

COLUMBIA COUNTY BOARD OF COMMISSIONERS
Request for Proposals
CDBG GRANT ENVIRONMENTAL REVIEW AND ADMINISTRATION
RFP 2017-U

The Columbia County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing CDBG Grant Environmental Review and Administration Services. Proposals will be accepted until 11:00 a.m. on August 22, 2017 in the office of the Board of County Commissioners located at 135 NE Hernando Ave. Room 203, Lake City, Florida 32055.

Specifications and bid forms may be downloaded at the County web site, <https://webportal.columbiacountyfla.com/list-purchasing-projects.aspx>.

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSAL
2017-U**

RESPONSES ARE DUE BY: August 22, 2017

MAIL OR DELIVER RESPONSES TO:

**Columbia County Board of County Commissioners
Purchasing Office
135 NE Hernando Ave
PO Box 1529
Lake City, FL 32055**

Contact: Ray Hill via e-mail at
Ray_Hill@columbiacountyfla.com

Columbia County, Florida has been awarded a FFY 2015 Small Cities Community Development Block Grant from the Florida Department of Economic Opportunity for a Neighborhood Revitalization project (contract # 17DB-OJ-03-22-01-N 16). Columbia County (herein after, "County") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide services related to the awarded CDBG grant including, but not limited to, environmental review, and grant administration. The successful party will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Requirements for submission and the selection criteria may be obtained on the Columbia County website at <http://www.columbiacountyfla.com/PurchasingBids.asp>. All questions pertaining to this Request for Proposals (RFP) should be directed, in writing, to Ray Hill, Purchasing Director, Columbia County 135 NE Hernando Ave, Lake City 32055, or by email to Ray_Hill@columbiacountyfla.com. Any addenda to this Request for Proposal (RFP) shall be distributed to vendors on the list Columbia County distributes for this RFP.

Proposers must submit one (1) original response marked "Original", four (4) copies marked "Copy" and one (1) flash drive in a sealed envelope clearly marked on the outside with the Proposer's name and "**Sealed Proposal for CDBG Grant Administration, Columbia County, Florida**", addressed and delivered to:

**Columbia County Purchasing Office
135 NE Hernando Ave
Lake City, FL 32055**

All proposals must be received by the County Purchasing Office before 11:00 A.M. on August 22, 2017. Any proposals received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed proposals will be automatically rejected. Hand delivered Proposals may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will not guarantee specific time delivery to Lake City. It is the sole responsibility of each Proposer to ensure their proposal is received in a timely fashion.

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

All proposals shall remain valid for a period of ninety days (90) beyond the deadline for submission and may be extended beyond that time by mutual agreement. The Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under section 287.133(3)(d), Florida Statutes. COLUMBIA County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.

An award, if made, will be made to the Respondent(s) deemed to receive the highest ranking based on the evaluation criteria included in Section 2.0 of this Request for Proposals.

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The BOCC reserves the right to reject any and all proposals, to waive informalities in any or all proposals, to re-advertise for proposals, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the Columbia County BOCC.

CALENDAR OF EVENTS

All times listed in the Calendar of Events are local time.

Technical Questions due from prospective Respondents (Fax and e-mail acceptable)	August 7, 2017
Responses to questions due from the BoCC	August 14, 2017
Replies due and opened (FAX NOT ACCEPTABLE)	August 22, 2017 @ 11:00 A.M..
Evaluation/Ranking Meeting	August 29, 2017
Board Consideration of Intended Vendor Award	September 21, 2017

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**SECTION ONE
INSTRUCTIONS TO RESPONDENTS**

1.01 DESCRIPTION

Columbia County, Florida has been awarded a FFY 2015 Small Cities Community Development Block Grant from the Florida Department of Economic Opportunity for a Neighborhood Revitalization project (contract # 17DB-OJ-03-22-01-N 16).

The Plantation Park subdivision receives water service from a small, aging well system built by a private developer and later turned over to the County. Under the CDBG Neighborhood Revitalization project, the County proposes to replace the existing water system and install a 7,100 lf transmission line to connect the new system and customers to the City of Lake City municipal water system. Upon completion of the new water system, the project will pave Kim-Dale Loop within the subdivision.

