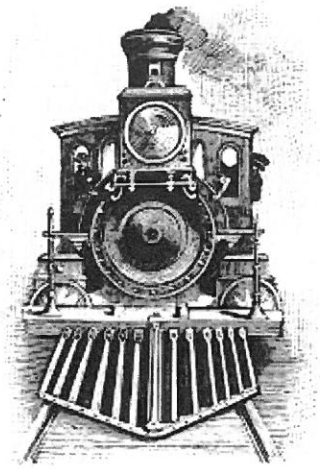

Chipley Redevelopment Agency
(CRA)

Request for Proposals
for
CRA Consulting Services

PROPOSAL DUE DATE:

November 2, 2020 at 3 p.m. CST

Request for Proposal No. 20-100

CRA CONSULTING SERVICES

Chipley Redevelopment Agency
Chipley, Fl

The City of Chipley, Florida Community Redevelopment Agency, hereinafter referred to as the "Agency" or "the City", is soliciting proposals to retain a Consultant(s) to assist the Agency in services regarding grants and best operation practices of Community Redevelopment Agencies.

The Agency reserves the right to enter into non-exclusive agreements with multiple Proposers, waive any irregularities submitted, reject any and/or all Proposals, re-advertise, and accept any Proposals deemed to be in the best interest of the Agency. All interested parties must register by email to the RFP contact their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

Due Date: **November 2, 2020 at 3 p.m.**
Contact: Ted Everett
Post Office Box 457 - 672 5th St.
Chipley, FL 32428 ted@washcomall.com
(850) 638-4157

Proposals: Proposers shall submit their proposal to the Washington County Chamber of Commerce and Economic Development office, located at 672 5th St., Chipley, FL 32428 or by mail to Post Office Box 457, Chipley, FL 32428, in a SEALED envelope or container and clearly marked: "SEALED PROPOSAL FOR RFP No. 20-100 - CRA Consulting Services", no later than **November 2, 2020 at 3 p.m.** CST. Late proposals will be returned unopened. Proposals will be opened immediately following the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately. List of Proposers and awards (if any) shall be announced at a meeting of the City of Chipley City Council. The City reserves all right to reject any proposal. Award shall be made to the highest ranked responsible Proposer.

I. INTRODUCTION:

The intent and purpose of this Request for Proposals (RFP) and resulting contract(s) or agreement(s) is to obtain proposals from qualified professionals , individuals or firms, to provide consulting services regarding grants and best operation practices for the City of Chipley, FL Community Redevelopment Agency, hereinafter referred to as the Agency.

II. BACKGROUND:

A. On December 31, 1985, the Chipley City Council made the determination that a portion of downtown Chipley was an area suitable for redevelopment due to slum or blighted areas and that there was a need for rehabilitation, conservation, or redevelopment of this blighted area. At this time, the City Council defined the community redevelopment area and developed the community redevelopment agency board to carry out the community redevelopment purposes.

B. The redevelopment agency consists of seven (7) commissioners appointed by the city council pursuant to F.S. section 163.356, each of which shall serve for a term of four (4) years.

C. The Chipley Redevelopment Agency is funded by tax increment financing. Pursuant to F.S. 163.387, a redevelopment trust fund may be established for a community redevelopment area to finance or refinance community redevelopment. Annual funding of the redevelopment trust fund for the community redevelopment area is 95% of the difference between the amount of property taxes levied in the community redevelopment area each year and the amount of property taxes that would have been produced in the community redevelopment area prior to establishment of the trust fund.

D. In 2017, the City of Chipley and its CRA Board updated its redevelopment plan. This plan may be viewed at www.cityofchipley.com.

III. SCOPE OF SERVICES:

The Successful Proposer shall be Certified through the Florida Redevelopment Agency and be well-versed in practices, grants, and operation of CRAs. The Successful Proposer shall work with the City of Chipley CRA to examine existing grants, search for additional grants (as needed), and consult with the CRA Board on future activities and goals for the CRA.

IV. EVALUATION CRITERIA AND SELECTION PROCESS:

Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score.

