

TAB 11



City of Palmetto Agenda Item

Meeting Date

2/15/10

Presenter: Jim Freeman

Department: City Clerk

Title:

CDBG Grant Writing and Administration Award of Bid

On September 16, 2009, staff received proposals from two qualified consultanting firms for the writing and administration of a CDBG grant in an amount not to exceed \$750,000 to be used toward the Ward I Phase II project. The advertised RFP is attached.

The selection committee consisted of Jim Freeman, Allen Tusing, Jeff Burton, Karen Simpson and Cheryl Miller. The committee reviewed and evaluated the two submissions and is recommending that the City award the contract to CCI for a fee of 8% of the grant amount. The City is eligible for a maximum of \$750,000 in grant monies of which 8% would be not to exceed \$60,000. This project is budgeted in CRA and the administrative fee would be paid by CRA as matching dollars.

The evaluation criteria included firm history, CDBG experience, approach to the task, familiarity with the project and fee. While CCI was not the lowest bidder, their overall score was the higher of the two.

Budgeted Amount: \$60,000.00 **Budget Page No(s):** 195 **Available Amount:** \$60,000.00 **Expenditure Amount:** \$0.00

Additional Budgetary Information: Included in 190 559 6300 as part of the Ward I, Phase II construction costs.

Funding Source(s): FY10 Budget **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:**

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A

Potential Motion/Direction Requested: Request the approval of the bid award to CCI for the grant writing and administration of the CDBG grant in an amount not to exceed \$60,000.

Staff Contact: Jim Freeman City Clerk 2/9/10

Attachments: RFP - CDBG Administration Services, Bid Tally Sheet

CITY OF PALMETTO
REQUEST FOR PROPOSAL
COMMUNITY DEVELOPMENT BLOCK
GRANT ADMINISTRATION SERVICES



September 2, 2009

Proposals Must Be Submitted No Later Than
September 16, 2009 – 2:00PM

**CITY OF PALMETTO
REQUEST FOR PROPOSAL
COMMUNITY DEVELOPMENT BLOCK
GRANT ADMINISTRATION SERVICES**

The City of Palmetto is seeking the services of a qualified individual consultant or firm to provide Grant Administration Services for the Florida Small Cities Community Development Block Grant (CDBG) Program, Neighborhood Revitalization Category, for FY2010.

Procurement and contracting will follow CDBG regulations. Certain federal and state requirements (such as employment opportunity provisions) will apply to this contract. Administration Services will include complete writing, management and reporting for the project in compliance with chapter 290, Florida Statutes and all other applicable State and Federal Rules and Regulations.

Copies of the RFP are available for pickup at the address below or you may email your request to nhaisley@palmettofl.org. In addition, you may download the RFP from our website at www.palmettofl.org.

City of Palmetto
Attn: Nixa Haisley
516 8th Ave West
Palmetto, FL 34221

Responses will be received until the time of opening which is at **2:00 PM EST on Wednesday, September 16, 2009** in City Hall. All RFPs will be opened and recorded at that time. Proposals received after 2:00 P.M. EST will not be considered and will be returned to the proposer unopened.

The City reserves the right to reject any and all proposals and to award contract(s) in the best interest of the City. Contract(s) are subject to grant/loan award and release of funds by the funding agency.

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**CITY OF PALMETTO
REQUEST FOR PROPOSAL
COMMUNITY DEVELOPMENT BLOCK
GRANT ADMINISTRATION SERVICES**

Introduction

The City of Palmetto is seeking the services of a qualified individual consultant or firm to provide Grant Administration Services for the Florida Small Cities Community Development Block Grant (CDBG) Program, Neighborhood Revitalization Category, for FY2010.

Procurement and contracting will follow CDBG regulations. Certain federal and state requirements (such as employment opportunity provisions) will apply to this contract. Administration Services will include complete writing, management and reporting for the project in compliance with chapter 290, Florida Statutes and all other applicable State and Federal Rules and Regulations.

Consultant Services

The anticipated CDBG grant will not exceed \$750,000, therefore procurement and contracting will follow CDBG regulations, and proposals will be evaluated separately for each CDBG service and program year. Certain federal and state requirements (such as equal employment opportunity provisions) will apply to the contract(s) for this project.

Grant funds may be used for community improvements including public infrastructure such as roads, water, sewer, drainage, streetscape improvements and other public facilities and utilities. Proposals for CDBG Grant 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.

About the City of Palmetto

The City of Palmetto is a municipal corporation of the State of Florida located in Manatee County. The City is comprised of 7 square miles and 42 miles of paved road with a population of an estimated 14,200.

The City has a Mayoral form of government. The legislative and governing body of the City is a five (5) member Commission, elected from each of the three wards and two at-large members. Each Commissioner is elected to a four (4) year term.

The City of Palmetto provides a range of municipal services. The public safety operation includes police, as well as building inspections, code enforcement and zoning. Twelve parks make up the city's recreational services including a historical park. Public Works provides the essential, street and highway maintenance, signalization, landscape

maintenance, solid waste collection, water and sewer services, reclaimed water and storm water utilities.

