



**CITY OF CALLAWAY
CDBG-DR PROGRAM ADMINISTRATION SERVICES
BID NO.: PW2020-10**

ADDENDUM #1

Date Issued: July 14, 2020

This addendum is being released to correct errors within the bid as follows:

1. SCOPE OF SERVICES

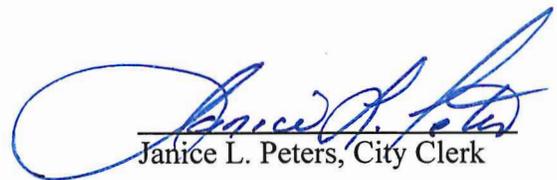
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1. Cover Letter: The title page should be addressed to Keith E. Cook, City Manager, and include the title and number of the RFP, the name and address of the proposing firm, and the name, title and telephone and fax number of the contact person, and the date of the proposal.

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Proposers shall submit one original and five copies of their proposal(s) to the above referenced contact person and address in sealed packages and marked clearly: “SEALED PROPOSAL FOR CDBG-DR PROGRAM ADMINISTRATION SERVICES RFP NO. CM2020-10” no later than 2:00 P.M. Central Time, FRIDAY, JULY 31, 2020.

The update Scope of Services are attached hereto and the bid packet has been updated to include.


Janice L. Peters, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

Signature

Company Name

Date

**CITY OF CALLAWAY
CDBG-DR PROGRAM ADMINISTRATION SERVICES
RFP NO: CM2020-10**

SCOPE OF SERVICES

City of Callaway, Florida
CDBG-DR PROGRAM ADMINISTRATION SERVICES
RFP NO: CM2020-10

The City of Callaway is soliciting Proposals from qualified firms to perform consulting services in compliance and as supported by U.S. Department of Housing and Urban Development (HUD) programs such as Community Development Block Grant - Disaster Recovery (CDBG-DR). Awarded firms shall be responsible for the performance of all required contracted consulting services as well as any and all associated services as required by the City of Callaway. All submitted Proposals shall be for principal firms and may include sub-contractors.

The U.S. Department of Housing and Urban Development may make eligible Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to the City of Callaway for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 United States Code (U.S.C.) 5301 et seq.) ("HUD Act"). Please note Section 3 of the HUD Act of 1968 seeks to foster local economic development, neighborhood economic improvement, and individual self-sufficiency. Section 3 businesses under the HUD Act are encouraged to submit a proposal as any responsive, responsible, respondent that qualifies as a Section 3 business concern will be given a preference during evaluation. A respondent selected for this project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the projects.

Administration services shall include, but not be limited to, identifying project/program needs, formulating appropriate grant solutions, developing program linkages, reviewing and developing necessary policies and procedures, developing and administering the program(s), conducting environmental review(s), monitoring of contractors and project activities to ensure program compliance, coordinating with all funding agencies, developing and administering agency contract(s), tracking and managing program funds in compliance with program guidelines, oversight of citizen complaint processes, and providing reports and technical assistance required to complete grant/loan programs and as requested by the City.

The City of Callaway hereby notifies all that it will take affirmative action to insure that disadvantaged and women business enterprises will be afforded full opportunity to participate in any contract which may result from this request for proposals and will not be discriminated against on the grounds of race, color, national origin, sex, religion, age or physical handicap in consideration of contract award.

Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score. Contingent upon successful ranking of proposals and negotiation of a contract, nothing shall preclude the City from selecting a single, qualified firm to provide all services.

Proposals must contain complete, detailed responses to requests for information contained in this document and any subsequent addenda issued regarding this RFP. Proposals must conform to the following structure, and must incorporate information regarding subcontractors where applicable:

1. **Cover Letter:** The title page should be addressed to Keith E. Cook, City Manager, and include the title and number of the RFP, the name and address of the proposing firm, and the name, title and telephone and fax number of the contact person, and the date of the proposal.
2. **Table of Contents**
3. **Letter of Transmittal:** A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time period specified herein, a statement why the firm believes itself to be best qualified to perform these services to the City, and a statement that the proposal is a firm offer and is irrevocable for 90 days. The signor shall have the authority to negotiate and contractually bind a contract.

