REQUEST FOR PROPOSALS

Community Development Block Grant (CDBG) & HOME Grant Administration Services

RFP No. 30-15-16

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE

JUNE 16, 2016 AT 12:00PM (LOCAL TIME)

RESPONSE SUBMISSION DATE AND TIME

JUNE 27, 2016 AT 3:30 PM (LOCAL TIME)

AT

CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, 1ST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FL 33161-4116

The responsibility for submitting a response to this Solicitation at the Office of the City Clerk on or before the stated time and date will be solely and strictly the responsibility of the Respondent. The City of North Miami will in no way be responsible for delays caused by the United States mail delivery or caused by any other occurrence.

Copies of this Solicitation document may be obtained by contacting DemandStar by Oniva at www.demandstar.com or calling toll free 1-800-711-1712 and request Document **No. 30-15-16**

Contact Person: Pierson Sherwood, Purchasing Specialist
Email: purchasing@northmiamifl.gov I Phone: (305) 895-9886

The City of North Miami, Florida, hereinafter referred to as "City", is hereby soliciting Proposals from qualified and experienced firms ("Respondents") to provide CDBG & HOME Grant Administration Services for the City.

Please submit one (1) original Bid, five (5) complete copies of the original Proposal and one (1) digital compact disk (CD) or USB Flash Drive either by mail or hand delivery in Response to this Solicitation. Proposals are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation no later than the date and time specified in the Solicitation Timetable section, where shortly after a public opening will take place in the City Clerk's Office at which time accepted Proposals will be opened and read. Proposals received after said date and time will not be considered and no time extensions will be permitted. Address your Proposals to City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161. Please clearly mark Proposals as such:

"IMPORTANT, SOLICITATION ENCLOSED"

CDBG & HOME Grant Administration Services
RFP No. 30-15-16

The City's schedule (timetable) for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	June 3, 2016	
Last Date for Receipt of Written Questions:	June 16, 2016	12:00pm
Opening of Solicitation:	June 27, 2016	3:30pm
City Council Agreement Approval Date:	TBD	

(The City reserves the right to delay or modify scheduled dates and will post notice of any changes on the purchasing department's website.)

ACCEPTANCE AND REJECTIONS

The City reserves the right to reject any or all Proposals with or without cause; to waive any or all irregularities with regard to the specifications and to make the Award to the Respondent offering the greatest advantage to the City. Please be advised that this Solicitation is issued subject to the City of North Miami Code Section 7-192 Cone of Silence, prohibiting certain communications with the City as specified in the General conditions contained herein.

We look forward to your active participation in this Solicitation.

Sincerely,

Pierson Sherwood,
Purchasing Specialist

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All of our Contract forms are fill-able and can be found on our website at:

http://www.northmiamifl.gov/departments/purchasing/forms.aspx

A-1 Public Entity Crimes Affidavit
A-2 Non-Collusive Certificate
A-3 Local Preference Affidavit
A-4 Questionnaire Instructions
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SECTION 1.0
INSTRUCTIONS TO RESPONDENTS / GENERAL TERMS AND CONDITIONS

1.1 DEFINITIONS

a) "City" means the City of North Miami.

b) "Agreement" means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Lessee.

c) "Lessee" means the Respondent that receives an award of Contract or agreement from the City as a result of this Solicitation.

d) "Department" means a department of the City of North Miami.

e) "Proposal" means the documents timely remitted by Proposer or Respondent, in response to this Solicitation.

f) "Proposer" or "Respondent." All Contractors, consultants, organizations, Respondents or other entities submitting a response to this Solicitation.

g) "Project" is the total sum of all Work and Services (as defined herein) to be performed under this Agreement for the construction of the aforementioned services, permitting, construction, code inspection and final inspections necessary to build the component parts encompassing the Project.

h) "Scope of Services" or "Scope of Work" means section 3.0 of this Solicitation, which details the Work to be performed by the Contractor or consultant.

i) "Solicitation" means this Request for Proposals (RFP) document, and all associated addenda and attachments.

j) "Subcontractors" or "Subconsultant" to mean any person, Respondent, entity or organization, other than the employees of the Contractor, who Agreements with the Contractor to furnish labor, or labor and material, in connection with the Services to the City, whether directly or indirectly, on behalf of the Contractor.

k) "Work" or "Services or Lessee's Services" shall include all the efforts required to secure the professional financing, design, construction, management and operation of a Public/Private Partnership for the Development of the City Parking Garage on the Subject Property, including all labor, materials, equipment and services provided or to be provided under this Agreement, in accordance with the terms, conditions and specifications contained in the Contract Documents.

1.2 CITY OVERVIEW

North Miami, Florida (pop. 60, 000) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the fifth largest city of Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City's rich history since its incorporation in 1926.

The City provides a wide range of governmental services including public safety/police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and Contractors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability, we will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

1.3 REQUEST FOR PROPOSAL

This Solicitation is extended to Respondents that can provide the requirement(s) specified herein. The requirements presented in this Solicitation represent the City's anticipated needs.

