

RFQ 2024-01
CITY OF APALACHICOLA
CONTINUING SERVICES FOR
GRANT ADMINISTRATION
REQUEST FOR QUALIFICATIONS
INFORMATION PACKAGE

Apalachicola City Commission
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

This Entire Package Is for Convenience Only and to Assist in Filling Out the Proposal.
Do Not Return with Your Proposal

**APALACHICOLA CITY COMMISSION
REQUEST FOR QUALIFICATIONS
CONTINUING SERVICES FOR GRANT ADMINISTRATION**

The Apalachicola City Commission is requesting that qualified consulting persons or firms submit written statements of interest and qualification letters to provide continuing services for grant administration and support services for the Apalachicola City Commission. All submittals shall be considered in accordance with the Florida Competitive Consultant Negotiations Act.

**Response Deadline: Thursday, February 29th, 2024 at 5:00 P.M.
Opening Date: Friday, March 1st, 2024 at 9:00 A.M.**

No principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Detailed information for the RFQ may be picked up, received by email from the Grant Coordinator sbourque@cityofapalachicola.com or viewed and printed from our website at www.cityofapalachicola.com. In order to ensure a fair, competitive and open process, once a project has been advertised for Letters of Qualifications, all communications between the interested firms and the City must be directed to Sarah Bourque, Grant Coordinator.

If interested, qualified consultants are required to submit the original, four (4) copies and one electronic copy of the response to the **RFQ 2024-01 – City of Apalachicola Grant Administration** by the response deadline. Only submissions received by the aforementioned stated time and date will be considered.

Please indicate on the envelope that this is a sealed proposal for the “**RFQ 2024-01 – City of Apalachicola Grant Administration**”.

PART II – PROPOSAL PREPARATION INSTRUCTIONS

The Letter of Response shall be signed by an authorized representative of the firm and all information requested must be sealed when submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters which are substantially incomplete or lack key information may be rejected by the City at its discretion. The selection of the short-listed firms will be based on the information provided in the submittal.

Information submitted with the letter of response should include documentation to demonstrate the firm’s qualifications and abilities to provide the scope of services. The submittal should include sufficient information to present a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team’s capabilities. A minimum of five references should be submitted.

It is the intent of this request to meet all requirements of the various federal and state agencies and all agreements resulting from this request should be expected to include all requirements and contract language required by the agencies involved. This includes but not limited to the Code of Federal Regulations, State of Florida, Federal Emergency Management Agency (FEMA), US Department of

Agriculture, Florida Department of Transportation, and various other State and Federal Agency requirements even though the specific language is not included in this request.

The City of Apalachicola selection committee will review the information submitted and rank the firms based on the scoring factors listed within this RFQ. On-site presentations and/or interviews may be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firms being approved by the City Commission. The City Commission anticipates hiring **three or more** firms for the work described herein. Following City Commission approval, each work assignment will be issued by separate task assignment and additional requirements or language may be added to the task assignment if needed due to the type of project or funding source. Firms may be selected on a rotating basis, but selection may vary from the rotation depending on type of project and firm experience.

All prospective submitters are hereby cautioned not to contact any City Commission member after submittals are opened nor attempt to persuade/promote/advocate through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts/questions shall be directed to Sarah Bourque at 850.653.9319 or sbourque@cityofapalachicola.com. Failure to comply with these procedures will be cause for disqualification of the firm's proposal.

The City of Apalachicola hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement and any Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

The City shall comply with the Local Government Prompt Payment Act in accordance with Florida Statutes Chapter 218 and the Public Records Act in accordance with Florida Statutes Chapter 119.

The City shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287.055, Florida Statutes.

SUBMITTAL REQUIREMENTS: The respondent shall submit the original, four (4) copies and one electronic copy of the response as described below (maximum of 20 pages total not including required documents):

1. LETTER OF RESPONSE

Letter of response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

- a. Project name
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number, and internet email address
- e. Indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE)

2. Evaluation Criteria (max score 100 pts.)

Experience with procurement of services	20
Experience with grant application and grant administration	20
Familiarity with various funding mechanisms and funding requirements	20
Ability to comply with various project schedules	20
Project management approach and availability of key personnel	20
Disadvantaged business enterprises (DBE)	5
TOTAL	105

3. OTHER STATEMENTS, FORMS AND DOCUMENTATION

- a. Certificate of Insurance: see requirements as listed below
- b. Proof of Licenses/Certifications
Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.

Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html>.
- c. E-Verify
The consultant shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by Agency during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- d. Public Entity Crimes Statement
- e. Drug-Free Workplace Form (FDOT Form #375-040-18)
- f. Truth in Negotiation Certification (FDOT Form #375-030-30)
- g. Conflict of Interest Certification (FDOT Form #375-030-50)

LENGTH OF SERVICE – The services shall begin upon the execution of a contract. The initial term shall be for a period of two (2) years with the ability to extend the services based on continued satisfactory performance by the Consultant at the sole discretion of the City up to a maximum of five years.

COMPLIANCE WITH REGULATIONS – During the performance of this Contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant” agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;

1. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired of Federal or Federal-aid programs and projects);

1. Federal-Aid Highway Act of 1973, (23 U.S.C § 324 et seq.), (prohibits discrimination on the basis of sex);

1. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

1. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);

1. Airport and Airway Improvement Act of 1982, (49 U.S.C. 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color national origins or sex);

1. The Civil Rights Restoration Act of 1987 (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

1. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

INSURANCE - The consultant shall procure and maintain the following described insurance, except for coverages specifically waived by the City. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The consultant shall require and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subconsultants obtain and maintain until the completion of that subconsultant’s work, such of the insurance coverages described herein as are required by law to be

provided on behalf of their employees and others. The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the consultant. The City does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Workers Compensation Coverage: The consultant shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with Section 440.02(13)(d) and 440.10(1)(g) Florida Statutes. Consultant shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage: The consultant shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office. Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employer's liability required in the worker's compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required: Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C, medical payments, is not required.

The consultant is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the City's acceptance of renovation or construction projects.

Business Auto Liability Coverage: Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Excess or Umbrella Liability Coverage: Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Professional Liability: \$1,000,000 per occurrence minimum limit.

PART III – SCOPE OF SERVICES

Respondents shall be capable of performing all tasks associated with grant or appropriations projects, including grant writing, grant administration, budgeting, reporting, public input, procurement of

services, negotiating contracts, and any other tasks that may be requested by the Commission or City Staff.

The chosen Consultant(s) shall provide administration of any applicable loan and grant programs and procure and coordinate with planning and engineering services as necessary. These services shall be provided in conjunction with any applicable Federal and State programs and in accordance with the terms defined by the City of Apalachicola. Additional duties may include preparation of bid documents, prepare/coordinate/monitor contracts, process reporting, conduct public meetings, and potentially present reports to the City Commission when requested.

The Consultant will coordinate with various City of Apalachicola staff. The Consultant tasked with an ongoing project will provide updates by sending internal reports for City Commission meetings held on the first Tuesday of every month.

PART IV – EVALUATION OF PROPOSALS

EVALUATION METHOD AND CRITERIA: All proposals will be subject to review and an evaluation process. All proposers responding to the RFQ, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received.

Proposals shall include all of the information solicited in this RFQ, and any additional data that the consultant deems pertinent to the understanding and evaluating of the submission. Each proposer will be ranked based on the criteria herein addressed.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. Any request for clarification will be requested by the City in written format. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer's submittal.

Proposals will be reviewed by the Apalachicola City Staff acting as the review committee with final approval by the City Commission selection committee and evaluated based on the format and content outlined in this proposal as follows:

Experience with procurement of services	20
Experience with grant application and grant administration	20
Familiarity with various funding mechanisms and funding requirements	20
Ability to comply with various project schedules	20
Project management approach and availability of key personnel	20
Disadvantaged business enterprises (DBE)	5
TOTAL	105

SELECTION: Apalachicola City Staff acting as the review committee will review, evaluate and rank the proposals submitted by all responsive and responsible firms based on the criteria above.

After City Staff acting as the review committee ranks the firm’s proposals, the City Commission will choose **three or more** firms to offer a contract to. Contract price negotiations will then begin between the selected firm(s) and the City of Apalachicola.

This solicitation does not commit the City of Apalachicola to award a contract or pay any costs associated with the preparation of a proposal, or to procure a contract for services.

Schedule: The anticipated schedule is as follows:

Proposal Advertised and Issued Initially	February 1, 2024
Proposal Due Date	February 29, 2024
Short List Firms	March 7, 2024
Interviews with Short Listed Firms	March 21, 2024
Apalachicola City Commission to direct City Manager to negotiate contract	April 2, 2024
Contract Execution	April 30, 2024

Dates are subject to change!

Contact Information:

Sarah Bourque

sbourque@cityofapalachicola.com

850-653-9319