



**REQUEST FOR QUALIFICATIONS  
FOR  
GRANT WRITING SERVICES**

**FUNDING NEEDS ANALYSIS\STRATEGIC OUTREACH AND GRANT FUNDING  
RESEARCH (RFQ NO. \_\_\_-\_\_A)  
GRANT WRITING SERVICES (RFQ NO. \_\_\_-\_\_B)**

**FOR  
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
(RFQ NO. \_\_\_-\_\_: A AND RFQ NO. \_\_\_-\_\_: B)**

**CONTACT PERSON:**

Annetta Jenkins, Director of Neighborhood Services  
1-561-844-3408, Phone  
1-561 881-8043, Fax  
[ajenkins@rebcra.com](mailto:ajenkins@rebcra.com)

The Riviera Beach Community Redevelopment Agency (CRA) invites qualified firms or individuals to submit qualifications to provide professional-level Grant Writing Services. The Riviera Beach Community Redevelopment Agency desires to identify grant proposal writers to be engaged on an “as needed” basis at the direction of the Riviera Beach CRA. *Selected consultants cannot compete against the Riviera Beach CRA by submitting their own or aiding another institution or individual in the submission of a grant proposal for the same grant application.*

This solicitation provides guidelines for submission and outlines the essential services desired for the engagement. Proposals will be accepted at the **Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404, Monday, June 25, 2018, at 4:00 p.m. EST.**

**Late submittals will not be accepted or considered.**

This Public Solicitation document, including a scope of services, may be obtained at the **Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404**

Additionally, the solicitation may be obtained by visiting the CRA website at <http://www.rbcra.com/doing-business-with-rbcra/>.

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. Riviera Beach CRA reserves the right to reject any or all submittals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the CRA.

Interested parties may respond to one, several, or all of the services requested. With each service requested, the Qualifier must provide two (2) original copies and seven (7) digital copies on individual CDs\DVDs\USBs of the Statement of Qualification proposals for the stated services. Each proposal shall be submitted no later than **4:00 pm on Monday, June 25, 2018, to Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404.**

**PUBLISH:**

Palm Beach Post	May 27, 2018
City of Riviera Beach website <a href="http://www.rivierabch.com">www.rivierabch.com</a>	May 29, 2018
CRA website <a href="http://www.rbcra.com">www.rbcra.com</a>	May 29, 2018

**Qualification packages received after this deadline will not be considered.**

All Statement of Qualification Proposals must be delivered or mailed to:

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
ATTN: ANNETTA JENKINS, DIRECTOR OF NEIGHBORHOOD SERVICES  
2001 BROADWAY, SUITE #300  
RIVIERA BEACH, FL 33404**

**ENVELOPES MUST BE IDENTIFIED AS:**

**FUNDING NEEDS ANALYSIS\STRATEGIC OUTREACH AND GRANT FUNDING  
RESEARCH (RFQ NO. \_\_-\_\_ A)  
GRANT WRITING SERVICES (RFQ NO. \_\_-\_\_ B)**

The Community Redevelopment Agency reserves the right to provide addenda, reject any or all qualifications, or to negotiate individually with one or more firms, and to select the firm based on what the Selection Committee determines to be in the best interest(s) of the CRA.

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### Required Forms:

- STATEMENT OF BUSINESS RESPONSIBILITY
- DRUG FREE WORKPLACE
- CERTIFICATE OF TRUTH IN NEGOTIATIONS
- SCHEDULE 1-PARTICIPATION FOR M/WBE
- SCHEDULE 2-LETTER OF INTENT TO PERFORM AS A M/WBE SUBCONTRACTOR
- SCHEDULE 3-PARTICIPATION FOR SMALL BUSINESS ENTERPRISES
- SCHEDULE 4-LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS



Florida's Dynamic  
Waterfront Community

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404**

**REQUEST HOLDER INFORMATION SHEET –**

[EMAIL AJENKINS@RBCRA.COM](mailto:AJENKINS@RBCRA.COM) OR FAX TO 561-881-8043

**REQUEST-HOLDER INFORMATION SHEET**

**RFQ \_\_\_\_-\_\_ (A, B)**

**PLEASE COMPLETE AND EMAIL/FAX THIS DOCUMENT TO THE CRA. YOUR INFORMATION WILL BE ADDED TO THE CURRENT REQUEST HOLDER LIST AND HELP TO INSURE RECEIPT OF CHANGES OR ADDITIONAL INFORMATION.**

**CRA:** **FAX** **561-881-8043**  
**OFFICE** **561-844-3408**

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_

Business License # \_\_\_\_\_ (circle one) City, County or State \_\_\_\_\_

## GENERAL INFORMATION

### Section 1

#### **1-1 BACKGROUND**

The Riviera Beach Community Redevelopment Agency (“CRA”) is soliciting qualifications from firms or individuals to provide grant writing services to assist the Agency in promoting its mission and objectives through the aggressive and comprehensive pursuit of grant funding from federal, state, local governments and other appropriate sources including philanthropy and charities. The CRA desires to create a pool of eligible grant writers to be engaged on an “as needed” basis at the direction of the Riviera Beach CRA. *Selected consultants cannot compete against the CRA by submitting their own or aiding another institution or individual in the submission of a grant proposal for the same grant application.*

#### **1-2 SCOPE**

The CRA is at a critical crossroad in advancing its economic objectives. The Agency desires one or more grant writing firms to provide the following services as outlined below. This list is not exhaustive. Firms are encouraged to submit for selection in one or several categories.

- A. **Funding Needs Analysis/Strategic Outreach and Grant Funding Research.** Work with CRA staff to review and update grant needs identified; access the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist CRA staff in providing strategic outreach to relevant agency staff and grantor representatives in determining how to competitively structure the CRA’s funding request. Review the current comprehensive list of grant opportunities (attached Exhibit 1) in an effort to identify additional known available grant opportunities. When new and additional grant opportunities are identified, additional information of funding cycles should be included.

Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, local, foundation, agencies and organizations that support the CRA’s funding needs and priorities. On a monthly basis, provide the staff with summaries of potential funding opportunities related to priority areas through electronic newsletter. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and level of funding available.

THE FOLLOWING SUPPLEMENTAL INFORMATION CAN BE LOCATED AT THE LINKS BELOW:

Interested parties should review the following documents to assess the CRA’s needs assessment:

1. CRA Plan: Global strategy to document needs for the CDFI Fund, HUD, Transportation and other funding. Documents located at <http://www.rbcra.com/cra-plan/>
2. Marina Master Plan: Redevelopment priority area to improve Marina District which documents needs for CDFI Funding, EPA, HUD and other Fund. Documents located at <http://www.rbcra.com/marina-place-at-marina-district-south/>
3. Riviera Beach Heights SP: Redevelopment priority area focused on stabilizing a highly distressed low income community and highlight opportunities for HUD, HHS, and DOJ funding. Documents located at <http://www.rbcra.com/riviera-beach-heights/>

DRAFT

B. **Tax Credits.** Experience with Federal Programs including CDFI Fund, Housing Credits, Historic Tax Credits, allocates, and the proposed Opportunity Tax Credit Program.

C. **Healthy Food Financing.** Experience with Federal Programs including HHS, DOA & CDFI Fund.

D. **Roads and Infrastructure.** Experience with Federal Programs including Commerce, EPA & Transportation

E. **Neighborhood, Housing, and Commercial Development.** Experience with Federal Programs, including HUD, Commerce & HHS.

F. **Non-Profits & Foundation Grants.**

**1-3 MINIMUM QUALIFICATIONS REQUIRED**

The firms and their sub-consultant team will have demonstrated the required experience and credentials as professional grant consultants in two or more of the specific categories including the following: (Please include sample matrix as required)

A. The Consultant must be actively in the business performing similar services for at least five (5) years from the date of issue of this RFQ. Verification shall be through the Florida Department of State Registration (Please include a copy of your 2017 or 2018 Florida For Profit Annual Report).

B. The Consultant must have a minimum of five (5) years of experience working with federal, state, local and/or private funding grants.

Name of Entity	Contact Person Information	Amount of Grant	Grant Application Date: Start - End	Grant Results

C. The Consultant must have a minimum of five (5) years of experience working with Florida local governments.

Name of Local Governments	Contact Person Information	Type of Grant	Grant Application Date: Start - End	Grant Amount

D. The Consultant must have a minimum of five (5) years of experience writing grant proposals.

Name of Entity	Contact Person Information	Type of Grant	Grant Application Date: Start - End	Grant Amount

E. The Consultant must have a minimum of two (2) years of experience with outcome based evaluation or other evaluative methodologies.

Name of Entity	Contact Person Information	Type of Grant	Grant Application Date: Start - End	Grant Amount

F. Firm Principals must be nationally accredited professional grant writers holding a Grant Professional Certified (GPC) designation or similar nationally recognized credentials.

Name of Principal	Professional Certifications	Date Acquired	Certification up to date:

**1-4 PROPOSAL SUBMISSION AND OPENING**

All submittals must be received by the Riviera Beach Community Redevelopment Agency no later than **Monday, June 25, 2018, at 4:00 p.m. EST, at 2001 Broadway, Suite #300, Riviera Beach, FL 33404**, in order to be considered. The following is required to be included in the submittal

**A SEPARATE RESPONSE MUST BE SUBMITTED FOR EACH GRANT SPECIALTY CATEGORY FOR WHICH APPLICANT IS SUBMITTING: (All items A-N)**

Two (2) original hard copies and seven (7) digital copies on individual CDs\DVDs\USBs of a comprehensive submittal to include:

**A. Title Page** to include the following:

1. Proposal name and number
2. Name of firm or individual submitting the submittal
3. Address
4. Telephone number, Fax number and email address

**B. Table of Contents**

**C. Minimum Qualifications (matrix format as outlined in section 1-3)**

**D. Letter of Interest** (limit to one page, on company letterhead)

1. Company overview, outlining a brief history of the firm (including form of ownership and name of owners/officers)
2. Name, address, and telephone number
3. Principal company contact
4. Number of years in business
5. Which subject matter expertise categories is the firm submitting for consideration:  
(Sample chart below)

<b>Funding Needs Analysis/ Strategic Outreach and Grant Funding Research</b>	<b>Tax Credits</b>	<b>Healthy Food Financing</b>	<b>Roads and Infrastructure</b>	<b>Neighborhood Housing and Commercial Development</b>	<b>Non-Profits &amp; Foundation Grants</b>
Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No

**E. Principal Office Location**

**F. Required Forms and a valid copy of M/WBE Certifications**

**G. Addenda**

**H. Summary of Experience and Qualifications for Grant Specialty Categories**

1. Experience and qualifications of firm or individuals specifically relating to the grant specialty category firm is submitting under including experience of key personnel who will be assigned to the engagement and similar proposal experience.
2. Narrative expressing understanding and approach for maximizing successful outcomes for the grant specialty category firm is submitting under to include describing your understanding of the Grant Category and the specific description of the benefits your firm would bring to the



engagement.

