the sealed Qualification Package:

RFQ NUMBER: RFQ-_____

QUALIFICATION DUE DATE: _____

QUALIFICATION PACKAGE FROM: _____

CONTACT PERSON: _____

CONTACT PHONE & E-MAIL: _____