

**REQUEST FOR PROPOSALS  
CITY OF KEY COLONY BEACH**

Consulting Services for  
**DISASTER RECOVERY AND FEMA PUBLIC ASSISTANCE**  
Associated with Damage Sustained by  
**HURRICANE IRMA**

**RFP 2018 Irma**

The City of Key Colony Beach is accepting competitive proposals from qualified consultants to provide **Consulting Services for Disaster Recovery and FEMA Public Assistance** associated with damage sustained by Hurricane Irma. These consulting services shall be performed in accordance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

The intent of this Request for Proposal (RFP) is to obtain sealed proposals from qualified and experienced consultants who are interested in assisting the City of Key Colony Beach with Disaster Recovery efforts and FEMA Public Assistance preparation, reporting, and other consulting services associated with damage sustained as a result of Hurricane Irma. The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, federal procurement guideline, and FEMA requirements.

The City will receive proposals at the location stated below until **3:00 p.m. on April 23, 2018.** Submittals received after this deadline will not be considered.

The complete submittal consisting of **1 original, 1 copy and 1 color pdf (cd or thumb drive)** must be delivered to City Hall in a sealed package, clearly marked on the outside **RFP 2018 Irma** and addressed to:

City of Key Colony Beach  
Attn: Chris Moonis, City Administrator  
RFP 2018 Irma  
P.O. BOX 510141, 600 WEST OCEAN DRIVE  
KEY COLONY BEACH, FL 33051-0141

Hand delivered submittals shall be taken to the City Administrator's office at the above address. To receive a copy of this Request for Proposal (RFP) or for information concerning this RFP, including specific requirements and evaluation criteria, please visit [www.keycolonybeach.net](http://www.keycolonybeach.net). Or contact, the City Administrator at (305) 849-0273 or [cmoonis@keycolonybeach.net](mailto:cmoonis@keycolonybeach.net).

The CITY OF KEY COLONY BEACH reserves the rights to negotiate with any or all firms submitting proposals. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to submit qualifications and firms using subcontractors must solicit such firms in the subcontracting process.

The CITY OF KEY COLONY BEACH is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

1.0 INTENT:

The intent of this Request for Proposal (RFP) is to obtain sealed proposals from qualified and experienced consultants who are interested in assisting the City of Key Colony Beach with Disaster Recovery efforts and FEMA Public Assistance preparation, reporting, and other consulting services associated with damage sustained as a result of Hurricane Irma. The selected consultant must have knowledge of and provide all services in full compliance with all applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements.

Please follow the instructions in the RFP Response Requirements Section.

The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

The Successful Respondent(s) will be awarded a contract effective from the date of award or notice to proceed as determined by the City of Key Colony Beach.

2.1 PROJECT

SUMMARY

Introduction:

The City of Key Colony Beach is located in Monroe County, Florida, and received a Federal Declaration of Disaster due to Hurricane Irma.

Work under this contract is expected to include, but not be limited to the following:

- Provide assistance to the City with regard to disaster recovery efforts and compliance with applicable local, State, and Federal laws, regulations, executive orders, and FEMA requirements;
- Provide guidance in recovering reimbursement for the repair/replacement of the loss of critical infrastructure;
- Collaborate with City staff and other City consultants on project formulation, including damage assessments, information gathering, project development, preparation of project worksheets, and other project submittals to the Florida Division of Emergency Management (FDEM) and/or the Federal Emergency Management Agency (FEMA);
- Assist with the management of FEMA-administered and/or other Federal grants and FDEM and FEMA and/or other Federal grants;
- Develop Hazard Mitigation Strategies and Proposals, as appropriate;
- Assist with the submission of first and second appeals to FEMA, as appropriate;

- Assist City staff with the development of procurement packages for professional services that align with the Federal grant program requirements;
- Coordinate and interface with engineering and design efforts for repair and/or construction of damaged facilities and infrastructure that will comply with FEMA eligibility and cost reasonableness determinations. Provide oversight of repair/construction efforts to ensure work complies with applicable Project Worksheets and related FEMA Public Assistance grant requirements and guidelines;
- Assist City in establishing pragmatic document control, establishing a file retention system and data management processes to ensure disaster records are complete and ready for audit; and
- Assist City with the closeout of Projects, including preparing and review of final closeout packages for completed work for compliance with federal grant program requirements.

