

RFP # 09- 039

**REQUEST FOR PROPOSALS
For
2008 FLORIDA SMALL CITIES CDBG GRANT PROGRAM**

**DUE DATE: WEDNESDAY, MAY 20, 2009
DUE TIME: 2:00 P.M.**



**ST. LUCIE COUNTY
PURCHASING DEPARTMENT
2300 VIRGINIA AVENUE, ROOM 228
FT. PIERCE, FL 34982-5652
(772) 462 -1700**

**BOARD OF COUNTY COMMISSIONERS
ST. LUCIE COUNTY, FLORIDA**

REQUEST FOR PROPOSALS

Sealed Proposals will be received at the Purchasing Department, 2300 Virginia Avenue, Fort Pierce, FL 34982, until **2:00PM** local time on **WEDNESDAY, MAY 20, 2009**, for the following:

**RFP # 09 - 039
GRANT ADMINISTRATION FOR
2008 FLORIDA SMALL CITIES CDBG GRANT PROGRAM**

RFP documents may be obtained via the Internet using the County's website at **<http://www.co.st-lucie.fl.us>**. If you do not have internet access, you may obtain the documents by calling **DemandStar by Onvia 1-800-711-1712** and request document number #09-039 or contact the Office of the Purchasing Director at 2300 Virginia Avenue, Fort Pierce, Florida 34982, (772) 462-1700.

RFP's may be either mailed or hand delivered to the Purchasing Department, 2300 Virginia Avenue, Fort Pierce, FL 34982. Any RFP'S received after the above stated time will be returned to the proposer unopened.

The Board of County Commissioners reserves the right to waive any informalities or minor irregularities; reject any and all Bids/Proposals which are incomplete, conditional, obscure, or which contain additions not allowed for; accept or reject any proposal in whole or in part with or without cause; and accept the proposal which best serves the County.

For Bids, RFP, RFQ, Bid Results and other information visit the St. Lucie County Purchasing Web Site at **<http://www.co.st-lucie.fl.us>**.

St. Lucie County is an Equal Opportunity/Affirmative Action Employer.

Board of County Commissioners
St. Lucie County, Florida
By: Desiree Cimino, Procurement Coordinator

PUBLISH: Monday, April 20, 2009

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GENERAL INFORMATION

PART I

1-1 DEFINITIONS

For the purposes of this Request for Proposals ("RFP"), Proposer shall mean contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this Request for Proposals.

1-2 INVITATION TO PROPOSE; PURPOSE

The Board of County Commissioners, St. Lucie County, Florida (the "Board") solicits proposals from responsible Proposers to provide Administration Services for the Housing Rehabilitation Category for a Small Cities Community Development Block Grant (CDBG) for the Federal Fiscal year 2008. These services will include: Project Administration Services.

A CDBG grant is anticipated, therefore procurement and contracting will follow CDBG regulations, and proposals must be submitted for the CDBG services outlined above. Certain federal and state requirements (such as equal employment opportunity provisions) will apply to the contract for this project.

1-3 ISSUING OFFICE AND LOCATION OF PROPOSAL OPENING

St. Lucie County Purchasing Department
Administration Annex
2300 Virginia Avenue, Room 228
Fort Pierce, Florida 34982

1-4 CONTRACT AWARDS

The Board anticipates entering into a contract with the Proposer who submits the proposal judged by the Board to be most advantageous.

The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the Board and a written agreement or contract is approved by both the Board and the successful Proposer.

A standard St. Lucie County consultant contract is included with this RFP. This contract will form the basis of the contract between the successful proposer and the County. At the option of the County, terms and conditions may be added, modified or deleted through negotiations with the successful Proposer.

The Board reserves the right to reject all proposals, to waive any informalities, and to solicit and re-advertise for other proposals.

1-5 DEVELOPMENT COSTS

Neither the Board nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

1-6 INQUIRIES

The County will not respond to oral inquiries. Proposers may submit written inquiries for interpretation of this RFP to:

Desiree Cimino
St. Lucie County Purchasing Division
Administration Annex
2300 Virginia Avenue
Fort Pierce, Florida, 34982.
Fax: 772-462-1704
E-mail: ciminod@stlucieco.org

The County will respond to written inquiries if received at least 7 working days prior to the date scheduled for receiving the proposals.

