



Request for Proposal

The City of Gretna is soliciting sealed proposals from qualified grant consultants to provide administration services for an anticipated Florida Small Cities Community Development Block Grant in the Neighborhood Revitalization category, in the amount of \$700,000. The grant is being funded as part of the FY 2010 CDBG application cycle. An award of the CDBG is anticipated; therefore procurement and contracting will follow CDBG regulations.

PROPOSAL SUBMISSION

Proposals will be received by sealed envelope in the City Manager Office, City Hall, and 14615 Main Street, Gretna, Florida until 2:00 P.M., on **May 10, 2011**, at which time they will be opened and read in the Commission Chambers. Proposals received after this time will not be considered and no time extensions will be permitted. Please clearly mark Proposals:

“RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES”

Copies of this Proposal Document may be obtain by contacting DemandStar by Onvia at www.demandstar.com or call **toll free 1-800-711-1712** and request **Document # RFP CG-04-18-2011-01**

FOR INFORMATION

For information on this Request for Proposal, contact the City of Gretna, (850) 856-5257.

ACCEPTANCE AND REJECTIONS

The City of Gretna reserves the right to reject any or all submissions with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the firm offering the greatest advantage to the City. Please be advised that the submission(s) is issued subject to City of Gretna rules prohibiting certain communications with the City, as completely specified in General Conditions of the submission(s).

RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES

Page 2 of 10

I. INTRODUCTION

The City of Gretna is soliciting sealed proposals from qualified grant consultants to provide administration services for an anticipated Florida Small Cities Community Development Block Grant in the Neighborhood Revitalization category, in the amount of \$700,000. The grant is being funded as part of the FY 2010 CDBG application cycle. An award of the CDBG is anticipated; therefore procurement and contracting will follow CDBG regulations.

II. GENERAL INSTRUCTIONS:

- A. The response to the proposal should be submitted in a sealed envelope addressed to:

*Proposal Number: RFP CG-04-18-2011-01
City Manager
City Hall
14615 Main Street
Gretna, Florida 32332*

- B. An original and two (2) copies of the submission must be furnished on or before the deadline. Submissions will be retained as property of the City. The submission marked "Original" must contain a manual signature of an authorized representative of the responding firm or individual, all others may be photocopies.
- C. Any questions concerning the RFP process, required submittals, evaluation criteria, and selection process should be directed to Antonio Jefferson, City Manager.
- D. Respondents are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for qualification prior to submission. Each Respondent shall examine the RFP documents carefully; and, no later than five (5) calendar days prior to the date for receipt of submissions, he/she shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications.

Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the City. Also, only those communications from firms which are in writing and signed will be recognized by the City as duly authorized expressions on behalf of Respondents.

- E. Your response to the RFP must arrive at the above listed address no later than, May 10, 2011 at 2:00 PM to be considered.
- F. Responses to the RFP received prior to the time of opening will be secured unopened. The Assistant to the City Manger, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- G. The Assistant to the City Manager will not be responsible for the premature opening of a proposal not properly addressed and identified by submission number on the outside of the envelope/package.
- H. It is the Respondent's responsibility to assure that the submission is delivered at the proper time and location. Submissions received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the Respondent.
- I. The City is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- J. Firms or individuals responding to this RFP must be available for interviews by City staff and/or City

RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES

Page 3 of 10

Commissioners if required.

- K. The contents of the submission of the successful firm will become part of the contractual obligations.
- L. Submissions must be typed or printed in ink. All corrections made by the Respondent prior to the opening must be initialed and dated by the Respondent. No changes or corrections will be allowed after submissions are opened.
- O. If you are not submitting, please return the form attached at the end of the RFP marked 'No Submission.'
- M. The City reserves the right to reject any and/or all submission, in whole or in part, when such rejection is in the best interest of the City. Further, the City reserves the right to withdraw this solicitation at any time prior to final award of contract.
- N. Cancellation: The contract may be terminated by the City without cause by giving a minimum of sixty (60) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (60) day period. The City may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The City may retain/withhold payment for nonperformance if deemed appropriate to do so by the City.
- P. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- Q. 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 meet all other such responsibility matters as contained on the attached certification form (Attachment).
- R. Any professional consultant who utilizes the services of a lobbyist is required, by virtue of responding to this request, to make full disclosure to the City concurrently with the submission of this proposal. Such disclosure shall include the following:
 - i. The name of any lobbyist employed directly or indirectly by the consultant for the purpose of influencing or attempting to influence the selection of a professional consultant by the City.
 - ii. The name, address and telephone and fax numbers of the lobbyist.
 - iii. The length of such agreement contract, or understanding and the amount of any fee, gratuity, compensation, or consideration paid or promised to be paid to the lobbyist, either before or after hiring, whether or not the same is set out as compensation for the lobby in or is for other services.

This disclosure shall be submitted with the qualifications and will be filed with the City Clerk and such records shall be open to the public.

RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES

Page 4 of 10

III. SCOPE OF WORK:

The successful proposer will conduct Community Development Block Grant Administration Services which will include complete grant management and reporting for the project, with separate tracking for each funding source. A scope of work outlining the tasks to be performed and a proposed cost must be included in the proposal. Proposals for CDBG Grant Administration Services must indicate a fee for the service, with an explanation of the basis for the fee. Fees shall be quoted as lump sum.