1.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The *Public Entity Crime Affidavit*, **(Form "A-1")** attached to this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the *Public Entity Crime Affidavit* is not submitted as part of the Respondent's Proposal package, is altered in any manner or is not fully completed, the Respondent shall be deemed non-responsive to the Solicitation requirements.

1.5 PUBLIC ENTITY CRIME / DISCRIMANATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, Subcontractors, or consultants who shall perform Work which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Agreement issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the

event in such termination, shall not incur any liability to the Respondent for any Work or materials furnished.

1.6 LOBBYING

All Respondents, their agents and proposed Subconsultants or Subcontractors, are hereby placed on notice that neither the City Council Members, any evaluation committee members, employees of the City or employees of any other project sponsoring agencies shall be lobbied either individually or collectively regarding this Solicitation. Respondents, their agents and proposed Subconsultants or Subcontractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any purpose relating to the Solicitation (e.g., general information, meetings of introduction, meals, etc.). Any Proposal submitted by a Respondent, its agents and potential Subconsultants or Subcontractors who violate these guidelines will not be considered for review. The Procurement Director or Contract Specialist (identified on the cover page of this Solicitation) shall be the only point of contact for questions and/or clarifications concerning the Solicitation, the selection process and the negotiation and award procedures.

1.7 SUSPENSION OF CONTRACTORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 (a), (b) & (c) upon recommendation by the Director of Procurement, may temporarily or permanently suspend Contractors from doing business with the City whenever a Contractor materially breaches its Contract with the City. Any Proposal submitted by a Respondent, its proposed Subcontractors or Subconsultants who are included on the City's Suspension List shall not be considered for review.

In addition, the principles of any Respondents or its proposed Subcontractors or Subconsultants shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while the principals of the Respondent or its proposed Subcontractors or Subconsultants remain on the Suspension List. In the event there is any intentional misrepresentation, the Respondent further understands and accepts that any Agreement issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any Work or material furnished.

1.8 POINTS OF CONTACT TIMETABLE FOR INQUIRES

Respondents shall contact the contract specialist, identified on the cover page of this Solicitation, for all inquiries relating to this Solicitation. All Respondents' technical inquires shall be confirmed in writing either through the mail, via facsimile transmission or electronic mail.

Technical questions will not be entertained beyond the cut-off date indicated on the cover page so that answers to substantive questions, in the form of written addenda, can be posted on the City's web site (www.northmiamifl.gov) and Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding documents number.

1.9 ORAL REPRESENTATION

No oral representation made by the City staff shall be binding. The contents of this Solicitation and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

1.10 ADDENDA

If any Solicitation revisions become necessary (other than changes to the deadline for response submission), the City will post written addenda on the City web's site at (www.northmiamifl.gov) and on Demand Star by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number at least seven (7) calendar days before the date scheduled for opening of the responses. The City may revise the deadline for response submission at any time prior to the date and time scheduled for opening the responses. **It is the responsibility of all Respondents to ascertain whether any addenda have been issued before the Solicitation deadline by either calling or checking the City's web site** (www.northmiamifl.gov) and Demand Star and by Onvia at www.demandstar.com or calling toll free 1-800-711-1712 and requesting the corresponding document number. All addenda placed on the Demand Star can be down loaded.

1.11 CANCELLATION OF THE SOLICITATION

The City reserves the right to cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the City.

1.12 PROTEST

If a potential Respondent protests any provisions of the Invitation for Proposal documents, a written protest must be filed with the City Clerk within five (5) business days (excluding weekends and City observed holidays) prior to date set for opening of the Proposals. A written protest is considered filed when received by the City Clerk.

Any Respondent who files a formal written protest pursuant to Section 7-158, City Code, shall post with the City, at the time of filing the formal written protest, a filing fee in an amount equal to one percent (1%) of the amount of the Proposal or proposed Agreement, or one thousand dollars ($1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Proposer's right to file a protest.

Notice of written protest along with the filing fee, shall be timely filed with the City Clerk of the City North Miami at 776 NE 125th Street, 1st Floor North Miami, FL 33161. The City will not accept receipt of any formal written protests filed at any location other than the City Clerk's Office

1.13 AGREEMENT

Respondent understands that this Solicitation or Respondent's response shall not constitute an Agreement with the City. No Agreement is binding or official until responses are reviewed and accepted by appointed City staff, approved by the appropriate level of authority within the City and an official Agreement is duly executed by the parties. Contractor shall be required to sign an Agreement which the City determines to be fair, competitive and reasonable.

1.14 DEVELOPMENT COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

1.15 TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchases of tangible property.

1.16 RESPONSE SUBMISSION AND OPENING

All responses shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent's return address. The City assumes no responsibility for responses not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Receipts of a response by any City office, receptionist or personal other than the Clerk's Office will not constitute "delivery" as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.

1.17 ASSIGNMENT OF RESPONSE

A Respondent shall not transfer or assign its response to a third party following submission of a Proposal to the City.