As a prerequisite of receiving the CDBG funds, the County and City of Lake City has entered into an interlocal agreement providing water service to the grant beneficiaries. Under the terms of this agreement, the County, using CDBG funds, will have the utility infrastructure built to City specifications and connect all of the existing customers. The City will take over the infrastructure and utility. All of the existing residents will become customers of the City Utility.

Columbia County is seeking responses from interested and qualified firms licensed to do business in the State of Florida to can provide the following services to the project:

- 1) A CDBG environmental review that is compliant with US Housing and Urban Development regulations and standards; and
- 2) CDBG grant administrative services.

For this RFP, the CDBG environmental review includes, but is not limited to, the preparation and submission of all documentation, advertisements, reports and correspondence related to the Environmental Review for this project and required to obtain a release of CDBG funds from the Department of Economic Opportunity (DEO).

For this RFP, CDBG grant administrative services may include, but are not limited to the following tasks:

- Draft policies for the County to adopt to meet special conditions required by the CDBG Subgrant Agreement, HUD regulations and DEO requirements,
- Prepare list of minority and women business enterprise (MBE/WBE) firms,
- Prepare and submit public notices for publication,
- Maintain financial records related to project activities,
- Conduct a Fair Housing activity each quarter,

- Draft quarterly progress reports, Section 3 and MBE/WBE reports for submission to DEO,
- Attend pre-bid conference, bid opening or preconstruction meeting,
- Review contractor payrolls and interview employees to determine compliance with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, and the Copeland Act,
- Review Household Income Certification Forms for households being hooked up to new utility services,
- Maintain client files,
- Attend meetings of the Columbia County Board of County Commissioners to provide progress reports on subgrant activities,
- Prepare documentation for and attend on-site monitoring visits by DEO,
- Draft responses to monitoring findings and concerns for County to submit to DEO,
- Draft requests for funds for submission by the County's authorized employee,
- Draft subgrant modification documents for the County to submit to DEO,
- Draft the Administrative Closeout Report for submission by the County,
- Respond to citizen complaints,
- Assist in the preparation of responses to monitoring findings and concerns for County to submit to DEO or HUD,
- Submit requests for funds to County to submit to DEO,
- Prepare the Administrative Closeout Report and submit to County to submit to DEO.
- Prepare documentation for and attend on-site monitoring visits by DEO as well as prepare documentation for DEO required desk monitoring.

Columbia County reserves the right to award a contract for any or all of these services or to perform any or all of these services using County staff and resources. Columbia County reserves the right to reject any or all responses.

1.02 COPIES OF RESPONDING DOCUMENTS

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The BOCC does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

Complete sets of Responding Documents may be obtained in the manner and at the location stated in the Notice of Calling for Proposal.

1.03 PROPOSAL REQUIREMENTS

One (1) original response, marked "Original", four (4) copies marked "Copy", and one (1) flash drive of the proposal setting forth qualifications must be received.

1.04 DISQUALIFICATION OF RESPONDENTS

A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this RFP must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders, the response of all participants in such collusion shall be rejected, and no participants in such collusion will be considered in future responses for the same work.

B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity, may not submit a response/bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit response/bids on leases 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 section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Category Two: \$25,000.00.

C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with his response or proposal. Failure to complete this form in every detail and submit it with your response or proposal may result in immediate disqualification of your response.

D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence, shall be prohibited regarding this particular request for proposals, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation. The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action, which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes.

1.05 EXAMINATION OF RFP DOCUMENTS

Each Respondent shall carefully examine the RFP and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall at once notify the Purchasing Director.

1.06 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received seven (7) or more days prior to the date fixed for opening of responses will be given consideration. All such changes or interpretation will be made in writing in the form of an addendum and, if issued, will be posted on the County's Purchasing Website or sent by available means to all known prospective Respondents prior to the established response opening date. Each Respondent shall acknowledge receipt of such addenda in the space provided in the response form. In case any Respondent fails to acknowledge receipt of such addenda or addendum, the response will nevertheless be construed as though it had been received and acknowledged and the submission of the response will constitute acknowledgment of the receipt of same. All addenda are a part of the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened.

