



REQUEST FOR QUALIFICATION (RFQ)

RFQ 0027-17-KM-RC

PROFESSIONAL SERVICES:

Administration of the Permanent Relocation Program

2017

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SECTION 1.0 GENERAL INFORMATION

On behalf of the City of Tallahassee (herein may be referred to “City” or “COT”), Florida, the Procurement Services Office is requesting written Statement of Qualifications (SOQ) from non-profit agencies to administer the Permanent Relocation Program, to relocate low-income households that were removed from dangerous homes as a result of Code Enforcement action or natural disaster into permanent housing. Responding entities will be evaluated in the following areas: experience and ability; past experience; past performance; case management capacity; and fiscal capacity. The firm should demonstrate experience in the following areas: emergency responsiveness, client eligibility determination, relocation services, and case management.

SECTION 2.0 SCOPE OF SERVICES/PROJECT DESCRIPTION

Overview

The City of Tallahassee funds a Permanent Relocation program with its federal Community Development Block Grant (CDBG). The City is seeking an entity to administer the Permanent Relocation Program. The entity must have an office location within the City limits of Tallahassee. The Permanent Relocation Program assists households that were evicted or removed from their homes due to code enforcement action. The City’s Code Enforcement Division condemns buildings that are unsafe for households to inhabit within the City limits. If a low-income household is required to move as a result of code enforcement action, they may be eligible for relocation assistance to a new housing unit within the City. Eligible services include hotel and motel vouchers, security and utility deposits, moving cost assistance, and first month’s rent. The City has \$20,000 available for the Permanent Relocation program and anticipates at least one agency will be awarded a contract to administer the program. At the completion of the initial contract, which time of performance may be extended until the funds are exhausted, if the scope of work has not changed, the City may at its sole discretion, fund a second and third contract for with subsequently programmed funding (with the maximum number of extensions covering two additional allocations of funding).

Scope of Work

The entity contracted to provide relocation services will be responsible to:

- Train all staff to be able to answer questions about the program.
- Respond to requests for assistance and prioritize relocation cases so that households do not experience homelessness.
- Perform screening and intake.
- Determine eligibility using Section 8 income guidelines with pay stubs, bank statements, benefit statements and other documents provided by the client.
- Maintain case files for each client including the City’s condemnation notice, intake forms with demographics, and income information.
- Manage cases to ensure: the household is placed into safe temporary housing (hotel/motel), the household can afford the new permanent housing unit, all relocation needs are met, and Code Enforcement staff has inspected the new housing unit prior to relocation.
- Pay funds directly to the hotel/motel, landlord, utility company, moving company, etc. No funds may be provided directly to clients.
- Maintain records of invoices and submit them to the City of Tallahassee for reimbursement with copies of case file documentation.
- Provide quarterly reports to the City Housing Division.

For each case the following guidelines must be met:

1. It is the intent of the City to provide assistance to households permanently dislocated by code enforcement action up to a maximum of no more than \$4,000 per household for all services provided. The amount of assistance to each household will be determined on a case-by-case basis, as identified by the initial assessment and the evaluation of need.
2. **Hotel/Motel Assistance:** Up to ten days' lodging, preferably in a room(s) with kitchenette accommodations with total cost not to exceed cost guidelines established in the contract.
3. **Rent:** One month's rent paid to the landlord of a unit chosen by the client.
4. **Security Deposit:** If a security deposit is required by the landlord of the new unit chosen by the client, the deposit, not to exceed one month's rent, may be paid to the landlord on behalf of the client along with the first month's rent. In the event Permanent Relocation funds are used for the security deposit and/or rent, the new unit will be subject to inspection.
5. **Utility Deposit:** Paid if required by the City. Attempt shall be made as part of the casework process to have the City Utility Services transfer the client's utility deposit to the new account.
6. **Moving Expenses:** Actual cost of moving personal property to the client's new location may be paid on behalf of the client to the moving company, up to a reasonable maximum based on industry standards.
7. **Housing Inspection:** The City's Code Enforcement staff shall conduct an inspection of the unit selected by the client as replacement housing and certify that the unit meets City Housing Code standards, at a minimum. This service will be provided to the client to ensure City funds are used appropriately.
8. **Fee for Service:** The City and firm will agree upon a reasonable fee for the following services for each client household: housing search and placement, and housing stability case management.

REGULATIONS: All entities submitting proposals should be familiar with City Commission Policy 1100 governing the rules of the program (Attachment B) and the basic rules of the Community Development Block Grant Program:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs.

