



Legislation Text

File #: 20-0719, Version: 1

MOTION TO APPROVE THE FINDINGS AND RECOMMENDATION OF THE EVALUATION COMMITTEE AND TO AWARD RFQ PL-20-01 "GRANT ADMINISTRATION FOR COMMUNITY REDEVELOPMENT PROJECTS" TO COMMUNITY REDEVELOPMENT ASSOCIATES OF FL, INC. AND TO DIRECT THE CITY MANAGER TO NEGOTIATE A CONTRACT FOR SERVICES.

PROCUREMENT PROCESS TAKEN:

- *Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."*
- *Section 35.15 defines a Request for Qualifications as "A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The city may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."*
- *Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."*
- *Section 35.21(A) of the City's Code of Ordinances is titled "City Commission Approval."*
- *Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."*

SUMMARY EXPLANATION AND BACKGROUND:

1. On June 17, 2020, the City Commission authorized the advertisement of RFQ PL-20-01 "Grant Administration for Community Redevelopment Projects".
which was advertised on June 23, 2020.
2. The purpose of this solicitation was to seek qualification statements from firms to supply Grant Management, Administration and Implementation for Community Redevelopment Projects.
3. On July 28, 2020 the City opened two (2) proposals from the following vendors:

Vendor Name

Community Redevelopment Associates of FL Inc.
TAJ LLC.

4. On September 24, 2020 the City convened an evaluation committee to evaluate the qualifications of the proposers based on the weighted criteria provided for in the RFQ documents and listed below:

- Firm Qualifications and Experience (35 points)
- partner, Supervisory and Staff Qualifications and Experience (35points)
- Similar Engagements With Other Government Entities (32.5)
- Veteran Owned Small Business Preference (2.5 points)

5. At the September 24, 2020 meeting, the evaluation committee ranked the vendors as shown below:

Rank	Vendor Name
1	Community Redevelopment Associates of FL Inc.
2	TAJ LLC

6. Based on the scoring results, the evaluation committee unanimously approved a motion to recommend the City Commission to award RFQ PL-20-01 "Grant Administration for Community Redevelopment Projects" to the first ranked vendor, Community Redevelopment Associates of FL Inc., and to direct the City Manager to negotiate a contract for services.

7. Community Redevelopment Associates of FL Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

8. Request Commission to approve the findings and recommendation of the Evaluation Committee and to award RFQ PL-20-01 "Grant Administration for Community Redevelopment Projects".
to Community Redevelopment Associates of FL Inc. and to direct the City Manager to negotiate a contract for services.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: No cost to the City, funds paid to the awarded vendor will be provided through grant funding.