

REQUEST FOR PROPOSAL

028-2021

GRANT ADMINISTRATOR FOR CDBG PROJECT - WILSON PARK AMPHITHEATER

City of Lake City

205 N. Marion Ave.

Lake City, FL 32055

RELEASE DATE: August 31, 2021

DEADLINE FOR QUESTIONS: September 20, 2021

RESPONSE DEADLINE: September 30, 2021, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenw.com/portal/lcfla>

City of Lake City
REQUEST FOR PROPOSAL

Grant Administrator for CDBG Project - Wilson Park Amphitheater

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1. THE CITY OF LAKE CITY FLORIDA

1.1. Request for Proposal

028-2021

Grant Administrator for CDBG Project - Wilson Park Amphitheater

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, ProcureNow, until 2:00 pm, local time, on Thursday, September 30, 2021. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the names of the respondents will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the ProcureNow Question/Answer Tab via the City's e-Procurement portal, on or before, Monday, September 20, 2021 by 3:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda must be accessed through ProcureNow.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Ami Mitchell Fields
Interim City Manager

2. INTRODUCTION

2.1. Summary

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide Grant Administration Services to the City of Lake City for the CDBG Project of the Wilson Park Amphitheater Project.

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,000. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Karen Nelmes

Procurement Director

205 N. Marion Ave

Lake City, FL 32055

Email: nelmesk@lcfla.com

Phone: [\(386\) 719-5818](tel:(386)719-5818)

Department:

Procurement

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	August 31, 2021
Pre-Proposal Meeting (Non-Mandatory)	September 13, 2021, 10:00am https://us02web.zoom.us/j/81565412791
Last Date for Receipt of Written Questions	September 20, 2021, 3:00pm
Question Response Deadline	September 20, 2021, 4:00pm
Addendum Issued (If Applicable)	September 22, 2021

Request for Proposal #028-2021

Title: Grant Administrator for CDBG Project - Wilson Park Amphitheater

Proposal Due Date	September 30, 2021, 2:00pm
Evaluation Committee Meeting	October 12, 2021
Recommendation Presented for Approval	November 1, 2021

3. INSTRUCTION TO PROPOSERS

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, ProcureNow, until 2:00 pm, local time, on Thursday, September 30, 2021. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the ProcureNow Question/Answer Tab via the City's e-Procurement portal, on or before, Monday, September 20, 2021 by 3:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include section referenced for each question in order to ensure that questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

3.5. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on Monday, September 13, 2021, commencing promptly at 10:00 am, and will be held: <https://us02web.zoom.us/j/81565412791>.

This pre-proposal conference is denoted as "mandatory", prospective proposers must be present in order to submit a proposal response.

The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official, nor become part of the RFP. Only written responses to written questions will be considered official, and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as, unless requested by the department, this will be the only pre-proposal conference for this solicitation.

3.6. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on Monday, September 13, 2021, commencing promptly at 10:00 am, and will be held: <https://us02web.zoom.us/j/81565412791>. A mandatory site visit will be held immediately following the pre-proposal conference.

This pre-proposal conference is denoted as “mandatory”, prospective proposers must be present in order to submit a proposal response.

The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official, nor become part of the RFP. Only written responses to written questions will be considered official, and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as, unless requested by the department, this will be the only pre-proposal conference for this solicitation.

3.7. Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held on Monday, September 13, 2021, commencing promptly at 10:00 am, and will be held: <https://us02web.zoom.us/j/81565412791>.

The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official, nor become part of the RFP. Only written responses to written questions will be considered official, and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as, unless requested by the department, this will be the only pre-proposal conference for this solicitation.

3.8. Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held on Monday, September 13, 2021, commencing promptly at 10:00 am, and will be held: <https://us02web.zoom.us/j/81565412791>. A non-mandatory site visit will be held immediately following the pre-proposal conference.