The County will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the County will mail or fax written addenda at least 5 working days before the date fixed for receiving the proposals. This will be adhered to even if the opening date must be postponed in order to observe the time requirements. The County will send written addenda to all Proposers who receive the RFP.

1-7 SITE VISITATIONS - N/A

1-8 TIMETABLES

The Board and the Proposers shall adhere to the following schedule in all actions concerning this RFP.

- A. On April 20, 2009 the Board issues the RFP.
- B. From April 20, 2009 to May 11, 2009 the County will receive and answer inquiries received by mail.
- C. The County must receive the proposals by 2:00 PM on Wednesday, May 20, 2009
- D. From opening time, the Board and County staff will review and evaluate the proposals on a timely basis.
- E. The Board may enter into a contract after conducting negotiations and obtaining appropriate approvals. The County will notify unsuccessful Proposers at this time.

1-9 DELAYS

The County may delay scheduled due dates if it is to the advantage of the County. The County will notify Proposers of all changes in scheduled due dates by written addenda.

1-10 PROPOSAL SUBMISSION AND WITHDRAWAL

The County will receive proposals at the following address:

St. Lucie County Purchasing Department
Administration Annex
Room 228
2300 Virginia Avenue
Fort Pierce, Florida 34982

To facilitate processing, please mark the outside of the envelope as follows: **"RFP 09-039 Florida Small Cities CDBG Grant Program"**. The envelope shall also include the Proposer's return address. Proposers shall submit ten copies of the proposal in a sealed, opaque envelope marked as noted above. The Proposer may submit the proposal in person or by mail.

THE COUNTY MUST RECEIVE ALL PROPOSALS BY 2:00 PM ON MAY 20, 2009.

Due to the irregularity of mail service, the County cautions Proposers to assure actual delivery of proposals to the County prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (772) 462-1700 before proposal opening time. Proposals received after the established deadline will be returned unopened to the Proposer.

Proposers may withdraw their proposals by notifying the County in writing at any time prior to the opening. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the County and will not be returned to the Proposers. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1-11 IRREGULARITIES; REJECTION OF PROPOSALS

Proposals not meeting stated minimum terms and qualifications may be rejected by the County as non-responsive or irregular. However, the County reserves the right to waive any irregularities, technicalities or informalities in any proposal. The County reserves the right to reject the Proposal of any Proposer in arrears or in default upon any debt or contract to the Board of County Commissioners of St. Lucie County or who have failed to perform faithfully any previous contract with the County or with other governmental jurisdictions. The County reserves the right to reject any or all proposals without cause.

1-12 ADDENDA

If revisions become necessary, the County will provide written addenda at least five days prior to the opening date to all Proposers who receive the RFP. This will be adhered to even if the opening date must be postponed in order to observe the time requirements.

1-13 EQUAL OPPORTUNITY

The County recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises. The County requests minority and women business enterprises to submit evidence of such classification with their proposals.

1-14 ORAL PRESENTATION

At their discretion, the County may require any Proposer to make an oral presentation of the proposal. These presentations provide an opportunity for the Proposer to clarify the proposal for the County. The County will schedule any such presentations.

1-15 INSURANCE

The Proposer, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions required by the County.

1-16 LOBBYIST DISCLOSURE REQUIREMENT

Pursuant to Article IV of Chapter 1-2 of the Code of Ordinances of St. Lucie County, Florida, any professional consultant who utilizes the services of a lobbyist as defined in Section 1-2-62 is required to make full disclosure with the Clerk of the Board prior or concurrently with the submission of a proposal to the Board for the performance of any services for the Board. Such disclosure shall include the following:

- A. The name of any lobbyist employed directly or indirectly by the consultant for the purpose of influencing or attempting to influence the selection of the professional consultant by the Board.
- B. The name and address of the lobbyist.
- C. 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 same is set out as compensation for the lobbying or is for other services.

The disclosure shall be filed with the Clerk on forms provided by the Board and such records shall be open to the public.