SECTION 3.0 SCHEDULE OF EVENTS

The proposed time schedule as related to this procurement is as follows:

EVENT	DATE/TIME
Release of RFQ	Thursday, January 19, 2017
Deadline for Questions/Inquiries	Thursday, February 2, 2017, 4:30 pm
SOQ Due Date/Time (Deadline)	Thursday, February 16, 2017, 4:30 pm
Anticipated Scoring/Ranking and Post Recommended Firm	Tuesday, February 28, 2017
Anticipated Award	March 2017

SECTION 4.0 PRE-SUBMITTAL CONFERENCE

No pre-submittal conference will be held for this RFQ.

SECTION 5.0 ACCESS TO MEETINGS

Persons with disabilities requiring reasonable accommodations to attend meetings, please call , **PROCUREMENT SERVICES DIVISION, PHONE: (850) 891-8289, or through FRS TDD at 771** at least forty-eight (48) hours in advance (excluding weekends and holidays). Notice of all public meetings will be posted in the Procurement Services Division, City Hall, 300 S. Adams St, Tallahassee, FL as far in advance of the meeting as possible.

SECTION 6.0 REQUESTS FOR CLARIFICATIONS

ALL questions concerning this RFQ must be directed in writing to **Vida Addison, PROCUREMENT SERVICES DIVISION, PHONE: (850) 891-8289, E-MAIL: vida.addison@talgov.com or through FRS TDD at 771**. All telephone conversations are considered to be unofficial responses and will not be binding. Changes to this RFQ may be made by issuance of an addendum.

SECTION 7.0 STATEMENT OF QUALIFICATION CONTENT REQUIREMENTS

- 7.1 A prospective service provider's response to this RFQ should, at a minimum, include the following information as provided in TAB 1 thru TAB 6, herein. Please note that the SOQ should address the requirements in a clear and concise manner in the order stated herein. SOQs that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore non-responsive.
- 7.2 The City reserves the right to seek additional/supplemental representation on specific issues as needed.
- 7.3 SOQs must be separately tabbed as follows and must include the information/documents specified in the applicable tab.
- 7.4 The response must contain a manual signature of an authorized representative of the responding firm.
- 7.5 The following information is required in the submittal in order to evaluate and rank each applicant. The Selection Committee will objectively evaluate the applicants' responses. A maximum total of 100 points will be assigned.

TAB 1 - EXECUTIVE SUMMARY/GENERAL INFORMATION

Present in brief, concise terms, a summary level description of the contents of the SOQ and of your company and its capabilities. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud, and that the signer of the SOQ has the authority to bind the principal proposer. At a minimum the following information will be included:

- a. Name of Firm
- b. Mailing Address of Firm
- c. Physical Address of Firm
- d. Name of Contact Person
- e. Phone Number
- f. Fax Number
- g. E-mail Address
- h. Business Structure and Mission statement – does it include relocation services to prevent homelessness? If not, is this a new activity approved by the board or leadership?
- i. Permanent Relocation services currently offered by the entity and those anticipated to be offered if this contract is awarded.
- j. Number of Years Firm in Business
- k. Proof of Liability Insurance
- l. Total Number of Staff- Management: ___ Clerical: ___ Field: ___
- m. Describe and Explain any Litigation, Major Disputes, and Contract Defaults in the Last Ten Years.

TAB 2 – STAFF QUALIFICATIONS

This section should express the general and specific project-related capability of your staff that will be assigned to this project. This will include management, technical, field and support staff. Resumes may be attached. Give brief descriptions of past experience and past performance including, but not limited to:

- a. Name and title.
- b. Job assignment for other projects.
- c. Job assignment for this project.
- d. Percentage of time to be assigned full time to this project.
- e. How many years with this firm.
- f. How many years with other firms.
- g. Experience
 1. Summary of experience with permanent relocation services.
 2. Summary of experience providing case management to low-income households.
 3. Summary of experience with intake, Section 8 income qualification, and eligibility determination.
 4. Summary of experience managing federal, state, or local grant funding (please discuss documentation, financials, record keeping, reporting).
- g. Education.
- h. Other experience and qualifications that are relevant to this project.
- i. Three (3) business references (related to projects that were worked on) including name, title, phone number and a brief description of the project and the work performed.

