

CITY OF ARCHER, FLORIDA
REQUEST FOR PROPOSALS: PROGRAM ADMINISTRATION SERVICES
FFY 2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of Archer requests proposals from individuals or firms to provide the following services for a grant funded project in the Federal Fiscal Year (FFY) 2017 Florida Small Cities CDBG Program funding cycle. The City anticipates applying for a \$650,000 grant in one or more of the following categories: the Economic Development (ED) Category and/or 'Regular Category' (Neighborhood Revitalization (NR), Housing Rehabilitation (HR), or Commercial Revitalization). Similarly, additional services may be included in the project(s) on an ongoing basis to be covered by other public grant/loan funding sources and technical assistance programs at the discretion of the City Commission. Such sources of funding and technical assistance shall be sought and developed by the selected consultant(s), as applicable and available. Such sources of funding may include, but not be limited to: USDOC Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, and other applicable grant and low-interest loan funds and technical assistance programs through Federal, State, or other public sources, which may be applicable to the project(s).

The FFY 2017 project(s) for which services are requested, and for which CDBG and other public program funds shall be utilized, may be generally described as follows: public works and development facilities, and redevelopment activities to facilitate economic development within the City of Archer, Florida. Specific needs may include, but not be limited to drinking water, sanitary sewer, stormwater facilities, street and access improvements, housing rehabilitation, and other public service facilities and/or capital facility improvements.

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), coordinating with all funding agencies, developing and administering agency contract(s), tracking and managing program funds in compliance with program guidelines, and providing reports and technical assistance required to complete grant/loan programs and as requested by the City.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including Rule 73C-23 F.A.C. and 2 CFR 200. 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.

Ongoing administration for the FFY 2017 funding cycle year shall be applicable to the grant related projects and services requested. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide all services.

Proposals shall be evaluated using the following criteria:

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|---|-------------|
| 1. Capacity to Serve the Needs of the City of Archer | (20 points) |
| Include Background, Services, and Capacity to
Develop Strategic Grants Plans | |
| 2. Successful Experience with Florida Small Cities CDBG | (20 points) |
| 3. Key Staff and Qualifications | (15 points) |
| 4. Ability to Address the Needs of the Project | (20 points) |
| Include Understanding of the Local
Needs and Approach to Project | |
| 5. Reputation and Client References | (10 points) |
| Recent Local Government Clients | |
| 6. Certified Minority/Women Owned Business | (10 points) |
| Certification may be by state, federal, County or local
government. The federal definition of MBE/WBE must be met. | |
| 7. Fee and Proposed Fee Basis: | |
| Lowest Fee | (5 points) |
| Next Lowest Fee | (4 points) |

Next Lowest Fee
Next Lowest Fee
Next Lowest Fee

(3 points)
(2 points)
(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 Archer is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, Archer strictly enforces open and fair competition in its requests for proposals. Questions or additional information shall be directed to **Zeriah K. Folston, City Manager, City of Archer, 16870 SW 134th Ave, Archer, FL 32618**; or by email to zfolston@cityofarcher.com.

The City of Archer reserves the right to request clarification of any information submitted by proposers. The Commission, 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 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 (1) ORIGINAL, SIX (6) COPIES AND ONE (1) Manila Envelope** containing a digital copy of the full response to the above referenced contact person and address in sealed packages and marked clearly: "**SEALED PROPOSAL FOR GRANT SERVICES**", no later than **12:00 PM EST, on Thursday, June 8, 2017**. 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 Archer 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.