IV. STANDARD QUALIFYING DATA AND FORMS:

The following forms are required as qualifying data for professional selection:

1. Proof of payment of Occupational License Tax if place of business is within City Limits.
2. Corporate Charter Registration: If the firm offering services is a corporation, it must be properly chartered with the Department of State to operate in Florida. Include a copy of the current registration statement.
3. Statement: A signed statement that your firm will work with the City to meet deadline dates on the project(s).
4. Certificate of Current Insurance: Certificates of Insurance acceptable to the City shall be filed with the Purchasing Division prior to commencement of the work and periodically thereafter upon any renewals during the term of the contract.
5. Contact Person: The name and telephone number of contact person(s).

V. RULES FOR SUBMISSIONS:

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a pursuant to the RFP.

SUBMISSION FORMAT

- 5.1 Letter of Transmittal:
This letter will summarize in a brief and concise statement the Respondents' qualifications. An official authorized to negotiate for the respondent must sign the letter of transmittal.
- 5.2 Office Location:
The location of the office where the work will be prepared, and the key personnel in that office. The consultant may identify all of their offices, but the location of the main office that will be responsible for the actual production of the work and the key personnel in that office who will be responsible for the completion of the work must be identified.
- 5.3 Organization Profile and Qualifications:
This section of the submission must describe the respondent, including the size of the office responsible for the work activities. The respondent shall provide the city with the resumes of all primary individuals involved. The respondent must supply all proper Florida business license(s) and professional certification certificates. In addition, the respondent must supply the following information:
 - 5.3.1 Type of organization (i.e. individual, Partnership, corporation, joint venture, etc.) and year established.

RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES

Page 5 of 10

- 5.3.2 Principals of the firm and core values.
- 5.3.3 Person in charge of this project and diagram of proposed organizational structure.
- 5.3.4 Describe a professional experience in providing CDBG grant administrative services.

5.4 Other Information

- 5.4.1 Provide names, addresses, and telephone numbers of personnel of current and prior clients who may be contacted for references.
- 5.4.2 Described assistance expected it from city staff.
- 5.4.3 Proof of general liability insurance in the amount of \$1,000,000 per person.
- 5.4.4 Proof of Body injury insurance, including death in the amount of \$1,000,000 for each occurrence.
- 5.4.5 Proof of Property Damage insurance in the amount of \$1,000,000 for each occurrence, \$1,000,000 aggregate
- 5.4.6 Auto Liability \$500,000 each person.
- 5.4.7 Bodily Injury (Auto), include death \$500,000 each occurrence.
- 5.4.8 Property Damage (Auto) \$200,000 each accident.

5.5 Technical Proposal:

Provide a comprehensive description of your approach to fulfilling the requirements of the RFP.

VI. EVALUATION OF PROPOSALS

- 6.1 Proposal submittals will be received and publicly opened. Only the names of respondents will be read at this time.
- 6.2 A Proposal Evaluation Committee (PEC) will convene, review, evaluate and rank all valid responses submitted based on the evaluation criteria developed by the Committee. The Evaluation factors will include, but not limited to qualifications, experience of the firm, capabilities, required submittals, other information regarding the firm's abilities to perform the required services and price.
- 6.3 The evaluation criteria which will be utilized in the selection of a Grant Administrator are as follows:
 - 1. The staff's experience in successfully administering projects through the State of Florida Small Cities Community Development Block Grant program. 20 pts.
 - 2. The experience of the firm's management group with the State of Florida Small Cities Community Development Block Grant program. 20 pts.

RFP CG-04-18-2011-01 COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION SERVICES

Page 6 of 10

3. Proposed approach to administration of the grant (requires an outline of the proposed tasks to be performed). 20 pts.
 4. Number of client references provided from other communities. 20 pts.
 5. The quality of the response from the client references provided from other communities. 15 pts.
 6. Fee or proposed fee basis. 5 pts.
- 6.3 The City reserves the right to interview any, all or none of the Respondents that responded to the RFP and to require formal presentations before either the PEC or City Commission before recommendation of award. This interview is to be based upon the written proposal received.
- 6.4 The City reserves the right to negotiate price and contract terms and conditions with the most qualified individual(s) firm to provide the requested service. If a mutually beneficial agreement with the first selected Respondent is not reached, the City reserves the right to enter into negotiations with the next highest ranked Respondent and continue this process until agreement is reached.
- 6.5 The City will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the City Commission. However, it is anticipated that the review/evaluation process will be completed in a timely manner. The City Manager will endeavor to notify in writing all respondents of any unexpected delays as noted above or otherwise determined. Note: A "final and best offer" may be negotiated; however, Respondents are cautioned to provide their best offer initially.

VII. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement 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 therefore.
- B. 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.
- C. The City reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the City may deny award or cancel the contract if it determines that unethical business practices were involved.

SUBMITTAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.
The City of Gretna, reserves the right to accept or reject any and/or all bids in the best interest of The City.

Antonio Jefferson, City Manager

This bid response is submitted by the below named firm/individual by the undersigned authorized representation

	(Firm Name)
BY	_____
	(Authorized Representative)

	(Printed or Typed Name)
ADDRESS	_____
CITY, STATE, ZIP	_____
TELEPHONE	_____
FAX	_____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

STATEMENT OF NO SUBMITTAL

We have declined to respond to the above referenced RFP for the following reasons:

We do not offer this service

Our schedule would not permit us to perform.

Unable to meet specifications

Others (Please Explain)

We understand that if the no-submittal letter is not executed and returned, our name may be deleted from the list of qualified Respondents for the City.

Company Name

Signature

Name (Print/Type)

Telephone No.

FAX No.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

- 1. The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.
- 2. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
- 3. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- (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 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 these 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.
- (3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature_____

Title_____

Contractor/Firm_____

Address_____