



**CITY OF LABELLE
REQUEST FOR PROPOSAL 2022-03
CDBG GRANT ADMINISTRATION SERVICES
AND
CDBG PROJECT ENGINEERING SERVICES**

NOTICE IS HEREBY GIVEN THAT THE CITY OF LABELLE IS ISSUING THIS REQUEST FOR PROPOSALS TO SOLICIT COMPETITIVE SEALED PROPOSALS FROM GRANT ADMINISTRATION PROFESSIONALS AND PROFESSIONAL ENGINEERING FIRMS THAT ARE INTERESTED IN PROVIDING CDBG GRANT ADMINISTRATION AND/OR ENGINEERING SERVICES FOR THE CITY OF LABELLE COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR A CDBG GRANT, RFP 2022-03 CDBG FFY 2020-2022.

IT IS THE INTENT AND PURPOSE OF THE CITY OF LABELLE THAT THIS REQUEST FOR PROPOSAL PROMOTES COMPETITIVE SELECTION. IT IS THE BIDDER'S RESPONSIBILITY TO ADVISE THE CITY IF ANY LANGUAGE, REQUIREMENTS, ETC. OR ANY COMBINATION THEREOF, INADVERTENTLY RESTRICTS OR LIMITS THE REQUIREMENTS STATED IN THIS REQUEST FOR PROPOSAL.

NOTICE SHALL BE POSTED IN AN OMB DESIGNATED MSA NEWSPAPER. INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE CITY'S WEBSITE AT www.cityLaBelle.com/public-notices OR VIA EMAIL FROM JESSI ZUBATY at jessizubaty@cityLaBelle.com

SUBMIT PROPOSALS TO: **JESSI ZUBATY, DEPUTY CITY CLERK, CITY HALL**

**MAILING ADDRESS:
PO BOX 458
LABELLE, FLORIDA 33975**

**WALK IN & PHYSICAL DELIVERY ADDRESS:
481 W. HICKPOCHEE AVENUE
LABELLE, FLORIDA 33935**

**TIMETABLE: Date of Distribution: March 18, 2022
 Last Date of Inquiries: March 31, 2022
BIDS DUE BY: April 19, 2022 at 2:00 P.M. local time (EST)**

Bidders must indicate on the sealed envelope the following information:

1. Title of Proposal
2. Being Submitted for either Grant Administration or Engineering Services
3. Request for Proposal Number
4. Date and Time of Proposal Due
5. Name of Proposer/Firm

Section 1

INTRODUCTION & SPECIFICATIONS

1.1 Intent

The City of LaBelle requests proposals for Grant Administration Services, and separately, for Project Engineering Services (during bidding and construction) for the RFP 2022-03 CDBG FFY 2020-2022 grant submission. The City of LaBelle may be referred to as the “City”. The grant above may be referred to as “FFY 2020-2022 CDBG grant” or simply the “project.”

1.2 Description of Services

Grant Program Administration services shall include, but not be limited to: conducting HUD environmental review(s), coordinating with funding agencies, guidance through the entire work plans with compliance with the award agreement including special conditions and policy updates, requesting, tracking and managing program funds, developing required public record systems, Fair Housing activities, providing support in Section 3 and MBE efforts documentation, Davis-Bacon Act record-keeping requirements, Uniform Relocation Act compliance, developing appropriate agency reports, developing and modifying as needed schedules, developing needed forms and certifications, coordinating and conducting any required public input, assisting with agenda items, providing technical assistance to other vendors and contractors supporting the project, providing self-evaluation before an audit, technical support during any monitoring or audit and developing any annual and closeout agency submittals.

Project Engineering services during construction shall include, but not be limited to: bid advertisement and tech support with bid questions, technical writing to support advertisement for bids where needed, attending bid conference (if any), preparing and attending pre-construction conference, technical support to contractor and utilities with contract requirements for construction, change orders, request for payment, request for information, regular inspections to insure progress and compliance with plans and specifications, inspection reports, recommendations in writing as needed for any construction contractor submittals or requests, engineer punch list, certification of completion, closeout of any permits, approval of warranty certification and technical support to the funder with any questions or needs during the project or for the closeout.

1.3 Selection

Proposals for each service under the potential CDBG FFY 2020-2022 award shall be submitted, evaluated and awarded separately. Grant Administration evaluations will take into consideration price as required, while Engineering Services shall not include price in the evaluations under the CCNA (Competitive Consultant Negotiation Act).

Proposals shall be reviewed by a selection committee, ranked based upon the criteria set forth within 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 may 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, and so on) or similar method. Scores shall not be by simple tally of totals or similar process, such that one selection member might skew the score of the whole committee. Presentations are not expected, but an interview panel may be requested, especially in the case of a tie, at the discretion of the Mayor. The selection process shall be advertised and open to the public and records maintained in accordance with CDBG requirements.

1.4 Contracts

Negotiation of contracts for services shall follow the initial ranking of proposals. 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 two ranked firm and so on. Procurement and contracting of all services shall conform to CDBG guidelines and all related State and Federal regulations including 2-CFR200 and CCNA.