Minority/Women (M/WBE) Participation: If Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If Proposer is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451. 8.

Subcontractors: Any subcontracts issued under this contract must comply with the necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR200.321. Note: The use of any Contractor, or Sub-Contractor, that has been declared debarred by the Office of Federal Contract Compliance Programs (OFCCP) is prohibited. A complete list of federally disbarred contractors can be found at [www.sam.gov](http://www.sam.gov). It is the sole responsibility of the Consultant to ensure that any subcontractor(s) or subconsultant(s) are in good standing with the OFCCP and not on the debarment list.

### 3.1 RFP RESPONSE REQUIREMENTS:

- A. Requesting the RFP document: To receive RFP documents, please download the documents directly from the City of Key Colony Beach's website [www.keycolonybeach.net](http://www.keycolonybeach.net) or contact Chris Moonis, City Administrator at (305) 849-0273 or [cmoonis@keycolonybeach.net](mailto:cmoonis@keycolonybeach.net).
- B. Any questions can be emailed to [Chris Moonis, cmoonis@keycolonybeach.net](mailto:Chris Moonis, cmoonis@keycolonybeach.net) until 10:30 a.m. on April 13, 2018. Any Addenda to this RFP will be posted on the City's website and emailed to those firms which have notified the City Administrator of their intention to submit a proposal. It remains the sole responsibility of the offering firm to contact the City of Key Colony Beach prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and acknowledge any addenda with each proposal.
- C. Preparation and Format: Proposals should be prepared in a clear and concise manner to meet the requirements of the RFP. Proposals must be signed by an authorized representative or contracting agent of the firm. The Respondent shall include pricing for additional anticipated labor categories, including other non-labor related project costs.

D. Proposal Delivery:

Proposals are due no later than **3:00 p.m. on April 23, 2018.** The complete submittal, consisting of **1 original, 1 copy and 1 color pdf** (cd or thumb drive) of the proposal must be delivered to City Hall in a sealed package, clearly marked on the outside **RFP 2018 Irma** and addressed to:

City of Key Colony Beach  
Attn: Chris Moonis,  
City Administrator  
RFP 2018 Irma  
P.O. BOX 510141, 600 West Ocean Drive  
KEY COLONY BEACH, FL 33051-0141

Hand delivered submittals shall be taken to the City Administrator's office at the above address.

4.1 MINIMUM RFP RESPONSE REQUIREMENTS:

Please submit the following information with your Proposal:

- a. Cover letter with the name, address, phone number, fax number, and email address of the person or firm submitting the proposal. Provide the name of the project manager/ primary contact person and person authorized to contract for the firm.
- b. In order to demonstrate the Respondent has sufficient qualifications, resources and experience to provide the Services under this RFP, please provide the following information:
  - A brief history of the firm or firm's team and an overview of the 'Respondent's experience indicating resources, understanding, qualifications, background, etc., in providing the services related to Disaster Recovery and FEMA Public Assistance experience, including:
    - How many and which FEMA regions have you performed in?
    - What is the approximate number of Public Assistance grants you worked with?
    - Describe your specific experience and magnitude of work with municipalities and within the State of Florida.
    - Identify the key individual(s) who will be working on this project and summarize his/her qualifications and experience. Provide resumes of all key

individuals.

