



Town of Sewall's Point, Florida

Request for Proposals

for

GRANT MANAGEMENT AND OTHER GRANT RELATED SERVICES

RFP No. 19-001

Issued: December 11, 2018

Request for Proposals: Grant Management and Other Grant Related Services

The Town of Sewall's Point, Martin County, Florida (the "Town"), is seeking to engage the services of one or more qualified contractors to provide Grant Management and Other Grant Related Services for several drainage and road improvement projects in the Town (the "Project") which are being funded in part by federal and state grants (copies of the grant documents are available upon request and are incorporated herein by reference). A complete scope of services is attached as **Exhibit "A"** and incorporated into this Request for Proposals ("RFP").

The Town is utilizing several state and federal grants for this Project: an Indian River Lagoon Council grant (federal funds), a State of Florida Department of Environmental Protection grant, a FEMA grant (administered through the Florida Department of Emergency Services) and a grant from the South Florida Water Management District. The Town desires to obtain the services of one or more qualified and experienced grant management contractors to provide grant management services and other grant related services required under such grants. The services required shall be as follows: a) grant reporting, monitoring, preparation of final reports, and responsibility for ensuring reimbursements are obtained from the grant agencies; b) development of a water quality assurance project plan ("QAPP") and the monitoring of such QAPP; and c) public education and educational outreach through signage and media, including social media (collectively, "Grant Services"). The contractor shall provide for the provision of personnel, equipment, plans, procedures, and other materials and capabilities necessary to provide these Grant Services to the Town, on an as needed basis. Proposers are to have experience in state and federal grant management, water quality plans and monitoring, educational outreach, grant reporting and monitoring, and grant finance, etc. Proposals shall document the contractor's familiarity with and history of compliance with the current FEMA, federal, state, and local guidelines and regulations as they relate to grant management and funding. The full Scope of Services is described more fully in **Exhibit "A"** to this RFP. Federal Emergency Management Agency (FEMA) financial assistance will be used to fund, in part, the resulting contract. All work will be completed in compliance with FEMA's rules and guidance, as well as Federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200.

Proposals are due by 2 p.m. on January 16, 2019 Further instructions for proposal submission are contained in this RFP.

Interested persons or entities may obtain a copy of the RFP by contacting the Town Manager's office at (772) 287-2455 or from the Town's website at www.sewallspoint.org. All proposals must be hand-delivered or mailed to:

Town of Sewall's Point
One South Sewall's Point Road
Sewall's Point, Florida 34996

ENVELOPE MUST BE IDENTIFIED AS RFP #19-001

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General Information

I. Project Objective

The Town of Sewall's Point, Martin County, Florida (the "Town"), is seeking to engage the services of one or more qualified contractors to provide Grant Management and Other Related Grant Services for the Project. A complete scope of services is attached as **Exhibit "A"** and incorporated into this Request for Proposals ("RFP").

II. Instructions to Respondents

A. Proposal Submission

Respondents must submit one original and two copies of their proposal by 2:00 p.m. on January 16, 2019 to the Town Hall:

Town of Sewall's Point
One South Sewall's Point Road
Sewall's Point, Florida 34996
Telephone No. (772) 287-2455

Proposals must be submitted by hand delivery or mail. Proposals by telephone, e-mail, or facsimile shall not be accepted. Telephone, e-mailed, or faxed proposals shall be rejected as non-responsive regardless of when they are received. It is the sole responsibility of the Respondent to ensure that its proposal arrives within the given timeframe. Proposals received after the specified time and date shall be returned unopened. The clock located in the Town of Sewall's Point Town Hall reception area shall serve as the official authority to determine lateness of any proposal. The refusal to consider a bid or proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Town of Sewall's Point Code (Procurement Ordinance).

All proposals must be submitted in a sealed envelope marked with the Respondent's name, "RFP No. 19-001", and the words "Grant Management and Other Grant Related Services."

Respondents are cautioned that they are responsible for delivery of their proposal to the Town Hall. Therefore, if a proposal is delivered by an express mail carrier or by any other means, it is the proposer's responsibility to ensure proper delivery. This office will not be responsible for deliveries made to any place other than the specified address or for any associated delivery delays.

