

RESTORE ACT CONSULTANT

Franklin County BOCC is accepting statements of qualifications in response to an advertised RFQ to participate in a competitive process in which Franklin County will select a RESTORE Act Grant Consultant.

RFQ with criteria, requirements and anticipated scope of work will be provided upon a written request by contacting directly: Alan C. Pierce, RESTORE Coordinator, by email to alanp@franklincountyflorida.com, or in writing to 34 Forbes Street, Suite 1, Apalachicola, Florida 32320 or by telephone at 850-653-9783, extension 194.

Proposal submissions must be sealed and marked with the name of the proposer and titled "**RESTORE ACT CONSULTANT SERVICES**" so as to identify the enclosed proposal. Each submittal shall include six (6) copies of the proposal. Proposals must be delivered to the Franklin County Courthouse, Office of the Clerk of Court, located at 33 Market Street, Suite 203, Apalachicola, Florida 32320, no later than 4:00 p.m., E.T. on the 4th day of March 2019. RFQ responses will be opened March 5, 2019, at the regular meeting of the Board of County Commission. Proposals received later than the date and time as specified will be rejected. The Board will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

The Franklin County Board of County Commissioners reserves the right to accept or reject any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter the invitation to negotiate a professional services contract. The Board reserves the right to waive irregularities in the proposal.

Any questions concerning this RFQ should be directed to Alan C. Pierce, RESTORE Coordinator, by email to alanp@franklincountyflorida.com or in writing to 34 Forbes Street, Suite 1, Apalachicola, Florida 32320, or by telephone 850-653-9783, extension 194.

BOARD OF COUNTY
COMMISSIONERS FRANKLIN
COUNTY, FLORIDA

AD DATES:

2/14/2019

2/21/2019

REQUEST FOR QUALIFICATION AND PROPOSAL (RFQ)

Franklin County hereby requests and invites qualified individuals and or firms to submit statements of qualifications and proposals in response to advertised RFQ to participate in a competitive process in which Franklin County will select a RESTORE Act Consultant.

Determination of consultant qualifications will be through a selection process and will be based on the consultant's proposal which is to be completed and submitted in accordance with the RFQ specifications and firm's ability to provide the services defined under Section 3 and 4 below. The RFQ seeks consultant services and technical assistance associated with general guidance and support to Franklin County staff and to advise the Board, staff and RESTORE Act Advisory Committee (RAC) regarding the various programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economics of the Gulf Coast (RESTORE) Act of 2012. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications specific to Franklin County, value and probability of success in administration monitoring and implementation of the various components of the RESTORE Act.

SECTION 1 INDEMINIFICATION:

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting from, arising out of, or resulting from, the performance of the services, for which, the County is contracting hereunder, provides such is caused in whole or in part by any negligent act or omission of the consultant, or any subcontractor or any of their agents or employees, or arises from job-related injury.

The consultant(s) agree to indemnify the County and pay the cost of the County's legal defenses, including fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein, Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration will be received by the awarded Consultant under an agreement and/or contract for this hold harmless/indemnification provision.

SECTION 2 INTRODUCTION:

The Board of County Commissioners, Franklin County, Florida here by gives notice that it intends to award a contract for the Restore Act Grant Consultant and invites Requests for Qualifications for these services as defined by the laws of the State of Florida.

SECTION 3 SCOPE OF PROJECT:

Franklin County hereby requests and invites qualified individuals and or firms to submit statements of qualifications to participate in a competitive process in which Franklin County will select a RESTORE Act Grant Consultant to provide consultant services associated with grant writing, administration, technical support, application, monitoring and post-grant requirements of the RESTORE Act to Franklin Count and all Treasury guidelines and federal grant regulations and those

additional grant consulting services required of the professional with the RESTORE Act as required by Franklin County or the US Treasury. Franklin County is requesting proposals from the qualified parties to provide general guidance and support to Franklin County staff and advise the commission and staff regarding the various programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. Tasks and expectations of the grant consultant services are defined herein below. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications, value and probability of success in administration, consulting and facilitating Franklin County's grant writing program, monitoring and implementation of the various components of each grant sought and secured through the RESTORE Act.