The purpose of the pre-proposal conference is to allow an open forum for discussion and questioning with City staff regarding the RFP with all prospective proposers having an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official, nor become part

of the RFP. Only written responses to written questions will be considered official, and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as, unless requested by the department, this will be the only pre-proposal conference for this solicitation.

3.9. Proposal Due Date

Sealed Proposals must be received via the City's e-Procurement Portal, ProcureNow , no later than 2:00 pm, Local Time, Thursday, September 30, 2021. Proposals received after this date and time will not be considered.

3.10. Public Opening

There is no public opening of the proposals. Only the names of the respondents will be publicly read aloud.

3.11. Public Record

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. SCOPE OF WORK

4.1. Scope of Work

The City of Lake City intends to undertake a project to be funded under the FY 19 Community Development Block Grant (CDBG) as part of DEO Grant in the amount of \$750,000.00 by the Florida Department of Economic Opportunity (DEO). The City of Lake City is requesting proposals from individuals or firms interested in providing program administration services related to the CDBG - Neighborhood Revitalization. Additional services may be requested of the selected consultant on an ongoing basis to research, make application for funding and manage awarded projects from other public grant or loan sources at the discretion of the City Council.

The project involves construction of an Amphitheater in the Wilson Park located in the City.

Grant Administration Services shall include, but not be limited to: reviewing existing policies to insure grant compliance, developing new policies that are required as part of the grant contracting process, preparing environmental review(s), coordination with all funding agencies, coordination with all agency contact(s), coordinating the drawdown of program funds, tracking and managing program funds in compliance with program guidelines and acceptable accounting practices, providing all required reports and technical assistance, coordinating and attending all DEO monitoring visits, preparing all desktop monitoring packages for review and approval by the City prior to submission to DEO, preparing the grant closeout package, insuring Davis-Bacon and other federal and state record-keeping requirements are met, reviewing change orders and pay requests for compliance with grant requirements, attendance at all pre-bid and pre-construction conferences and providing the engineer and/or architect managing the project with developmental support for the project. Developmental support shall include but not be limited to, providing the project engineer and/or architect, just prior to bidding, with a current list of state approved WBE/MBE firms and the wage decision(s) for the project.

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG- Neighborhood Revitalization requirements.

The City of Lake City is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the City of Lake 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.

During the RFP process, questions or requests for additional information concerning this RFP shall be submitted through the Procurenow site. **The deadline to receive questions is no later than 09/20/2021 at 3:00 pm EST.**

The City of Lake City reserves the right to request clarification of any information submitted by responding firms. The City Council, with suitable basis provided for by law, 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 their proposal electronically in the Procurenow site no later than 2:00 p.m. on Thursday, September 30, 2021. No late proposals shall be submitted. 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, respondents may be asked to give a short presentation/interview as part of the selection process. The City of Lake City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

4.2. Criteria

Proposals received for the requested services shall be evaluated separately using the following criteria:

The intent of this RFP is to qualify Respondents based on the Respondent's qualifications using the evaluation criteria above. Responses will be scored based on the criteria herein. The City intends to select the highest-ranking firm as deemed necessary in order to accomplish the goals and objectives established by the City. Only the firm qualified through this RFP process and approved by the City Commission will be invited to negotiate a contract. All submittals of qualifications shall be for principal consultant and may include all sub-consultants. Submittals are to be made for the discipline(s) listed in this RFP. Selection(s) are at the sole discretion of the City.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

Evaluation Criteria: Maximum Points per Evaluator:

- A. The years of experience of the consultant's staff with administering CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and Economic Development grants funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. 20
- B. The experience of the firm's management group with the State of Florida Community Development Block Grant Program 20
- C. The firm's approach to meeting local project needs including an outline of the tasks to be performed and the thoroughness of the approach presented. 20
- D. Number of favorable client reference letters dated 2014 or later provided from other communities. In lieu of a letter of reference, contact and project information may be submitted for entities that have policies prohibiting their issuance of letters of reference. Please note, only one (1) letter per community will be accepted. 20
- E. The quality of the response from the client references provided from other local governments. 15
- F. The fee of proposed fee basis 5