Costs of proposal preparation or any other costs incurred to respond to this RFP are the sole responsibility of the Respondent. The Town assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that the Town bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

All proposals must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Respondent. Signatures are required where indicated; failure to do so may be cause for rejection of a proposal.

III. Registration

Each Respondent seeking to submit a proposal is requested to register with the Town Manager in order to receive any addenda to this RFP. Registration for addenda is not mandatory in order to submit a proposal; however, if a Respondent wishes to register for addenda it shall submit the registration form on or before the date set forth herein. Please complete the Registration Form attached as **Exhibit "B"** and mail, fax, or e-mail to the Town Manager's office at the address noted below on or before 2:00 PM, January 7, 2019. It is the responsibility of each Respondent to ensure that it receives all addenda. The Town shall have no responsibility to provide any addenda issued under this RFP to any Respondent; however, the Town will use its best efforts to provide issued addenda to those Respondents who timely registered for this RFP with the Town.

Town of Sewall's Point
One South Sewall's Point Road
Sewall's Point, Florida 34996
Telephone No.: (772) 287-2455
Fax No.: (772) 220-4765
E-mail: pwalker@sewallspoint.org

IV. Changes and Interpretations

The Town reserves the right, and the Town Commission has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Town Board of Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Town Code.

The Town reserves the right to request clarification of information submitted and to request additional information of any Respondent. Any such request should not be construed by a Respondent as an indication of selection to provide proposed services.

Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the Town the services set forth in this RFP, or until one or more of the proposals have been awarded.

Respondents shall not direct any queries or statements concerning their proposal to the Town staff during the selection process, from the time of submission of a proposal until the execution of a contract. Any proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement. No oral interpretation of this RFP shall be considered binding. The Town shall be bound by information and statements only when such statements are written and executed under the authority of the Town Mayor/Manager.

All questions or concerns regarding this RFP must be submitted in writing, faxed to (772) 220-4765, or by email to pwalker@sewallspoint.org no later than five business days before the proposal due date and hour to the attention of the Town Manager, referencing the RFP name. The Town may issue Addenda to the RFP for distribution to all registered Respondents. Any responses by the Town to Proposers' questions or concerns will be addressed, if at all, by Addenda.

This provision exists solely for the convenience and administrative efficiency of the Town. No proposer or other third party will gain any rights by virtue of this provision or the application thereof, nor shall any proposer or third party have any standing to sue or cause of action arising therefrom.

V. **Property of the Town**

All materials submitted in response to this RFP become the property of the Town. The Town has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposal does not affect this right. No variances to this provision shall be accepted.

VI. **RFP Timetable**

The anticipated schedule for this RFP and contract approval is as follows:

Registration Forms Due	01/7/2019 - 2 PM
Questions from Potential Respondents Due	01/9/2019 – 2 PM
Issue Addendum (if necessary)	01/11/2019 – 2 PM
Proposal Due Date and Time	01/16/2019 – 2 PM
Proposal Evaluation	01/30/2019- 2PM
Town Commission Approval	02/26/2019, 7P.M. or as soon thereafter as possible
Contract Negotiations/Approval	TBD

The Town reserves the right to amend the anticipated schedule as it deems necessary.

VII. **Ethics Requirement**

Pursuant to the requirements of Sec. 287.133, Florida Statutes, pertaining to the sworn statement on Public Entity Crimes and the Convicted Vendor List, all Respondents shall submit a signed and notarized statement with their proposal on the form provided herein (**Exhibit "C"**).

A person or affiliate who has been placed on the convicted contractor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 Sec. 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted contractor list.

The contractor (or consultant) and any affiliated entity awarded the Town's RFQ for Engineering Services under any of the grants named herein shall be ineligible to compete for an award under this RFP.

This RFP is subject to the State of Florida Code of Ethics for Public Officers and Employees. Accordingly, there are prohibitions and limitations on the employment of Town officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review the Florida Code of Ethics in order to ensure compliance with the same.

