

Section 1  
INTRODUCTION & SPECIFICATIONS

**1.1 Intent**

**The City of Labelle requests proposals for Grant Administration Services and for CDBG Project Engineering Services both for the FFYs 2013-2015. Reference to the City of Labelle, may, in this document, be referred to "City". Proposals for Administration and Engineering shall be separate and shall be evaluated and ranked separately by the City.**

**1.2 Description of Services**

The project(s) for which services are requested, and for which grant/loan program funds shall be utilized, may be generally described as follows: sewer mains, water mains, stormwater facilities, roads, other utilities, sidewalks, housing rehabilitation and/or other selected grant funded improvements as the City may pursue after appropriate preliminary investigations and public hearing.

Grant/Loan Program Administration Services shall include, but not be limited to: conducting environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, Davis-Bacon Act record-keeping requirements, Uniform Relocation Act Compliance, advising and managing any required technical services or criteria, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required public input, providing reports and technical assistance, and developing any annual and closeout agency submissions.

Engineering service shall include, but not be limited to: investigating needs and feasibility, preliminary engineering, conducting any special studies or additional services, developing the scope and budget, site investigation, engineer testing, engineering design, cost estimating, permitting, construction contract administration, construction observation, technical support, and construction record keeping.

Procurement and contracting of all services shall conform to Community Development block Grant (CDBG) guidelines and state and federal regulation including 24 CFR, Part 85. 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. **Administration and engineering proposals will be ranked separately. Fee shall be a consideration for scoring of administration, but not for scoring of engineering as required by the Competitive Consultants Negotiation Act (CCNA).**

**1.3 Selection**

Proposals shall be reviewed by a selection committee, ranked based upon the criteria set forth with in this RFP, and negotiation for contracts shall follow the order of ranking from highest to

lowest score. Each committee member shall perform their own independent ranking based upon the criteria herein and the highest ranked firm shall be determined by tally of the number 1 ranked proposer(s) among the selection committee ( i.e. if 3 of 5 members rank one firm number one then that firm receives highest overall ranking and recommendation of the committee). The selection process shall be open to the public and records maintained in accordance with CDBG requirements.

#### **1.4 Contracts**

Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number 2 ranked firm and so on. Procurement and contracting of all services shall conform to CDBG guidelines, state, and federal regulations including 24 CFR, Part 85.

#### **1.5 Submittals**

Consultants shall submit one original, four copies and one electronic copy of their proposal to the above-referenced contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT ADMINISTRATION SERVICES" or the same "FOR GRANT ENGINEERING SERVICES" separately, no later than 4:00 p.m. on Wednesday July 2nd. To facilitate effective evaluation by the City, proposal shall be limited to a total of 50 pages. MBE/WBE/DBE certifications(s), statement of Public Entity Crimes, other appendix documentation, sectional dividers, 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. 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 selection committee, proposers may be asked to give a short presentation/interview as part of the selection process. The City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace, and Providing Handicapped Access.

#### **1.6 Evaluative Criteria**

Proposals for grant administration services will be evaluated by a selection committee. The following criteria will be used in the selection process:

1. ORGANIZATION, MANAGEMENT, ON-SITE CAPABILITY AND CAPACITY TO PERFORM - 15 pts
2. KEY STAFF EXPERIENCE, CERTIFICATIONS AND KNOWLEDGE OF PROGRAMS - 25 pts.
3. APPROACH TO TASK, UNDERSTANDING OF NEEDS, AND LEVERAGING CONCEPTS - 25 pts.

