



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

Benjamin "Benny" Bishop
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

Regular Session Agenda
July 16, 2013 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
 - a) Approval of Agenda
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
- 5. General Business**
 - a) **Budget Amendment Request** – Property Appraiser Angela Gray
 - b) **Policy on Non-County Road Maintenance Assistance** – Comm. Boyd
 - c) **Report on Heritage Road Committee** – Comm. Boyd/Jack Carswell
- 6. County Coordinator's Report**
 - a) **CDBG Grant Administration RFP** – Parrish Barwick
- 7. Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)**
- 8. Commissioner Discussion Items**
- 9. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

Bird & Sparkman, P.A.
County Attorney
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**ITEM 6(a): CDBG GRANT ADMINISTRATION
RFP**

**Jefferson County Request for Proposals (RFP)
Planning, Program Administration and General Construction Inspection Services
FFY 2014 Community Development Block Grant and Other Related Programs**

Jefferson County requests proposals from individuals or firms to provide administration services for grant/loan funded projects for community and economic development. The County anticipates applying for a \$700,000 Florida Small Cities Community Development Block Grant (CDBG) in one of the regular category grants (Neighborhood, Housing or Commercial). Similarly, additional services may be included in separate contract(s) for services on an ongoing basis (up to three years) to be covered by other grant, loan or traditional funding sources at the discretion of the Jefferson County BOCC. Such sources of funding shall be sought, developed, and managed by the selected consultant(s), as applicable and available. Such sources of funding may include, but not be limited to: CDBG Economic Development, State Housing Initiatives Partnership (SHIP) program, Florida Division of Emergency Management (FDEM), US Department of Commerce, Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Special Appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources, which may be applicable to the County's needs.

The FFY 2014 project(s) for which services are requested, and for which CDBG and other public program funds shall be utilized, may be generally described as follows: housing rehabilitation and construction activities, as well as public works and development facilities, that provide community and economic development within the County and primarily benefit low-to-moderate income citizens of the County. Specific needs may include, but not be limited to, housing rehabilitation, drinking water, sanitary sewer, stormwater facilities, street and access improvements, and other public service facilities and/or capital facility improvements needed for community and economic development.

Grant/Loan Program Administration services shall include, but not be limited to: conducting environmental review(s), coordinating with all funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, and providing reports and technical assistance. General observation of construction activities, field verification of quantities and adherence to project specifications, maintenance of detailed construction logs, Davis-Bacon record-keeping requirements, preparation of inspection reports, review of change orders and pay requests for compliance with specifications and actual progress, attendance of pre-construction conference and bid/construction contract development support.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including 24 CFR, Part 85. The selection process shall be open to the public and records maintained in accordance with CDBG requirements.

Administration for the 2013 application year shall be applicable to the grant related project(s) and services requested. Proposals for the requested services (Program Administration) shall be evaluated using the following criteria:

- 10 POINTS PROFILE: SCORING WILL EMPHASIZE MANAGEMENT, ORGANIZATION, HISTORY, AND VARIETY & LEVEL OF LOCAL GOVERNMENT SERVICES.
- 25 POINTS STAFF: SCORING WILL EMPHASIZE EXPERTISE, SPECIFIC PROJECT EXAMPLES INCLUDING CDBG, AND VARIETY OF PROFESSIONAL BACKGROUNDS, CERTIFICATIONS, AND SKILLS.
- 30 POINTS EXPERIENCE: SCORING WILL EMPHASIZE DIRECT PROGRAM EXPERIENCE AND SUCCESS WITH A VARIETY OF PROGRAMS INCLUDING CDBG.
- 20 POINTS APPROACH AND LEVERAGING STRATEGY: SCORING WILL EMPHASIZE PROJECT APPROACH AND PROVEN LEVERAGING STRATEGIES IMPLEMENTED AND/OR MANAGED BY THE TEAM FOR LOCAL GOVERNMENT CLIENTS INCLUDING CDBG.
- 10 POINTS REFERENCES: SCORING WILL EMPHASIZE QUALITY OF REFERENCES.
- 5 POINTS FEES: SCORING WILL EMPHASIZE PROPOSED FEE, RATES, AND LEVEL OF SERVICE IN RELATION TO PROPOSED FEES.

The previous criteria are shown in the required format. For a proposal to be eligible, the format must be strictly adhered to. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Jefferson County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the

event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked *above* the other firm or firms involved in the tie. In compliance with the Florida Sunshine Amendment and Code of Ethics, Jefferson County strictly enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor 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. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to Mr. Parrish Barwick, County Coordinator, 445 West Palmer Mill Road, Monticello, FL 32344, (850) 342-0287 and not to (other) committee members or elected officials.

Jefferson County reserves the right to request clarification of any information submitted by proposers. The Commission, 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. CDBG and other program contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies. Ranking and contracting for each service will be done separately.

Consultants shall submit one (1) original and *five* (5) copies of their proposal response to the above-referenced contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 4:00 p.m. on _____, 2013. To facilitate effective evaluation by the County, proposals shall be limited to a total of 50 pages. MBE/WBE/DBE certification(s), statement on Public Entity Crimes, other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Proposals that exceed this length will be considered non-responsive and will not be evaluated. Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the County, proposers may be asked to *give* a short presentation/interview as part of the selection process. Jefferson County supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

Jefferson County, Florida
Program Administration Services
FFY 2014 Community Development Block Grant and Other Related Programs

Jefferson County requests proposals from individuals or firms to provide services for grant/loan funded projects for community and economic development in the 2014 Fiscal Funding Year. At least one Florida Small Cities Community Development Block Grant will be sought for the 2014 application year. The County anticipates applying for a \$700,000 Florida Small Cities Community Development Block Grant (CDBG) Regular Category grant in one of the following areas: Neighborhood, Housing or Commercial. Similarly, additional services may be included in the project(s) on an ongoing basis to be covered by other public grant/loan funding sources at the discretion of the County Commission. Additional information concerning the proposed services being requested and the ranking criteria to be used to evaluate the proposals may be obtained from **Parrish Barwick, County Coordinator, by calling 850-342-0287 or email pbarwick@jeffersoncountyfl.gov**. One (1) original and five (5) copies of sealed proposals, marked "SEALED PROPOSAL FOR GRANT SERVICES", must be received by 12:00 Noon (EST) on _____, 2013, at the Jefferson County Coordinator's Office located at 450 West Walnut Street, Monticello, FL 32344, Attn: Parrish Barwick. Jefferson County supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.