1.18 WITHDRAWAL OF RESPONSE

Respondents shall withdraw their submitted Proposal by notifying the City either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Responses, once received, become the property of the City, and will not be returned to Respondents even when they are withdrawn from consideration.

Responses, once opened, shall not be withdrawn or modified except to the extent agreed to by the City during subsequent Agreement negotiation.

1.19 PUBLIC RECORDS AND EXEMPTIONS

Upon receipt, responses and all Contract Documents become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes, as amended from time to time. Respondents shall invoke the exemptions to disclosure provided by law, in the response to the Solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected**,** and stating the reasons why such exclusion from public disclosure is necessary. Responses will be made available for public inspection at the time the City posts notice of its decision or intended decision concerning Agreement awards, or ten (10) days after the response opening, whichever is earlier.

1.20 REJECTION OF RESPONSES

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Proposals for reasons including, but not limited to, the following:

(1) When such rejection is in the best interest of the City;

(2) If such Proposal is deemed non-responsive;

(3) If the Respondent is deemed non-responsible; or

(4) If the Proposal contains any material irregularities. Minor irregularities contained in response may be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Agreement nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

1.21 WRITTEN PROPOSAL EVALUATION / ORAL PRESENTATIONS

The selection committee members will independently score the Proposal on the basis of their qualifications and technical merit in accordance with the evaluation criteria included in Part 4 of this Solicitation. Following the submission and evaluation of the written Proposals, the City may request the highest ranked Respondents to provide oral presentation explaining and/or demonstrating each Proposal. All oral presentation will

be scheduled and publicly noticed by the City. Following the completion of oral presentations, the selection committee members will score each presentation. Final ranking after oral presentations will be based on the summary of raw scores from the oral discussions for each Respondent.

1.22 REVIEW OF PROPOSAL FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of the Solicitation, includes all documentation, is of timely submission, and has the appropriate signature as required on each document. Failure to comply with these requirements may result in a Proposal being deemed non-responsive.

1.23 CITY COUNCIL REVIEW

The Purchasing Director will report the result of this Solicitation to the City Council for final approval in accordance with the City's Procurement Ordinance to enter into Agreement Negotiation. The City reserves the right to reject all Proposals.

1.24 THE CITY OPTIONS

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time, or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation.

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive an award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.

In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Proposal will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

1.25 AGREEMENT AWARD

The City anticipates the award of one Agreement, but reserves the right not to make any award whatsoever, if determined to be in the interest of the City.

Prior to Agreement award, the Respondent(s) shall submit documentation reflecting any required insurance coverage. The Agreement number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Agreement period. Failure to execute the Agreement and/or to provide evidence of any required insurance coverage shall be just cause for the termination of the award.

1.26 PROPOSAL SUBMITTAL/ADDENDUMS

All Proposals submitted shall include the completed Proposal Form and all required product information and any other items as indicated on the Proposal Form. Proposals will be considered "Non-Responsive" if the required information is not submitted by the date and time specified.

Before submitting a Proposal, each Respondent shall make all investigations and examinations necessary to ascertain if any addendums were issued by the Purchasing Department.

1.27 NON-RESPONSIVE PROPOSALS

Responses found to be non-responsive shall not be considered. Responses may be rejected if found to be in nonconformance with the requirements and instructions contained herein. A Response may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Proposals include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submission of more than one Proposal for the same Work from an individual, Respondent, joint venture, or corporation under the same or a different name (also included for Design-Build Projects are those Proposals wherein the same Engineer is identified in more than one Proposal), failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design-Builder for Federally Financed or Assisted Projects.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

1.28 CONE OF SILENCE

This Solicitation is issued pursuant to the City of North Miami Section 7-193, City Code, which prohibits certain types of communications: (a) A Cone of Silence shall be imposed upon each Solicitation after the advertisement of said Solicitation. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such a notice with the City Clerk, with the copy thereof to each City Council member, and shall include in any public Solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular Solicitation shall not preclude Purchasing staff from

obtaining industry comment or performing market research provided all communication related thereto with a potential offeror, service provider, Proposer, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

The ordinance does not apply to oral communications at pre-Proposal conference, oral presentations before selection committees, Agreement negotiations, public presentations made to the City Council during any duly noticed public meeting or communications in writing at any time with any City Council unless specifically prohibited by the applicable Solicitation documents. A copy of all written communications must be filed with the City Clerk.

1.29 RESPONDENT'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS

This Solicitation shall require that the Respondent submits with its Proposal a listing of all first-tier Subcontractors or Subconsultants who will perform any part of the Agreement Work and all suppliers who will supply materials for the Agreement Work direct to the selected Respondent. **Failure to comply with this requirement shall render the Proposal non-responsive.** In addition, the selected Respondent shall not change or substitute Subcontractors or suppliers from those listed in the Proposal except upon written approval of the City **(See "Form A-6").**

1.30 BUSINESS ENTITY / RESPONDENT REGISTRATION

The City of North Miami requires business entities to complete registration application before doing business with the City. Respondents need not register with the City to present a Proposal; however, the selected Respondent(s) must register prior to award of an Agreement as failure to register may result in the rejection of the Proposal. To register, contact the Purchasing Department at (305) 895-9886 or you may download the application *(revised 7/09)* from our website at www.northmiamifl.gov it is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this Solicitation.