VIII. Disclosure and Disclaimer

The information contained herein is provided solely for the convenience of the Respondents. It is the responsibility of each Respondent to assure itself that information contained herein is accurate and complete. Neither the Town nor its agents provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with Town representatives or agents, shall be at each Respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations, and analyses in connection with this matter. This RFP is being provided by the Town without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Respondent or other party shall have recourse to the Town if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the Town that any proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

In its sole discretion, the Town may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. Through its own investigation and in its sole discretion, the Town may determine the qualifications, experience and acceptability of any Respondent submitting a proposal in response to this RFP. Following submission of a proposal, each Respondent agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Respondent, including the Respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by the Town. Any action taken by the Town in response to proposals submitted in response to this RFP or in making any award or failure or refusal to make any award, or in any withdrawal or cancellation of this RFP, either before or after issuance of the notice of intent to make an award, shall be without any expense, liability, or obligation on the part of the Town, or its advisors.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

IX. [Contract Agreement / Compensation](#)

The contract will be an hourly rate contract with a not-to-exceed amount which the contractor exceeds at its own risk. The not-to-exceed amount may be included in the contract itself, work orders issued authorizing a specific scope of work to commence, or both. The terms and conditions of the resulting non-exclusive contract will be negotiated with successful Respondent(s). If the Town and the successful Respondent cannot agree on the terms and conditions of the resulting contract, the Town reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to commence negotiations. Negotiations may continue in this process until the Town is able to enter into a contract with a Respondent that best meets the needs of the Town.

While the Town anticipates awarding one contract, the Town reserves the right to award to more than one Respondent if it is in the best interests of the Town.

The resulting non-exclusive contract shall be for an initial term of 2 years with 2 additional 1-year renewal options unless earlier terminated in accordance with the terms of the resulting contract. The Town may exercise such advance written notice of its intention to renew prior to the expiration of the then current term. Each fiscal year of the contract and any renewals will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Town of Sewall's Point.

Awarded contracts which will cross fiscal-years are subject to the Town's annual budget and appropriation process. If an awarded contract is not funded in whole or in part in a fiscal year, the Town will have the right to terminate the contract without cause. The Town need not include a lack of appropriations provision in the resulting contract to avail itself of such right.

X. [Insurance Requirements; Safety Precautions; and Limitation of Liability](#)

The Respondent(s) selected for award shall obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town, with the Certificate Holder listed as the Town of Sewall's Point, to verify such coverage as a condition precedent to award:

1. Workers' Compensation - The contractor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$100,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of The Town and its agents, employees and officials.
2. Commercial General Liability - The contractor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be not less than \$2,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this Contract or shall be at least twice the required occurrence limit.

3. Business Automobile Liability - The contractor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

The contractor shall take reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, its employees on the job, and others. The contractor shall comply with all applicable provisions of federal, state, and municipal safety laws, insurance requirements, standard industry practices, the requirements of the grants and the awarded contract.

The contractor shall promptly remedy damage and loss to property caused in whole or in part by the contractor, its subcontractors of every tier, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable.

XI. Record Retention Requirements

The contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least ten years after completion of the contract resulting from this RFP. The Town shall have access to all records, documents, and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the contractor's local place of business to the Town, including the Comptroller's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction. If records are unavailable locally, it shall be the contractor's responsibility to ensure that all required records are provided to the Town at the contractor's expense.

XII. Subcontracting

If the Respondent intends to subcontract any portion of the work under the awarded contract, the Respondent must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms¹ are solicited and used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; Establishing delivery schedules, where the requirement permits, which

¹ A list of labor surplus areas is available on the U.S. Department of Labor's website at <https://www.doleta.gov/programs/lisa.cfm>.

encourage participation by small and minority businesses, and women's business enterprises; and

- (4) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

XIII. Evaluation and Award

The Town may assemble an Evaluation Committee to evaluate the proposals or the Town Manager may evaluate the proposals. The Evaluation Committee/Town Manager will evaluate and rank the most advantageous proposals and make a recommendation for contract award to the Town Commission. The selected Respondent will be notified in writing with an intent to award letter.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the Town through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of the Town to award the proposal to the lowest priced Respondent, and the Town reserves the right to award the contract to the Respondent submitting the best overall responsive proposal which is most advantageous and in the best interest of the Town consistent with the evaluation criteria. The Town shall be the sole judge of the proposals that is in its best interests.

