

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA
OFFICE OF PURCHASING**

213 PALAFOX PLACE, 2nd Floor
P.O. BOX 1591
PENSACOLA, FL 32591-1591
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<http://www.myescambia.com>



CLAUDIA SIMMONS
Chief, Purchasing

February 22, 2010

To: All Prospective Proposers:

ADDENDUM NUMBER 1:

Re: **Administration and Project Support Escambia County Fiscal Year 2008 CDBG Disaster Recovery Grant, PD# 09-10.022**

Proposers:

We recently sent you a Request for Proposal on the above-mentioned specification.

This Addendum #1 provides for the following:

Change of Proposal Date Due:

From: **Tuesday, February 23, 2010 at 3:00 p.m., CST**
To: **Thursday, February 25, 2010 at 3:00 p.m., CST**

Please remove and replace pages 3, 23, 24, 26 and 27 with attached pages 3, 23, 24, 26 and 27.

Page 3 Solicitation, Offer and Award Form (Bid Bond N/A)

Page 23 1-8 **SCHEDULE**

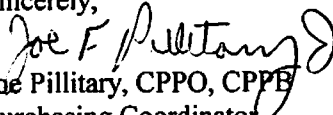
Page 24 1-9 **PROPOSAL CONTENT AND SIGNATURE**

Five (5) copies should be Seven (7), Two (2) originals and Five (5) copies on CD of the proposal shall be required.

Pages 26 and 27 Omit Paragraphs 2-5 **MANAGEMENT PLAN FOR THE PROJECT**
through 2-7 **COST PROPOSAL**

This Addendum Number 1 is furnished to all known prospective proposers. Please sign and return one copy of this addendum with your original signature, with your proposal as an acknowledgement of your having received same.

Sincerely,


Joe Pillitary, CPPO, CPPB
Purchasing Coordinator

SIGNED: _____

COMPANY: _____

JP/lk

SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL**

SOLICITATION, OFFER AND AWARD FORM ESCAMBIA COUNTY FLORIDA

SUBMIT OFFERS TO:

Joe Pillitary, CPPO, CPPB

Purchasing Coordinator

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

Post Office Box 1591, Pensacola, FL 32591-1591

Phone No: (850)595-4878 Fax No: (850) 595-4807

Request for Proposals

ADMINISTRATION AND PROJECT SUPPORT ESCAMBIA

COUNTY FISCAL YEAR 2008 CDBG DISASTER RECOVERY GRANT

SOLICITATION NUMBER: PD 09-10.022

SOLICITATION

MAILING DATE: Monday, February 8, 2010

PRE-PROPOSAL CONFERENCE: Wednesday, February 17, 2010 at 10:00 am, CST at the Office of Purchasing, 213 Palafox Place, 2nd FL, Pensacola, FL 32502

OFFERS WILL BE RECEIVED UNTIL: ~~Tuesday~~, Thursday, February ~~23~~, 25, 2010 at 3:00 pm, CST at the Office Purchasing, 213 Palafox Place, 2nd FL, Pensacola, FL 32502 and may not be withdrawn within 90 days after such date and time.

POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: _____

TERMS OF PAYMENT: _____

DELIVERY DATE WILL BE _____ DAYS AFTER RECEIPT OF PURCHASE ORDER.

REASON FOR NO OFFER: _____

VENDOR NAME: _____

ADDRESS: _____

CITY, ST. & ZIP: _____

PHONE NO.: (____) _____

TOLL FREE NO.: (____) _____

FAX NO.: (____) _____

BID BOND ATTACHED \$ N/A

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County renders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER
(TYPED OR PRINTED)

**
SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER
(MANUAL)

****Failure to execute this Form binding the proposer's offer shall result in this/proposal being rejected as non-responsive.**

AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

CONTRACTOR

Name and Title of Signer (Type or Print)

ESCAMBIA COUNTY FLORIDA

Name and Title of Signer (Type or Print)

Name of Contractor

By _____ Date _____
County Administrator

By _____ Date _____
Signature of Person Authorized to Sign

WITNESS _____ Date _____

ATTEST: _____ Date _____
Corporate Secretary

WITNESS _____ Date _____

[CORPORATE SEAL]

ATTEST: _____ Date _____
Witness

Awarded Date _____

ATTEST: _____ Date _____
Witness

Effective Date _____

1-6 INQUIRIES

Technical questions regarding this Request for Proposal shall be directed to Randy Wilkerson, Executive Director, Neighborhood Enterprise Foundation, Phone (850) 458-0466, Fax (850) 458-0464, and procurement questions may be directed to Joe Pillitary, CPPO, CPPB, Purchasing Coordinator, Phone (850) 595-4878, Fax (850) 595-4805.

The County will respond to written inquiries received no later than February 19, 2010 at 5:00 p.m. CST.

The County will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the County will mail or fax written addenda at least 4 working days before the date fixed for receiving the Proposals. This will be adhered to even if the opening date must be postponed in order to observe the time requirements. The County will send written addenda to all Proposers who receive the RFP.

1-7 ADDENDA

Any changes made in the Request for Proposal shall be brought to the attention of all of those who have provided the proper notices of interest in performing the services.