SECTION 4 SERVICES TO BE PROVIDED BY THE CONSULTANT:

The selected firm will provide general program guidance, grant writing, application services, administration, monitoring and support to Franklin County staff and commission. Mandatory tasks shall include research of all current and available grant programs, examination of Franklin County's applicability and eligibility, development, grant application and monitoring of Franklin County's various RESTORE Act Grant applications that seek and secure requested funding from the Gulf Coast Ecosystem Restoration Trust Fund ("Trust Fund") under the RESTORE Act.

The selected firm will work under the direction of County Staff and the Franklin County RESTORE Coordinator and advise the Board and staff to facilitate these tasks and best management practices in the grant writing, application and monitoring for these grant programs and projects. The selected firm will ensure consistency between all deliverables including, but not limited to, grant applications and agree to meet all conditions required by the RESTORE Act (31 CFR 34) US Treasury, audit regulations and County regulations and policies. In addition, the firm must demonstrate fluency in relevant federal, state, and local laws and ordinances required for grant project implementation including, but not limited to US Dept. of Treasury Regulations, (audit requirements and rules and regulations related to the Gulf Coast Restoration Trust Fund which was established in the Treasury of the United States by the RESTORE Act) and Davis Bacon Act.

The selected firm must demonstrate expertise in grant management and grant-making processes. Applicants must demonstrate extensive knowledge of local environmental and economic factors which impact Franklin County.

The selected firm will demonstrate a thorough understanding of the policies and procedures of the Franklin County Board of County Commissioners and will be required to review information presented to the staff and Board from previous RESTORE Advisory Committee (RAC) meetings, including reports as well as all studies and presentations provided to Franklin County by previous consultants since the adoption of the RESTORE Act.

Upon contracting with Franklin County, the selected firm shall be required to perform a series of tasks with grant writing assistance and administration of the RESTORE Act Grant applications with Franklin County staff and officials and its strict compliance with the RESTORE Act guidelines (2 CFR 200) and final US Treasury Regulations: and those tasks include but are not limited to:

- Assist and direct Franklin County staff and officials in its strict compliance with the RESTORE Act ("Act") and final U.S. Department of Treasury Regulations ("Rule"),
- Support Franklin County in its development, writing, application, pre and post monitoring of the Franklin County grants secured as directed by the Franklin County RESTORE Coordinator and staff, and to apply for all funding availabilities associated with

the RESTORE Act.

- Identify and develop partnerships and coordinated efforts and program applications with other counties in the region that further enhance Franklin County's grant applications and related planning initiatives.
- Support and provide technical assistance to Franklin County in its development, application and implementation of its required Multi-Year Implementation Plan ("MY1P") including the drafting of the MYIP which will include the Gulf Distribution Formula Agreement, contain a program description summarizing the purpose, need, objections of RESTORE grants and identify eligible activities under RESTORE.
- Investigate all grant funding sources available under the RESTORE Act for proposed projects, as well as, available leveraging opportunities not provided by the RESTORE Act to facilitate matching of candidate projects to the most relevant funding sources. The selected firm must demonstrate in-depth knowledge of all components available for funding under the Act.
- Support federal and state team on Gulf Restoration related plan development, policies, issues, rules or regulations as directed;
- Regularly report on progress, provide updates to RESTORE Coordinator, Administration, and County Attorney and other staff as requested, provide presentations and materials to County as requested and coordinate messaging and strategy development through designated staff,
- Represent Franklin County and interact with federal, state, local and public entities on issues pertaining to RESTORE activities, programs and processes, as necessary.
- Request such other RESTORE-related assistance as deemed necessary by the County.
- Travel to Franklin County, when necessary, to meet with the Board and County staff for the development, review, and implementation of the Deepwater Horizon Oil Spill restoration related issues. Travel will be reimbursed in accordance with Florida Statutes, Franklin County Policies and terms specific to the negotiated consultant agreement.

