

**REQUEST FOR QUALIFICATIONS FOR CDBG ADMINISTRATIVE SERVICES FOR THE
CITY OF COTTONDALE FOR A HURRICANE MICHAEL COMMUNITY DEVELOPMENT
BLOCK GRANT DISASTER RECOVERY (CDBG-DR) PROJECT**

The City of Cottondale hereby is soliciting for a "Request for Qualifications" from qualified individuals or firms to provide administrative services for a Hurricane Michael Community Development Block Grant Disaster Recovery (CDBG-DR) project.

The project involves stormwater drainage improvements within and draining from the Caney Pond stormwater drainage basin within the City of Cottondale.

The City has been awarded a Hurricane Michael CDBG-DR grant number M0019 in the amount of \$4,347,351.00, therefore, procurement and contracting will follow CDBG regulations.

Administration services will include complete management and reporting for the project.

The evaluation criteria that will be utilized in the selection of a grant administrator are as follows:

1. The years of experience of the consultant's staff with administering CDBG grant projects funded through the State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity. 20 points
2. The number of years of experience of the firm's management group with the State of Florida Community Development Block Grant Program. 20 points
3. The firm's approach to meeting local municipality project needs including an outline of the tasks to be performed and the thoroughness of the approach presented. 20 points
4. Number of favorable client reference letters dated calendar year 2011 or later provided from other communities. Please note, only one (1) letter per community will be accepted. 20 points
5. The quality of the response from the client references provided from other communities. 15 points
6. Fee or proposed fee basis. 10 points

During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

The City of Cottondale 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 Cottondale 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 directed to: Sherri McBride, City Clerk, P.O. Box 398, 2659 Front St, Cottondale, Florida 32431. Telephone: (850) 352-4361. E-mail cityclerk@cityofcottondale.net.

The City of Cottondale reserves the right to request clarification of any information submitted by responding firms. The City Commission, 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 one (1) original and five (5) copies, plus a digital copy on flash drive, of their proposal to the above-referenced contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR CDBG M0019 GRANT SERVICES", no later than 12:00 p.m. on Monday, May 2, 2021. Late proposals will be returned unopened. Proposals will be publicly opened on Wednesday, May 2, 2022 at 1:30 p.m. at City Hall. 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 COTTONDALE SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".