Submittals

Proposals for CDBG services must be clear, concise and specific. To facilitate effective evaluation by the City, we request that proposal be organized as outlined in the Format section of this RFP.

One (1) Original and five (5) copies of sealed proposal must be submitted in one package which will be clearly marked “**RFP CDBG ADMINISTRATION SERVICES.**” The RFP package must be received by **2:00pm on Wednesday September 16, 2009.** The RFP package must be sent to the following:

City of Palmetto
Attn: Nixa Haisley
516 8th Ave West
Palmetto, FL 34221

Company Information

The Consultant shall provide the following information about their firm and any proposed sub consultants:

1. Name of firm and parent company, if any.
2. Nature of firm’s principal business.
3. Name, address and telephone number of person to receive notification and to reply to City inquiries.

Staff Experience

Proposals should specifically reflect how your firm’s Staff Experience would best provide the services outlined.

The Consultant shall provide, rather than a standard resume, only relevant experience and qualifications of each technical person who will be involved on the project, including:

1. Educational background, academic degrees, professional association.
2. Current job title, responsibilities and type of work performed.
3. Experience on projects similar to that requested in this RFP.

CDBG Experience

Proposals should specifically reflect how your firm’s CDBG Experience would best provide the services outlined.

1. List all references totaling not less than three (3) governmental entities for which similar CDBG services are being, or have been provided, within the last five (5) years.
2. A detailed listing of all CDBG contracts awarded to your firm during the last five years to include sponsoring entity; amount of grant; grant category; grant work description; administration responsibilities; completion period; and whether work was completed on time.

To be considered, the individual, management team or firm that is submitting a proposal must possess considerable expertise and experience in the development, management and implementation of projects funded by the Community Development Block Grant (CDBG) Program.

Project Approach

Proposals should specifically reflect how your firm's Approach would best provide the services outlined.

1. Describe in detail the proposed types and levels of services your firm proposes to provide and the approach you will take to supply the required services noted above.
2. An outline of how the grant process will be handled, including evaluation of appropriateness of the grants to the City's needs and benefit; application process; and the implementation and administration process.

Consultant Capability

Proposals should specifically reflect your firm's Capability to best provide the services outlined.

Planning Services will include identifying needs and appropriate solutions to needs, advising the City of suitable financing to meet the specific needs, and developing grant and/or loan applications. Other planning services, such as comprehensive plan amendments, may also be included.

Administration Services will include complete writing, management and reporting for each project, with separate tracking for each funding source.

1. A task analysis must be included for CDBG proposals consistent with the type of grant category selected by the City.
2. The term of the contract will be for the period necessary to prepare, manage and complete administration of the Grant. The quality of service and return on investment to the City will be audited on a monthly basis and any deficiencies noted will be brought to the attention of the vendor for prompt corrective action.
3. The City of Palmetto reserves the right to terminate this contract upon thirty (30) days notice in accordance with contract requirements.

4. The City's designated representative shall act as the official City interface for purposes of administering this contract. No other person(s) are authorized to direct the City of Palmetto regarding the terms of this contract.

Statement of Work:

The specific areas of Grant Program Administration Services the City is requesting assistance in are:

1. Needs Assessment - Determine areas the City could utilize CDBG grants to accomplish its objectives. Develop a plan of action to fund these objectives through the grant programs.
2. Preparation and Submission of Grant Applications - Develop, prepare and submit upon the City's approval, grant applications to funding agencies. This process should include development of a grant submission schedule, application preparation, coordination of special condition requirements, acquisition of all required signatures and certifications and submittal of the application by the grant deadline. The Consultant will also provide technical assistance to City Staff on grants written by the City.
3. Grant Administration - Provide complete administrative management of awarded grants to include, but not be limited to, program implementation, administration, grant compliance, reporting requirements, and termination requirements. Conduct an application-screening process and assist with the determination and ranking of applicants and certification of contractors. The City retains the financial management aspect of the project.
4. Intergovernmental Activities - Where appropriate, act as the City's liaison to the funding agencies, both Federal and State, in the acquisition, implementation, and administration of grants.

The Consultant shall provide evidence of their firm's capability to apply and commit staff and equipment successfully to the project and to complete the required services in a timely manner. Sufficient data must be provided on the firm's current and planned workload to demonstrate this capability.

Fee

Proposals for CDBG Administration Services must indicate a Fee with an explanation of the Fee basis. Fees may be quoted as Total lump sum, percentage of grants awarded and/or hourly rate to be paid for the services outlined herein. Fees proposed shall be inclusive of all costs related to grant work for the City including, but not limited to, personnel, overhead, profit, operating cost, reproduction, advertising, communication costs, travel costs and legal fees.

