

TOWN OF PEMBROKE PARK
REQUEST FOR QUALIFICATIONS

RFQ NO. 2016-04

GRANT WRITER, SPECIAL PROJECTS COORDINATOR
AND STATE LEGISLATIVE ADVOCATE

The Town of Pembroke Park, hereinafter referred to as the Town, is soliciting proposals to retain a Consultant(s) to assist the Town in researching and identifying potential grant opportunities and to provide strategic grant writing services associated with the completion and submission of grant applications including Technical Assistance and Program Administration services, coordinate all aspects of the community events produced by the Town, and provide state lobbying services to represent the Town's interest before the state of Florida Legislature at its committees and before the Executive Branch of the state of Florida government.

The Town reserves the right to enter into non-exclusive agreements with multiple respondents, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the Town. All interested parties must register by email to the RFP contact their name, email address, mailing address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

Sealed proposals must be submitted to the Town by Monday, August 15, 2016 at 3:00 pm. The sealed proposals must be in envelopes clearly marked "Grant Writer, Specials Projects Coordinator, and State Legislative Advocate Proposal". Proposals received after the designated time and date will not be considered. The Town requires that each entity submitting a proposal must provide five photocopies of the entire proposal package, and one electronic copy on a compact disc.

Proposals may be mailed or delivered to: Town Clerk, Town of Pembroke Park, 3150 SW 52nd Avenue, Pembroke Park, Florida 33023.

Advertisement Date: July 25, 2016 and August 1, 2016

Due Date: August 15, 2016 @ 3:00 p.m.

Pre-proposal Meeting: n/a

Contact: Todd Larson, Public Works Director
3150 Southwest 52nd Avenue
Pembroke Park, FL 33023
tlarson@townofpembrokepark.com
(954) 966-4600 extension 238

Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately. The Town supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Disability Accessibility.

A. Grant Writer

I. GENERAL SCOPE OF WORK:

The Town of Pembroke Park recognizes that obtaining grant funding is a critical and important function to enable the Town to leverage local public funds to help the Town find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects. Town is seeking a Consultant to assist the Town researching and identifying potential grant opportunities and to provide strategic grant writing and administration services associated with the completion and submission of grant funded projects.

The types of improvements the grant funding may be utilized for include, but may not be limited to sanitary sewer system improvements, storm water drainage improvements, streetscape improvements, the development of public off street parking, community facility and other public improvements.

Procurement and contracting for all services shall conform to state and when appropriate, federal guidelines as well as the state and when appropriate federal regulations. All records shall be maintained in accordance with state and when appropriate federal record keeping requirements.

Technical Assistance and Program Administration services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, coordinating any property or easement acquisition to meet Uniform Relocation Act compliance when required, managing any bid/contract grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:

1. **Funding Needs Analysis/Strategic Outreach.** Work with Town staff to review grant needs identified by Town departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist Town staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the Town's funding request.
2. **Grant Funding Research.** Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the Town's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; health and human services; housing programs; infrastructure (i.e. storm, potable water, sanitary sewer, streets) development and maintenance; technology; parks, recreation and trail development. On a quarterly basis, provide the Town with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.

3. **Grant Proposal Development and Review.** Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the Town, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the Town. Fees for grant applications prepared by the Consultant annually will be negotiated on a case by case basis.
4. **Annual Report.** Provide an annual summary of grants Town has applied for with the grant writer's assistance and the outcome of each grant request.

B. Special Projects Coordinator

I. GENERAL SCOPE OF WORK

1. The Town hosts a variety of events each calendar year for the benefit of the Town residents and other persons in the community. The Town strives to produce events which are educational, entertaining and develop a strong sense of community.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES

1. The Special Projects Coordinator services shall include, but are not limited to: coordination of scheduling events with Town staff, selection of appropriate entertainment and activities at Town events, selection of vendors, entertainment and other participants for Town events, solicitation of sponsors for Town events to provide in-kind services or financial contributions to defray event expenses, and preparing advertisement and promotional packages for Town events for print and other media outlets.

C. State Legislative Advocate

I. GENERAL SCOPE OF WORK

1. Town is seeking a qualified consultant to provide state lobbying services to represent Town's interest before the State of Florida Legislature and its committees and before the Executive Branch of the State of Florida government.