Grant Writing Tasks

- Registration with grantsolution.gov
- Monitor for release of funding opportunity announcements
- Preparation of Federal forms including:
 - SF-424, Cover Sheet
 - SF-424A OR SF-424C Budget form
 - SF-424D, Assurances
 - Direct Component Financial Assistance application template
 - Restore Act Direct Component Applicant Certifications template
 - Letter authorizing senior official to execute certifications (if not Chief Elected Official)
 - SF-LLL (Lobbying)
- Development of application narratives including:
 - Project Narrative
 - Activity number from Multiyear Implementation Plan (MYIP)
 - Activity name from MYIP
 - Application organization
 - Detailed description of proposed activity, funding sources, tasks, timeframes

- and crosswalk to budget
 - Key personnel
 - Best available science
 - Budget justification including how costs are necessary, reasonable and allocable
- Development of Attachments including:
 - Direct Component Activity Milestones Report
 - Environmental Checklist
 - Direct Component Activity Status of Performance Report template
 - Indirect Cost Rate Agreement or election to use the de minimis rate
 - Map of project area
 - FEMA floodplain map of area
 - Proposed Estimated Useful Life for infrastructure statement and method used
 - Site control documents including title opinion
- Submission through grantsolution.gov
- Monitoring for bounce backs, Treasury staff requested revisions etc.
- Application revisions as required
- Execution of grant agreement

Grant Administration Tasks

Written Policies and Procedures:

- 200.317-326 Procurement Policies and Contract Provisions
- 200.302 and 200.305 Financial Management
- 2 CFR 200 Subpart E Cost Principles
- 200.112 Conflict of Interest

Financial Controls:

- Invoice Review
- Payments (in ASAP Payment System)
- Disbursement of Funds
- Program Income

Continuing Education:

- Training Workshops (to staff by consultant, and attendance at national conferences)

Reporting:

- Financial Reporting (including SF-425)
- Programmatic Performance Reporting (including SF-PPR)
- Federal Compliance Reporting (Section 3, Davis Bacon, MBE, etc.)
- Subrecipient Reporting
- Closeout Reporting

Record Keeping:

- Access to Records
- Record Retention

Monitoring:

- Self-Monitoring
- Subrecipient Monitoring
- Subrecipient vs. Contractor Determination

- Grantor Monitoring
- OIG Referrals

Procurement:

- Pre-Award
- Post-Award
- Subrecipients vs. Contractor
- Property Standards
- Equipment/ Supplies/ Services

Amendments/ Modifications to Grant Award:

- Project Timelines
- Activity Adjustment
- Budget

Project Closeout:

- Final Reporting
- Amendments/ Extensions

Audit:

- 2 CFR 200 Subpart F Requirements
- Audit Objectives
- Audit Submission
- Audit Resolution

SECTION 5 RFQ CONTACT INFORMATION:

Franklin County Board of County Commissioner Administration Office

Attention: Alan C. Pierce, Director of Administrative Services
 34 Forbes Street, Suite 1
 Apalachicola, Florida 32320
 Phone: (850) 653-9783 Ext: 194
 Email: alanp@franklincountyflorida.com

SECTION 6 COUNTY SHALL:

- (1) Make available to RFQ proposers any information and data available in the County's files pertaining to the scope of work and Franklin County Restore Act Department work product and performance to date.
- (2) Upon contract award, pay fees and other compensation computed in accordance with a fee schedule to be incorporated in final conduct.
- (3) Decide and dispose of all claims, questions and disputes arising under this Consultant's contract, through the County Administrator.
- (4) Reserve the right to audit the records of the awarded RFQ proposer during normal business hours, 8:30 a.m. to 4:30 p.m., related to this RFQ at any time during the contract period and for a period of three 3 years after final payment is made. The awarded proposer shall provide copies of any records related to this RFQ's contract solely at the cost of reproduction.

SECTION 7 AWARDED RFQ PROPOSER SHALL:

- (1) Perform all consultant services identified in the RFQ's scope of work to current consultant standards of the applicable discipline.
- (2) Maintain an adequate staff of qualified personnel.
- (3) Ensure that all work meets all current federal, state and local laws or ordinances applicable to the work.
- (4) Cooperate fully with the County in the scheduling and coordination of all phases of the consultancy work.
- (5) Cooperate and coordinate with other Public Entities and/or County consultants, as directed by the County.
- (6) Report the status of the work to the County upon request and hold pertinent data, reports, correspondence and records open to the inspection of the County or its authorized agent at any time.
- (7) Perform any additional work required for a particular request and assignment as deemed necessary.
- (8) Have approval from the County in writing prior to commencement of any additional services.
- (9) Agree that all reports, specifications and grant applications, ordinances, studies, maps and other work products developed by the grant consultant shall become the property of the County without restrictions or limitations and shall be made available at any time upon request to the County.