1.31 EXCEPTION TO THE SOLICITATION

Respondents may take exceptions to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. Should a Respondent take exception where none is permitted, the Proposal will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Proposals, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this Solicitation. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

1.32 PROPRIETARY/ CONFIDENTIAL INFORMATION

Respondents are hereby notified that all information submitted as part of, or in support of, Proposals will be available for public inspection after opening of Proposals, in compliances with Chapter 119, Florida Statutes, known as the "Public Records Law."

1.33 LOCAL PREFERENCE / 10% TOTAL WORKFORCE CONSISTING OF NORTH MIAMI RESIDENTS / SUBCONTRACT WITH LOCAL PROPOSERS

The evaluation of competitive Solicitations is subject to Section 7-151, City Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall affirm in writing its compliance with either of the following objective criteria as of the Proposal or Proposal submission date stated in the Solicitation. A local business shall be defined as:

a) *Local business* means the offeror, supplier, or contractor: (1) has a business located in the City of North Miami with a current city business tax receipt issued prior to the city's issuance of the solicitation for supplies or services;(2) has at least ten (10) percent of its total workforce residing in the City of North Miami prior to the city's issuance of the solicitation for supplies or services; and/or (3) subcontracts at least ten (10) percent of the contractual amount of a city project with subcontractors who are physically located within the City. The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the city.

b) *Preference to local business.* Except where federal or state law mandates to the contrary, in the purchase of supplies or services in which objective factors used to evaluate the submittals received from offerors are assigned point totals, a preference of ten (10) percent of the total evaluation points, or ten (10) percent of the total price, shall be given to a local business.

c) *Comparison of qualifications.* The preferences established in no way prohibit the right of the City of North Miami to compare quality of supplies or services proposed for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preferences established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the

most responsible and in the best interests of the city.

The preference is used to evaluate the submittals received from Respondents are assigned point totals, a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price, shall be given to the local business. (See Form A-3)

1.34 RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Respondent shall comply with all laws; ordinances and regulations applicable to the Services contemplated herein, especially those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or Services offered.

1.35 COMMUNITY BENEFITS PLAN
[NOT APPLICABLE]

1.36 MODIFICATIONS OF PROPOSAL

No unsolicited modifications to Proposals will be permitted after the date and hour of the Proposal opening.

1.37 TRUTH IN NEGOTIATION STATEMENT

The Respondent must provide at the time for Agreement execution a written statement stating that "wage rates and other factual unit cost supporting the compensation are accurate, complete and current at the time of contracting".

1.38 REVIEW OF SOLICITATIONS

The City will not allow any request for documents or reviews of submittals until thirty days after Proposals are received or after an award is announced. After said time, Respondents may request documents or make an appointment to review submittals and presentations.

1.39 LATE SUBMISSIONS

The City will not accept Proposals received after opening time and encourages early submittal.

1.40 SOLICITATION OPENING

This Solicitation will not be based solely on price (If price is applicable). Therefore, if price is requested as part of this Proposal they will NOT be read aloud. However, properly received Proposals will be announced at the Proposal opening. Proposal will be read in the Office of the City Clerk located on the first floor of City Hall 776 NE 125th Street North Miami, FL 33161. A list of Respondents shall be placed on the City's website.

1.41 ATTORNEYS' FEES

In the event of any dispute arising under or related to the Agreement, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

1.42 CONFLICTS OF INTEREST

The City's Conflict of Interest guidelines, provided under Article XI, of the City Code, as amended, shall apply to this Solicitation and Agreement. Respondents should be aware, that if awarded an Agreement, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial interest, directly or indirectly, with contractors or Respondents providing professional services on Work assigned to the Contractor, except as fully disclosed and approved by the City. Respondent shall further be aware that if awarded, in the performance of this Solicitation no person having such conflicting interest shall be employed.

1.43 CONSTRUCTION SERVICES
[NOT APPLICABLE]

1.44 CONTRACTOR RELIANCE ON BUILDING DEPARTMENT
[NOT APPLICABLE]

1.45 CONTRACTOR OBLIGATIONS
[NOT APPLICABLE]

END OF SECTION

SECTION 2.0
SPECIAL CONDITIONS

2.1 PURPOSE

The Purpose of this Request For Proposal (RFP) is to seek a qualified firm capable of assisting the City of North Miami's Housing Manager with monitoring, reporting and administration of Federal Funds for the City's Housing Division.

2.2 TERM OF AGREEMENT

The Contract will commence upon the date established in the City's Notice of Award letter, which will be contingent upon the completion and submittal of all required Solicitation documents. The initial term of this Contract may be up to one (1) year.