Total Maximum Points Possible: 100

4.3. [RFP Package](#)

All RFP Packages must include the following components:

Section Topic

1 RFP Cover Page

2 Cover Letter

3 Company and Staff Qualifications

4 Related Experience

5 Project Approach

6 Quality and Schedule Control

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is recommended that qualifications be organized in the manner specified as follows:

Section 1: RFP Cover Page

Section 2: Cover Letter

Respondent shall provide a cover letter, not exceeding two (2) pages, which is signed by an officer of the firm who is

responsible for committing the firm's resources.

The cover letter should provide the following:

- Respondent's name, primary contact name, business address, phone number, fax number and e-mail address;
- Name and title of the individual with responsibility for the response and to whom matters regarding this RFP should be directed;
- A brief statement of the respondent's understanding of the services required and qualifications to provide Management of CDBG-DR for Infrastructure Repair Programs;
- A brief company background statement to include, but not limited to, years in business, corporate structure, professional affiliations, and capability of meeting deadlines;
- A brief description of the policies, procedures, and practices respondents have in place to provide for the physical and electronic security of our data centers and other sites where government information will be hosted, accessed, or maintained;
- Identify the primary contact for this contract,
- Other information as the respondent deems appropriate;

Section 3: Company and Staff Qualifications

In this section, respondent shall demonstrate the qualifications of company, staff, and any proposed sub-consultant who may perform any aspect of the scope of services provided herein. In addition, respondent shall provide a brief summary of the overall capabilities of staff and any proposed sub-consultants relative to Small Cities CDBG Administrative Services Projects as outlined in the scope of work. Consultants and/or Sub-Consultants that possess staff and company qualifications in multiple disciplines should provide documentation of all qualifications for each discipline in this section.

- Provide key personnel that may perform work under the award of this contract
- Provide an Organization Chart
- Include a one (1) page resume for each key personnel
- List of Proposed Sub-Consultants (Attachment I)
- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Department of Professional Regulation License(s)
- Current Applicable Certification(s)

Section 4: Related Experience

In this section, respondent shall provide evidence of performance related to the Grant Administration Services. Consultants and/or Sub-Consultants that possess experience in multiple disciplines should provide documentation of all qualifications for each discipline in the section. In addition, respondents will need to describe any prior engagements in which respondent and/or respondent's sub-consultants assisted a governmental entity in dealings with HUD\CDBG\CDBG-DR Review requirements.

Respondents shall demonstrate a minimum of three (3) years of experience in providing professional Grant

Administration Services; and demonstrate an expert level understanding in working with HUD\CDBG\CDBG-DR.

Section 5: Project Approach

In this section, the Respondent shall provide comprehensive narrative statements that outline the project approach and methodology intended to be employed illustrating how the methodology will serve to accomplish the project goals and objectives. Respondents are encouraged to think outside of normal processes and procedures for delivering the project quicker and less expensive to the City.

Capacity- Provide a detailed description demonstrating the consultants' capacity to handle the needs stated in this RFP; in addition to any current/future workloads. Consultant shall describe how it intends to integrate staff and maintain presence with the City during the duration of the contract.

Section 6: Quality and Schedule Control

In this section, the respondent shall provide a written narrative of the firm's project management methods to establish, monitor, and track quality control methods; including coordination of sub-consultants and the ability to meet schedules in a timely manner.

Project Schedule and Timeline- Provide a fully defined, resource loaded, leveled project schedule/timeline; with all of the tasks and associated effort to deliver the scope of services.