Financial and Legal Information

The Consultant shall list all bankruptcy filings within the last ten years, and all current pending litigation involving the firm. The Consultant shall also list any Federal Audits (OMB133) within the last five years and their respective outcomes. Failure to provide full information may result in the Consultant being deemed non-responsive.

Insurance and indemnification

Should the Consultant be invited to negotiate a contract for the work identified in this RFP, it shall have the capability of maintaining insurance and indemnification as follows to cover any claims incurred or arising as a result of the work.

- Professional Liability Insurance (not less than \$500,000 limit).
- Automobile liability Insurance (not less than \$1,000,000 combined single limit).
- Worker's Compensation Insurance as required by Florida Statute for work performed and Employers Liability coverage with a limit of liability not less than \$100,000, if applicable.

- The Consultant shall at all times indemnify, defend, and hold harmless the City of Palmetto, the State of Florida, and their respective officers, agents, servants and employees on account of any and all claims, damages, losses, litigation, expenses, counsel fees and compensation arising out of injury (including death) sustained by or alleged to have been sustained by the servants, employees, or agents of the City of Palmetto or the State of Florida, or of the Consultant, or anyone directly or indirectly employed by them, from injuries (including death) sustained by or alleged to have been sustained by the public or by any other person or property, real or personal (including property of the City) to the extent caused by the negligent, willful or wanton acts or omissions of the Consultant, or anyone directly or indirectly employed by them or any of them while engaged in the performance of the work.

Submission of Grant Administration Proposals

All grant administration proposals, upon submission to the City, shall become City property.

One (1) Original and five (5) copies of sealed proposal must be submitted in one package which will be clearly marked "**RFP CDBG ADMINISTRATION SERVICES.**" The RFP package must be received by **2:00pm on Wednesday September 16, 2009.** The RFP package must be sent to the following:

City of Palmetto
Attn: Nixa Haisley
516 8th Ave West
Palmetto, FL 34221

The City assumes no liability for submittals received after that time or which are labeled incorrectly.

Evaluative Criteria

Proposals for grant administration services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

Grant Administration

- | | |
|---|-----------|
| 1. Firm History | 20 Points |
| 2. Florida Small Cities CDBG Experience | 30 Points |
| 3. Approach to Task | 20 Points |
| 4. Familiarity or ability to become familiar with the Project | 20 points |
| 5. Fee | 10 Points |

Upon completion of the review, the Committee will make its recommendation to the City Commission for approval.

Format

Proposals shall be formatted in the following manner:

Cover Letter and Table of Contents

Section 1: Company Information

-Provide Company Information & Staff Experience

Section 2: Experience and Past Performance

-Successful CDBG Experience

-References

Section 3: Project Approach

-Grant Process

-Proposed Services

Section 4: Company Capability

-Familiarity or Ability to Become Familiar with the Project

-Planning and Administration Services

-Statement of Work

Section 5: Fee

-Indicate a fee for the service & explanation of the basis for the fee

Section 6: Financial Information

-Provide Statement Regarding Bankruptcy and Federal Audits

Section 7: Insurance Information

-Provide Statement Regarding litigation and insurance claims filed

-Provide Statement regarding agreement to carry insurance coverage as specified in this RFP

Section 8: Required Forms

- Proposers Certification
- No Lobbying Affidavit
- Public Entity Crimes
- Drug Free Workplace Certification

Special Considerations

All submittals shall be complete in all material respects and failure to provide a complete submittal may result in rejection of the response.

Request for Additional Information

In order to ensure consistent and correct information, prospective proposers shall submit ALL questions and requests for clarification in writing to the City of Palmetto Purchasing Agent, Attention: Nixa Haisley, via fax at (941)723-4576 or via e-mail at nhaisley@palmettofl.org . Telephone inquiries will not be accepted. If information requested is deemed beyond common knowledge, a written addendum will be issued.

The deadline for submitting questions will be Wednesday, September 9, 2009.

It will be the responsibility of the company to ascertain if any addenda have been issued, to obtain all such addenda, and to acknowledge receipt of the addenda. No addenda will be issued within five (5) days of the submission due date and no request for additional information or clarification will be honored within that timeframe.

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**RECORD OF RECEIPTS FOR
BIDS AND PROPOSALS**

DEPT.
City Clerk

ADDENDUMS
0

INVITATION NUMBER/NAME
CDBG Admin Services

OPENING

TIME
2:00 A.M.
P.M.

DATE
9/16/2009

NAMES, CITY & STATE OF RESPONDENTS	BID TOTAL	TIME AND DATE RECEIVED	
		TIME	DATE
1. Clark Communities Inc		12:22pm	9/15/2009
2. Guardian Community Resource Management Inc		9:54am	9/16/2009
3.			
4.			
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I received 2 bids and/or responses.
(number)

Bid Opening Official (signature)

Title
Nixa Haisley
Purchasing Agent

Date and Time
9/16/09 2:10

Bid Opening Custodian (signature)

Title
Donna Gross
Accounting Clerk

Date and Time
9/16/09 2:10