As part of the evaluation process, the Town may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Submission of a proposal in response to this RFP constitutes acknowledgment of the investigation process and consent to the Town's investigation. The Town is the sole judge in determining Respondent's qualifications.

At its sole option, for larger or more complex studies or projects, the Town may select the top three to five Respondents and require presentations from each Respondent before making the final selection. This requirement is at the sole discretion of the Town.

While the Town allows Respondents to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Respondent who is most advantageous to the Town.

A. Evaluation Criteria and Scoring

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). **To be considered "Qualified", a Respondent must receive a minimum 70 points.**

EVALUATION CRITERIA	Points Awarded
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Responsiveness to RFP 1. Comprehensiveness of proposal 2. Completeness of proposal	0 – 10 points
Cost Effectiveness 1. Hourly rate of personnel or for services	0 – 25 points
Technical Approach: Narrative description outlining the method of operation as it relates to grant management, QAPP development and monitoring, and public education and outreach.	0 – 25 points
Successful Experience and Qualification of Staff 1. Experience with similar state and federal grants, water quality plans, water quality monitoring, educational outreach, and grant reporting and monitoring 2. Staff qualifications and subject knowledge 3. Evidence of experience and skill 4. Evidence of availability to deliver in the timeline 5. Successful past projects with the Town 6. Proposed project timeline	0 - 15 points
Similar Projects and References 1. Prior experience with three (3) similar projects 2. References from at least (3) entities for similar projects or work	0 – 15 points
Default, Termination, Litigation, Debarment, etc. 1. Instances of a default under a similar project or contract 2. Instances of litigation related to a similar project or contract 3. Instances of on any debarment by a local, state or federal governmental entity (note that current suspension or debarment will result in disqualification)	0 – 10 points
Total	100 points

In the event of a tie in the scoring, the Town will provide a preference to the Respondent with a drug-free workplace policy (see **Exhibit “D”**).

XIV. **Proposal Format**

Each Respondent shall submit **one (1) original, two (2) copies of its proposal**, in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification.

Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Respondent to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference may be considered to have no reference materials included in the additional documents.

Proposals must be properly signed in ink by the owner/principal having the authority to bind the Respondent in a resulting contract. **Signatures are required where indicated; failure to do so may be cause for rejection of proposal.**

Only one proposal may be submitted by each Respondent.

Proposals which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive and rejected.

All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause the proposal to be rejected.

A. [Table of Contents](#)

B. [Letter of Transmittal \(not to exceed two pages\)](#)

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent's business operation; how long in business; general approach to tasks and projects; and, why the Respondent should be selected.
- Respondent's understanding of the scope of services, which should include previous experience with grant management, water quality plans, water quality monitoring, education outreach (including social media), grant monitoring and reporting, references for municipalities/counties/public agencies/others served, and other related information.
- The letter must name all persons or entities interested in the proposal as principals. Identify all of the persons authorized to make representations for the Respondent, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the Respondent must sign the Letter of Transmittal and must indicate the agent's title or authority (see **Exhibit "E"**).
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to

submission of the proposal, then same shall be completed prior to submittal. Respondents shall make their own independent evaluation of the requirements of the state law. The Town will not consider submittals that identify a joint partnership to be formed.

C. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the Town. Each Respondent is responsible for visiting the Town's website to view and obtain addendum.

D. Proof of Licenses (unlimited)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for goods and/or services to be rendered (including registration with State of Florida Division of Corporations if applicable);
- Statement or proof of required insurance; and,
- Proof of Respondent's Business Tax Receipt (as applicable)
- Other Proof of Specific Qualifications.