1. Demonstrated knowledge of sources of grant funds available to similarly situated municipal agency - 15 points

2. Demonstrated proficiency in obtaining funds for similarly situated communities - 15 points

3. Demonstrated capability of proposed project management team/individual - 15 points

4. Firm/Individual years of experience writing and managing grants and /or loans for local governments in Florida - 20 points

5. Number of local government reference letters provided (only one reference letter may be provided from each community. Reference letters must be dated 2012 or later) - 10 points

6. Quality of local government reference letters provided - 10 points

7. Reasonableness of proposed fee(s) – 15 points

The highest ranked firm/individual shall be determined by a tally of the total number of points given to each firm by each review selection committee member. The selection process shall be open to the public and records maintained in accordance with all grant requirements.

V. CONTRACT:

It is the Agency's intent to enter into a one-year contract with the highest ranked Proposer. Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected, and negotiations shall begin with the number two ranked firm/individual and so on. Procurement and contracting of all services shall conform to state, and federal regulation guidelines.

VI. INSTRUCTIONS TO PROPOSERS:

1. Proposal to be provided in the order below:
   a. Cover letter/statement of interest including e-mail address of person to be notified of award, manually and duly signed by an authorized corporate officer, principal, or partner. Include physical address of primary proposer. (2-page limit)
   b. Provide an outline of your experience with grant writing services, to include at a minimum the following. (15-page limit)
      - Number of years the firm/individual has been in business
      - Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past

two (2) years

- List of successful proposals in the areas listed in the Scope of Services.
- A minimum of five (5) reference letters from Cities, Counties or other municipalities/governmental entities for which you have provided services. Include the name of the organization, brief description of the project, name of contact person and telephone number.

c. Provide resumes of individuals who will be assigned to work with the Agency including their background, directly related experiences and past successes. (1-page limit per person)

2. Proposers that do not comply with all the above instructions or do not include all the requested data may not be considered. One (1) paper original, three (3) copies to be submitted. Paper submittal shall be bound or in a ring binder. Proposals will not be evaluated on the aesthetics of the package.

3. The Selection Committee will evaluate the proposals and may require some or all of the Proposers to provide additional information in the form of a presentation and question and answer session with the Committee.

Other Required Documents: N/A

VII. RFP REQUIREMENTS:

1. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the City of Chipley. The City is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Florida Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any City employee, including any member of the City Council or CRA, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The City supports a drug-free workplace. Evidence of a drug-free workplace policy is required. The City does not allow for collusion among Proposers, suppliers, sub-contractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal "that no collusion has taken place during the RFP process with any other RFP interested parties." The City does not allow for lobbying of selection committee members or City Council members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until the Council hears the

recommendation as to the top ranked firm/individual and contracts are executed.

The City requires general liability insurance as follows, which is required to be in place by the time of contract: Commercial General Liability - coverage shall provide minimum limits of liability of $1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under an Insurance Tab.

During the RFP process, questions or requests for additional information concerning this RFP shall be submitted in writing to Ted Everett at ted@washcomall.com and not to (other) selection review members or elected officials and shall be in written email format. The City reserves the right to request clarification of any information submitted by firms or individuals. The City Council, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. Violation of any of these requirements can be grounds for rejection of a proposal.

The City reserves the right to reject any and all Proposals with or without cause, to waive technicalities, or to accept those Proposals which best serve the interests of the City. Cost of the Proposals is considered an operational cost of the Proposer and shall not be passed on to or borne by the City. All Proposals shall become public records upon receipt by the City.

Proposals may be withdrawn prior to due date by written request dispatched by the Vendor and received before the time for receiving Proposals has expired.

The City reserves the right to request clarification of information submitted and to request additional information of one or more Proposers after the deadline for receipt of Proposals.

Proposals shall be on letter sized paper and shall be printed with a minimum 12-point font.

Proposers are instructed NOT to fax or email their Proposal. Faxed or emailed Proposals shall be rejected as non-responsive.

The Proposer understands that this RFP does not constitute an agreement or contract with the Proposer. City contracts are awarded only when a fully executed written agreement has been returned to the Proposer by the City.