

City of Mulberry
Request for Proposals: Program Administration Services
FFY 2018 Community Development Block Grant Programs

The City of Mulberry requests proposals from individuals or firms to provide the following services for grant funded projects in the 2018 Fiscal Funding Year. The City has secured a \$700,000 grant in the Florida Small Cities Community Development Block Grant #20DB-00-07-63-02-N11. Similarly, additional services may be included in the project(s) on an ongoing basis to be covered by other public grant/loan funding sources at the discretion of the Commission. Such sources of funding shall be sought and developed by the selected consultant(s), as applicable and available. Such sources of funding may include, the CDBG Economic Development (ED) Category and other applicable grant and low-interest loan funds through the Federal, State, or other public sources, which may be applicable to the City's 2018 and 2019 community development project(s).

The FFY 2018 project(s) for which services are requested, and for which CDBG and other public program funds that may be incorporated shall be utilized, may be generally described as follows: public works and development facilities and redevelopment activities to facilitate community and economic development within the City of Mulberry, Florida. Specific needs may include, but not be limited to stormwater facilities 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 Town.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including 2 CFR, Part 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. Proposals will be reviewed and ranked separately for each category.

Ongoing administration for the FFY 2018 application 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:

1. Capacity to Serve the Needs of Local Government. Please include background, services, and capacity to develop Strategic Grants Plans. (20points)

2. Successful Experience with Florida Small Cities CDBG (20 points)
3. Key Staff and Qualifications (20 points)
4. Ability to Address the Needs of the Project. Please including understanding of the local needs and approach to the Project (20 points)
5. Reputation & Client References to recent Local Government Clients (15 points)
6. Fee and Proposed Fee Basis
 - Lowest Fee (5 points)
 - Next Lowest Fee (4 Points)
 - Next Lowest Fee (3 Points)
 - Next Lowest Fee (2 Points)
 - Next Lowest Fee (1 Points)

In the event of a tie, if one of the businesses involved in the tie is minority or female-owned, they shall be ranked above the other firm or firms involved in the tie.

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 Mulberry is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, the City of Mulberry strictly enforces open and fair competition in its requests for proposals. Questions or requests for additional information shall be directed to Ron Borchers, City Planner, 104 S. Church Avenue (P.O. Box 707), Mulberry, FL 33860, by calling (863) 425-1125, by fax to (863) 425-0188, or by email to rjohnson@cityofmulberryfl.com

The City of Mulberry 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 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.

Consultants shall submit one original and three copies of their proposal(s) to contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 4:00 p.m. on Friday, October 11, 2019. To facilitate effective evaluation by the City, Statements of Qualifications shall be limited to a total of 30 pages. Minority Business Enterprise certification, 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 Town, 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 Mulberry supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.