3. Provide recommendations for additional grant opportunities that the CRA may wish to consider for the Category.
4. In matrix format, list five (5) grant proposals (not to exceed 8), similar in scope to the proposal contemplated for grant category. Please give the name of grant and description of the proposal; name, address and phone number of the client representative; and start and completion dates of the engagement. (Proposals currently underway that are similar to that contemplated for the grant category may be included in the list)

Client Name Address Phone number	Name of Grant	Description of proposal	Start Date End Date	Summary

5. Additionally, for each grant proposal listed in the matrix, provide a detailed summary of each proposal summarizing the work completed, and highlight the similarities to this scope of work and/or unique complexity and challenges met by the specific work history.
  - I. Provide an organizational chart indicating the roles and responsibilities for the key personnel proposed for the Engagement, including those of any sub consultants. For each individual, please provide a resume containing years of service with the firm, education, a brief description of completed proposals similar to that contemplated herein.
  - J. Provide six (6) client references relative to the combination of grant specialty categories for which firm is submitting.
  - K. Provide an explanation of the firm's approach and experience in providing grant research and grant writing services to Florida local government, CRAs, and nonprofits.
  - L. Provide a clear list of all services provided by the firm.
  - M. Provide a list of any adjudicated and open litigation against your firm for the past three (3) years and any debarments.
  - N. Provide examples of past work product and type of work.

Interested parties should send their completed responses to the following address:

**Riviera Beach Community Redevelopment Agency**  
**Attention: Annetta Jenkins, Director of Neighborhood Services**  
**2001 Broadway, Suite 300**  
**Riviera Beach, FL 33404**

The CRA shall not accept or consider responses submitted via facsimile transmission or email.

#### **1-5 INQUIRIES**

For additional information, qualified firms are encouraged to contact Annetta Jenkins, 8:30 a.m. to 5:00 p.m., Monday through Friday, at (561) 844-3408 or email [ajenkins@rbcr.com](mailto:ajenkins@rbcr.com).

#### **1-6 PROPOSAL DISCLOSURE**

Upon opening, submittals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting submittals must invoke in writing the exemptions to disclosure (provided by law) in the response to this Request for Qualifications by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

#### **1-7 ACCEPTANCE OR REJECTION OF PROPOSALS**

The CRA reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the CRA; or (2) if the submittal contains any irregularities; provided, however, that the CRA reserves the right to waive any minor irregularities and to accept the most responsive and responsible submittal. The CRA reserves the right to cancel this Request for Qualifications at any time and/or to solicit and re-advertise for other submittals. The CRA is not obligated to enter a contract on the basis of any submittal submitted in response to this document.

#### **1-8 DEVELOPMENT COSTS**

Neither the CRA nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this public solicitation.

#### **1-9 PUBLIC ENTITY CRIME**

Pursuant to Florida Statutes Section 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a submittal on a contract to provide any goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit submittals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

#### **1-10 CODE OF ETHICS**

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this submittal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the submittal is submitted and may be further disqualified from submitting on any future solicitations for work, goods, or services for the CRA.

#### **1-11 EQUAL OPPORTUNITY REQUIREMENTS**

It is the policy of the CRA to comply with all Federal, State, County, and local laws to provide minorities and women equal opportunity for participating in all aspects of the CRA’s contracting and procurement programs. It is further the policy of the CRA to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran’s status. Each firm should state their commitment to meet these same requirements.

#### 1-12 **CONTRACTUAL AGREEMENT**

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of submittal.

#### 1-13 **INDEMNIFICATION**

The Submitter, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the CRA, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Submitter shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the submitter shall provide the CRA with evidence and the amount of Errors and Omissions Insurance, i.e., Professional Liability Insurance currently in effect.

#### 1-14 **CONE OF SILENCE**

As of August 10, 2010, no entity filing a response to this RFQ shall through their principal, attorneys, or agents, contact the CRA Commission nor CRA Staff for the purposes of discussing any aspect of this RFQ for any possible decision on the RFQ; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the CRA Commission or CRA Staff. **Any action in violation of this provision shall be cause for disqualification of this RFQ.**

#### 1-15 **NON-COLLUSION STATEMENT**

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the CRA Procurement Code.**

Contractor, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations.

#### 1-16 **LOBBYING**

**Contact with any CRA employee, appointed official or elected official other than the individual identified above for inquiries regarding this RFQ, shall be grounds for elimination from the selection process. This restriction includes lobbying any CRA employee, appointed official or elected official.**

Lobbying consists of introduction, communication, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the

selection process for the project. This includes holding meetings thereof, engaging in the aforementioned prohibited lobbying and/or prohibited contact; which actions may immediately disqualify the Respondent from further CRA consideration for this project. Lobbying does not include any oral presentations before evaluation/selection teams, contract negotiations, or public presentations made to the CRA during any duly noticed public meeting.

By submitting a submittal, qualifications or other response for this RFQ, the firm or individual entity certifies that it or he/she and all of its affiliates and agents have not lobbied or attempted to lobby CRA employees, appointed officials or elected officials as defined herein

**1-17 GOVERNMENTAL ENTITIES PURCHASE AGREEMENT**

If awarded a contract, please indicate below if you will permit other governmental entities to purchase from your agreement with the CRA.

Yes, Others can purchase;

No, Only the CRA can purchase

**1-19 ADDENDA TO RFQ**

The CRA reserves the right to amend this RFQ prior to the RFQ opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the CRA (Annetta Jenkins) a minimum of (96) hours prior to the RFQ submittal deadline to allow for review and subsequent clarification on the part of the CRA.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on the CRA. No employee of the CRA is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that obtained in this written RFQ document.

**1-20 REQUEST FOR ADDITIONAL INFORMATION**

Prior to the final selection, submitters may be required to submit additional information which the CRA may deem necessary to further evaluate the submitter's qualifications

**1-21 GRATUITY PROHIBITION**

Submitters shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CRA for the purpose of influencing consideration of this submittal.

**1-22 RIGHT OF WITHDRAWAL**

A submittal may not be withdrawn before the expiration of ninety (90) days from the submittal due date.

**1-23 EXCEPTIONS TO THE RFQ**

It is anticipated that submitters may find instances where they may take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CRA, and a description of the advantage to be gained or disadvantages to be incurred by the CRA as a result of these exceptions.