- Identify the head office of the Respondent and, if different, the location of the Respondent's office in the region. If the Respondent is proposing a team arrangement, identify the locations of the head and local offices of the lead team member.
- c. Discuss recent experience of the Respondent which demonstrates current capacity to provide the services requested in this RFP.
  - d. Describe the benefits that the City will realize in selecting the Respondent's firm or team for his project. Benefits may include unique or specialized processes or organization, staff qualifications, capabilities, specialized experience, best practices or other factors that distinguish the Respondent from other Respondents.
  - e. Discuss additional scope of work items which are not mentioned in the Project Summary that, based upon your experience, will be of great assistance to the City in its disaster recovery efforts.
  - f. Briefly summarize any other appropriate factors, not already provided in response to the questions and requests listed herein, about the Respondent's qualifications that are relevant to the consideration of the Respondent for this Project.
  - g. Provide at least three (3) references for which Respondent has performed similar services within the last five (5) years. If available, these references should be within the State of Florida. Provide at least one (1) reference directly related to your experience working with municipalities.
  - h. Discuss your internal training program to keep up with current regulations and knowledge and of State and Federal laws, State and Local emergency agencies, state and federal programs, funding sources and reimbursement processes.
  - i. List of ALL current contracts underway as a result of Hurricane Irma.
  - j. Provide a summary of any litigation, claim(s), or contract disputes filed by or against the Respondent in the past five (5) years which is related to the services that Respondent provides in the regular course of business. State if there are NO litigation claim(s) or contract dispute(s) filed by or against the Respondent in the past five (5) years.
  - k. Project Approach/Plan: Explain the Respondent's understanding of the project and outline the Respondent's proposed approach to completing the anticipated scope of work.
  - l. Provide a statement of the firm's current bonding capabilities and Certificate(s) of Liability insurance and Workers Compensation.
  - m. Proposed Compensation: Submit hourly rates for services including rates by position.

Include a brief description of the duties, tasks, and anticipated level of participation of key positions listed in the rate schedule. The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

- n. Cost Center Tracking: The services provided under this contract should be eligible for reimbursement as a direct administrative cost (reference Disaster Assistance Policy DAP9525.9, Section 324 Management Costs and Direct Administrative Costs and Recovery Policy 9525.14, Grantee Administrative Costs). To maximize City's ability to recover the cost of services provided under this contract, the Firm shall track time on a project by project basis. Invoices submitted to the City for payment must reflect this project by project breakdown and must provide sufficient backup documentation to ensure reimbursement eligibility.
- o. Financial Stability: If requested by the City during a contract negotiation phase, provide information substantiating the firm's credit worthiness, assets and exposures, bonding capabilities, and any litigation in the past five years regarding financial considerations. The City desires a certain level of confidence that the selected firm is operating a highly sustainable business.
- p. Minority/Women (M/WBE) Participation: If Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If Proposer is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.
- q. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list may not transact business with any public entity in excess of the threshold amount provided in Section 287.017. Proposers must be in compliance with Section 287.133, Florida Statutes. Proposers must submit the Sworn Statement Form, included in this RFP as Attachment B with their Response.
- r. The Proposer must include in its Response, the Non-Collusive Affidavit, included in this RFP as Attachment C. Failure by the Proposer to submit this affidavit will result in the Response being deemed non-responsive.
- s. DRUG-FREE WORKPLACE FORM: Any person submitting a bid or proposal in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM, Attachment D and submit it with his bid or proposal. Failure to complete this form in every detail and submit it with the bid or proposal may result in immediate disqualification of the bid or proposal.

5.0 TERMS OF CONTRACT: The City reserves the right to negotiate and revise stated contract terms and conditions prior to the Firm and City executing an agreement. The firm shall serve at the pleasure of the City and be subject to removal, with or without cause, at any time during the term of the service agreement by giving thirty (30) days written notice to the other party.

6.0 Public Records: Public Records Proposer understands that the Response is a "public record",

and the public will have access to all documents and information pertaining the Response and the RFP, subject to the provisions of Chapter 119, Florida Statutes. The Proposer, by submitting a Response, acknowledges that the City may provide public access to or provide copies of all documents subject to disclosure under applicable law. Proposer must claim the applicable exemptions to disclosure as provided by said Florida Statute in its Response by identifying the materials to be protected and the reason why such exclusion from public disclosure meets the requirement of Chapter 119, Florida Statutes, and is necessary and legitimate.