2.3 OPTION TO RENEW

The Contract may be renewed for two (2) additional one-year periods, under the same terms and conditions, at the sole discretion of the City. The fee structure of the Contract shall remain firm for the entire term, including any and all renewal periods.

2.4 METHOD OF AWARD

The Purchasing Department, in conjunction with the City's Housing Division, shall review all Proposals received in a timely manner and shall determine which ones are deemed responsive and responsible. Each proposer shall be ranked based on an evaluation of their experience, qualifications, proposed work plan, references and price. The results of the evaluation shall be forwarded to the City Manager for further review and final award of this contract.

2.5 INDEMNIFICATION AND INSURANCE

Respondents must submit with their responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

1. Professional Liability (Errors and Omissions) Insurance – 1. $1,000,000 per occurrence, $2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed $25,000 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible; 2. Claims made policy must have an extended coverage reporting period of two years past the coverage completion date; 3. For Deductible programs or Self Insured Retention Programs an Irrevocable Letter of Credit or performance Bond for amount of SIR/Deductible is required.

2. Commercial General Liability Insurance – preferably written on an occurrence form with $1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations.

3. Automobile Liability Insurance – $1,000,000 combined single limit bodily injury and property damage. Coverage shall be applicable to any auto, hired auto and non-owned auto.

4. Workers' Compensation as required by the State of Florida, statutory coverage and Employers Liability insurance with limits of $1,000,000 for each accident, Employee/Disease.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as "additional insured". All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of B+ rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Management prior to signing of Contract. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other projects undertaken by Contractor.

The Contractor must submit to the Purchasing Department, prior to signing of Contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract and shall be provided to the City's Project Manager/designee.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or Subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Awarded Contractor shall not commence Work under this Agreement until the City has received and approved all of the minimum insurance described by the City's Risk Manager. Awarded Contractor shall not permit any Subcontractor to

begin any Work on City Property until Subcontractor's minimum insurance coverage is obtained and approved.

2.6 FEDERAL AND STATE REGULATIONS

The Contractor shall comply with all applicable federal and local rules and regulations regarding the provision of Services.

2.7 COMPLIANCE WITH FEDERAL STANDARDS

Shall be in accordance with CDBG & HOME Grant guidelines.

2.8 COUNCIL MEETING

If the selected Respondent(s) are submitted to City Council for award the Respondent must be available to attend City Council meetings to answer any questions and/or provide presentations, if so requested by City staff.

2.9 SOLICITATION CLARIFICATION AND QUESTIONS

Any questions or clarifications regarding this Solicitation shall be submitted in writing to the Purchasing Department via email at purchasing@northmiamifl.gov Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing.

The Solicitation number and title shall be referenced on all correspondence; be sure to include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. All questions must be received no later than the time and date specified in the Solicitation Timetable section**.** All responses to questions/clarifications will be sent to all prospective Respondents in the form of an addendum.

NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER DEADLINE. Addendum(s) will be made available on the City's webpage and it is the Respondent's sole responsibility to assure review of all (if any) addenda(s).

This RFP is issued pursuant to the City of North Miami's Cone of Silence Ordinance Section 7-192 which prohibits certain types of communications.

2.10 ACCEPTANCE/REJECTION TO SOLICITATIONS :

The City reserves the right to reject any and all Proposals, and to waive minor irregularities in this Solicitation process. The determination of the criteria and process which Proposals are evaluated, reflects the decision as to who shall receive a Contract award. Whether an award shall be made as a result of this RFP, shall be the sole and absolute discretion of the City.

2.11 RULES, REGULATIONS, AND REQUIREMENTS

All Respondents shall comply with all laws, ordinances, and regulations of any Federal, State of Florida, Miami-Dade County, or City government applicable to submitting a response for this RFP and to provide the services described herein.

END OF SECTION

Section 3.0
Scope of Services /
Technical Specifications

3.1 SCOPE OF WORK

The selected firm shall be supervised by the Housing Manager and final oversight residing with the Community Planning & Development (CP&D) Director. The firm shall be able to provide technical assistance, program implementation, program activity services, program delivery and reporting for the approved housing programs which may include but is not limited to:

1) The implementation of the City of North Miami's Action Plan consistent with the City's Five (5) year Consolidated Plan including the respective Program activities;

2) Preparing the City's Comprehensive Annual Performance Evaluation Report (CAPER) detailing projects to be undertaken and the annual accomplishments for the applicable program year;

3) Documenting and reporting financial and project outcome information in the federal database Integrated Disbursement and Information System (IDIS) inclusive of any lapses, review and implement financial, administrative and bookkeeping requirements;

4) Performing financial record keeping and administration including preparing and submitting draw requests in a timely manner;

5) Administering an Audit Management System by reviewing audited financial statements for compliance with OMB Circulars;

6) Preparing and updating calendar of events and reporting dates for the programs, such as Annual Report deadlines, financial transaction reports, Minority Business Enterprise (MBE) reports, Women Minority Business Enterprise (WMBE) reports, labor standards report, Section 3, community and public hearings and public notices, funds availability advertisements, public notices, compliance checklist certification, environmental reviews and request for release of funds across all programs;

7) Working closely with the Housing Manager to monitor program activities, draft and assist with the development of substantial and minor amendments, the reprogramming or amendment of program activities CDBG and HOME.