**1-24 RIGHT OF NEGOTIATION**

The CRA reserves the right to negotiate with the selected submitter the exact terms and conditions of the contract.

**Right of Rejection of Lowest Fee Estimate:**

The CRA is under no obligation to award this project to the submitter having the lowest fee estimate. Evaluation criteria included in this document shall be used in evaluating submittals.

**1-25 DENIAL OF REIMBURSEMENT**

The CRA will not reimburse submitters for any costs associated with the preparation and submittal of any submittal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFQ.

**1-26 PROJECTED USE OF RIVIERA BEACH BUSINESSES FOR SUBCONTRACTING SERVICES**

The CRA encourages submitters to show the extent to which the value of annualized sub-contracting services will exceed 15% to businesses based in Riviera Beach. Submitters should use the FY 2018 budget outlined in the included Appendix for projecting the subcontracts with local businesses.

**1-27 TRUTH IN NEGOTIATION CERTIFICATE**

For all lump sum or cost-plus-a-fixed-fee professional service contracts over \$50,000, the person/firm receiving the award shall execute a truth-in-negotiation certificate stating wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Contract adjustments shall be made within one year following the end of contract.

**1-28 MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION**

All submitters have an opportunity to increase their opportunity to be awarded a CRA contract/project by maximizing their use of qualified MBEs in accordance with the CRA’s MBE Participation goals

The CRA shall have the right to consider price, quality, past performance including meeting qualified MBE commitments, time required for performance and qualifications of the Submitter in making awards.

Consistent with section 3.13.3.2 of the CRA’s Procurement Policies and Procedures, as an incentive for the submitters maximizing the participation of qualified MBEs on the project, additional bonus points shall be added to the submitter’s score for the written proposal based upon the distribution of bonus points indicated in the table below:

Total Qualified MBE Participation in Excess of 15%	Bonus Points Awarded as a Percentage of Total Available Points for Written Score
0% -15%	0%
16%-30	4%
31%-40%	6%
41%-50%	8%
51% and above	10%

The submitter shall seek to maximize its use of qualified MBEs. The submitter shall complete the Tabulation of Subcontractors and Material Suppliers form (See Schedule One and Two) that will be provided with the RFQ package by the CRA. The total qualified minority business participation shall be

the percentage of the total contract/project dollar amount that will be completed by qualified minority businesses. This amount shall be incorporated into the term of the final contract agreement between the CRA and the submitter.

The total qualified minority business participation shall be completed by qualified minority businesses. The total qualified minority business participation percentage is non-cumulative; however, one or more qualified minority businesses can comprise the total qualified minority business participation percentage. The percentage of total bonus points awarded of maximum allowable points is non-cumulative and is the percentage of points to be awarded to a submitter based on the total qualified minority business participation.

Bonus points shall be calculated based only upon total points available for scoring written proposal (points for oral interviews shall not be used in calculation). Bonus points are not applicable to the prime but rather to subcontractors and material suppliers contracted by the prime. All proposed qualified minority businesses shall provide a letter of participation on its own letterhead and signed by the chief operating officer stating the actual dollar amount or percentage of work to be completed by its own forces. This information shall be submitted in the sealed proposal packet.

A MBE business is an entity that is at least 51% owned, operated, and controlled by a minority person. Minority persons are African-Americans, Native-Americans, Hispanic-Americans, Asian-Americans, and Women. Women Business owners are females that own operate and control at least 51% of a business entity. Additionally, MBE must have current certification of its MBE status granted/authorized by a Federal Agency or State of Florida, municipality, county or agency.

#### 1-29 **PROPOSAL PROTEST COST AND FILING FEES**

Protest procedures are outlined in **section 3.11.1** of the CRA Procurement Policies and Procedures. In addition to the time constraints for filing a timely protest, as a special condition of this RFP, the following fees must also be submitted:

1. Appeal to the Executive Director. The written appeal to the Executive Director must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2% of the estimated contract value, whichever is greater, up to a maximum of \$2,500.
2. Appeal to the CRA Board of Commissioners. The written request for an appeal to the CRA Board of Commissioners must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2% of the estimated contract value, whichever is greater, up to a maximum of \$2,500.
3. Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by the Executive Director, the filing fee shall be refunded to the Protestor less costs incurred by the CRA. If the protest is denied the filing fee shall be forfeited to the CRA in lieu of payment of costs incurred by the CRA. Filing fees at the CRA Board of Commissioners level are not refundable.

#### 1-30 **LEGAL REQUIREMENTS**

Federal, State, County and Local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the provider will in no way be a cause for relief from responsibility.

- A. Submitters doing business with the CRA are prohibited from discriminating against any employee, applicant, origin, sex or age with regard to, but not limited to, the following: Employment practices, rates of pay or other compensation methods, and training selection.
- B. Minority Business Enterprise (MBE) indicates a business entity, which is owned and operated by a minority. In this instance, minority group members are citizens of the United States who are Black, Hispanics, Native American, Women, and Others as outlined in Florida Statutes, Chapter 287. Minority owned business wishing to participate in the CRA procurement process may contact the Purchasing Department for information and assistance.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the CRA Procurement Policies and Procedures.**

Contractor, if doing business under an assumed name, i.e. an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations

**1-31 RIVIERA BEACH CRA CONTRACT**

The Contract for Professional Services shall prevail as the basis for contractual obligations basis for contractual obligations between the selected firm and the CRA. The terms, and conditions of the solicitation shall be incorporated into the CRA's contract.

