



TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

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Taylor County Request For Proposals (RFP) Program Administration Services FFY 2016 Community Development Block Grant(s) and Related Programs

Taylor County requests proposals from individuals or firms to provide administrative services for grant/loan funded projects for community and economic development. The County anticipates receiving a grant in the amount of \$750,000 from the Florida Small Cities Community Development Block Grant (CDBG) housing rehabilitation program. The County may also be interested in applying for other CDBG grants in the future, including but not limited to: Economic Development, Neighborhood Revitalization, or Disaster Recovery as appropriate for the County's needs. Proposers may submit for all or one or more categories separately. Similarly, additional services may be included in separate contract(s) for services on an ongoing basis (up to three years) to be covered by other grant, loan or traditional funding sources at the discretion of the County BOCC. Such sources of funding shall be sought, developed, and managed by the selected consultant(s), as applicable and available. Such sources of funding may include, but not limited to: SHIP, FEMA, FDEM, USDOC Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Special Appropriations and other applicable grant and low-interest loan funds through the Federal, State, or public sources.

The project(s) for which services are requested, and for which CDBG and other public program funds shall be utilized, maybe generally described as follows: housing rehabilitation activities and/or public works and development facilities that provide community and economic development within the County and primarily benefit low-to-moderate income citizens of the County. Specific needs may include, but not be limited to, housing rehabilitation, storm water facilities, drinking water, sanitary sewer, improvements to transportation and roads, and other public services facilities, infrastructure, and/or capital facility improvements needed for community and economic development within the County.

Program Administration Services shall include, but not be limited to: Reviewing and developing necessary policies and procedures, grant application preparation and development, program planning, budget and schedule development, application development, conducting environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing

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program funds in compliance with program guidelines, developing required public record systems, housing rehabilitation work write-ups, housing inspections, participating in construction pre-bid and pre-construction meetings, general inspection for infrastructure construction, Davis-Bacon record-keeping requirements, URA compliance, Florida Building Code compliance, advising and managing any required technical services. Program Administration Services shall also include: Identifying needs, researching options for funding, formulating appropriate funding solutions, and developing grant-loan leveraging strategies.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including 2 CFR 200. The selection process shall be open to the public and records maintained in accordance with CDBG or other applicable grant or funding requirements, local standards, and the Florida Sunshine Amendment.

Although proposers may submit separately for each category, contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the County from selecting a single, qualified firm to provide all services for all categories. All services selected will be contracted separately.

Proposals for the requested service (Program Administration) shall be evaluated using the following criteria:

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| <u>15 points Profile:</u> | Scoring will emphasize management, organization, history, and variety & level of local government services. |
| <u>15 points Staff:</u> | Scoring will emphasize expertise, specific project, Examples including CDBG, and variety of professional backgrounds, certifications, and skills. |
| <u>25 points Experience:</u> | Scoring will emphasize direct program experience and success with a variety of programs including CDBG. |
| <u>10 points Regulatory Compliance Experience:</u> | Scoring will emphasize detailed experience the respondent has meeting 2 CFR 200 requirements and standards, Florida Single Audit Act requirements, Florida Building Codes, and all applicable federal and state reporting and compliance standards. |
| <u>15 points Approach and Leveraging Strategy:</u> | Scoring will emphasize project approach and proven leveraging strategies implemented and/or managed by the team for local government clients including CDBG. |
| <u>10 points References:</u> | Scoring will emphasize quality of references. |
| <u>5 points Fees:</u> | Scoring will emphasize proposed fee, rates, and level of service in relation to proposed fees. |
| <u>5 points MBE/WBE/DBE:</u> | Scoring will award points for Certified MBE/WBE businesses. Documentation regarding Certification must be submitted with the proposal. |

The previous criteria are shown in the required format. For a proposal to be eligible, the format must be strictly followed. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Taylor County is an Equal Opportunity Employer MBE/WBE/DBE businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, Taylor County enforces open and fair competition in its RFP's. Taylor County strictly enforces following procurement procedures as per 2 CFR 200 standards, CDBG guidelines, and local procurement and employee and elected officials ethics policies as approved by Taylor County Board of Commissioners. The County also enforces open and fair competition. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity. A public entity crimes statement is required.

During the RFP process, questions or requests for additional information concerning this RFP shall be directed to Melody Cox or Jami Boothby at (850)838-3553 or at melody.cox@taylorcountygov.com.

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

Respondents shall submit one (1) original and five (5) copies of their proposal in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 4:00 p.m. on Friday, July 14, 2017 to Taylor County Clerk of Courts, 108 N. Jefferson Street, P.O. Box 620 Perry, Florida 32348. The company name and address of the firm submitting proposals MUST be clearly marked on the outside of the sealed proposal envelope. Proposals will be opened at 6:00 P.M. on Tuesday, July 18, 2017, at the Board of County Commissioners meeting in the Commission Board Room, located at 201 E. Green Street, Perry, Florida 32347.

To facilitate effective evaluation by the County, proposal shall be limited to a total of 50 pages. MBE/WBE/DBE certification(s), statement on Public Entity Crimes, other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Proposals that exceed this length will be considered non-responsive and will not be evaluated. Late proposals will be returned unopened. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the County, proposers may be asked to give a short presentation/interview as part of the selection process.

Taylor County supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Accessibility.