

City of LaBelle, FL

RFP 2017-01

Project Management / Owner's Representative Services for City of LaBelle

Current and Future Declared Federal Disasters

INTRODUCTION

The City of LaBelle has an open Request for Public assistance as the result of a declared event dated September 10, 2017. The City of LaBelle ("CITY") is now searching for a qualified Project Manager ("PM") to oversee and execute Federal Emergency Management Agency funded projects and assist with Public Assistance grant management related to current disasters and any future declared events. The search for the successful qualified Project Manager is being conducted by advertisement and means of public invitation to all prospective qualified proposers.

BACKGROUND INFORMATION

The CITY is a small municipality in southwest FL. The affected facilities all perform normal municipal services to CITY residents. The CITY is eligible for Public Assistance funding under the Stafford Act. The CITY is reviewing all options available to it under the Federal Public Assistance Program, including funding for emergency protective measures and permanent repair/replacement of eligible facilities as needed.

SCOPE OF WORK

In order to accomplish a proper recovery, the CITY intends to hire a PM to assist in the management of the FEMA funded projects. The selected firm will potentially oversee:

- Site identification and eligibility
- Damage assessments
- Development of damage descriptions
- Development of scope of work and cost estimates
- Insurance reconciliation
- Cost reconciliation of completed work
- Project Worksheet (PW) formulation and review
- Procurement
- Design and construction management
- Grant administration
- Request for Reimbursements
- Project closeout

The scope of work for these projects and all accounting of the scope of work to be provided by the PM for these projects must conform to the CITY procurement and reimbursement policies/requirements. The selected PM will also be responsible for administration of the federal public assistance grant and reimbursement requests to the State of Florida.

GRANT MANAGEMENT

The PM will assist the CITY in connection with its application for Public Assistance. The PM will assist with project worksheet development/review, damage assessment, scope alignment, reimbursement requests, close out, general grant management, dispute resolution and appeals (if necessary). Firms

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responding must have experience working with Public Assistance grant management. PM must be able to track, report and invoice its time in accordance with FEMA approved tasks for subgrantees.

PROJECT MANAGEMENT

Should additional public assistance funding be obtained by the CITY for permanent repair/replacement of facilities or damaged contents, the PM will provide Public Assistance Grant Oversight of the projects beginning with the procurement of professional services and contractors, through design development and construction documents and ending with the construction contract closeout. The PM is to maintain the project status and budgets, coordinate all efforts with FEMA/State of Florida and attend meetings on behalf of the CITY as their authorized representative. PM invoicing shall meet the requirements of public assistance grant regulations.

PROJECT MANAGER REQUIREMENTS

Firms responding to RFP 2017-01 must have experience with managing recovery efforts for other PA Applicants of similar size and scope as the CITY. Firms responding to RFP 2017-01 must have direct, relevant experience in performing all responsibilities listed in the Scope of Work section of RFP 2017-01. Firms responding to RFP 2017-01 must have a minimum of 5 years' experience obtaining funding for and managing projects designed and constructed under government funded relief or grant programs.

SELECTION CRITERIA AND PROPOSAL EVALUATION METHOD

The CITY will use the following criteria and proposal evaluation method to rank the firms that submit qualifications for selection as the PM for these projects.

The criteria that will be evaluated are as follows:

1. Recent experience working with FEMA and the State of Florida's Governor's Office, Department of Emergency Management (DEM) post event recovery projects using public assistance funding.
2. Recent project management/grant management experience assisting PA Applicants with disaster recovery involving public assistance grant funding.
3. Experience with managing recent projects of similar scope and value.
4. Ability to perform all responsibilities in the Scope of Work section in this RFP.
5. Experience assisting municipalities with disaster recovery projects.
6. Cost for Project Management Services.
7. Small, disadvantaged, Woman-Owned or Minority Business enterprises.

The method of evaluating the criteria above will be as follows:

1. Criteria 1 through 6 shall each be worth 15% of the total score.
2. Criteria 7 shall be worth 10% of the total score.
3. Each proposal shall be evaluated carefully by an evaluating committee.
4. The response with the highest resulting score shall be awarded the contract for services.

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All proposal submissions not received by the deadline shall be deemed non-responsive and rejected. The CITY reserves the right to reject any proposal which it feels does not respond to items 1 through 6 below.

Project Management firms shall submit three (3) paper copies and one (1) electronic copy of their response to RFP 2017-01 by Tuesday, November 7, 2017 at 3 PM EST to:

Attn: Mary Jo Wilson, Deputy City Clerk
City of LaBelle
481 W. Hickpochee Ave
LaBelle, FL 33935

Faxed or email responses will be rejected.

Responses shall include:

1. Summary of company background and corporate contact information including primary contact name, address, telephone number and email address.
2. Registration on SAM.gov providing evidence of non-disbarment & eligibility to be awarded contracts using federal funding.
3. Detailed responses to each item of the Selection Criteria.
4. A listing of the names, resumes and relevant project experience of the proposed Project Management Team that would be assigned to the projects.
5. An hourly rate schedule for the delivery of services (to be included with the proposal in a separate, sealed envelope).
6. Certificate of Insurance showing evidence of the following minimum coverage:
 - a. Worker's Compensation – statutory limits
 - b. General Liability - \$1 million
 - c. Professional Liability - \$1 million
7. Any relevant corporate certifications and registrations

It is expressly understood that any questions regarding the evaluation of proposals under RFP 2017-01 shall be directed in writing via email to maryjowilson@citylabelle.com. Questions regarding this RFP must be submitted as outlined above on or before close of business on October 31, 2017. Responses to questions will be issued by close of business on Thursday, November 2, 2017. The City will receive the proposals at the office of the Deputy Clerk, City Hall, 481 W. Hickpochee Ave., LaBelle, FL 33935. Proposals may be delivered or mailed to City of LaBelle Deputy Clerk, P.O. Box 458, LaBelle, FL 33975. All proposals to be considered shall be received on or before 3:00 pm EST on Tuesday, November 7, 2017, in a sealed envelope clearly marked with your firm's name and "RFP 2017-01 Project Management/Owner's Representative Services."

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are public records available to the public and media upon request.