

Calhoun County
Request for Proposals for Grant Application, Administration and Engineering Services

The Calhoun County Board of County Commissioners requests proposals to provide application, administration and engineering services, for the County's FFY 2021 and/or 2022 CDBG grant(s). A Neighborhood Revitalization, Housing or Commercial Revitalization Small Cities CDBG grant will be submitted for FFY 2021. If the FFY2021 grant is not awarded, the County will submit another application for FFY 2022 funds in one of those 3 categories. The County may also apply for one or more CDBG grants in the Economic Development category if an appropriate project arises.

Application services shall include but not be limited to providing guidance regarding selecting and defining appropriate grant projects/categories, completing application forms and attachments, assistance with public participation, etc. Administration services shall include, but not be limited to reviewing and developing necessary policies and procedures, developing and administering the program(s), conducting environmental review(s), coordinating with all funding agencies, developing and administering contract(s), tracking and managing program funds in compliance with program guidelines, and providing reports and technical assistance. Engineering services will include conceptual designs and opinions of costs, survey as necessary, design, permit application(s), construction contract bidding and award, services during construction, inspection services, and other additional services if required.

Proposals may be submitted for one or more services, for one or more projects/grants. Evaluation and contracts for each service and grant shall be separate as applicable.

Administration and Application Services proposals shall be evaluated separately, using the following criteria:

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| 1. Successful Experience with Florida Small Cities CDBG* | (25 points) |
| 2. Management and Staff Qualifications, Availability | (20 points) |
| 3. Understanding of Local Needs and Approach to Project | (20 points) |
| 4. Reputation and Client References | (20 points) |
| 5. Certified Minority/Woman Owned Business | (10 points**) |
| 6. Fee and Proposed Fee Basis | (5 points) |

Engineering Services proposals shall be evaluated using the following criteria:

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| 1. Successful Experience with Florida Small Cities CDBG or other as applicable* | (25 points) |
| 2. Management and Staff Qualifications, Availability | (20 points) |
| 3. Understanding of Local Needs and Approach to Project | (20 points) |
| 4. Reputation and Client References | (25 points) |
| 5. Certified Minority/Woman Owned Business | (10 points**) |

*Proposals for non-CDBG projects should include experience with such projects, but such experience may not be applicable to CDBG. ** W/MBE participation of subcontractors may be pro-rated for a maximum of 7 points).

Questions shall be directed to Juanice Wengerd, Contracts and Grants Administrator, telephone 850-674-3966, or jwengerd@calhouncountygov.com. The County reserves the right to request clarification of any information submitted by proposers, and with suitable basis, also reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. Contracts may be subject to grant awards and release of funds by respective funding agencies.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

Proposals are due by **1 P.M. (CST)** on **Tuesday, November 2, 2021**. Submit one original and one digital copy to the Calhoun County Clerk of Court, 20859 Central Avenue East, Room 130, Blountstown, FL 32424, in a sealed package marked: "SEALED PROPOSAL FOR CDBG GRANT SERVICES". Late proposals will not be considered. Proposals will be opened publicly **Tuesday, November 2, 2021 at 2:00 PM (CST)** and evaluated by the County Commissioners at a later date. Calhoun County is an equal opportunity employer and procurer.