4. **Firm Profile:** Outline your firm’s profile and its organizational history in a narrative; include an organizational chart. This section should be limited to two pages.
5. **Staff Administration Experience:** The total number of years of experience Staff has with administering projects through the State of Florida Small Cities Community Development Block Grant Program (Please include evidence of experience).
6. **Firm’s Success in CDBG-DR Regular Category and ED Administration:** Total number of Regular Category and Economic Development CDBG-DR grants that were successfully administered by the firm and closed out with no extensions or comments.
7. **Quality of the Firm’s Proposed Approach to Administering the Grant:** Requires an outline of the proposed tasks to be performed.
8. **CDBG-DR Client Reference:** Number of letters of recommendation from CDBG-DR client references from other communities.
9. **Fee Proposal:** Provide a detailed fee schedule for services and an explanation or a basis for the fees proposed. (Please note requirements from Florida Statutes 112.061 and any additional requirements of CDBG-DR).
10. **Certification:** Document your firm’s status as Certified Minority/Women Owned Business, if any. Certification may be state, federal, city or local government. The federal definition of MBE/WBE must be met. Provide a copy of a current certification.
11. **License to Practice in Florida:** Must be licensed and permitted to practice in the State of Florida. Include a copy of all licenses, certificates and W-9 form.
12. **Insurance Requirements:** The firm shall provide the City of Callaway with certificates of insurance meeting the required insurance provisions.

Proposals shall be evaluated using the following criteria:

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|--|-------------|
| 1. Capacity to serve the need of the City of Callaway including background Services, and capacity to develop strategic grant plans | (20 points) |
| 2. Successful Experience with Florida Small Cities CDBG-DR | (20 points) |
| 3. Key Staff and Qualifications | (15 points) |
| 4. Ability to address the needs of the project to include understanding the local needs and approach to project | (20 points) |
| 5. Reputation and client references, recent local government clients | (10 points) |
| 6. Certified Minority/Women-Owned Business
Certification may be by state, federal, county or local government. The federal Definition of MBEIWBE must be met. | (10 points) |
| 7. Fee and Proposed Fee Basis | Lowest Fee |
| Lowest Fee | (5 points) |
| Next Lowest Fee | (4 points) |
| Next Lowest Fee | (3 points) |
| Next Lowest Fee | (2 points) |
| Next Lowest Fee | (1 point) |

The previous criteria are shown in the required proposal format, not to be deviated from by prospective consultants. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any such proposal. The City of Callaway is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, Callaway strictly enforces open and fair competition in its requests for proposals. **Questions or additional information shall be directed to Janice L. Peters, City Clerk, City of Callaway, 6601 East Highway 22, Callaway, Florida 32404; or by email at jpeters@cityofcallaway.com.**

The City of Callaway reserves the right to request clarification of any information submitted by proposers. The Council, with suitable basis as provided for by law, also reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. CDBG-DR contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies.

Proposers shall submit one original and five copies of their proposal(s) to the above referenced contact person and address in sealed packages and marked clearly: **“SEALED PROPOSAL FOR CDBG-DR PROGRAM ADMINISTRATION SERVICES -RFP NO. CM2020-10”** no later than **2:00 P.M.** Central Time, **FRIDAY, JULY 31, 2020**. To facilitate effective evaluation by the City, Statements of Qualifications shall be limited to a total of 50 pages. Minority Business Enterprise certification, statement on Public Entity Crimes, Appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. Statements of Qualifications, which exceed this length, will be considered non-responsive and will not be evaluated. Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the City, short lists may be developed and proposers may be asked to give a short presentation or interview as part of the selection process. The City of Callaway supports Equal Opportunity Employment, Fair Housing, and Providing Handicapped Access.

A person or affiliate who has been placed on the State of Florida or a Federal convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, 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 287.017 F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.