- 7.0 Debarred/Suspended Vendors: An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not submit a Response or contract with a public entity for the construction or repair of a public building. In addition, such entity or affiliate may not perform any work as a supplier, subcontractor, or consultant, or subconsultant under any contract with any public entity, and may not transact business with any public entity. Any Proposer who submits a Response that includes such an entity or affiliate will be deemed non-responsible and the Response will not be considered.
  
- 8.0 Insurance Requirements: The Respondent shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to the City within fifteen (15) days after award of contract, with the City listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Respondent/Proposer. Policies shall be written by companies licensed to do business in the State of Florida and having an agent for service of process in the State of Florida. Companies shall have an A.M. Best rating of VI or better.

<b>Insurance Requirement</b>	<b>Required Limits</b>
Worker’s Compensation	Statutory Limits
Employer’s Liability	\$1,000,000/\$1,000,000/\$1,000,000
General Liability	\$1,000,000 Combined Single Limit
Vehicle Liability \$1,000,000 Combined Single Limit	\$1,000,000 Per occurrence
Professional Liability \$2,000,000 aggregate	\$1,000,000 per occurrence

9.0 EVALUATION CRITERIA:

Criteria	Weight
Experience/Qualifications/References	30
Pricing/Staffing	30
Project Approach/Plan	20
Availability	20

**ATTACHMENT A - PRICE PROPOSAL FORM**

**RFP 2018 Irma**

Respondents shall include job descriptions (that includes required years of experience for entry level) for the positions below with their submittal. The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the City at cost without mark-up. All travel expenses must be pre-approved by the City and cannot exceed GSA RATE.

<b>POSITIONS</b>	<b>HOURLY RATES</b>
Project Executive	\$ _____
Subject Matter Expert	\$ _____
Project Manager	\$ _____
Project Accountant	\$ _____
Senior Closeout Specialist	\$ _____
Closeout Specialist	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____

**OTHER REQUIRED POSITIONS**

Respondents may include other positions not specifically listed above, with hourly rates and attach a job description that includes required years of experience for each position.



**ATTACHMENT B**

**SWORN STATEMENT UNDER SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted for\_\_\_\_\_.
2. This sworn statement is submitted by\_\_\_\_\_.  
Whose business address is:\_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is\_\_\_\_\_. (If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:\_\_\_\_\_)
3. My name is\_\_\_\_\_ and my relationship to the entity named above is\_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Section 287.133(1)(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 of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an 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 Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, 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 Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) 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 ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who

knowingly enters into a joint venture with a person who has been 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 Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the 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, that 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 one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [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.]

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

\_\_\_\_\_  
Type of ID

**ATTACHMENT C  
NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ according to law, on my oath, and under penalty of perjury, depose and say that:

1. I am \_\_\_\_\_

of the firm of \_\_\_\_\_

the bidder making the Proposal for the project described in the Request for Proposal for:

\_\_\_\_\_ and that I executed the said proposal with full authority to do so.

- 2. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/responder or with any competitor.
- 3. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder/responder and will not knowingly be disclosed by the bidder prior to the opening of the responses, directly or indirectly, to any other bidder/responder or to any competitor.
- 4. No attempt has been made or will be made by the bidder/responder to induce any other person, partnership or corporation to submit, or not to submit, a proposal for the purpose of restricting competition.
- 5. The statements contained in this affidavit are true and correct, and made with full knowledge that the City relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

\_\_\_\_\_  
(Signature of Respondent)

\_\_\_\_\_  
(Date)

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

**ATTACHMENT D**  
**DRUG-FREE WORKPLACE FORM**

**RFP- 2018 Irma**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

\_\_\_\_\_  
(Name of Business)

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 violations 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 contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so 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 the statement, I certify that this firm complies fully with the above requirements.

Respondent's Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