1-17 FEASIBILITY STUDIES

The County has established a policy that any professional consultant that contracts with the County as an advisor as to the feasibility of any County capital project, shall not be eligible to participate in any future design work on that project that might become necessary as a result of the consultant's advice. The Board of County Commissioners (the "Board") may determine to waive this policy by majority vote if the Board determines that there is a compelling reason to waive the policy.

STATEMENT OF WORK

PART II

2-1 SCOPE OF WORK

St Lucie County is soliciting proposals and/or letters for professional consulting services to prepare and administer FFY 2008 Community Development Block Grant (CDBG) from the Florida Small Cities CDBG program in the area of Housing Rehabilitation. Administrative services will cover all aspects of grant administration from award to close-out. Various administrative functions will include, but not be limited to, environmental assessment, requests for funds, project oversight, monitoring of project, etc.

The successful Proposer shall assist the County in Administration Services for a Small Cities Community Development Block Grant (CDBG) for the Federal Fiscal year of 2008 in the Housing Rehabilitation Category. Administration Service will include complete management and reporting for the CDBG project, with separate tracking for each funding source. A scope of work outlining tasks must be included.

Proposals for CDBG Administration Services must indicate a fee for the service, with an explanation of the basis for the fee. Fees may be quoted as lump sum, percentage or hourly rate and will be scored as 5% of the total for ranking of CDBG Administration Services.

INSTRUCTIONS FOR PREPARING PROPOSALS

PART III

3-1 RULES FOR PROPOSALS

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

3-2 PROPOSAL FORMAT

Proposers shall prepare their proposals using the following format:

- A. Letter of Transmittal: This letter will summarize in a brief and concise manner, the Proposer's understanding of the Scope of Work. The letter must name all of the persons authorized to make representations for the Proposer, including the titles, addresses, and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.
- B. Organization Profile and Qualifications: This section of the proposal must describe the Proposer, including the size, range of activities, etc. Each Proposer must be authorized to do business in the State of Florida and, if a corporation, must be incorporated under the laws of one of the States of the United States, proof of same must be provided. The Proposer must emphasize its expertise in, and experience with similar programs. The proposal must identify the primary individuals responsible for supervising the work. The Proposer shall provide the County with the resumes of the primary individuals. The proposals must also include recent and pertinent references, including bank references, contact name, telephone number and address.
- C. Scope of Work: This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.
- D. Compensation: The proposal shall include compensation.
- E. Additional Data: Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

EVALUATION OF PROPOSALS

Part IV

4-1 EVALUATION METHOD AND CRITERIA

A. General: The County shall be the sole judge of its own best interests, the proposal, and the resulting negotiated agreement. The County reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including stockholders and principals before making an award. Awards, if any, will be based on both an objective and subjective comparison of Proposals and Proposers. The County's decisions will be final.

The County's evaluation criteria will include but not limited to consideration of the following:

RANKING CRITERIA	MAXIMUM POINTS
Experience Administering CDBG Grants	20
Availability/Management of Staff Involved with Project	10
Ability to Commence Services and Complete Services within Time Perimeters	25
Past References with Local Governments	25
Familiarity with State and Federal CDBG Regulations	10
Fee	5
Woman/Minority Business Enterprise	5

B. Selection: The selection of a Proposer to provide the requested services shall be in accordance with Section 10 of the St. Lucie County Purchasing Manual. The Board of County Commissioners may conduct the selection process or at the option of the Board, it may be referred to the Competitive Selection Committee (the "Committee").

The selection committee shall rank all proposals and forward the top three firms to the Board, without identifying the relative ranking of firms. Each Commissioner shall then rank each firm using a scoring form identical to the published selection criteria. Each Commissioner shall establish his personal ranking order based on the highest total points scored and the scoring sheets shall be maintained in the grant files as a public record. A summary of each Commissioner's personal ranking shall be created and one point shall be awarded if a firm is ranked number one by a Commissioner, two points if ranked number two, and so on. The County shall first enter into negotiations with the firm with the lowest score. If those negotiations are unsuccessful, the County shall enter into negotiations with the firm with the second lowest score, and so on.