REQUEST FOR PROPOSALS
FOR
GRANT WRITING SERVICES
INCLUDING
FUNDING NEEDS ANALYSIS\STRATEGIC OUTREACH AND GRANT FUNDING RESEARCH (RFP NO. 2019-__-)
FOR
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

CONTACT PERSON:
Annetta Jenkins, Director of Neighborhood Services
1-561-844-3408, Phone
1-561 881-8043, Fax
ajenkins@rbcra.com

The Riviera Beach Community Redevelopment Agency (CRA) invites qualified firms or individuals to submit proposals to provide professional-level Grant Writing Services. The Riviera Beach Community Redevelopment Agency desires to identify grant proposal writers and grant funding researchers to be engaged on an "as needed" and a professional services 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**, until **Wednesday, October 30, 2019, 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 as requested. The Proposer must provide two (2) original copies and seven (7) digital copies on individual USBs of the Request for Proposals for the stated services. Each proposal shall be submitted no later than **4:00 pm on Wednesday, October 30, 2019, to Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404**.

PUBLISH:

Palm Beach Post	October 3, 2019
City of Riviera Beach website www.rivierabeach.org	October 3, 2019
CRA website www.rbcra.com	October 3, 2019

Proposal packages received after this deadline will not be considered.

All Proposal Responses 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:

GRANT WRITING SERVICES INCLUDING FUNDING NEEDS ANALYSIS\STRATEGIC OUTREACH AND GRANT FUNDING RESEARCH RFP 2019 - ____.

The Community Redevelopment Agency reserves the right to provide addenda, reject any or all proposals, or 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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TABLE OF CONTENTS

		PAGE
PLAN-HOLDER INFORMATION SHEET		**4**
	SECTION	**PAGE**
GENERAL INFORMATION: Purpose and Scope	**1**	**5**
GENERAL TERMS AND CONDITIONS: Procurement Schedule	**2**	**15**
INSURANCE REQUIREMENTS: Insurance Requirements	**3**	**17**
PROPOSAL EVALUATIONS PROCESS: Proposal Evaluations Process	**4**	**18**
EVALUATION OF PROPOSAL Evaluation of Proposals	**5**	**20**

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
- SCHEDULE 5 – COST PROPOSAL

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

Florida's Dynamic Waterfront Community

REQUEST HOLDER INFORMATION SHEET –

EMAIL AJENKINS@RBCRA.COM OR FAX TO 561-881-8043

REQUEST-HOLDER INFORMATION SHEET

RFP 2019 - ___

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 _____

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GENERAL INFORMATION
Section 1

1-1 BACKGROUND

The Riviera Beach Community Redevelopment Agency ("CRA") is soliciting proposals 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 select eligible grant writers to be engaged on an "as needed" and a professional services 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***.

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:
-CRA Plan: Global strategy to document needs for the CDFI Fund, HUD, Transportation and other funding. Documents located at http://www.rbcra.com/about-the-cra/cra-plan/

-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/wp-content/uploads/2017/08/Riviera-Beach-Marina-District-Master-Plan.pdf

-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/

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.

SCOPE OF SERVICES

A. Introduction

The Agency requires the services of a qualified individual or firm to identify possible grant opportunities, coordinate with Agency staff the assimilation and compilation of information and data required to put forth a concise and complete grant application, prepare the grant application, respond to questions and/or requests from the grant making organization and monitor on behalf of the Agency the progression of the submitted application until such time the application is awarded or denied. The selected grant writer will be required to abide by all applicable federal, state, and local laws and ordinances which may be required in the conduct of performing such services.

B. Scope of Services

The Agency is seeking an experienced professional grant writer(s) to work closely with the Agency Specifically, the following services are intended not to be all inclusive but rather a representation of the breadth and depth of experience and skill of the individual/firm the Agency is seeking:

1. Through interviews with Staff and stakeholders, gather information that will easily allow the individual/firm to grasp the concept of a project or program for which funding is sought as defined by the Agency.

2. Identify prospective grant sources for the project or program.

3. Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants.

4. Compile, write, and edit grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.

5. Develop and review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations.

6. Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material, if required.

7. Grant administration services are performed internal to the organization. Grant writer must demonstrate experience in successfully and collaboratively working in environments where grant writer and grant administration skills are separate.

The selected individual or firm shall be expected to expeditiously perform the necessary services required under this Request for Proposal and must have the capacity to handle multiple grant applications concurrently.

The Agency is under no obligation under any resulting agreement to limit the number of grant applications it may direct the Consultant to prepare, submit and monitor.

C. Response Evaluation

Responses should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of contents. The selection criteria enumerated in the Consultant Ranking Form will be the principal basis for evaluation.

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 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.

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B. **Tax Credits.** Experience with Federal Programs including CDFI Fund, Housing Credits, Historic Tax Credits, allocatees, and the Opportunity Zone 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 within HUD, Commerce & HHS.

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

G. **Florida Department of Economic Opportunity Grants.**

H. **Florida Housing Finance Corporation Funding.**

I. **Federal Home Loan Bank Programs.**

J. **Palm Beach County Housing Finance Agency Programs.**

1-4 **PROPOSAL SUBMISSION AND OPENING**

All submittals must be received by the Riviera Beach Community Redevelopment Agency no later than **Wednesday, October 30, 2019, 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.