**1-32 STANDARD PERFORMANCE**

- A. The Consultant shall be required to unconditionally warrant that it and any sub consultant shall use sound and professional principles and practices in accordance with the highest degree of skill and care in the performance of service required under the agreement.
- B. The performance of Consultant's and any sub consultant's personnel shall reflect their best knowledge, skills, and judgment.
- C. For any failure to meet the foregoing warranty during the term of the agreement, CRA may terminate the agreement and require reimbursement of all expenses necessary to replace or restore such services.

**1-33 SUB-CONSULTING**

Should any proposer contemplate subcontracting (to one or more sub-consultants) any part of the work or services as specified under the SCOPE OF WORK, that Proposer shall submit with its proposal a description of the work or service to be done under such subcontractors, together with the name and qualifications of the proposed sub-consultant(s) who shall perform any part of the project. The CRA prefers to consider qualifications from firms that perform at least 65% of work assignments in house with existing staff.

**1-34 RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY CONTRACT**

The Contract for Consulting/Professional Services shall prevail as the basis for contractual obligations between the selected firm and the Riviera Beach Community Redevelopment Agency for any terms and conditions not specifically stated in this Request for Qualifications.

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## **INFORMATION SECTION 2**

### **2-1 PROCUREMENT SCHEDULE**

The CRA will use the following time lines which will result in selection of qualified firms. Dates are subject to change if necessary.

<b>May 27, 2018</b>	RFQ Available to Submitters
<b>June 15, 2018</b>	Final Day to Submit Requests for Information
<b>June 25, 2018</b>	Proposals Due no Later than 4:00 p.m.
<b>July 28, 2018</b>	Evaluation Committee Meeting & Selection
<b>July 10, 2018</b>	Oral Interview

### **2-2 AWARD OF CONTRACTS**

A recommendation of the top ranked submittals will be made to the CRA Executive Director regarding the award of this contract. The Executive Director in turn will then present a recommendation to the CRA Board of Commissioners for Selection.

The CRA reserves the right to reject any or all offers or to accept any offers which is in its best interest. The CRA also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The CRA reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a submitter, including past performance with other governmental agencies. Submitter are advised that requests for additional information or site visitation are not to be construed as an indication that a submitter will receive or is in the best position to receive a contract award.

The CRA reserves the right to cancel the contract, or portions thereof, without penalty at any time.

Based on the combined score for written proposals and oral interview committee, a recommendation will be presented to the CRA Executive Director, who in turn, will present a recommendation to the CRA Board of Commissioners for selection. The CRA Board will select the submittal which best meets the best interests of the CRA. The decision of the CRA Board of Commissioners will be final.

The award will be made in a timely manner. Following notification of the firm selected, the CRA will expect a contract to be executed by the parties within fourteen (14) business days. The CRA will engage in negotiations with the top ranked firm and so on in order of ranking until a firm is selected. The term of the contract will be for three (3) years with the option to renew for two (2) additional twelve (12) month periods based on favorable annual performance. Any additional requirements or changes will be added to future renewals as written addenda.

## 2-3 **INSTRUCTIONS TO SUBMITTERS**

Proposals not conforming to the instructions provided herein may be subject to disqualification at the option of the CRA.

All questions concerning this Request for Qualifications document shall be submitted in written form. Only questions submitted in writing shall be responded to by addendum. No questions may be submitted after the cut off for questions specified in Section 2-1, Procurement Schedule. All questions shall be submitted to:

Annetta Jenkins, Director of Neighborhood Services  
Riviera Beach Community Redevelopment Agency  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404  
[Ajenkins@rbcr.com](mailto:Ajenkins@rbcr.com) or Phone: 561-844-3408

### **Contacting other CRA Staff regarding this solicitation may be grounds for dismissal.**

If a submittal is transmitted by U.S. Mail or other delivery medium, the Submitter shall be responsible for its timely delivery to the designated CRA office.

Proposals received after the stated time and date will not be considered and will be returned unopened to the Submitter.

Two (2) printed hard copies with one marked “Original” and containing a manual signature, bound with tabbed dividers separating each section. The original and hard copies shall not exceed ninety-five (95) pages, inclusive of any schedules, charts or other illustrations (*Appendix section does not count toward total page count*). Each page shall be numbered consecutively, and shall not exceed 8-1/2” x 11” in size. Each text page shall be printed in font 11 and have a minimum 1” margin and include the required responses specified in **Section 1-2 PROPOSAL SUBMISSION**. An additional seven (7) digital copies on individual CDs\DVDs\USBs (PDF format, and bookmarked to the same specifications as the hard copy) of the submittal shall be submitted by the proposing firm. All sets will be clearly labeled with the Submitter’s Name, Project Name, and Submission Date on the outside of each bound copy/on each CDs\DVDs\USBs label. If multiple submittals are being submitted, each must be packaged separately and presented as directed herein.

Following submittal of the proposal, forms shall not add or substitute team members, including sub-consultants, unless approved by the CRA Executive Director. Any change in the proposed team shall be requested in writing to the CRA Executive Director. The request shall include an explanation of the reason for the substitution and a resume with the background and experience of the substitute team member.

Proposals and CDs shall be sealed within a container (box, envelope, package, etc.,) and labeled in a prominent place on the exterior of the package as follows:

Firm Name-  
Request for Qualifications- “Title Name” and number

The Submitter shall have a place of business for contact by the CRA during normal hours on normal working days. An emergency phone number and the name of a responsible managing employee of the successful submitter shall be provided to the CRA.