4.4. [Recommendation for Award](#)

Recommendation shall be made to the City Council by City Staff to enter into negotiations with the highest ranked firm as determined by the evaluation committee, with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

4.5. [Evaluation of Responses](#)

All properly submitted Qualification Packages that are determined to be responsive to the requirements of this RFP, shall be evaluated. Each evaluator will receive the submitted Request for Proposal Packages submitted, and an electronic copy of the RFP document with all issued Addenda and Evaluator's Score Sheet. Evaluators shall review and score the submitted, responsive, Request for Proposal Packages individually, with no interaction or communication with any other individual.

City Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the City prior to recommending approval of award to the City Commission.

The City Council reserves the right to reject any or all qualifications, waive minor formalities or award to/negotiate with the firm whose qualifications best serves the interest of the City.

5. FORMAT AND CONTENT

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes
- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

- A. Proposals will be evaluated based on the information provided in the response. All documents should be 8 1/2 x 11 format and must not be more than 25 pages.
- B. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section.

5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

The scoring mechanism will be used by individual Evaluation Committee members to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

5.7. [Proposal Evaluation Committee and Evaluation Process](#)

A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

C. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to City Council for final award.

F. Reserved Rights

1. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
2. 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. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>The Staff's number of years of experience with administering projects through the Florida Small Cities CDBG program</p> <p>20 years or more = 20 points 15 to 19 years = 15 points 10 to 14 years = 10 points 5 to 10 years = 5 points Less than 5 years = 0 points</p>	Points Based	20 <i>(20% of Total)</i>
2.	<p>The number of years of experience of the firm's management group with the Florida Small Cities CDBG program.</p> <p>20 years or more = 20 points 15 to 19 years = 15 points 10 to 14 years = 10 points 5 to 10 years = 5 points Less than 5 years = 0 points</p>	Points Based	20 <i>(20% of Total)</i>
3.	<p>Proposed approach to administration of the grant including an outline of the proposed tasks to be performed and the thoroughness of the approach presented</p> <p>Excellent - 20 points Good - 15 points Fair - 10 points Poor - 0 points</p>	Points Based	20 <i>(20% of Total)</i>
4.	<p>Number of favorable client references provided from other communities. Only one (1) letter (dated 2011 or later) per community will be accepted for points.</p> <p>25 or more -20 points 20 to 24 - 15 points 10 to 19 - 10 points 5 to 9 - 5 points Less than 5 - 0 points</p>	Points Based	20 <i>(20% of Total)</i>
5.	<p>The quality of the response from the client references provided from other communities</p> <p>Excellent - 15 points Good - 10 points Fair - 5 points Poor - 0 points</p>	Points Based	15 <i>(15% of Total)</i>
6.	<p>Fee or proposed fee basis</p> <p>Lowest fee - 5 points Next Lowest - 4 points Next Lowest - 3 points Next Lowest - 2 points Next Lowest Fee - 1 point</p>	Points Based	5 <i>(5% of Total)</i>

7. PRICING PROPOSAL

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Fee or proposed fee basis	1	lump sum		
TOTAL					

8. TERMS AND CONDITIONS

8.1. CDBG Guidelines

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

8.2. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP.

8.3. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.4. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.5. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.6. Execution of Contract

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

8.7. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.8. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents in the event the completion of a project awarded pursuant to this RFP (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.9. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

- A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).
 2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.

3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 4. Comprehensive Automobile Liability Insurance covering all owned, hired and non- owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence and one hundred thousand dollars (\$100,000) property damage.
- B. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.10. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and / or restriction.

9. VENDOR QUESTIONNAIRE

9.1. [Proposals*](#)

Please upload your proposals here

*Response required

9.2. [Documents Requiring Notorization*](#)

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Conflict of Interest Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)
- [E-VERIFY AFFIRMATION STATEM...](#)
- [SWORN STATEMENT UNDER SECTI...](#)
- [VENDORS ON SCRUTINIZED COMP...](#)

*Response required

9.3. [Disputes Disclosure Form*](#)

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

- Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
- Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
- Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
- None of the Above

*Response required