1.07 GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work.

1.08 PREPARATION OF RESPONSES

Signature of the Respondent: The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

1.09 SUBMISSION OF RESPONSES

The response shall be submitted in a sealed envelope, which shall be marked so as to clearly indicate its contents and the name of the Respondent. If forwarded by mail, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated in the Notice of Calling for Proposal, and preferably by special delivery, registered mail; if forwarded otherwise than by mail, it shall be delivered to the same address. Responses will be received until the date and hour stated in the Notice of Calling for Proposal.

Each Respondent shall submit the required evidence of the Respondent's qualifications and experience, as outlined in Section 1.10 and the executed forms set forth in Section 1.04.

1.10 CONTENT OF SUBMISSION

The submission in response to this RFP shall be printed on 8-1/2" x 11" white paper; shall be clear and concise and provide the information requested herein. The response shall be bound, or in a three-ring binder or equivalent folder, and tabbed. Submissions shall be organized as indicated below. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration. Each Respondent must submit adequate documentation to certify the Respondent's compliance with the BOCC's requirements. Respondent should focus specifically on the information requested.

The following information, **at a minimum**, shall be included in the Submittal:

A. Cover Page

A cover page that states "REQUEST FOR PROPOSAL CDBG Grant Administration, Columbia County, Florida." The cover page should contain Respondent's name, address, telephone number, and the name of the Respondent's contact person.

B. Tabbed Sections

Tab 1. Narrative/Self-Analysis/Statement of Qualifications

The Respondent shall provide a history of the organization, its areas of special expertise, and how the organization will fulfill the needs of the BOCC if awarded a contract pursuant to this RFP process.

Respondents shall include the following information:

1. A description of your organizational structure (i.e., publicly held corporation, partnership, etc.).
2. Confirm that you are a licensed in the State of Florida and provide documentation.
3. Briefly describe your company's organization, philosophy, and management. Also, please provide a brief company history.
5. Describe your contractual relationships, if any, with organizations or entities necessary for your proposal's implementation
6. How long has your organization been providing these services?

Tab 2. References

Each Respondent shall provide at least three (3) public sector references for the same or similar services during the past three (3) years. If no public sector references are available, non-public sector references may be provided. Each reference shall include, at a minimum:

- Name and full address of reference organization
- Name of Contact person for contract
- Telephone number(s)
- Date of initiation of contract reference, and time period services were provided
- Brief summary of services provided to reference, and comparison of the referenced services to these proposed services

Tab 3. Staffing

It is anticipated that the primary Respondent indicated in the response to this RFP shall be the primary person providing services to the BOCC, notwithstanding said entity may use staff to prepare work product required to fulfill the contractual obligations to the BOCC. Respondent shall include a list of the proposed staff positions and employees that will provide the work required if awarded this contract, along with the qualifications and of such staff members.

In addition, the Respondent shall indicate whether any subcontractors will be used and identify such subcontractors.

Tab 4. Pending/Past Litigation

The Respondent shall describe any pending litigation in which the Respondent is involved as a result of provision of any services which are described herein. The Respondent shall describe any litigation in which the Respondent has been involved within the past five (5) years.

Tab 5. BOCC Response Forms

Respondent shall complete and execute the response/bid forms specified below and found at the designated pages in this RFP, and shall include them in the section tabbed 5:

Signature Page

Tab 6. Pricing Information

In this section, the Respondent shall state proposed pricing information. Any proposal submitted in response to these specifications shall be binding for a period of sixty (60) calendar days after the proposal-opening day.

Tab 7. Proposed Contract

Respondent shall provide a formed contract that may be considered by the County. Any proposed contract shall be subject to negotiation with the County and approval by the County in the event Respondent receives an award to provide the required services.

Tab 8. Additional Materials

Each Respondent may, but is not required to, include resumes and any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.). They should be clearly marked “Additional Materials”. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation except to the extent they support qualification and experience. Any out-of-scope services not covered in other sections should be included here with a description of the personnel likely to be involved.

1.11 MODIFICATION OF RESPONSES

Written modification will be accepted from Respondents, if addressed to the individual and address indicated in the Notice of Calling for Proposal and received prior to response due date and time.