## INSURANCE REQUIREMENTS SECTION 3

The successful firm or individual entering a resulting contract with the CRA shall provide, pay for, and maintain in full force and effect at all times during the services to be performed, insurance as set forth below:

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Professional Liability	\$1,000,000 Per Occurrence
Commercial General Liability (Products/Completed Operations, Contractual, Insurance Broad Form Property, Independent Contractor, Personal Injury)	\$1,000,000 Per Occurrence \$1,000,000 Annual Aggregate
Automobile (Owned, Non-Owned, & Hired)	\$1,000,000 Single Limits
Worker's Compensation, As Applicable	\$1,000,000 Per Accident \$1,000,000 Disease Each Employee \$1,000,000 Disease Policy Limit
Including Employer's Liability Insurance	\$1,000,000 Per Occurrence

The successful firm must maintain in full force and effect, during the life of this engagement, Standard Professional Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) each occurrence with a maximum deductible of Fifty Thousand Dollars (\$50,000.00). Certificates of liability insurance, satisfactory to the CRA, shall be furnished to the CRA immediately upon commencement of any legal services, with complete copies of policies to be furnished upon the CRA's request. Such certificates of insurance will provide the CRA with thirty (30) days prior written notice of any cancellation or non-renewal.

The commercial general liability and excess liability policies will name the CRA as an additional insured, and proof of such coverage shall be furnished to the CRA by way of an endorsement to same or a certificate of insurance no later than ten (10) days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the state of Florida, and who must have a rating of no less than "excellent" by A.M. BEST, or as mutually agreed upon by the CRA and the successful Respondent. All such insurance policies may not be modified or terminated without the express written authorization of the CRA. The insurance requirements set forth herein may be modified by the CRA in its sole discretion in competitive negotiations.

Misrepresentation of any material fact, whether intentional or not, regarding the Respondent's insurance coverage, policies or capabilities may be grounds for rejection of the submittal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposing firm's or individual's submittal.**

## **EVALUATION PROCESS**

### **SECTION 4**

#### **4-1 GENERAL OVERVIEW**

The purpose of the Evaluation Process is to equitably judge each submittal submitted in response to the requirements specified by the Request for Qualifications; each responsive submittal will be evaluated by the Evaluation Committee using the process outlined herein. Final award is subject to approval by the Riviera Beach Community Redevelopment Agency Board of Commissioners.

**All issues and questions regarding this project shall be addressed through the CRA.** There shall be no communication between Evaluation Committee Members, their Staff, CRA staff and/or its Owners Representative or Consultant and the Submitters or their sub-consultants regarding this solicitation. Evaluation Committee Members are not allowed to meet separately and discuss the project or contents of the submittals.

#### **4-2 EVALUATION PROCESS**

An Evaluation Committee, consisting of appointees designated by the CRA Executive Director, will convene, review, and discuss all submittals submitted. Purchasing personnel will participate in an advisory capacity.

The evaluation of submittals shall be to establish the ranking order of the Submitters. The Evaluation Committee shall evaluate all responsive submittals to establish the final ranking order of all submitters.

Each Committee Member shall award points for each category based upon their assessment of the written response to the requirements of the criteria described in each category. The points indicated as Points Possible are the maximum that may be awarded for each category. As specified in the criteria, the point award for certain categories shall be established and/or verified by the CRA. The points awarded for all categories shall be tabulated on a Tabulation Form to achieve the Total Points awarded to each Submitter. The Tabulation Form shall be the basis for determining the ranking order of the Submitters. The total points awarded to each Submitter will be ranked 1,2,3,4, etc., with the highest point total ranked 1, the next highest point total ranked 2, etc.

#### **4-3 ORAL INTERVIEWS**

The Selection Committee shall review each submittal and rank them based on the Evaluation Method and Criteria noted within this solicitation and select a short list of finalists. The finalists will then present an oral presentation (not to exceed 30 Minutes) to the Selection Committee and Oral Interview Committee for final selection. The evaluation method for the oral interviews will be communicated upon invitation to the finalists to present and will focus substantially on the information presented in Section 1-2 of this solicitation.

The Selection Committee and Oral Interview Committee will be appointed by the CRA Executive Director.

#### **4-4 FINAL SELECTION**

A recommendation of the top three (3) ranked submittals will be made to the CRA Executive Director regarding the award of this contract. The Executive Director in turn will then present a recommendation to the CRA Board of Commissioners for approval.

The CRA reserves the right to reject any or all offers or to accept any offers which is in its best interest. The CRA also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The CRA reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem

necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a submitter, including past performance with other governmental agencies. Submitters are advised that requests for additional information or site visitation are not to be construed as an indication that a submitter will receive or is in the best position to receive a contract award.

The CRA reserves the right to cancel the contract, or portions thereof, without penalty at any time.

The award will be made in a timely manner. Following notification of the firm selected, the CRA will expect a contract to be executed by the parties within fourteen (14) business days. The CRA will engage in negotiations with the top ranked firm and so on in order of ranking until a firm is selected. The term of the contract will be for two (2) years with the option to renew for two (2) additional twelve (12) months period based on favorable annual performance. Any additional requirements or changes will be added to future renewals as written addendums.

Award for this service is subject to negotiation of a contract acceptable to the CRA. The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked submitter. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected submitter, the Committee reserves the right to enter into negotiations with the next highest ranked submitter and continue this process until agreement is reached.

The CRA Commission will award a contract or reject any or all proposal(s). Furthermore, The CRA Commission may in its discretion, interview proposers and evaluate and award a contract based upon the criteria set forth herein.

## EVALUATION OF QUALIFICATIONS SECTION 5

### 5-1 EVALUATION CRITERIA

A maximum total number of points are set out in the table following this discussion. Each category of evaluation criteria will be broken down further with points assigned to each. When appropriate, points will be awarded based upon a quantitative review of the responses. In the award of other points, members of the Selection Committee will utilize a multiplier value to indicate the degree to which, in their opinion, the Contractor satisfies the evaluation criteria.

The following qualitative guidelines will be used for assigning a multiplier value:

**Outstanding Response:** Highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the response covers areas not originally addressed within the RFQ category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This response is considered to be an excellent standard, demonstrating the Contractor's authoritative knowledge and understanding of the project.