TAB 3 – PAST PERFORMANCE

Please describe your past performance relative to this project:

- a. Summary of experience with re-housing services such as those provided under the ESG Rapid Rehousing Program.
- b. Summary of experience providing case management to low-income households.
- c. Summary of experience with intake and eligibility determination.
- d. Summary of experience managing federal, state, or local grant funding (please discuss documentation, financials, record keeping, reporting.)

TAB 4 - PROGRAM MANAGEMENT

1. Provide a description of the management plan to administer the Permanent Relocation program. At a minimum, include descriptions of the following:
 - a. The entity's plan to prioritize permanent relocation cases. Intake process to determine income eligibility under federal Section 8 Program guidelines, and determine the client's permanent relocation needs.
 - b. Process to locate temporary housing (hotel/motel) and moving services for clients if necessary.
 - c. Process to communicate effectively with various entities on behalf of the client including the potential landlord, hotel/ motel, movers, City Utility Department, City Code Enforcement Officers, and City Housing Division staff.
 - d. Process to manage and store case files.
 - e. Process of submittal of invoices.
2. Timeline - provide a logical timeline of project tasks and milestones to include, at a minimum, intake, qualification of clients, placement in a hotel or motel, following up with client to ensure they find permanent housing, moving assistance, payment to landlord, case file management, and submittal of invoices.

Tab 5 - FINANCIAL CAPACITY

Provide a description of the cost management plan to administer the *Permanent Relocation program*. At a minimum, include descriptions of the following:

1. Administrative Costs. NOTE: The maximum amount provided for each permanent relocation case is \$4,000, which includes all fees, paid for the above-listed activities.
 - a. Coordination with Other Resources
 - b. Identify the sources of all other funding that will be devoted to this specific program, if any, and how they will be used. Include a detailed list of all the funds included in the activity, their source, the status of commitment, and the date they will become available for the activity.
 - c. Describe how you will coordinate with other resources such as those provided through City Housing Division or other City departments as well as non-City resources. For example, if an applicant comes to you for needs you do not address, are they referred to other organizations, the City, etc? Please be specific about this process.
2. Financial Capacity of the Entity
 - a. Describe the financial capacity of the entity to pay its contractors in a timely manner. I.e., since this is a reimbursement contract, how will the entity pay it contractors timely?

TAB 6 – OTHER ATTACHMENTS

- Evidence of Non-Profit or For-Profit Status
Non-profit entities: attach a complete copy of the IRS 501(c)(3) eligibility.
- Board of Directors
Attach a current list of all members of the Board of Directors of the Entity and identify all officers and their term beginning and expiration dates. This is to ensure compliance with Conflict of Interest regulations.
- Organizational Chart
Attach an organizational chart for the overall entity operations, identifying the relationship of the Permanent Relocation program to the entity operations.
- Acknowledged Addenda

SECTION 8.0 THIS SECTION NOT USED

SECTION 9.0 SUBMITTING STATEMENT OF QUALIFICATIONS

9.1 SOQs shall be submitted as follows:

9.1.1 All SOQs must be in writing and in complete sets: **ONE ORIGINAL (SO IDENTIFIED) AND SIX COMPLETE COPIES (SO IDENTIFIED).**

9.1.2 All SOQs shall be submitted in a sealed envelope/container, which will be received (recorded and clocked-in) –

At: **CITY OF TALLAHASSEE
PROCUREMENT SERVICES DIVISION
300 S. ADAMS STREET, MAIL STOP # A-28
TALLAHASSEE, FLORIDA, 32301-1731**

Until **NOT LATER THAN THE DATE/TIME SPECIFIED ABOVE IN 3.0**

LATE SOQS WILL NOT BE CONSIDERED FOR EVALUATION.

9.1.2 The front of each SOQ envelope/container shall contain the following information for proper identification:

- The name and address of the proposer
- The word "SOQ" and the RFQ number
- The time/date specified for receipt of SOQs
- The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

9.1.3 The responsibility for submitting the SOQ to the Procurement Services Division on or before the above stated time and date is solely that of the proposer. The City of Tallahassee will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

9.1.4 All SOQs must be in writing. Non-responsive SOQs may not be considered. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud and that the signer of the SOQ has the authority to bind the principal proposer.

- 9.1.5 The City shall not be liable for any costs incurred by a proposer prior to entering into a contract. Therefore, all proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.
- 9.1.6 Entities responding to this RFQ must be available for in-person presentations/interviews, in the event the Selection Committee requests presentations by shortlisted entities.