8) Implementing the recommended actions identified for the City of North Miami Analysis of Impediments Fair Housing Choice;

9) Monitoring and enforcing all applicable Civil Rights and anti-discrimination laws, Fair Housing choice, Equal Employment Opportunity, Anti-displacement and Relocation Assistance, Removal of Architectural barriers, along with other program requirements enumerated and described under 24 CFR Part 570, **subpart** K.

10) Maintaining regular contact with City Administration.

11) Making recommendations to amend or recommend Housing guidelines in order to maintain compliance with all Federal, State and Local guidelines.

In addition to implementing the above tasks/activities the Firm/Consultant will administer, monitor, and ensure CDBG and HOME funding compliance in accordance with HUD applicable rules which are consistent with the National Objectives.

3.2 ELIGIBILITY:

To be eligible to respond to this RFP, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the Scope of Services section to at least one CITY similar in size and complexity to the City of North Miami or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the services.

The responding firm must be able to provide all grant administration services for Management and related tasks associated with all program activities that will result in the development and execution of a contract contingent on funding from HUD. The firm considered to offer the most responsible and advantageous proposal by the City's selection committee will be selected.

3.3 PROPOSER QUALIFICATIONS:

The Proposer shall be in the business of providing Community Development Consulting Management for at least three (3) years and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract.

The firm shall have at a minimum, the following qualifications:

1) An office located within the State of Florida.

2) The firm and staff should have three (3) or more years of experience in the administration and implementation of government funded programs.

3) Sufficient staff to provide prompt service and the appropriate level of supervisory personnel to assure compliance with the content of the proposal.

3.4 GRANT FUNDING CONFLICT OF INTEREST POLICY:

The City of North Miami has adopted a policy relating to conflict of interest involving CDBG, HOME, SHIP, NSP or DRI Funds assisted activity. No person or entity who receives funding from the City, makes recommendation on, or who participates in a decision making process with respect to the disbursement of the above funds may obtain a financial interest or benefit from and assisted activity or have a financial interest in any contract or sub-contract agreement with regard to an assisted activity. Further, no such person may participate in the decision-making process, or approve, the expenditure of CDBG and HOME funds if the expenditure of said funds would result in their own financial benefit; the benefit of a corporation, business partnership or other business entity in which they have an interest or by whom they are employed, a business associate, or a member of the immediate family. This policy applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City of North Miami. This policy shall not apply if, upon a written request made by the City, the Department of Housing and Urban Development grants an exception in accordance with its applicable rules and regulations.

END OF SECTION

SECTION 4.0
EVALUATION/SELECTION PROCESS

4.1 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract will be awarded to the lowest responsible and responsive proposer whose Proposal best serves the interest of and represents the best values of the City in conformity with Chapter 7, Article III of the City code.

4.2 MINIMUM QUALIFICATION

To be eligible to respond to this Solicitation, the Respondent must demonstrate sufficient capacity, resources and experience to provide Grant Administration services. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as "NON-RESPONSIVE" and will not be evaluated or scored.

4.2.1 The Respondent shall be licensed to do business for at least the last three (3) years in the State of Florida. Submit Sunbiz report with its company registered as active.

4.2.2 Respondent must provide at least three (3) references of CDBG and HOME Grant Administration Services for which it has provided similar Services. If available, such references should be representatives of Florida jurisdictions to which the Proposer is currently providing, or has provided, Services within the last three (3) years. References from the City of North Miami will not be accepted.

4.2.3 The Respondent must be headquartered or maintain a regional office within South Florida which includes an area spanning from Monroe County to Palm Beach County.

4.2.4 Submit together with its proposal a copy of required evidence of insurance as described in Section 2.5 showing the insurance coverage and amounts are currently in place. Alternatively, Respondents may submit, together with their proposal, a letter on company letterhead stating they will comply with all insurance requirements, if awarded the contract. The statement letter shall stand alone and shall not address any other topic neither shall it be incorporated into another letter.

4.3 EVALUATION PROCESS

A Committee shall be established to review and evaluate all submittals in response to this RFP. The Committee shall conduct a preliminary evaluation of all qualifications on the basis of the information provided and other evaluation criteria as set forth in this RFP or as reasonably determined by the Committee.

The Committee will first review each submittal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may be cause for rejection.

The City reserves the right to reject any and all proposals and to waive minor irregularities in the proposal. The City further reserves the right to seek new proposals when it is in the best interest of the City to do so.

The City shall be the sole judge of its requirements, as set forth in this solicitation and of the final contract award(s), as successfully negotiated. The City's decision(s) shall be final. All proposals and prime Respondents will initially be screened for responsiveness as described in this solicitation.