1.5 Submittals

Consultants shall submit one original, four copies and one electronic copy on a thumb drive of their proposal to the above-referenced contact person and address in sealed packages and marked clearly: **“SEALED PROPOSAL FOR LABELLE RFP 2022-03 CDBG FFY 2020-2022 (ENGINEERING OR ADMINISTRATION AS APPROPRIATE) SERVICES”**, no later than 2:00 p.m. on April 19, 2022. To facilitate effective evaluation by the City, proposal shall be limited to a total of 50 pages. MBE/WBE certifications(s), statement of Public Entity Crimes, other appendix documentation, tabbed, 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. Written questions regarding the Request for Proposals may be submitted to Jessi Zubaty no later than 5:00 p.m., March 31, 2022. An addendum will be issued, if necessary, at the end of the question period. Proposals that exceed this length may be considered non-responsive and may not be evaluated. Late proposals will be returned unopened and are considered non-responsive. 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. **Staff Experience and Qualifications** with CDBG and other Federal funding, supervisors and staff assigned - **20 points**
2. **Firm/Individual Experience** with successful CDBG and similar projects with activities and owner - **15 points**
3. **Approach** showing clear understanding of all CDBG administration tasks and requirements - **15 points**
4. **References** from other local governments, non-profits and special districts – **20 points**
5. **Capacity to Perform** including staff and resources to complete the grant award administration and compliance task - **15 points**
6. **Price Including Basis** (services) for price proposed - **10 points** (Or **Engineering Ability to Perform Within Budget**)
7. **MBE/WBE** documenting 51% ownership or certification of any level (local, State, etc.) – **5 points**

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 and promotes Fair Housing/MBE hiring/Section 3 hiring and accommodation for the ADA.

In the event of a tie, price may be used by the Mayor to break the tie where the lower price, including price basis is in the best interest of the City, OR the Mayor may set short interviews with an additional 10 points given to the best interview by the selection committee. Interviews will be advertised and open to the public and must be based on the criteria herein. Where there is a meeting of the selection committee with discussion, or an interview meeting, minutes will be taken.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its' RFPs. 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 proved by the Florida Department of Equal Opportunity, for compliances 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 and tabbed in the following manner:

Cover Letter (with short introduction to the firm/individual) & Table of Contents

Section 1: Staff Experience

Section 2: Firm/Team Experience

Section 3: Approach

Section 4: References

Section 5: Capacity to perform services

Section 6: Price (Administration) or Ability to work within the project budget (Engineering)

Section 7: Minority/Women Ownership

Section 8: 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
- Certificate of Insurance or state commitment to obtain before award

1.8 Other Considerations

Respondents are required to submit one (1) original, four (4) copies, and one (1) electronic copy on a thumb drive in a sealed envelope marked “**SEALED PROPOSAL FOR RFP 2022-03 LABELLE CDBG FFY 2020-2022 (ENGINEERING OR ADMINISTRATION AS APPROPRIATE) SERVICES**”. Proposals must be received by 2:00 p.m. on April 19, 2022 at the City of LaBelle, City Hall, Attention: City Clerk, City of LaBelle. The mailing address is: PO Box 458, LaBelle, FL 33975 or delivery to 481 W. Hickpochee Ave., LaBelle, FL 33935.

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”.

RFP 2022-03 CDBG - FFY 2020-2022 RANKING SHEET
CITY OF LABELLE
GRANT ADMINISTRATION

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 Administration)	Possible Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Staff Experience and Qualifications with CDBG & Other Federal funding, supervisors and Staff assigned	20						
Firm/Individual Experience with successful CDBG/similar projects with activities and owner	15						
Approach showing clear understanding of all CDBG tasks and requirements	15						
References from other local governments, non-profits and special districts	20						
Capacity to perform including staff and resources to complete the grant award administration and compliance task	15						
Price including basis (services) for price proposed	10						
MBE/WBE documenting 51% ownership or certification of any level (local, State, etc.)	5						
Total	100						

First Ranked: _____

Second Ranked: _____

Third Ranked: _____

RFP 2022-03 CDBG – FFY 2020-2022 RANKING SHEET
CITY OF LABELLE
ENGINEERING SERVICES

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 Engineering)	Possible Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
Staff experience with CDBG & other Federal funding, supervisors and staff assigned	20						
Firm/Team experience with successful CDBG/similar projects with activities and owner	15						
Approach showing clear understanding of all CDBG tasks and requirements	15						
References from other local governments, non-profits and special districts	20						
Capacity to perform including staff and resources to complete engineering services	15						
Ability to work within the project budget	10						
MBE/WBE documenting 51% ownership or certification of any level (local, State, etc.)	5						
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 _____ 2022 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: _____

Authorized By: _____

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
2. 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 _____, 2022.

Personally known _____

or Produced Identification

Notary Public - State of Florida

(Type of Identification)

My commission expires _____

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

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

1). The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2). Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Authorized Signature

Date

Name Typed

Title

Street Address

City, State, Zip

You may cut and use this label for your PROPOSAL Package

**City of LaBelle
Deputy City Clerk's Office
481 W. Hickpochee Ave., LaBelle, FL 33935
RFP 2022-03 CDBG FFY 2020-2022
REQUEST FOR PROPOSAL**

DEADLINE DATE/TIME

**April 19, 2022
2:00 PM EST**