

City of Waldo
Request for Proposals for Grant Administration and Engineering Services

The City of Waldo (City) requests proposals to provide administration and engineering services for the City's Neighborhood Revitalization CDBG 18DB-OM-03-11-02-N27 in the amount of \$600,000. The project involves water line replacement and sanitary sewer lift station upgrades.

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 for this project will include but not be limited to topographical surveying, testing, engineering design, permitting, bidding, construction administration, resident observation services, any services required to incorporate UNMET NEED portions and satisfactorily close the project.

Proposals may be submitted for one or both services. Evaluation and contracts for each for service and grant shall be separate as applicable.

Administration Services proposals shall be evaluated using the following criteria:

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 (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:

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)

Questions shall be directed to Kim Worley, City Manager, telephone 352-468-1001 or kim@waldo-fl.com. 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 may be subject to 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 2:00pm on Tuesday May 29, 2018. Submit one original and 7 copies to City Manager Kim Worley, City of Waldo, Post Office Drawer B, 14655 Kennard Street, Waldo, FL 32694, in a sealed package marked: "SEALED PROPOSAL FOR CDBG SERVICES". Late proposals will not be considered. Proposals will be opened after the submission deadline. The City of Waldo is an equal opportunity employer and procurer.