E. Cost Effectiveness (unlimited)

Respondents are to provide an hourly rate schedule as identified in **Exhibit "F"** of the RFP.

F. Technical Approach (unlimited)

Provide a narrative description with an organizational chart outlining the methods of operation, operational structure and services to be provided, this description should fully and completely demonstrate the proposers intended methods in performing the contract and specifically identify any obligations of the Town (e.g. services and operational requirements) upon which the approach is contingent.

G. Successful Experience and Qualification of Staff (limited to two pages plus resumes)

Respondents shall provide a two-page summary regarding their ability to deliver the requested services in a specific timeframe, including a proposed project timeline. Information regarding dedicated staff and current workload should be provided.

Resumes of key personnel should also be included. Resumes should not exceed two-pages per person. Resumes should include a description of:

- Training, education and degrees.
- Related experience and for whom.

- Professional certifications, licenses and affiliations.

H. Similar Projects and References (unlimited)

Respondents shall provide a minimum of three (3) similar projects on the form provided (see **Exhibit “G”**) and include whether the project was completed on time and within budget.

Respondents shall provide a minimum of three (3) references on the forms provided (see **Exhibit “H”**) demonstrating their experience and/or skill with similar projects. Prior experience and skill with other Florida municipalities is desirable. Respondents are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

I. Default, Termination, Litigation, Debarment, etc. (unlimited)

Respondents should provide a summary of any default, termination, litigation, or debarment against or which named the Respondent in the past five (5) years which is related to the goods and/or services sought in this RFP or that Respondent otherwise provides in the regular course of business. The summary shall state the nature of the default, termination, litigation, or debarment and a brief description of the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Proposers must also sign and return the Certification Regarding Debarment, Suspension and Other Responsibility Matters and the Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements attached hereto as **Exhibits “I” and “J”**, respectively.

J. Appendix – Other Relevant and Supporting Documentation (optional).

Respondent must submit all other exhibits not identified above in this section.

K. Required Forms

Respondents must submit the following forms with their proposals. Failure to provide the following forms will negatively impact a proposal’s scoring.

- Conflict/Non-Conflict of Interest Statement (attached hereto as Exhibit “C”)
- Drug-Free Workplace Form (attached hereto as Exhibit “D”)
- Authorized Signatories/Negotiators (attached hereto as Exhibit “E”)
- Hourly Rate Schedule (attached hereto as Exhibit “F”)
- Similar Projects (attached hereto as Exhibit “G”)
- References (attached hereto as Exhibit “H”)
- Certification Regarding Debarment, Suspension and Other Responsibility Matters (attached hereto as Exhibit “I”)
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements (attached hereto as Exhibit “J”)

XV. Representations by Submittal of Proposals

By submitting a proposal, the Respondent warrants, represents and declares that:

- (1) Person(s) designated as principal(s) of the Respondent is named and that no other person(s) other than the person(s) mentioned has (have) any interest in the proposal or in the resulting contract.
- (2) The proposal is made without connection, coordination, or cooperation with any other persons, company, firm, or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.
- (3) The Respondent understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between the Town and the Respondent.
- (4) By signing and submitting a proposal, Respondent certifies that Respondent and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment, or declared ineligible to bid or participate in any federal, state, or local government agency projects.
- (5) Pursuant to Sec. 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a proposal to the Town for 36 months following the date of being placed on the convicted firm list. Respondent certifies that submittal of its proposal does not violate this statute.
- (6) Respondent recognizes and agrees that the Town will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of proposal information to third parties.

XVI. Protests

After evaluation, the recommended proposer(s) for award will be on file at Town Hall for review by interested parties prior to submission through the appropriate approval process and will remain for a period of five full business days. Failure to file a protest to the Town by 5:00 PM on the fifth full business day after posting date shall constitute a waiver of protest proceedings.