II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES

1. Consultant must work on behalf of Town on issues coming before the State Legislature in the following manner:
 - Review on a continuing basis all existing and proposed State policies, programs, and legislation. Identify those issues that may affect Town or its citizens, and regularly inform Town as to these matters.
 - Assist the Town Commission and Town staff in the coordination and development of Town's legislative program. These issues may include: public safety, law enforcement, business attraction and retention, annexation issues, infrastructure improvements, telecommunications, transportation, economic development, revenue enhancement, mandates and other issues.
 - Monitor state legislative committee meetings, state agency hearings and meetings prior to and during the regular and special legislative sessions at which specific issues within the Town's adopted legislative program are considered, as well as others that may arise that affect the Town.
 - Develop and evaluate strategy for the support, opposition or amendment of pending legislation.
 - Testify and represent the Town before the Legislature, Governor and Cabinet as necessary on behalf of the Town, during the annual legislative session, extended or special sessions and at the

- legislative committee meetings and meetings of the Broward County Legislative Delegation.
- Appear and testify before state agency hearings, rule making proceedings and other administrative agency or legislative meetings, as required, to promote, oppose and seek passage of legislation affecting the Town or its citizens, and specific legislation contained in the Town's legislative program.
- Upon request, prepare briefings, reports and information bulletins pertinent to any legislation, rules, or regulations, and other state policies or programs that affect the Town and its citizens either directly or indirectly.
- Upon request by the Town, assist the Town in coordinating applications and obtaining State permits and grants. The Contractor is not expected to prepare permit or grand applications.

III. MINIMUM QUALIFICATIONS

1. The Consultant must be actively in business performing the requested services for at least the past two (2) years.
2. The Consultant must have a minimum of two (2) years of experience writing and/or administering Federal and/or State government grant and/or loan programs, event planning and development, and state legislative services.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in writing and/or administering State and/or Federal grant and/or loan programs.
4. The Consultant must have a minimum of two (2) years of experience writing grant and/or loan proposals.
5. The Consultant must have experience in organizing public events for municipalities or other groups.

IV. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score.

1. Demonstrated knowledge of grant funds availability, funding for special events, and legislative appropriations for municipalities – **15 points**
2. Demonstrated proficiency in obtaining positive results for similarly situated municipalities in the State Legislature – **15 points**
3. Demonstrated capability of proposed project management team – **15 points**
4. Firm years of experience in the grant writing field, special event promotion, and state legislative advocacy – **20 points**
5. Number of local government reference letters provided (only one reference letter may be provided from each community. Reference letters must be dated 2012 or later) – **20 points**
6. Quality of local government reference letters provided – **15 points**

The highest ranked firm shall be determined by a tally of the total number of points given to each firm by each review selection committee member. If the Town determines that multiple grant consultants is in the best interest of the Town, respondents will be ranked based upon their previous performance obtaining and administering specific grant programs for similarly situated local governments including but not limited to; USDA, DEO, US EPA, FDEP DHR and FHC. The selection process shall be open to the public and records maintained in accordance with all grant requirements.

V. CONTRACT

It is the Town's intent to enter into a three (3) year contract with the highest ranked Consultant(s) with an option to renew the Contract for two additional one (1) year terms for a total maximum contract period of five (5) years. Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number two ranked firm and so on. Procurement and contracting of all services shall conform to state, and federal regulation guidelines. The Town reserves the right to enter into contracts with multiple respondents.

6. RFP REQUIREMENTS

1. Proposal to be provided in the order below:

- a. Cover letter / statement of interest *including e-mail address of person to be notified of award*, manually and duly signed by an authorized corporate officer, principal, or partner. Include physical address of primary proposer. *(2 page limit)*
 - b. Provide an outline of your experience with grant writing services, special event coordination and legislative advocacy to include at a minimum the following. *(10 page limit)*
 - Number of years the firm has been in business
 - Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past two (2) years.
 - Examples of successful proposals in the areas listed in the Scope of Services.
 - A minimum of three (3) references from Cities, Counties or other municipalities/governmental entities for which you have provided grant writing services, special event coordination and state legislative advocacy. Include the name of the organization, brief description of the project, name of contact person and telephone number.
 - c. Provide resumes of individuals who will be assigned to work with the Town including their background, directly related experiences and past successes *(1 page limit per person)*
 - d. Provide a detailed description of how your organization will perform the following grant writing services. *(5 page limit)*
 - Funding needs analysis/strategic outreach
 - Grant funding research
 - Grant proposal development and review
 - Organize and produce special events
 - Perform state legislative lobbying
2. Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered. One (1) paper original, three (3) copies and one (1) electronic copy of submittal on CD in PDF format to be submitted. Paper submittal shall be bound by either wire bound or ring binder. Submittals will not be evaluated on the aesthetic of the package.
3. The Selection Committee will evaluate the proposals and may require some or all of the Respondents to provide additional information in the form of a presentation and question and answer session with the Committee.
4. Other Required Documents:
- Proposers Certification (Attachment A)
 - Public Entity Crimes Statement (Attachment B)
 - Drug Free Workplace Certification (Attachment C)
 - Insurance Proof