SECTION 10.0 EVALUATION CRITERIA

Evaluation of SOQs/interviews will be performed consistent with the following criteria and weighted values:

SOQ Criteria	Maximum Rating Points
Executive Summary/General Information	5
Staff Qualifications	15
Past Performance	20
Program Management	30
Financial Capacity	25
Other Attachments	5
SOQ Criteria Total	100

SECTION 11.0 THIS SECTION NOT USED

SECTION 12.0 PROHIBITED COMMUNICATIONS

As provided for in the City of Tallahassee Code of Ordinances, Number 11-O-03AA, subsection 2-357, any form of communication, other than written correspondence, shall be prohibited between any person or representative of any firm seeking an award of this solicitation and any City Commissioner or Commissioners staff, or any city employee authorized to act on behalf of the City Commission. Prohibited communications shall be in effect from the date/time submittals are due for this solicitation until the City Commission or authorized designee awards or approves a contract, rejects all responses, or otherwise takes action which ends the solicitation process.

SECTION 13.0 CONTRACT AWARD

- 13.1 The City reserves the right to incorporate the successful entity's SOQ into a contract. Failure of an entity to accept this obligation may result in the cancellation of any award. At the end of each contract period, the City may, at its sole discretion, extend the contract for one-year periods to be funded with available funding from subsequent fiscal years (with the maximum number of extensions being two one-year periods).
- 13.2 The selected entity will be required to assume responsibility for all services offered in the SOQ. The City will consider the selected entity to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- 13.3 A copy of the recommended ranking will be available for review in the Purchasing Division upon completion of the evaluation by the committee. Vendors may also obtain a copy of the final ranking from http://www.demandstar.com/supplier/bids/agency_inc/bid_list.asp?f=search&mi=10070.

SECTION 14.0 RIGHT OF REJECTION:

The City of Tallahassee reserves the right to waive any informality in any SOQ, to reject any or all SOQs in whole or in part, with or without cause, and/or to accept the SOQ that in its judgment will be in the best interest of the City of Tallahassee and its citizens.

SECTION 15.0 GENERAL TERMS AND CONDITIONS

15.1 EQUAL OPPORTUNITY AGREEMENT

15.1.1. In connection with work performed under a City of Tallahassee contract, the respondent agrees, upon receipt of a written award or acceptance of a contract, to support and abide by the City's Equal Opportunity Pledge.

15.1.2 By submitting a SOQ, the respondent agrees to --

- a. Not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin;
- b. Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.

15.1.3 Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the respondent is an "Equal Opportunity Employer".

15.2 PUBLIC ENTITY CRIMES

As required by Florida State Statute 287.133, (2 (a), 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals 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 [\$25,000] for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

15.3 ISSUANCE OF ADDENDA

15.3.1 If this solicitation is amended, the City will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

15.3.2 Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signed letter;
- By signed facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS".)

15.3.3 The City must receive the acknowledgment by the time and date, and at the location specified for receipt of SOQs.

15.4 PAYMENT

15.4.1 Prompt Pay Policy

It is the policy of the City of Tallahassee to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, please refer to Florida State Statute 218.7.

15.4.2 Withholding Payment

In the event a contract is canceled under any provision herein, the City of Tallahassee may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

15.4 INSURANCE REQUIREMENTS

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Consultant's SOQ.

15.5.1 Consultant shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance - \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its SOQ whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance - \$1,000,000 limit per accident for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

Workers' Compensation and Employers'/Umbrella Liability Insurance -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$1,000,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.

Professional Liability Insurance - \$1,000,000 or as per project (ultimate loss value per occurrence).

15.5.2 Other Insurance Provisions

15.5.2.1 Commercial General Liability and Automobile Liability Coverage

- The City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered

as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

- The Contractor's insurance coverage shall be primary insurance as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

15.5.2.2 Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Tallahassee, member of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of services under this Agreement.

15.5.2.3 All Coverage

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, City may deduct from sums due to Contractor any premium costs advanced by City for such insurance.
- City named as "additional insured" as its interest may appear.

15.5.2.4 Deductibles and Self-Insured Retention

Any deductibles or self-insured retention's must be declared to and approved by the City. At the option of the City, the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

15.5.2.5 Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+X or better by *A.M. Best's* rating service.

15.5.2.6 Verification of Coverage

Contractor shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

15.5.2.7 Subcontractors

Contractor shall include each of its subcontractors as insureds under the policies of insurance required herein.