**Excellent Response:** Provides useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFQ. The Contractor provides insight into its experience, knowledge and understanding of the subject matter.

**Good Response:** Meets all the requirements within the category and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This response demonstrates an above average performance with no apparent deficiencies noted.

**Fair Response:** Meets the requirements in the category in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Contractor.

**Inadequate Response:** Minimally meets the requirements in the category.

**Failed Response/ No Response (no points awarded):** Does not meet the requirements for the category.

Proposals will be evaluated on a "best value" basis using the stated evaluation criteria listed below. When assessing criteria, a 1-10 scale will be used then be multiplied by the points assigned to the criteria.

Multiplier Value	Guidance
10	Outstanding-exceptional could not be better
9-8	Excellent- insightful response
7-6	Good - more than adequate response
5-4	Fair response- no special insights
3-1	Inadequate response
0	Failed/ No response

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Criteria	Points
<b>Experience</b>	50
<b>Approach Criteria</b>	65
<b>Location</b>	10
<b>MBE Participation bonus ( 0%-10% points)</b>	10
<b>Total Available Points for Written Submittal</b>	135

**A. FUNDING NEEDS ANALYSIS/STRATEGIC OUTREACH AND GRANT FUNDING RESEARCH**

**Evaluation Criteria**

Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
<b>1. QUALITY AND EXTENT OF EXPERIENCE CRITERIA</b>					
A. The experience of the proposed firm or individual based on the following information: Resumes for firm, individual and proposed personnel:  Firm’s personnel: Emphasis on Project manager and key personnel assigned to engagement  Professional Certification of Firm Principals	0-10		2.5		25
B. Past experience with similar engagements:  Does the submittal clearly demonstrate the following: Firm’s specific experience with preparing the Needs Assessments, Strategic Grants Plan, publishing a periodic research News Letter specific for local government grant opportunities.	0-10		2.5		25
<b>2. APPROACH CRITERIA</b>					
A. The proposed firm’s or individual’s overall understanding of the Scope and how it intends to approach the engagement and address issues which typically arise in such projects.	0-10		2.5		25
B. Does the approach: Indicate past CRA/Government Experience.	0-10		2.5		25



Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
c. Does the approach: Include Work Product from Similar Engagements (such as but not limited to-copies of grant applications, grant procurement newsletters, needs assessments, and strategic grants plans).Provide a clear list of all such specific services provided by the company.	0-10		1.5		15
<b>3. LOCATION</b> Within Riviera Beach Within Palm Beach County: (10 points)  Within Florida (4 points)  Outside Florida (2 points) <i>Prime submitter's corporate headquarters locations shall be the office for which points will be awarded.</i>	10  4  2				10
<b>4. M\WBE</b> M\WBE Owned (10 pts.) Meet or Exceeds 15% M\WBE participation (7 pts.) < 15% participation (3 pts.)	10  7  3				10
<b>TOTAL WRITTEN POINTS</b>					<b>135</b>
<b>Bonus Points for maximizing MBE participation as outlined in CRA Procurement Policies and Procedures, Section 3.13.3.1</b>  <b>POSSIBLE BONUS POINTS: Bonus points are only applicable to the written proposals and used for shortlist determination. (subs and suppliers Only) Up to 10% of the Points Awarded for written proposal.</b>	0%-10%				<b>12.50</b>
<b>TOTAL POINTS: WRITTEN AND BONUS</b>					<b>147.50</b>

Criteria	Points
<b>Experience</b>	50
<b>Approach Criteria</b>	65
<b>Location</b>	10
<b>MBE Participation bonus ( 0%-10% points)</b>	10
<b>Total Available Points for Written Submittal</b>	135

**B. GRANT WRITING SERVICES**

**Evaluation Criteria**

Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
<p><b>1. QUALITY AND EXTENT OF EXPERIENCE CRITERIA</b></p> <p>A. The experience of the proposed firm or individual based on the following information: Resumes for firm, individual and proposed personnel:</p> <p>Firm’s Location, Personnel &amp; Size: emphasis on Project manager and key personnel assigned to engagement</p> <p>Professional Certification of Firm Principals</p>	0-10		2.5		25
<p>B. Past experience with similar engagements:</p> <p>Does the submittal clearly demonstrate the following:</p> <ol style="list-style-type: none"> <li><i>Firm’s Knowledge and Experience</i> with CDFI and its Programs, experience with the New Markets Tax Credit Allocation of Tax Credits process, any experience with submitting an Allocation of Tax Credits Application. Working knowledge of evolving Opportunity Tax Credit Program.</li> <li><i>Firm’s Experience</i> in obtaining healthy food related funding including public and or green markets conducted by <i>any</i> Florida local governments and CRAs.</li> <li><i>Firm’s Government Experience:</i> emphasis on Florida local governments and CRAs in pursuit of Transportation grants, Housing Grants, EDA or Department of Commerce grants, Brownfield or other EPA grants.</li> <li><i>Firm’s Government Experience:</i> emphasis on Florida local governments and CRA’s in pursuit of HUD, Commerce and HHS federal grants.</li> <li><i>Firm’s Government Experience:</i> emphasis on Florida local governments and CRAs in pursuit of grant funding from/for non-profit organizations and public or private foundations</li> </ol>	0-10		2.5		25
<p><b>2. APPROACH CRITERIA</b></p>	0-10				25