XVII. Exhibits

This RFP consists of the following exhibits (which are incorporated herein by reference):

- Exhibit "A" Scope of Services
- Exhibit "B" Registration Form
- Exhibit "C" Authorized Signatories/Negotiators
- Exhibit "D" Drug-Free Workplace Form
- Exhibit "E" Conflict/Non-Conflict of Interest Statement
- Exhibit "F" Hourly Rate Schedule
- Exhibit "G" Similar Projects Form

- Exhibit “H” References Form
- Exhibit “I” Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Exhibit “J” Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

XVIII. **Compliance**

All proposals received in accordance with this RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Respondent believes its proposal contains exempt or confidential information, the Respondent must identify the same at the time of submission of its proposal. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF RFP
RFP EXHIBITS FOLLOW

Exhibit “A”: Scope of Services
RFP No. 19-001– Grant Management and Other Grant Related Services

The scope of services to be provided pursuant to this RFP includes grant management and other related services as outlined in this section. Respondents are advised to propose based on the entire scope of services as defined herein, however the Town reserves the right to select which specific services the Respondent will provide and to add or delete services within this scope throughout the term of any resulting agreement with mutual consent.

In performing the services under the contract, the contractor is expected to use staff with qualifications commensurate with the nature of the work to be performed. Use of staff that are more highly qualified than necessary for the associated work is not permitted and may jeopardize FEMA and other agency reimbursement. If the contractor uses staff with professional qualifications to conduct the services hereunder, it must document the reason for doing so and obtain the Town’s written approval.

I. GRANT MANAGEMENT, MONITORING AND FINAL PROJECT REPORT

Respondent will be responsible for Grant Management of four separate federal and state grants: an Indian River Lagoon Council grant (federal funds), a State of Florida Department of Environmental Protection grant, a FEMA grant (administered through the Florida Department of Emergency Services) and a grant from the South Florida Water Management District for the Town in relation to drainage and road improvement projects using such grant monies. This responsibility includes:

- A. Submitting quarterly progress reports to the relevant agencies;
- B. Grant payment monitoring and reimbursement processing; and
- C. Producing a final project reports summarizing the results of the project for reimbursement by FEMA, DEP, and other agencies.
- D. Additional services the Town desires the Respondent to provide include the following:
 - 1. Providing professional oversight to ensure compliance with Florida Department of Environmental Protection, South Florida Water Management District, and FEMA regulatory and reporting requirements, as well as all applicable grants and any other federal, state, or local regulation applicable to grant management and related grant services;
 - 2. Ensuring that the processing of federal funding is done as expeditiously as possible by taking ownership of the responsibility for ensuring the accuracy of invoices, payroll, monitoring information, reports, ADMS data, vehicle certifications, and operating data; and
 - 3. Additional services that the Respondent wishes to propose or that the Town and the Respondent agree to add at a later date.

II. WATER QUALITY ASSURANCE PROJECT PLAN DEVELOPMENT AND MONITORING

The Respondent will be responsible for developing a water quality assurance project plan (“QAPP”) which must specify the sampling procedures, locations, instruments, and parameters to be sampled. The Respondent will also be responsible for monitoring and submitting reports pursuant to the QAPP. Monitoring shall entail collecting samples, testing and providing a

summary report of the pre and post water quality at the outfalls. These services shall also include any and all such services required under the applicable grants.

III. EDUCATIONAL AND PUBLIC OUTREACH (INCLUDING SOCIAL MEDIA)

The Respondent will be responsible for education and public outreach as required under the applicable grants. This responsibility includes: Educational signage at the project site, informational articles and photographs on the Town's website and social media. Such outreach activities shall be documented by the following: 1) Copy of the draft and final printed material(s) with number distributed and where; 2) active link and dated screen shot(s) where appropriate for the website as designed or updated with project information; 3) copy of the draft PSA(s) and summary of airing dates for final approved PSA(s); 4) copy of the draft social media post(s) and dated screenshot of final approved posting(s); 5) copy of draft kiosk/sign(s) text and graphics and dated photograph(s) of installed kiosk/sign(s) as approved; 6) draft materials for workshop(s) and copy of workshop notice(s), agenda(s), meeting minutes or notes, and sign-in sheet(s); and 7) draft effectiveness survey information and copy of final effectiveness survey(s) with summary of results; and any other similar services required under the applicable grants.

