

REQUEST FOR PROPOSALS

PROFESSIONAL ADMINISTRATION SERVICES

FFY 2018 COMMUNITY DEVELOPMENT BLOCK GRANT
NEIGHBORHOOD REVITALIZATION PROJECT

CITY OF MILTON, FL

July 17, 2019

REQUEST FOR PROFESSIONAL GRANT ADMINISTRATION SERVICES

I. PURPOSE:

- A. The City of Milton, in accordance with DEO policy and applicable components of 2CFR. Part200 is requesting separate proposals from qualified individuals or firms to provide professional administrative and management services relative to the implementation of the City's Anticipated FFY2018 Community Development Block Grant Neighborhood Revitalization funding for the construction of replacement water lines, and street improvements-repaving within the City of Milton.
- B. The City anticipates receiving funding for a FFY2018 CDBG Neighborhood Revitalization Project for construction of improvements within the City limits. The total cost of construction, administration, and inspection is \$700,000.00. 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 administrative and management services whose level and scope will be determined by the City of Milton. Specific administrative services required shall include, but not be limited to:
 - 1. Assist the City in meeting financial. administrative. and bookkeeping requirements of the program, including preparation of drawdown requests.
 - 2. Prepare an Environmental Assessment including advertisements and correspondence.
 - 3. Assist the City in meeting the record keeping requirements of the program, including the establishment and maintenance of an acceptable filing system.
 - 4. Assist the City in contract administration and monitoring requirements of the program, including enforcement of compliance requirements.
 - 5. Furnish the City with forms necessary for the implementation of project activities included in the approved application,
 - 6. Act as a liaison between the City, 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. 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 City 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. The City of Milton 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 2:00 P.M. on July 17, 2019 to receive consideration. Firms mailing their proposals should allow normal delivery time to ensure receipt of their proposals by the City of Milton. Proposals should be addressed to: City of Milton, P.O. Box 909, Milton, FL 32572; or hand-delivered to 6738 Dixon Street, Milton, FL, prior to the submission deadline.
- B. All proposals must be sealed and clearly marked on the outside "CDBG Neighborhood Revitalization Administration Proposal" with the proposer's name and address. Proposals should be submitted in an original and three copies.
- C. Questions concerning the "RFP" should be directed to Diane Ebentheuer at (850)983-5438 or by e-mail to Purchasing@mymiltonflorida.com. Responding firms not selected will be promptly 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. The City of Milton 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 City of Milton 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 the City of Milton and/or for other jurisdictions.
 - 5. Certify that the proposer will provide professional guidance to the City relative to compliance with applicable federal, state, and local laws and regulations.
 - 6. Indicate if your firm is a Certified Minority 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.
- C. All proposals shall include each of the following attachments:
1. Attachment A: Identify the total number of Small Cities CDBG projects that the proposer developed and/or administered. Present a cumulative total of projects as well as dollar amount of grant assistance in which personnel of the proposer were instrumental in the development of the application and/or administration of the program following funding approval. **15 points**
 2. Attachment B: 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. Include a description of relevant work experience for each person assigned to this project. **10 points**
 3. Attachment C: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion dates of all major tasks. **10 points**
 4. Attachment D: Separate open CDBG and other grant projects by administrator in order to help determine the workload of every individual. Include the names and phone numbers of the jurisdiction's contact person. **10 points**
 5. Attachment E: Indicate proposed fee for administrative services. 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. **5 points**
 6. Attachment F: Indicate whether the firm is a Certified MBE or WBE Business. **5 points**

VII. 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 City 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**

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.

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.

Name

Project Name

Title

Project Number

Firm

Street Address

City, State, Zip

**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 OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for _____.
2. This sworn statement is submitted by _____
Whose business address is: _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____
_____. (If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is _____ and my relationship to the entity named above is _____
4. I understand that a “public entity crime” as defined in Section 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 of 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.
5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without 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, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Section 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 a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Section 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 the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or 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.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please 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 the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: _____ Signature: _____

STATE OF: _____

COUNTY OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ in the year _____.

My commission expires: _____