1.12 RESPONSIBILITY FOR RESPONSE

The Respondent is solely responsible for all costs of preparing and submitting the response, regardless of whether a contract award is made by the BOCC.

1.13 RECEIPT AND OPENING OF RESPONSES

Responses will be received until the designated time and will be publicly opened and read aloud at the appointed time and place stated in the Notice of Calling for Proposal. No responsibility will be attached to anyone for the premature opening of a response not properly addressed and identified. Respondents or their authorized agents are invited to be present.

1.14 DETERMINATION OF SUCCESSFUL RESPONDENT

The BOCC reserves the right to reject any and all responses and to waive technical errors and irregularities as may be deemed best for the interests of the BOCC. Responses which contain modifications or are incomplete, unbalanced, conditional, obscure, or which contain additions not requested or irregularities of any kind, or which do not comply in every respect with the instruction to Respondents, and the contract documents, may be rejected at the option of the BOCC. Final selection of the successful respondent(s) shall be made by the BOCC at a noticed public meeting.

1.15 INDEMNIFICATION

A. The Respondent shall defend, indemnify and hold harmless the Columbia County BOCC from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by BOCC) and any other losses, damages, and expenses (including Respondent or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act of omission of the Respondent or its Subcontractors in any tier, their employees, or agents.

B. The first ten dollars (\$10.00) of remuneration paid to the Respondent is for the indemnification provided for above.

C. The successful Respondent agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverage, limits, including endorsements described herein. The requirements contained herein, as well as the County's review or acceptance of insurance maintained by the Respondent is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Respondent under any resulting contract.

- a. Commercial General Liability insurance on an "occurrence" basis in an amount not less than \$1,000,000 combined single limit Bodily Injury and Property Damage Liability.
- b. Business Automobile Liability insurance in the amount of \$1,000,000, providing Bodily Injury Liability and Property Damage Liability.
- c. Workers' Compensation insurance applicable to its employees, if any, for statutory coverage limits in compliance with Florida Laws including Employers' Liability which meets all state and federal laws.
- d. Professional Liability/ Errors or Omissions insurance as appropriate for the type of business engaged in by the respondent shall be purchases and maintained by the Respondent with minimum limits of not less than \$1,000,000 combined single limit.

All policies must be endorsed to provide the County with written thirty (30) days notice of cancellation or restriction except for nonpayment of premium. The Vendor shall provide the County with certificates of insurance showing the existence of coverage required by this RFP

**SECTION TWO
EVALUATION CRITERIA**

2.0 EVALUATION CRITERIA

1) Proposal Evaluation Committee and Evaluation Process

A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as “the Committee”) consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The County will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

C. Award without Presentations

The County may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

D. Ranking

The Committee will evaluate and rank the Proposers by category as set forth in the preceding section entitled “Evaluation Criteria” and based upon that scoring will rank the respondents on an ordinal scale. The resulting score sheet will be submitted to the Director of Procurement to determine the rank order of the respondents.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to Columbia County Board of County Commissioners for final award.

F. Reserved Rights

1. The County, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.

2. 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. The County does not guarantee the award of any Contract as a result of this solicitation process.

2. Scoring Criteria:

1. The years of experience of the staff that will work on the project with administering CDBG Small Cities grants funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. **30 points**
2. The years of experience of the staff that will work on the project with water system and roadway construction projects. **20 points**
3. Number of favorable client reference letters dated 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. **20 points**
4. The fee or proposed fee basis. **30 points**

**SECTION THREE
RESPONSE/BID FORMS**

REQUEST FOR PROPOSAL 2017-U

**BID FORM
RFP-2017-U
CDBG GRANT ENVIRONMENTAL REVIEW AND ADMINISTRATION
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, Room 203, Lake City, FL, 32055 no later than 11:00 A.M., on August 22, 2017. Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

HUD Compliant Environmental Review \$ _____

CDBG Grant Administration \$ _____

Signature: _____

Title: _____

Date: _____

SINGNATURE PAGE

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: _____ DATE: _____

ADDRESS: _____

PHONE NO: _____

EMAIL: _____

SIGNATURE: _____

PRINT NAME/TITLE: _____