

**CITY OF FLORIDA CITY
REQUEST FOR PROPOSALS
2008 Supplemental CDBG Appropriations
Robert T. Stafford Disaster Relief and Emergency Assistance Act
PROJECT MANAGEMENT AND ENGINEERING SERVICES**

The City of Florida City, Florida requests proposals from individuals or firms to provide Project Management and/or Engineering Services for a project funded by the 2008 Supplemental CDBG Appropriations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Miami-Dade County received a disaster recovery initiative grant from the State of Florida (#10DB-K4-11-23-01-K-23) and has subgranted \$492,344 to the City of Florida City. Funding will be used for drainage improvements in the Friedland Manor neighborhood and surrounding areas.

Procurement and contracting will follow CDBG-DRI regulations. Certain federal and state requirements (such as employment opportunity provisions) will apply to this contract. Project Management Services will include complete project management, oversight, reporting, and closeout for the project in compliance with the CDBG Implementation Manual as required by Chapter 290 Florida Statutes, Rule 9B-43 Florida Administrative Code (F.A.C.), and all other applicable State and Federal Rules and Regulations. Engineering Services will include a needs and feasibility investigation, surveying, testing, design, cost estimate, permitting, bidding oversight, construction phase services, construction observation, and closeout.

Proposals for one or more of these services will be considered on an equal competitive basis. Qualifications for each service must be submitted separately. Proposals for both Project Management and / or Engineering Services will be evaluated separately from the other services using the following criteria:

Project Management Services

- | | |
|--|-----------|
| 1) Firm History and Qualifications of Management Team | 20 Points |
| 2) Successful Experience in Small Cities CDBG or like federal projects | 40 Points |
| 3) Approach to the Project Management Tasks to be Performed | 10 Points |
| 4) Project Familiarity or Ability to Quickly Become Familiar | 15 Points |
| 5) Fee | 15 Points |

Proposals for CDBG Project Management Services must indicate a fee with an explanation of the fee basis. Fees must be quoted in such a way to allow evaluation of time and effort for various components of project management.

Engineering Services

- | | |
|---|-----------|
| 1) Firm History and Qualifications of Management Team | 25 points |
| 2) Readiness to Proceed | 15 Points |
| 3) Experience Designing Similar Drainage Facilities | 30 Points |
| 4) Successful Experience in CDBG and like Federally Funded projects | 15 Points |
| 5) Project Familiarity or Ability to Quickly Become Familiar | 15 Points |

Copies of the Request for Proposal package may be obtained by contacting the City Clerk at (305) 247-8221, visiting the City's website at www.floridacityfl.gov/info, or electronically by sending a request to Rick Stauts at craexdir@floridacityfl.gov.

An original and five (5) copies of sealed proposals marked "SEALED PROPOSAL FOR 2008 SUPPLEMENTAL CDBG PROJECT MANAGEMENT SERVICES" AND / OR "SEALED PROPOSAL FOR 2008 SUPPLEMENTAL CDBG ENGINEERING SERVICES" must be received by 5:00 p.m., on July 25, 2011, Attn: Ms. Jennifer Evelyn, City Clerk, City Hall, 404 West Palm Drive, Florida City, FL, 33034. Proposals will be awarded by the City Commission during their Regular Meeting on or before August 9, 2011. There will be no presentations. The City reserves the right to reject any or all proposals and to award contract(s) in the best interest of the City. Contract(s) are subject to grant/loan award and release of funds by the funding agency.

**EQUAL OPPORTUNITY EMPLOYMENT/DRUG FREE/
FAIR HOUSING/HANDICAP ACCESS JURISDICTION**

LEGAL NOTICE

Miami Herald June 24, 2011

South Dade News Leader June 17, 2011