4. SIMILAR EXPERIENCE W/FLORIDA SMALL CITIES AND COUNTIES AND REFERENCES - 20 pts.

5. FEE AND SERVICE PROVIDED FOR PROPOSED FEE - 15 pts. (ADMIN ONLY) **OR**  
5. COST ESTIMATE AND CORRESPONDING LOW BID FOR THE LAST THREE PROJECTS COMPLETED BY THE PROPOSING ENGINEERING FIRM – 15 pts. (ENGINEERING ONLY)

The previous criteria are shown in the required format. For a proposal to be eligible, the format must be strictly adhered to. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become City property. The City is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, MBE/WBE/DBE status shall be considered in making a final determination of top ranked proposal(S). In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFP's. 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 crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The City supports a drug-free work place. Evidence of a drug-free work place policy is required.

The City requires general liability insurance as follows, required to be in place by the time of contract: Commercial General Liability – coverage shall provide minimum limits of liability of \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for: Premises/Operations, Products/Completed Operations, Broad Form Contractual Liability, and Independent Contractors. CDBG contracts for services shall include all required Florida CDBG contract clauses as provided by the Florida Department of Equal Opportunity, for compliance with 24 C.F.R section 85.35(i), as well as comply with all Florida CDBG procurement and contract requirements. In addition, the City requires the submitting entity be able to institute E-Verify if the terms for special projects require the utilization of E-Verify.

### **1.7 Submittal Format**

Proposals shall be formatted in the following manner:

Cover Letter & Table of Contents

Section 1: Company Information

Section 2: Experience & Past Performance

- Successful CDBG Experience

Section 3: Company Capability

- Proposed approach (outline of tasks)

#### Section 4: References

- Quality of response from client references

#### Section 5: Financial & Legal Information

- Provide statement regarding bankruptcy & Litigations

#### Section 6: Insurance, Indemnification, & Public Entity Crimes

- Certificate of insurance showing coverage specified herein

#### Section 7: Completed Forms Attached

- Drug Free Workplace Certification
- Sworn Statement Public Entity Crimes
- Non-collusion affidavit or prime bidder
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, and other Responsibility Matters  
Primary Covered Transactions
- Clauses for All Contacts

#### Section 8: Fee

- Indicate a fee for the service & explanation of the basis of the fee (ADMIN) OR provide latest cost estimates and corresponding low bids for last three projects (ENGIN).

### **1.8 Other Considerations**

Respondents are required to submit one (1) original, four (4) copies, and one (1) electronic copy in a sealed envelope marked "Sealed Proposal for CDBG Services". Proposals must be received by 4 p.m. on July 2, 2014 at the City of Labelle, City Hall Attention: City Clerk, City of Labelle. The mailing address is: 481 W. Hickpochee Ave., Labelle, FL 33975

The City of Labelle reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the City of Labelle. The City Commission will make the final decision and reserves the right to waive irregularities in the bid. Administration service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

THE CITY OF LABELLE SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".

**CDBG-ED RANKING SHEET  
CITY OF LABELLE  
GRANT ADMINISTRATION**

(This is for the FFY 2013-2015 CDBG Economic Development Grant Program)

Example of Ranking Sheet

Name of Person Ranking Firms	
Firm A	
Firm B	
Firm C	
Firm D	
Firm E	
Firm F	

Evaluation Criteria (for CDBG-ED Administration)	Possible Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Organization, Management, on-site capability and capacity to perform	15						
Key staff experience, certifications and knowledge of program	25						
Approach to task, understanding of needs, and leveraging concepts	25						
Similar experience with Florida Small Cities and Counties and references	20						
Fee and services provided for proposed fee	15						
<b>Total</b>	<b>100</b>						

First Ranked: \_\_\_\_\_

Second Ranked: \_\_\_\_\_

Third Ranked: \_\_\_\_\_

**CITY OF LABELLE  
ENGINEERING**

(This is for the FFY 2013-2015 CDBG Economic Development Grant Program)

