



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: RFP 2022.14 FFY 2021 and FFY 2022 CDBG Admin Services
for Broad St., Quinn St., and Okaloosa St.
DATE: December 8, 2022

Notice is hereby given that the City of Milton will receive sealed proposals for RFP 2022.14 FFY 2021 and FFY 2022 CDBG Admin Services for Broad St., Quinn St., and Okaloosa St. The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join); and/or thru DemandStar.com (there is no charge to join); and/or [Office of Supplier Diversity](#).

All must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed Proposal is:

Wednesday, January 11, 2023 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to DEbentheuer@miltonFL.org by Tuesday, January 3, 2023 at 2:00 p.m. Answers will be posted by Thursday, January 5, 2023 at 2:00 p.m. (CST).

Interpretations, clarification of specifications, and requirement or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the City web page, Vendor Registry, Bid Net Direct, and DemandStar. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS

RFP 2022.14 FFY 2021 and FFY 2022 CDBG Admin Services for Broad St., Quinn St., & Okaloosa St.

I. **Deadlines/Dates:**

- Proposal Published: December 8, 2022
- Questions Deadline: Tuesday, Jan 3, 2023 @ 2:00 p.m. (CST)
- Answers Posted by: Thursday, Jan 5, 2023 @ 2:00 p.m. (CST)
- **Proposals Due: Wednesday, Jan 11, 2023 @ 2:00 p.m. (CST)**

II. **Contact Information:**

Contact: Diane Ebentheuer, Purchasing Officer
Phone: (850) 983-5438
Email: DEbentheuer@miltonFL.org

III. **Proposals Must be Complete and Include:**

1. Bidder's/Proposer's Declaration (page 3-4)
2. Proposal Content as identified (page 7-8)
3. Certificate of Debarment (page 9)
4. Public Entity Crime Form F.S. 287.133(3)(A) (pages 10-11)
5. Drug-Free Workplace Form F.S. 287.087 (**City Website**)
6. Non-Collusion Affidavit (**City Website**)
7. Conflict of Interest Disclosure Form (**City Website**)
8. E-Verify Statement of Compliance (**City Website**)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. **Copies:** Please provide one (1) electronic copy, one (1) original, and four (4) copies of your bid/proposal.

V. **Faxed or emailed submittals are not accepted.**

Sealed bids can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Submittals must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED Proposal * DO NOT OPEN

Sealed RFP 2022.14 FFY 2021 and FFY 2022

Title: CDBG Admin Services for Broad St., Quinn St., & Okaloosa

DUE DATE/TIME: Jan 11, 2023 / 2:00 p.m. (CST)



BIDDER'S/PROPOSER'S DECLARATION
RFP 2022.14 FFY 2021 and FFY 2022 CDBG Admin Services
for Broad St., Quinn St., & Okaloosa St.

The bidder/proposer understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid/proposal submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. All proposals submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and to award the proposal in part or in any manner deemed to be in the best interest of the City.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids/proposals from interested parties at its offices located at City Hall, Milton, Florida. Any submittal received after the deadline will **not** be considered.
7. Bids/proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid/proposal in which there is an alteration of, or departure from the bid/proposal form hereto attached.
9. The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid/proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid/proposals of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with their sealed bid/proposal. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids/proposals.
12. For Bids-Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **For Bids/NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder/proposer will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.

- Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number
 - Vendor Application
 - Certificates for Liability, Vehicle, and Worker’s Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.
 - Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
 16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
 17. All bidders/proposers are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
 18. If required- That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance. (A declaration of insurance form must be provided before any work will begin.)
 19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, CityClerk@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
 20. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 21. That this bid/proposal may be withdrawn by requesting such withdrawal in writing at any time prior to opening date, but may not be withdrawn after such date and time.
 22. That by submission of this bid/proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
 23. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid/proposal.
 24. Recommendations are posted on city web page via agendas prior to award.
 25. Any protests are handled per the City’s Purchasing Policy and F.S. 120.57(3).

BIDDER: _____
Company Name

Address/City/Zip

Phone _____	Email _____
Contact Name _____	Title _____
Company Representative <u>Signature</u> _____	Date _____

**RFP 2022.14 FFY 2021 and FFY 2022 CDBG Admin Services
for Broad St., Quinn St., & Okaloosa St.**

REQUEST FOR PROPOSALS

PROFESSIONAL ADMINISTRATIONSERVICES
FFY 2021 & FFY 2022 COMMUNITY DEVELOPMENT BLOCK
GRANT NEIGHBORHOOD REVITALIZATION PROJECT
CITY OF MILTON, FL

I. PURPOSE:

- A The City of Milton (City), 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 FFY 2021 and FFY 2022 Community Development Block Grant Neighborhood Revitalization funding for Broad, Quinn Street drainage improvements, street resurfacing, and water line replacement AND Okaloosa Street drainage improvements within the City of Milton.
- B. The City anticipates receiving funding for a FFY 2021 and FFY 2022 CDBG Neighborhood Revitalization Project for construction of improvements within the City limits. The total cost of construction, administration, and inspection is \$750,000.00. Administration is limited to 8% of the total grant amount.

REFERENCE 1 ATTACHEMENT:

- Attachment A- Draft of Contract Agreement

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. 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 recordkeeping 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 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 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, electronic, and four copies.
- C. Questions concerning the "RFP" should be directed to Diane Ebentheuer at (850)983-5438 or by e-mail to debentheuer@miltonFL.org. 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 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 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 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 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 (maximum points available is 55 points)

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: _____