SECTION 8 REQUIRED RESPONSE CONTENT & CRITERIA FOR EVALUATIONS:

The following RFQ response outline (8.1 through 8.9) shall provide the required content, format and criteria that will be utilized in evaluating each submission:

SECTION 8.1 RESPONSE FORMAT CRITERIA:

Each submittal shall include **six (6) copies** of the proposal. Proposals must be delivered to the Franklin County Courthouse, Office of the Clerk of Court, located at 33 Market Street, Suite 203, Apalachicola, Florida 32320, no later than 4:00 p.m., E.T. on the 4th day of March 2019.

The following criteria are shown below and shall include all proposers' sub-consultants' information and must be submitted in the following format. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. The County strictly enforces open and fair competition in its RFQ's. A public entity crimes statement will be requested of any awarded proposers. During the RFQ process, questions or requests for additional information concerning this RFQ shall be directed exclusively to the County contact listed in Section 5 and not to other county staff members or elected officials and shall be in written format (email, fax, letter, etc.).

To facilitate effective evaluation by the County, proposals are to be a maximum of fifty (50) pages. Index documentation, sectional dividers, and front and back covers will not be counted toward the total. An executive summary, not to exceed three (3) additional pages may also be included in the proposal. Late Proposals will be returned unopened or will be destroyed if advised by proposer, in writing. At the discretion of the County, proposers may be asked to give short

presentations/interviews as part of the selection and ranking process. All consultant's RFQ responses shall include both a technical and cost proposal, failure to comply with these criteria shall be grounds for rejection of the bidder's submission.

SECTION 8.2 RESTORE ACT UNDERSTANDING/ PROJECT APPROACH:

RFQ submittals shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the projects and the grant consultant services sought by Franklin County.

- a) Describe understanding of Restore Act and proposed Franklin County project scope;
- b) Describe recommended Franklin County project approach;
- c) Describe recommended Quality Assurance and Technical Procedures to be utilized to implement the recommended project approach specific to Franklin County;

SECTION 8.3 ORGANIZATION AND ABILITY OF CONSULTANT AND STAFF:

- a) Illustrate the proposer's organizational chart as it relates to grant consultant services categories listed in Sections 3 and 4 of this RFQ, indicating key personnel and their relationship to project categories, especially the Project Manager and/or Grant Consultant.
- b) Indicate the general and specific project related capability, including training and experience of all the proposed staff, and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, to include management, technical, and support staff.

SECTION 8.4 RELEVANT FIRM EXPERIENCE:

Qualifications and Experience of Firm and Sub-consultants/Staffing

- a) Company/firm background.
- b) Related Services and Experience in development of grant consultant projects (last ten years) analogous to those services sought under the Treasury Rule and RESTORE Act.
- c) Project Description - Description of project(s) completed in the last ten (10) years having similar or greater relative size and complexity as the proposed subject.
- d) Include minimum of one paragraph about each member of the project team including role in this proposed work and relevant knowledge and experience they bring to the team.

SECTION 8.5 MANAGEMENT PLAN FOR THE GRANT CONSULTANT SERVICES:

- a) Describe in-house capabilities of your firm to provide project scheduling and management plan to meet the established goals and objectives of Franklin County's RESTORE Act Grant applications as well as other project management control systems, or other similar capabilities.

SECTION 8.6 REFERENCE AND CURRENT ASSOCIATIONS RELATED TO RESTORE ACT:

- a) Provide a list of all associations and representation related specifically to the RESTORE Act with governmental entities entered since 2012.
- b) Current and projected workload related to RESTORE Act grant consultant services and obligations other than Franklin County.
- c) Consultant to provide five (5) references from clients of similar projects completed in the last ten (10) years.
- d) State the volume in the past 5 years of contracts with government agencies (single line of information

per contract.)

SECTION 8.7 LOCATION:

- a) State the proposing firm's location and accessibility throughout the project term.

SECTION 8.8 COST PROPOSAL:

- a) The proposal must indicate a fee structure or rate for consultant services for the grant consultant services and the list of related services and scope of work itemized by Sections 3 and 4 of this RFQ.

SECTION 8.9 PRESENTATION (OPTIONAL TO THE BOARD OF COMMISSIONERS):

The Franklin County Board of County Commissioners reserves the right and ability to require selected proposers to participate in presentations (optional to the Board) and or interviews to meet with the county administrative staff; or to submit technical or other additional information to its proposal as may result from the initial presentations and RFQ submissions.