7. RFP REQUIREMENTS

- MBE/WBE/DBE Certification (if applicable)

1. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the Town of Pembroke Park. The Town is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Florida Sunshine Amendment and Code of Ethics, the Town strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any Town employee, including any member of the Town Commission, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The Town supports a drug-free work place. Evidence of a drug-free work place policy is required. The Town does not allow for collusion among bidders, suppliers, subcontractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal 'that no collusion has taken place during the RFP process with any other RFP interested parties.' The Town does not allow for lobbying of selection committee members or Town Commission members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until the Commission hears the recommendation as to the top ranked firm(s) and contracts are executed. The Town supports Section 3 and MBE hiring.
2. The Town requires general liability insurance as follows, and is required to be in place by the time of contract: Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under the Insurance Tab.
3. During the RFP process, questions or requests for additional information concerning this RFP shall be submitted in writing to Todd Larson, [email: tlarson@townofpembrokepark.com](mailto:tlarson@townofpembrokepark.com) and not to (other) selection review members or elected officials and shall be in written email format. The Town reserves the right to request clarification of any information submitted by firms or individuals. The Town Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. Violation of any of these requirements can be grounds for rejection of a proposal.
4. The Town reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the Town. Cost of the submittals is considered an operational cost of the Respondent and shall not be passed on to or borne by the Town. All submittals shall become public records upon receipt by the Town.
5. Submittals may be withdrawn prior to due date by written request dispatched by the Vendor and received by the Town Clerk before the time for receiving Submittals has expired.
6. The Town reserves the right to request clarification of information submitted and to request additional information of one or more Respondent after the deadline for receipt of Submittals.
7. Costs for preparation of a response to this request are solely those of the Vendor and the Town assumes no responsibility for any such costs incurred by the Vendor. The Town will

not be liable for any costs incurred by the Vendor prior to execution of the contract by the parties.

8. Submittals shall be on letter sized paper and shall be printed with a minimum 12 point font.
9. Respondents are instructed NOT to fax or email their submittal. Faxed or emailed submittals shall be rejected as non-responsive.
10. The Respondent understands that this RFP does not constitute an agreement or contract with the Respondent. Town contracts are awarded only when a fully executed written agreement has been returned to the Respondent by the Town.

ATTACHMENT "B"

**TOWN OF PEMBROKE PARK, FLORIDA SWORN STATEMENT UNDER F.S. SECTION
287.133(3) (A), ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Contract for _____
_____.
2. This sworn statement is submitted by (entity) _____ whose business address
is _____ and (if applicable) Federal Employer Identification
Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include
the last four (4) digits of your Social Security Number: _____.)
3. My name is _____ and my relationship to the entity named above is
_____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g), Florida Statutes,
means a violation of any state or federal law by a person with respect to and directly related to the
transaction of business with any public entity or with an agency or political subdivision of any other
state or with the United States, including, but not limited to, any proposal or contract for goods or
services to be provided to any public entity or any agency or political subdivision of any other state
or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering,
conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida
Statutes, means finding of guilt or a conviction of a public entity crime with or without an
adjudication of guilt, in any federal or state trial court of records relating to charges brought by
indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a
plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity
and who has been convicted of a public entity crime. The term "affiliate" includes those
officers, directors, executives, partners, shareholders, employees, members, and agents who are
active in the management of an affiliate. The Town of Pembroke Park, Florida ownership by one
of shares constituting a controlling income among persons when not for fair interest in another
person, or a pooling of equipment or income among persons when not for fair market value
under a length agreement, shall be a prima facie case that one person controls another person.
A person who was knowingly convicted of a public entity crime, in Florida during the preceding
36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
 - The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
 - The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

Name (Print)

Signature Date:

STATE OF FLORIDA

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ____ day of _____, 2016, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT "C"

TOWN OF

PEMBROKE PARK

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction, require a fine or require satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER(S): _____

SIGNATURE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

EMAIL: _____