Respondents who have met the responsiveness and responsibility conditions will be evaluated in accordance with the criteria detailed in Section 4.0. Committee members will independently score the written proposals based on the merit of each proposal, as determined by the committee members, to meet the requirements stated in the solicitation. The total number of points scored by each committee member will be based on the maximum points available for each of the factors detailed under the technical category.

Upon completion of the technical criteria evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Respondent(s) which the Evaluation/Selection Committee deems to warrant further consideration based on the best rated proposal providing the highest quality of service to the City.

4.4 SELECTION CRITERIA

Criteria will be scored on a scale of **"0" to "100"** per evaluator with the maximum number of points available for each criterion as noted in this section. The maximum number of points to be scored under this process is **100 points per committee member**. Scoring is based on a point total per evaluator and not a percentage. The highest ranking Respondent will be determined by using a combination of Respondent's total scores for criteria listed. Selection will not be based solely on lowest price. The City will put each Proposal through a process of evaluation to determine the Respondent's responsiveness to City's needs. Criteria to be considered include:

Criteria	Maximum Points
Qualifications and Experience of the Firm/ Grant Administrator	40
Proposed Work Plan	25
Cost	25
References	10
Evaluation Score:	**100**

4.5 SELECTION AND AWARD

The final ranking for each Respondent shall be based on the results of the Evaluation Committee. The Committee's results shall be forwarded to the City Manager for review and award of this contract.

4.6 NEGOTIATIONS

The City may make an award on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Respondent's best terms from a monetary and technical standpoint. The City may also negotiate with any and all Respondents, simultaneously, to determine the best and final offer in the best interest of the City.

Notwithstanding the foregoing, if the City and said Respondent(s) cannot reach an agreement, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next highest ranked responsive Respondent. This process may continue until a contact acceptable to the City has been executed or all Proposals are rejected. No Respondent shall have any rights against the City arising from such negotiations or termination thereof.

END OF SECTION

SECTION 5.0
PROPOSAL FORMAT

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. All materials are to be submitted on 8 1/2" X 11" pages, neatly typed and double sided on recycled paper, with normal margins and spacing. All documents and information must be fully completed and signed as required. Digital copies must be in Adobe or Word format. Proposals which do not include the required documents, in the order listed below, may be deemed non-responsive and may not be considered for evaluation. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.

Responses should be prepared simply and economically, addressing the requirements according to the instructions provided and in a concise manner. USB Flash Drive must be clearly labeled with Company Name and Proposal Number.

The Proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation. The Proposal must include the following information:

LABEL EACH SECTION AS NUMBERED

1. **PROPOSAL COVER PAGE AND CONTACT INFORMATION FORM**

   Use Cover Page and Contact Information form attached hereto under Section 5.0. Please complete and sign the form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this RFP.

2. **TABLE OF CONTENTS**

   The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.

3. **LETTER OF INTRODUCTION**

   Provide a brief introduction narrative letter highlighting the qualifications of the firm including component firm(s), legal nature of organization and number of years in existence and primary markets served.

4. **BUSINESS STRUCTURE**

   Corporations, Joint Ventures, or Partnerships- Submit copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Provide copies of current City/County/State Occupational License(s) where applicable.

   Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement. Any firm(s) involved in a joint venture in its Proposal will

be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

5. QUALIFICATIONS AND EXPERIENCE OF THE FIRM/ GRANT ADMINISTRATOR – 40 POINTS

Indicate the firm/grant administrator's experience in providing the related services. List services completed or current, to include staffing organization and management of the staff and sub-consultants and distribution of project assignments.

A list of related services must include at least three (3) recent services provided excluding City of North Miami projects within the last 3 years. Information should include:

- Services provided by your firm
- Client Name, address, phone number
- Description of work
- Year services were provided
- Total cost of services, estimated and actual

Respondents must submit a Proposal Statement. Provide a list of personnel to be used and their qualifications. A brief resume including education, experience, licenses and certifications and any other pertinent information shall be included for the firm or individual. Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements.

List all contracts which the Respondent has performed for municipalities, excluding the City of North Miami. The City will review all contracts the Respondent has performed in the selection of firms for future City Contracts. As such the Respondent must list and describe all work performed for municipalities and include the name of the City department which administers or administered the contract(s); the contact person(s) on the contract(s) and their telephone number(s); the dates covering the term of the contract(s); and, the dollar value of the contract(s).

6. PROPOSED WORK PLAN - 25 POINTS

Respondent shall provide the proposed work plan, time frame, and approach for completing the services, which shall also include:

1) The Respondent's thoroughness of understanding of the Scope of Services;

2) Demonstrated ability to perform tasks in a timely and efficient manner;

3) Quality of written work;

7. COSTS - 25 POINTS

The proposal should include the proposed fee structure, billing rates, hourly rates, reimbursable expenses, etc., along with a "not to exceed amount" per fiscal year for the work described in Section 3.1.

Proposal content and price quotations must remain firm and irrevocable for 180 days following the submission date.