Example of Ranking Sheet

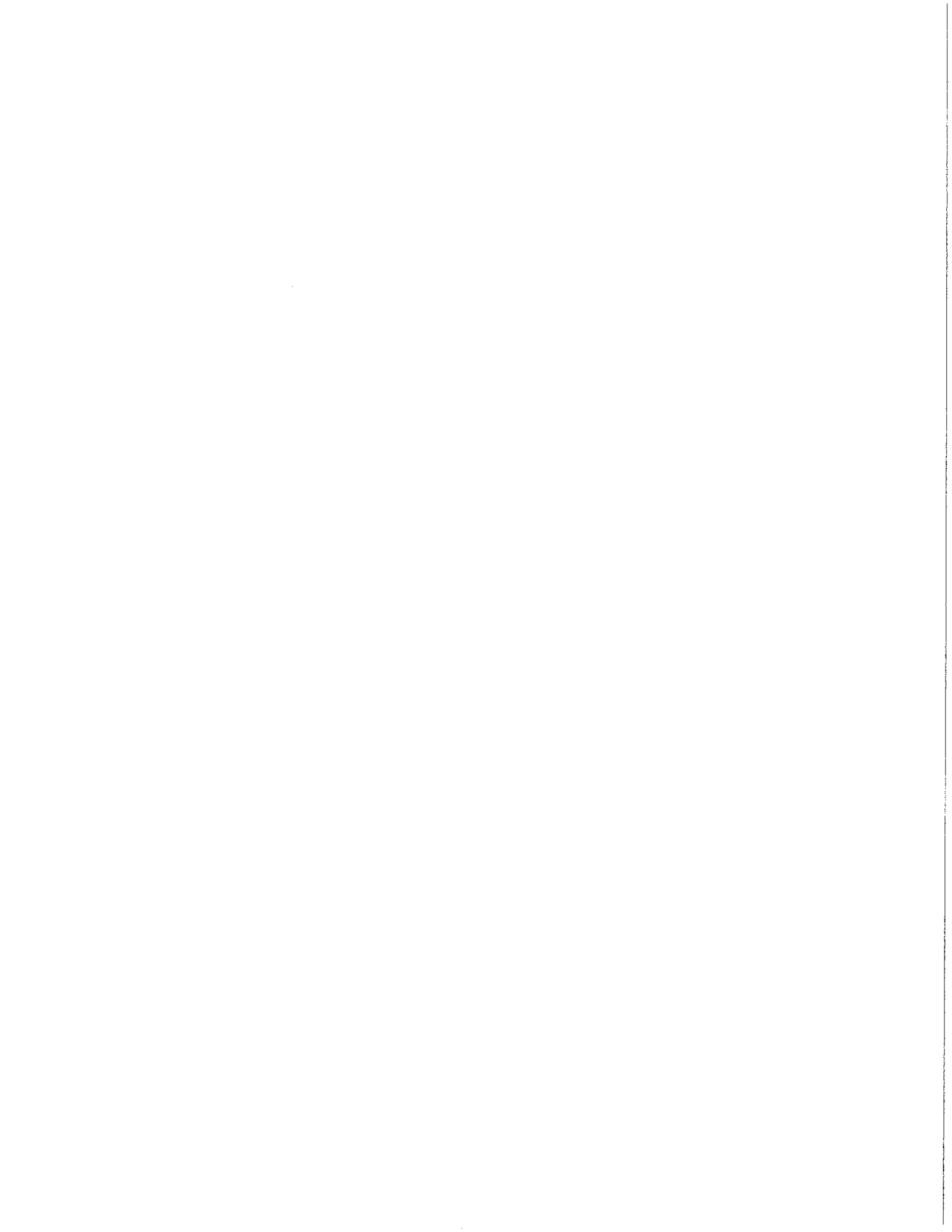
Name of Person Ranking Firms	
Firm A	
Firm B	
Firm C	
Firm D	
Firm E	
Firm F	

Evaluation Criteria (for CDBG-ED Administration)	Possible Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Organization, Management, on-site capability and capacity to perform	15						
Key staff experience, certifications and knowledge of program	25						
Approach to task, understanding of needs, and leveraging concepts	25						
Similar experience with Florida Small Cities and Counties and references	20						
Cost Estimates and corresponding low bids on last three projects	15						
Total	100						