SECTION 16.0 CONFIDENTIALITY

- 16.1 By submitting a proposal in response to this solicitation, a respondent acknowledges that City is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The respondent further acknowledges that any materials or documents provided to City may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide City with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The respondent shall submit to the City both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof. Note, the City does not consider cost proposals to be proprietary and this information will be made public. Cost proposals marked as proprietary or confidential will not be evaluated and zero points will be given.
- 16.2 Should any person request to examine or copy any material so designated, and provided the affected respondent has otherwise fully complied with this provision, City, in reliance on the representations of the respondent, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, City shall notify the respondent of that request, and the respondent shall reply to such notification, in a writing that must be received by City no later than 4:00 p.m., ET, of the second City business day following respondent's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the respondent refuses to permit disclosure or copying, the respondent agrees to, and shall, hold harmless and indemnify City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by City, or assessed or awarded against City, in regard to City's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the respondent is not initially named as a party, the respondent shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a respondent in response to the RFQ and shall constitute City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the City.

SECTION 17.0 THIS SECTION NOT USED

SECTION 18.0 GRIEVANCE PROCEDURE

- a. Right to Protest. Any prospective bidder or respondent may protest the provisions of a formal solicitation (Invitation for Bid; Request for Qualifications, or Request for Proposal).
 - i. Protest of Specifications or Proceedings Prior to Bid Opening

Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.
 - ii. Protest of Recommended Award

Any actual bidder or respondent, who is aggrieved in connection with the evaluation of bids, the evaluation of proposals, or the staff recommendation regarding award of a contract, provided that such bidder or respondent would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.
- b. Filing a Protest. A written protest shall be considered filed, for purposes of this procedure when all related items are actually delivered to and received by the Procurement Services Division. All protest shall be directed to the attention of the Manager for Procurement Services.
 - i. For protest related to the specifications or proceeding of a formal solicitation, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) prior to the scheduled bid opening date. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.
 - ii. For protest related to the evaluation of bids, evaluation of proposals, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day. Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such protest.
- c. Protest Bond. Any person who files a formal written protest, shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to the City of Tallahassee in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5,000, whichever is less.
- d. Final Decision. The City Attorney or designee shall consider each protest and shall render a final determination. If the decision of the City Attorney or designee upholds the action taken by the City, then the City shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by City staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the City Attorney or designee does not uphold the action taken by the City, then the City shall return that amount, without deduction, to the person or entity filing the protest.

e. Stay of Procurement During Bid Protest

In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the City Attorney or designee has rendered a written decision regarding the protest or until the City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the City.

SECTION 19.0 SELECTION PROCESS

- 19.1 The Selection Committee will review and score all SOQs received (by the due date), and determine the shortlisted entities (entities with the highest scores) using the selection criteria established for this project.
- 19.2 The Selection Committee will receive presentations/conduct interviews of the shortlisted entities and will establish ratings for each entity in accordance with the scoring criteria established for this project.
- 19.3 The Selection Committee will recommend the order of ranking for approval by the ECD Department Director.

ATTACHMENT A
REPRESENTATIONS/CERTIFICATIONS

TAXPAYER IDENTIFICATION

Bidder must complete Federal Form W-9 and submit it with their bid. The form may be downloaded from the Internal Revenue web site at www.irs.gov.

OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____
WEBSITE URL: _____

COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)

PERSON NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

PAYMENT REMITTANCE ADDRESS (Type/Print) (if same as 2.8, enter "SAME 2.8")

NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

CONTACT FOR INVOICE INQUIRIES

NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

Attachment B.

City Commission Policy 1100, Permanent Relocation Policy

DEPARTMENT: Economic and Community Development

DATE ADOPTED: October 9, 1991

SUNSET DATE: June 18, 2018

1100.01 AUTHORITY AND PURPOSE:

The City of Tallahassee, by policy adopted October 9, 1991, has chosen to provide relocation assistance to low and very low-income persons displaced from their homes by code enforcement action. This relocation assistance is beyond the scope of assistance required by the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1894; 42 U.S.C. 4601 et seq.; Pub. L 91-646) as amended by the Uniform Relocation Act Amendments of 1987 (Title IV of Public Law 100-17), and will establish a mechanism for provision of assistance to low and very low income persons with no other financial resources, who must relocate from their residences because of code enforcement action or disaster. This policy is intended to meet the requirements of the Community Development Block Grant (CDBG) regulations, 24 CFR 570.606 (d) (Optional relocation assistance), which state, "The grantee...must adopt a written policy available to the public that describes the relocation assistance that the grantee...has elected to provide....", in order to use CDBG funds for relocation beyond the requirements of the Uniform Relocation Act.