A. The proposed firm's or individual's overall understanding of the Scope and how it intends to approach the engagement and address issues which typically arise in such projects.			2.5		
B. Does the approach: <ul style="list-style-type: none"> <li>Indicate past experience with U.S. Department of the Treasury, CDFI programs and awareness of Opportunity Credit development, and Tax Credit Programs.</li> <li>Indicate past experience with public markets and green market.</li> <li>Indicate past CRA/Government Experience with any and all grants from the U.S. Departments of Transportation, Housing and Urban Development, Commerce and EPA.</li> <li>Indicate past CRA/Government Experience with any and all grants from the U.S. Departments of Transportation, Housing and Urban Development, Commerce and EPA.</li> <li>Indicate past CRA/Government Experience with any and all grants from/for non-profit groups and public or private foundations.</li> </ul>	0-10		2		20
C. Does the approach: Include Work Product from Similar Engagements (such as but not limited to-copies of applications.	0-10		1.5		15
D. Does the approach: Provide a clear list of all services provided by the company to its public and private clients.	0-10		.50		5
<b>3. LOCATION</b> Within Riviera Beach Within Palm Beach County: (10 points)  Within Florida (4 points)  Outside Florida (2 points) <i>Prime submitter's corporate headquarters locations shall be the office for which points will be awarded.</i>	10  4  2				10
<b>4. MWBE</b> M\WBE Owned (10 pts.) Meet or Exceeds 15% M\WBE participation (7 pts.) < 15% participation (3 pts.)	10 7 3				10
<b>TOTAL WRITTEN POINTS</b>					<b>135</b>
<b>Bonus Points for maximizing MBE participation as outlined in CRA Procurement Policies and Procedures, Section 3.13.3.1</b>  <b>POSSIBLE BONUS POINTS: Bonus points are only applicable to the written proposals and used for shortlist determination. (subs and suppliers Only) Up to 10% of the Points Awarded for written proposal.</b>	0%-10%				<b>12.50</b>

<b>TOTAL POINTS: WRITTEN AND BONUS</b>					<b>147.50</b>
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Criteria	Points
<b>Experience</b>	50
<b>Approach Criteria</b>	65
<b>Location</b>	10
<b>MBE Participation bonus ( 0%-10% points)</b>	10
<b>Total Available Points for Written Submittal</b>	135

<b>ORAL INTERVIEWS</b>					
Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
<b>POINTS FOR ORAL INTERVIEWS (Optional)</b>					
The interview evaluation focuses on the communication skills of the respondents, Do they express thoughts and ideas clearly. How does the team interact with each other? How will they interact with CRA staff? How effective are each of the Project Members? How complete and thorough is their understanding of the Project? How responsive and comprehensive are the answers to questions?					
<b>A. Communications Skills</b>	0-10		2		20
<b>B. Understanding of the Project</b>	0-10		2		20
<b>C. Responses to Questions</b>	0-10		2		20
<b>TOTAL POSSIBLE POINTS: ORAL INTERVIEW – (if necessary)</b>					<b>60</b>
<b>TOTAL POSSIBLE POINTS WRITTEN, ORAL, &amp; BONUS</b>					<b>207.50</b>

## REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. REFERENCES
2. DRUG FREE WORKPLACE
3. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
4. CERTIFICATE OF TRUTH IN NEGOTIATIONS
5. SCHEDULE 1 – PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS
6. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN SUBCONTRACTOR
7. SCHEDULE 3 – PARTICIPATION FOR SMALL BUSINESS ENTERPRISES
8. SCHEDULE 4 – LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISES

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR BID IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.**

**IT IS THE BIDDER'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A BID TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS BID.**

SCHEDULE 1  
PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS

RFQ TITLE: \_\_\_\_\_

RFQ NUMBER: \_\_\_\_\_

NAME OF PRIME BIDDER: \_\_\_\_\_

RFQ OPENING DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	BLACK	HISPANIC	OTHER	WOMEN
<b>TOTAL</b>					

TOTAL PARTICIPATION: \_\_\_\_\_%

TO BE COMPLETED BY PRIME  
PROPOSER:

RFQ PRICE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

SCHEDULE 2

RFQ NUMBER: \_\_\_\_\_  
LIASON: \_\_\_\_\_

LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN SUBCONTRACTOR

TO: \_\_\_\_\_

The undersigned intends to perform work in connection with the above RFQ as (check one):

an individual                       a corporation                       a partnership                       a joint venture

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided: \_\_\_\_\_

At the following price: \_\_\_\_\_ OR Percent \_\_\_\_\_

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items:</u>	<u>Projected Commencement Date:</u>	<u>Projected Completion:</u>

\_\_\_\_\_ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the Riviera Beach CRA.

\_\_\_\_\_  
(FIRM\NAME OF MWBE CONTRACTOR)

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
SIGNATURE OF CONTRACTOR



**SCHEDULE 3  
PARTICIPATION FOR SBE CONTRACTORS/PROPOSERS**

RFQ TITLE: \_\_\_\_\_

RFQ NUMBER: \_\_\_\_\_

NAME OF PRIME BIDDER: \_\_\_\_\_ RFQ OPENING DATE: \_\_\_\_\_

CONTACT PERSON:

TELEPHONE NUMBER:

DEPARTMENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	CERTIFICATION

TO BE COMPLETED BY PRIME PROPOSER:

RFQ PRICE: \_\_\_\_\_

OR TOTAL PARTICIPATION: \_\_\_\_\_%

\_\_\_\_\_  
(FIRM\NAME OF CONTRACTOR)

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
SIGNATURE OF CONTRACTOR

SCHEDULE 4

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO:

The undersigned intends to perform work in connection with the above RFQ as (check one):

an individual venture                       a corporation                       a partnership                       a joint venture

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided: \_\_\_\_\_

At the following price: \$ \_\_\_\_\_

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items:</u>	<u>Projected Commencement Date:</u>	<u>Projected</u>
<u>Completion:</u>		

\_\_\_\_\_ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the Riviera Beach CRA.

\_\_\_\_\_  
NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
SIGNATURE OF CONTRACTOR

**REFERENCES**

Bidders shall submit as a part of the bid package six (6) business references with the name of the business, address, contact person, and telephone number.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

=====

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

=====

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

# APPENDIX

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