1-8 SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

- | | | |
|----|--|---|
| A. | Mailing date of proposals | Monday, February 8, 2010 |
| B. | Non-Mandatory pre-proposal conference | Wednesday, February 17, 2010, 10:00am, CST
Office of Purchasing, 213 Palafox Place, 2nd Floor,
Rm., 11.407, Pensacola, FL 32502 |
| C. | Receipt of proposals | Tuesday, <u>Thursday</u>, February 23 <u>25</u>, 2010, 3:00pm, CST
Office of Purchasing, 213 Palafox Place, 2nd Floor,
Rm., 11.407, Pensacola, FL 32502 |
| D. | Review of proposals | Tuesday, March 2, 2010, 10:00am, CST
Office of Purchasing, 213 Palafox Place, 2nd Floor,
Rm., 11.407, Pensacola, FL 32502 |
| E. | Board of County Commissioners Approval | Thursday, April 8, 2010 |

1.8.1 Proposers are advised that the capacity to initiate and coordinate all services in a timely and efficient manner is a significant factor. The offerer chosen must be prepared to commence the administration and coordination of project activities immediately upon the execution of a contractual agreement between the County and the firm (individual) selected.

1.8.2 Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

1-9 PROPOSAL CONTENT AND SIGNATURE

Five ~~(5)~~ **Seven (7), Two (2) originals and Five (5) copies on CD** of the proposal shall be required with all copies having been signed by a company official with the power to bind the company in its proposal, and shall be completely responsive to the RFP for consideration.

1-10 NEGOTIATIONS

The contents of the proposal of the successful firm shall become a basis for contractual negotiations.

1-11 RECOMMENDATION PROPOSAL PREPARATION GUIDELINES

All contractors shall provide a straight forward and concise description of their ability to meet the RFP requirements. There shall be avoidance of fancy bindings and promotional material within. The proposal shall clearly show the technical approach to include work tasks, estimated time phasing and the proposed approach rational. The county discourages overly lengthy or costly proposals, proposals shall be in binding with all pages 8.5" x 11" format.

1-12 PRIME CONTRACT RESPONSIBILITIES

The selected Contractor shall be required to assume responsibility for all services offered in his proposal. The selected coordinator shall be the sole point of contact with regard to contractual matters including payments of any and all changes resulting from the contract.

1-13 DISCLOSURE

All information submitted to response to this RFP shall become a matter of public record, subject to Florida Statutes regarding public disclosure.

1-14 DELAYS

The Project Director reserves the right to delay scheduled due dates if it is to the advantage of the project.

1-15 WORK PLAN CONTROL

Control of the work plan to be developed under the RFP shall remain totally within the Escambia County Board of Commissioners.

1-16 METHOD OF PAYMENT

Payment schedule and basis of payment shall be negotiated.

- 2.3.3 Attachment C: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion date of all major tasks.
- 2.3.4. Attachment D: Separate open CDBG and other grant projects by administrator in order to help determine the work load of every individual. Include the names and phone numbers of the jurisdiction's contact person.
- 2.3.5. Attachment E: Indicate separately the proposed fee for administrative services and for direct project management services. May be stated in lump sum, percentage or hourly rate fee and breakdown of the costs associated therewith. The DCA approved budget and contracted administrative and direct project management costs; by similar entities, for similar type projects shall serve as the parameter for administrative fees.
- 2.3.6. Attachment F: Indicate whether the firm is a Certified MBE or WBE Business.

2-2 INTRODUCTION

Proposals shall include the complete name and address of their firm and the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

Proposals shall confirm that the firm will comply with all of the provisions in this RFP; and, if applicable, provide notice that the firm qualifies as a County proposer. Proposals shall be signed by a company officer empowered to bind the company. A proposer's failure to include these items in their proposals may cause their proposal to be determined to be non-responsive and the proposal may be rejected.

2-3 UNDERSTANDING OF THE PROJECT

Proposers shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

2-4 METHODOLOGY USED FOR THE PROJECT

Proposers shall provide a comprehensive narrative statement that sets out the methodology they intend to employ and that illustrates how their methodology will serve to accomplish the work and meet the County's project schedule.

~~**2-5 MANAGEMENT PLAN FOR THE PROJECT**~~

~~Proposers shall provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the County's project schedule.~~

~~**2-6 EXPERIENCE AND QUALIFICATIONS**~~

~~Provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.~~

~~Provide a narrative description of the organization of the project team.~~

~~Provide a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed;~~

- ~~[a] _____ title,~~
- ~~[b] _____ resume,~~
- ~~[c] _____ location(s) where work will be performed,~~
- ~~[d] _____ itemize the total cost and the number of estimated hours for each individual~~
- ~~_____ named above.~~

~~Provide reference names and phone numbers for similar projects your firm has completed~~

~~2-7~~ **COST PROPOSAL**

~~Proposer's cost proposals shall include an itemized list of all direct and indirect costs associated with the performance of this contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.~~

PART III **CRITERIA FOR SELECTION**

All proposals shall include each of the following attachments:

- 3.1. Attachment A: Identify the total number of Small Cities CDBG projects that the proposer Developed and/or administered. Present a cumulative total of projects as well as dollar amount of grant assistance in which personnel of the proposer were instrumental in the development of the application and/or administration of the program following funding approval.

20 POINTS
- 3.2. Attachment B: Identify the management and staffing of the proposer including resumes. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project.

20 POINTS
- 3.3. Attachment C: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion dates of all major tasks.

20 POINTS
- 3.4. Attachment D: Separate open CDBG and other grant projects by administrator in order to help determine the work load of every individual. Include the names and phone numbers of the jurisdiction's contact person.

20 POINTS