1100.02 SCOPE AND APPLICABILITY:

This policy provides for certain types of relocation assistance to low and very low income citizens forced to move from dwellings which have been declared dangerous structures by code enforcement action. This assistance can be provided from Community Development Block Grant funds and is a voluntary extension of relocation assistance beyond the requirements of the Uniform Relocation Act to serve the needs of the citizens of the City of Tallahassee.

1100.03 DEFINITIONS:

Low and very low income persons: Specific categories of persons eligible for assistance with federal funds, as defined by HUD guidelines, which delineates median family income for various sized families in each entitlement community and designates that persons or families with an income less than 80% of median for their family size are considered low income, and persons or families with an income less than 50% of median for their family size are considered very low income.

Code Enforcement Action: Code Enforcement Staff, upon inspection in the course of their duties, may condemn a building under the definition found in Chapter 7, Section 7-114 of the City Ordinances. Such a declaration requires that the building be vacated for either extensive rehabilitation or demolition.

CDBG-Community Development Block Grant: is an entitlement grant provided to the City of Tallahassee annually by HUD (as authorized and allocated by Congress) for use in programs authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of this program "...is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

Community Development Act of 1974, as amended: The primary objective of this program "...is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

Household: means one or more persons occupying a housing unit.

HUD - United States Department of Housing and Urban Development: Within the City, the liaison for HUD grant funding is the ECD.

HUD Income Guidelines: are published at least annually by HUD for use by local jurisdictions in determining income eligibility. Guidelines include area median income adjusted for family size, and figures for 80% and 50% of area median income, adjusted for family size, for use in determining the maximum limits for low and very low income family incomes.

ECD - Economic and Community Development Department: Within this department, relocation issues are handled by the Housing Division.

1100.04 ACTION SECTION:

Services Provided:

1. It is the intent of the City to provide assistance to households permanently dislocated by code enforcement action up to a maximum of no more than \$4,000 for all services provided.
 2. **Hotel/Motel Assistance:** Up to ten days' lodging, preferably in a room(s) with kitchenette accommodations, with total cost not to exceed current cost guidelines to be established by ECD Housing Division.
 3. **Rent:** One month's rent paid to the landlord of a unit chosen by the client.
 4. **Security Deposit:** If a security deposit is required by the landlord of the new unit chosen by the client, the deposit, not to be greater than one month's rent, may be paid to the landlord on behalf of the client along with the first month's rent.
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5. **Utility Deposit:** Paid if required by the City. Attempt shall be made as part of the casework process to have the City Utility Services transfer the client's utility deposit to the new account.
6. **Moving Expenses:** Actual cost of moving personal property to the client's new location may be paid on behalf of the client to the moving company, up to a maximum expense per household unit to be determined by ECD Housing Division.
7. **Housing Inspection:** The Code Enforcement staff shall conduct an inspection of the unit selected by the client as replacement housing and certify that the unit meets City Housing Code standards, at a minimum. This service will be provided to the client to ensure City funds are used appropriately.

Eligibility Criteria:

Income: Benefits shall be made available to low and very low-income persons as defined by ECD Housing Division, using guidelines published periodically by HUD and incorporated here by reference. These guidelines identify the median family income for the City and define low and very low income in relation to the median family incomes, with adjustments for family size. The income guidelines in force shall be provided by the ECD Housing Division as they are issued by HUD.

Insurance restrictions: If the household being relocated has insurance coverage which will pay any portion of the benefits available from the City, the insurance shall take precedence and City benefits shall not be paid for that portion.

Repetition of Benefits: A person who has been a member of a household receiving permanent relocation assistance within the previous four years shall not be eligible for relocation assistance under this policy.

Method of Payment: All payments shall be made directly to the vendor, on behalf of the client.

Grievance Procedures: Any person who disagrees with the determination of their eligibility for assistance under this program may appeal the decision to the Housing Administrator in the Economic and Community Development Department. Appeals will be handled according to grievance procedures set up by the Housing Division of this department to assure a fair hearing for all parties.

1100.05 ADMINISTRATION: The Department of Economic and Community Development shall be responsible for administration of this policy.

1100.06 SUNSET REVIEW: This policy shall be considered for sunset review five years from the date of latest adoption.

1100.07 EFFECTIVE DATE: This amended policy shall be effective immediately upon City Commission approval.