8. REFERENCES - 10 POINTS

Respondent must provide at least three (3) references of CDBG and HOME Grant Administration Services for which it has provided similar Services. If available, such references should be representatives of Florida jurisdictions to which the Proposer is currently providing, or has provided, Services within the last three (3) years. References from the City of North Miami will not be accepted.

9. CONTRACT FORMS

All Agreement forms must be completed (with all blanks filled in), executed and properly notarized.

The following forms must be submitted in the following order:
Respondent Registration (if not registered)
Form A-1 Public Entity Crimes Affidavit
Form A-2 Non-Collusive Proposal Certificate
Form A-3 Local Preference Affidavit (Optional)
Form A-4 Questionnaire Instructions
Form A-5 Acknowledgement of Addenda (if applicable, attach copies of addendum)
Form A-6 Bidders Disclosure of Subcontractors and Suppliers
Form A-7 General Insurance Requirements
Form A-14 References

All of the City's forms are fill-in forms and can now be found on the website at: http://www.northmiamifl.gov/business/purchasing/forms.asp. Please ensure to include all applicable forms with your Proposal documents signed and notarized as required. Emailed forms will NOT be accepted.

In regards to "Form A-5 Acknowledgement of addenda", it is the sole responsibility of the Respondent to check the City's website at (http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx#bta) for all applicable addends.

END OF SECTION

SECTION 6.0
ATTACHMENTS, FORMS & APPENDIX

APPENDIX A

COVER PAGE & CONTACT INFORMATION

CDBG & HOME Grant Administration Services

RFP 30-15-16

Include this sheet as the very first page of your Proposal. Please complete the form in its entirety.

Legal Name of Proposer(s): _____

Doing Business As (DBA)
If applicable: _____

Federal Employee
Identification (FEIN) Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Name*: _____

Title: _____

Contact Email Address: _____

Contact Telephone Number: _____

Fax Number: _____

*The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this Solicitation.

1. I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge.

2. By submitting a Proposal, the Respondent certifies that the Respondent has fully read and understands the Proposal method and has full knowledge of the scope, nature, and quality of Work to be performed.

3. Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Also the Respondent agrees to hold this offer open for a period of one hundred and twenty (120) days from the deadline for receipt of Response.

4. Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements.

Name of Company: _____

Authorized Signature: _____

Title of Officer: _____

Appendix B

PRICE PROPOSAL FORM

CDBG & HOME Grant Administration Services

RFP 30-15-16

The prices listed below shall include the total cost to complete the Services including but not limited to materials and insurances, etc, as necessary to ensure proper delivery of Services and/or products requested by the City of North Miami.

Lump sum Fee: (Based on Scope of Work Commencing October 1, 2016 - September 30, 2017) $_____

Total $_____

Continuation of Appendix B Price Solicitation Form

1. I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of one hundred and twenty (120) days from the deadline for receipt of Proposals; or, if I am selected as the Top-Ranked Offeror, for such further period as is necessary for obtaining Contract signature and approval.

2. I understand and agree to be bound by the conditions contained in the RFP and shall conform to all requirements herein.

_____
Company Name

_____ _____
Offeror Signature Date:

_____ _____
Name: (Please Print) Title:

NOTE: City of North Miami is exempt from all taxes (Federal, State & Local). Proposal price should be less all taxes. Tax Exemption Certificate furnished upon request

NARRATIVE DESCRIPTION CHECKLIST

CDBG & HOME Grant Administration Services

RFP 30-15-16

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Proposal received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily completely include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name: _____

No.	Narrative Description	Checklist
1.)	Qualification & Experience	☐
2.)	Price Proposal Form	☐
3.)	State of Florida active Sunbiz Report	☐
4.)	References (City Form A-14)	☐

FOR PURCHASING OFFICE USE ONLY
☐ Responsive ☐ Non-Responsive ☐ Other: _____
Comment: _____

Appendix C

PROPOSAL SUBMITTAL CHECKLIST

CDBG & HOME Grant Administration Services

RFP 30-15-16

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Proposal received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily completely include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name:		
Tab/Page No.	Appendix Forms	OFFICE USE ONLY
	Appendix A: Cover Page/Information Sheet	
	Appendix B: Price Proposal Form	
	Appendix C: Submittal Checklist	
Tab/Page No.	Narrative Description	OFFICE USE ONLY
	Cover Page	
	Table of Contents	
	Letter of Introduction	
	Business Structure	
	Qualifications and Experience of the Firm/Grant Administrator	
	Proposed Work Plan	
	Price Proposal	
	References	
Tab/Page No.	City Contract Forms	OFFICE USE ONLY
	A-1 Public Entity Crimes Affidavit	
	A-2 Non-Collusive Proposal Certificate	
	A-3 Local Preference Affidavit *(optional)*	
	A-4 Questionnaire Instructions	
	A-5 Acknowledgement of Addenda	
	A-6 Disclosure of Subcontractors & Suppliers	
	A-7 General Insurance Requirements	
	A-14 References	
FOR PURCHASING OFFICE USE ONLY		

☐ Responsive	☐ Non-Responsive	☐ Other: _____
Comment: _____		