Two (2) original hard copies and seven (7) digital copies on individual 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
   1. 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
E. **Principal Office Location**
F. **Required Forms and a valid copy of M/WBE Certifications**
G. **Addenda**
H. **Summary of Experience and Qualifications for Proposals**
I. **Complete attached fee schedule**

   1. Experience and qualifications of firm including experience of key personnel who will be

DRAFT

assigned to the engagement and similar proposal experience.

2. Narrative expressing understanding and approach for maximizing successful outcomes for the grant proposal to include describing your understanding of the Request for Proposals 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.

4. In matrix format, please give the name of grant and description of the proposal examples; 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.

J. 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.

K. Provide six (6) client references.

L. 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.

M. Provide a clear list of all services provided by the firm.

N. Provide a list of any adjudicated and open litigation against your firm for the past three (3) years and any debarments.

O. 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.

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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@rbcra.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 Proposals 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.

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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 September 26, 2019, no entity filing a response to this RFP shall through their principal, attorneys, or agents, contact the CRA Commission nor CRA Staff for the purposes of discussing any aspect of this RFP for any possible decision on the RFP; 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 RFP.**

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 RFP, 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

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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 RFP, 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 has 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 RFP**
The CRA reserves the right to amend this RFP prior to the RFP 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 RFP 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 RFP or its addenda shall be binding on the CRA. No employee of the CRA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that obtained in this written RFP 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 RFP**
It is anticipated that submitters may find instances where they may take exception with certain requirements or specifications of the RFP. 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 RFP.

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 2019-2020 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% -14%	5
15%-above	10
MBE owned	15

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 RFP 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. 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 Statues, 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 Proposals.

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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.

October 3, 2019	RFP Available to Submitters
September 30, 2019	Final Day to Submit Requests for Information
October 30, 2019	Proposals Due No Later than 4:00 p.m.
November 14, 2019	Evaluation Committee Meeting & Selection
November 21, 2019	Oral Interviews (If Needed)

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 RFP 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 (s) 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.

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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 Proposals 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@rbcra.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 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 USB label.

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 Proposals- "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:

Type of Coverage	**Amount of Coverage**
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.**

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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 Proposals; 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 RFP 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.

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EVALUATION OF QUALIFICATIONS

SECTION 5

5-1 **EVALUATION CRITERIA**

A maximum total number of points are set out in the table following this discussion. The following qualitative guidelines will be used.

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 RFP 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 RFP. 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.

Evaluation Criteria

EVALUATION CATEGORIES	SCORING RUBRIC	SCORING RESULTS
Firms Qualifications and Experience	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
The proposed firm's or overall understanding of the Scope and how it intends to approach the project.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Rate the firms experiencing completing projects for CRA's and other governmental entities.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14	

	Needs Improvement= 0-7	
Rate past projects and samples submitted. Rate the firm's demonstrated ability to complete a project of this size	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Rate References	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Location of Business	Riviera Beach= 15 Palm Beach County= 10 Within Florida= 4 Outside Florida= 2	
Minority/Women business entity or participation	SBE or M/WBE owned= (15 points) Meet or Exceeds 15% participation= (10 points) < 15 % participation (5 points)	
Proposed Fee Schedule Cost Proposal and Pricing Methodology	Outstanding= 25-50 Commendable= 30-38 Satisfactory= 16-28 Needs Improvement= 0-14	
TOTAL		
NAME OF COMPANY BEING EVALUATED		
EVALUATOR NAME		
EVALUATOR SIGNATURE		

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ORAL INTERVIEWS					
Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
POINTS FOR ORAL INTERVIEWS (Optional) 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?					
A. Communications Skills	0-10		1		10
B. Understanding of the Project	0-10		2		20
C. Responses to Questions	0-10		2		20
TOTAL POSSIBLE POINTS: ORAL INTERVIEW – (if necessary)					**50**
TOTAL POSSIBLE POINTS WRITTEN, ORAL, & BONUS					**170**

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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
9. SCHEDULE 5 – COST PROPOSAL

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.

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SCHEDULE 1
PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS

RFP TITLE: _____ RFP NUMBER: _____

NAME OF PRIME BIDDER:_____ RFP 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
	TOTAL				

TOTAL PARTICIPATION: _____%

TO BE COMPLETED BY PRIME PROPOSER:

RFP PRICE:_____

SIGNATURE: _____ TITLE: _____

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SCHEDULE 2

RFP NUMBER: _____
LIASON: _____

LETTER OF INTENT TO PERFORM AS A MINORITY/WOMEN SUBCONTRACTOR

TO: _____

The undersigned intends to perform work in connection with the above RFP 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:

Items: Projected Commencement Date: Projected Completion:

_____% 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

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SCHEDULE 3
PARTICIPATION FOR SBE CONTRACTORS/PROPOSERS

RFP TITLE: _____ RFP NUMBER: _____

NAME OF PRIME BIDDER: _____RFP 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:

RFP PRICE: _____ OR TOTAL PARTICIPATION: _____%

_____
(FIRM\NAME OF CONTRACTOR)

DATE: _____ BY: _____
SIGNATURE OF CONTRACTOR

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SCHEDULE 4

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO:

The undersigned intends to perform work in connection with the above RFP 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: $_____

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

Items: Projected Commencement Date:_____ Projected Completion:

_____% 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

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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: _____

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SCHEDULE 5 - FEE SCHEDULE

CATEGORY	MONTHLY COST	YEARLY COST
Initial Assessment- one time charge	[redacted]	
Hourly Rate	[redacted]	
Minimum Retainer		
Grant writing – Type I		
Grant writing – Type II		
Grant writing – Type III		
Grant writing – Type IV		
Other		
TOTAL		

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APPENDIX

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