First Ranked: \_\_\_\_\_

Second Ranked: \_\_\_\_\_

Third Ranked: \_\_\_\_\_



**Completed Forms Attached**



## DRUG FREE WORKPLACE CERTIFICATION

\_\_\_\_\_ does:

(Name of Business \_\_\_\_\_)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities, or contractual services that are under bid, the employee will abide by the terms of the statement, and will notify the employer of any conviction of , or plea of guilty, or *nolo contendere* to any violation of Chapter 1893, or of any controlled substance law of the United States, or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance, or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder/Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NONCOLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, disposes and says that:

1. They are of \_\_\_\_\_  
(Title) (Name of Company), the Bidder/Contractor that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder/Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Labelle or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion conspiracy, connivance or unlawful agreement on the part of the Bidder/Contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed \_\_\_\_\_

Title \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2014 by: \_\_\_\_\_ who is personally know to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Notary (sign and stamp Commission Number)

## CERTIFICATION REGARDING LOBBYING

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and believe that:
  - a). No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b). If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions {as amended by “Government wide Guidance for New Restrictions of Lobbying”, 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq)}
2. This certificate is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
3. The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

Company Name:

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Authorized By:

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Notary:

\_\_\_\_\_ (Sign)  
(Print Name)

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**SWORN STATEMENT UNDER  
SECTION 287.133(3) (a), Florida Statutes,  
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_ by \_\_\_\_\_ for \_\_\_\_\_ whose business address is \_\_\_\_\_ Federal Employer Identification \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 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.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an 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 jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
1. 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.

5. I understand that a "person" as defined in Paragraph 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.

6. Based on information and belief, the 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 any

officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2014.  
Personally known \_\_\_\_\_

\_\_\_\_\_  
or Produced Identification

\_\_\_\_\_  
Notary Public - State of Florida \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

\_\_\_\_\_  
(Printed, typed or stamped  
commissioned name of notary public)

Newspaper Notice

Request for Proposal  
Program Administration Services and Engineering Services  
FFY 2013-2015  
Community Development Block Grants  
& Related Programs  
RFP # \_\_\_\_\_

The City of Labelle, Florida is requesting separate proposals from qualified individuals or firms to provide Program Administration Services and Engineering Services for grant-funded projects in the FFY 2013-2015 application years: Economic Development (ED), CDBG Programs, and Regular additional services may be included in the contract (s) for services on an ongoing basis to be covered by other grant, loan, or traditional funding sources at the sole discretion of the City Commission. Such Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Low Interest Loans and Grants, Governor's Office of Tourism, Trade and Economic Development Programs, Water Management District Co-Op funding, special appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources.

Interested parties should go to the City of Labelle website [www.citylabelle.com](http://www.citylabelle.com) and look under bid tabs/bid documents for the RFP documents or email to [maryjowilson@citylabelle.com](mailto:maryjowilson@citylabelle.com). Sealed proposals must be received by 4:00 PM on July 2, 1014. Sealed proposals shall be mailed or delivered to Mary Jo Wilson, City Clerk for the City of Labelle, 481 W. Hickpochee Ave., Labelle, FL 33975. All courier delivered proposals must have RFP # \_\_\_\_\_ and Program Administration Services OR Engineering Services for Community Development Block Grant and Related Programs for FFY 2013-2015 on the outside of the packet. The City is not responsible for parcels delivered after the time and date designated above. Late submittals will not be accepted.

The City of Labelle reserves the right to accept or reject any or all bids or any parts thereof; and the award; if an award is made, will be made to the most responsible bidder whose bid and qualifications indicate that the award will be in the best interest of the City of Labelle. The City Commission will make the final decision and reserves the right to waive irregularities in the bid.

**Fair Housing/Equal Opportunity Employer/Handicap Accessibility**