Exhibit "B": Registration Form
RFP No. 19-001– Grant Management and Other Grant Related Services

Respondents should complete and return this form to the Financial Services office prior to **2:00 PM, January 7, 2019, in order for the Town to provide any addendum issued for this RFP.** However, it is the responsibility of each Respondent to ensure its receipt of all addenda regardless of registration.

Name of Respondent: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

E-Mail Address: _____

Preferred Method of Receipt: Fax E-Mail

Exhibit "C": Conflict/Non-Conflict of Interest Statement
RFP No. 19-001 – Grant Management and Other Grant Related Services

CHECK ONE

- To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

- The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Litigation Statement

CHECK ONE

- The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Failure to check the appropriate boxes above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

Signed, as to both statements:

Company Name

Authorized Signature

Name (Print or Type)

Title

Exhibit "D": Drug-Free Workplace Form
RFP No.19-001 – Grant Management and Other Grant Related Services

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that _____ (Name of Business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

Proposer's Signature

Date

Exhibit "E": Authorized Signatories/Negotiators
RFP No. 19-001 – Grant Management and Other Grant Related Services

The proposer represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the proposer will be duly bound:

Name	Title	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
Company Name	Authorized Signature
_____	_____
Name (Print or Type)	Title

The proposer shall complete and submit the following information with the proposal:

Type of Organization

_____ Sole Proprietorship _____ Partnership

_____ Joint Venture _____ Corporation

State of Incorporation: _____

Federal I.D. or Social Security Number: _____

E-mail Address: _____

Exhibit "F": Hourly Rate Schedule
RFP No. 19-001 – Grant Management and Other Grant Related Services

Unless otherwise indicated in this Scope of Services, all services performed under this contract shall be paid in accordance with this Hourly Rate Schedule. The rates in the following pages of this cost proposal are for future use, if necessary, by the Town.

An authorized representative of the firm offering this proposal must complete this form in its entirety. Prices entered herein shall not be subject to withdrawal or escalation by proposer. The Town reserves the right to hold proposals for a period not to exceed 90 days after the deadline for submission stated in this RFP before awarding the contract.

Any estimate of quantities of work to be done and materials to be furnished under the specifications as shown on the Price Proposal Form (or elsewhere) is approximate only and not guaranteed by the Town. The Town does not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities, nor shall the proposer plead misunderstanding or deception because of such estimate of quantities or of the character, location of the work, or other condition pertaining thereto.

Proposer: _____

By: _____

Date: _____

PROPOSED FEES

Item No / Position Description	Estimated Annual Hours	Unit Price Per Hour	Extension
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
TOTAL PROPOSAL PRICE (Items 1 - 6):			\$

Proposed fees shall be fully loaded and include all expenses and equipment, facilities, etc. necessary to carry out the task.

Exhibit "G": Similar Projects Form
RFP No. 19-001 – Grant Management and Other Grant Related Services

List three (3) similar projects successfully completed in the past five (5) years by the individual, firm, or project manager assigned to the project. Attached additional sheets if necessary.

Completed Project #1

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Completed Project #2

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Completed Project #3

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

Exhibit "H": References
RFP No. 19-001 – Grant Management and Other Grant Related Services

Below, or on an attached sheet, list references per RFP requirements for providing Grant Management and other grant related services. Provide the name, addresses, and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided services. This form may be copied.

REFERENCE #1

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

REFERENCE #2

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

REFERENCE #3

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services: _____

**Exhibit “I”: Certification Regarding Debarment, Suspension and Other Responsibility Matters
RFP No. 19-001 – Grant Management and Other Grant Related Services**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the CONTRACTOR (referred to herein as the “prospective lower tier participant”) is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CONTRACTOR Company Name	RFP Number
Name	
Title	
Signature	Date

Exhibit "J":
Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
RFP No. 19-001 – Grant Management and Other Grant Related Services

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CONTRACTOR certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, CONTRACTOR understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

CONTRACTOR Name

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date