



City of Quincy

Request for Proposals for Grant Administration and Professional Engineering Services

The City of Quincy requests proposals to provide administration and engineering services for the City's \$2,949,437 CDBG DR Hometown Revitalization Grant, and potential administration and engineering services for the City's CDBG Small Cities, CDBG-CV, CDBG-DR General Infrastructure Grant and CDBG MIT Grant.

Administration services shall include, but not be limited to reviewing and developing necessary policies and procedures, conducting environmental review(s), coordinating with DEO, developing and administering contract(s), tracking and managing program funds in compliance with program guidelines, fair housing activities, and providing reports and technical assistance.

Engineering services will include design and permitting services, construction contract bidding and award, services during construction, inspection services, and other additional services if required.

Proposals may be submitted for one or both services, however if submitting for both services each proposal shall be submitted separately. Evaluation and contracts for each service shall be separate as applicable.

Administration Services proposals shall be evaluated using the following criteria:

1. Successful Experience with Florida Small Cities CDBG (25 points)
2. Management and Staff Qualifications, Availability (25 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 (5 points for prime, max 3 points for sub)
6. Fee and Proposed Fee Basis (5 points)

Engineering Services proposals shall be evaluated using the following criteria:

1. Successful Experience with Florida Small Cities CDBG (25 points)
2. Management and Staff Qualifications, Availability (25 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 (5 points for prime, max 3 points for sub)

Questions shall be directed to Juanita Brunson, Purchasing Agent at jbrunson@myquincy.net. The City 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 are subject to the City of Quincy's execution of a funding agreement with DEO and DEO's release of funds.

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 3:00 p.m. (eastern) on November 14, 2022. Submit one original and five copies to the City of Quincy, 404 W Jefferson St., in a sealed envelope, appropriately marked: "SEALED PROPOSAL FOR CDBG GRANT ADMINISTRATION SERVICES" or "SEALED PROPOSAL FOR CDBG GRANT PROFESSIONAL ENGINEERING SERVICES". Late proposals will not be considered. Proposals will be opened in a special meeting at Quincy City at 3:00 p.m. (eastern) on November 14, 2022, and subsequently evaluated and ranked by the Quincy City Commission. The City of Quincy is an equal opportunity employer and procurer.

