

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Proposed RFP for utilization of Children's Village Property

DEPARTMENT: Community Services **DIVISION:** Community Assistance
Phillip C. Stalvey, Director David Medley, Manager

AUTHORIZED BY: Phillip C. Stalvey **CONTACT:** David Medley **EXT.** 3363

Agenda Date <u>6/28/05</u> Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing - 1:30 <input type="checkbox"/> Public Hearing - 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Approval of attached RFP for utilization of Children's Village Property.

BACKGROUND:

On 04/26/05 the Board of County Commissioners directed staff to develop an RFP for the utilization of the county owned property generally referred to as the "Children's Village", located on the corner of Dike and Dodd. The attached RFP provides for broad flexibility in the nature of services provided for children and/or young adults through the age of 21.

RFP attached.

Reviewed by: <u>AS TO FORM</u> Co Atty: <u>6-13-05</u> DFS: _____ Other: _____ DCM: <u>SS</u> CM: <u>KG</u> File No. <u>RCS01</u>

SUBMIT QUALIFICATIONS TO: Seminole County 1101 E. 1st Street, Room 3208 Sanford, Florida 32771 Attn.: PURCHASING AND CONTRACTS DIVISION		REQUEST FOR PROPOSAL and Respondent Acknowledgment	
Contact: Tammy L. Roberts, CPPB Sr. Contracts Analyst Ph. 407-665-7115 / Fx 407-665-7956		RFP No.: RFP-####-05/TLR	
Proposal Due Date: Month 00, 2005 Proposal Due Time: 2:00 P.M.		Location of Closing: County Services Building, Room #3208 1101 E. 1st Street, Sanford, Florida 32771	
RFP Title: MANAGEMENT, OPERATION and MAINTENANCE of THE CHILDREN'S VILLAGE PROPERTY (Located on the corner of Dike and Dodd Road)			
Respondent Name:		Federal Employer ID Number or SS Number:	
Mailing Address:		If returning as a "No Submittal", state reason (if so, return only this page):	
City, State, Zip:			
Type of Entity: <i>(Circle one)</i> Corporation Partnership Proprietorship Joint Venture		X _____ Authorized Signature (Manual)	
Incorporated in the State of:			
Telephone Number:		Typed Name:	
Toll Free Telephone Number: (800)		Title:	
Fax Number:		Date:	

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Purpose:

The intent of this Request for Proposal is to obtain a qualified non-profit organization to provide services related to children and/or young adults up to 21 years of age in the facilities located at 2790 and 3800 Dike Road, known as The Children's Village Property.

The Proposer(s) shall have the financial capacity to expand their services and provide for any renovations necessary to restore the buildings located on The Children's Village Property to acceptable condition.

Instructions to Proposers

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the Seminole County Board of County Commissioners, County Manager, or Seminole County Staff members other than the noted contact person regarding this RFP or their proposal at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by County staff for this project. Any such contact shall be cause for rejection of your proposal.

PUBLIC OPENING: Proposals shall be received at the Purchasing and Contracts Division at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Proposers shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the contact person at least 48 hours in advance of the Public Opening at 665-7115/7119/7120.

DELAYS: The COUNTY, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the COUNTY to do so. The COUNTY will notify Proposers of all changes in scheduled due dates by written addendum.

PROPOSAL SUBMISSION AND WITHDRAWAL: The COUNTY will receive proposals at the above address. The outside of the envelope/container must be identified with the RFP Number and title as stated above. The envelope/container must also include the Proposer's name and return address.

Receipt of the proposal in the Purchasing and Contracts Division after the time and date specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the proposal.

Proposals received after the specified time and date shall be returned unopened. The time and date will be scrupulously observed. The COUNTY will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing and Contracts Division shall serve as the official authority to determine lateness of any proposal.

The COUNTY cautions Proposers to assure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (407) 665-7116, before the 2:00 PM deadline.

Proposers shall submit **SEVEN (7) COMPLETE SETS** (one [1] original and six (6) copies) of the complete proposal with all supporting documentation in a sealed envelope/container marked as noted above. The Proposer may submit the proposal in person or by mail.

Proposers may withdraw their proposals by notifying the COUNTY in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in

person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the COUNTY and will not be returned to the Proposers.

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Evaluation Committee.

INQUIRIES: All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the County Purchasing and Contracts Division in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents including the attached draft agreement, shall be requested in writing, and received by the County Purchasing and Contracts Division at least ten (10) business days prior to the due date. The County will not be responsible for any oral instructions made by any employee(s) of the COUNTY in regard to this RFP. Telephone No. 407-665-7116, Fax No. 407-665-7956.

ADDENDUM: Should revisions to the RFP documents become necessary; the COUNTY will post addenda information on the COUNTY's Web Site. All Proposers should check the COUNTY's Web Site or contact the COUNTY's Purchasing and Contracts Division at least seven (7) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the proposal as unresponsive.

Proposer shall sign, date, and return the latest addendum with their Proposal. Previous addenda will be deemed received.

Addenda information will be posted on the COUNTY's Web Site at www.seminolecountyfl.gov/purchasing. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

SELECTION PROCESS AND AWARD: All proposals will be evaluated by County staff in accordance with the criteria set forth in the RFP documents.

The County reserves the right to conduct interviews or require presentations of any or all Proposers prior to selection. The County will not be liable for any costs incurred by the Proposer in connection with such presentations. Should oral presentations for this project be required by the County, the evaluation criteria and weights shall be used to short-list an adequate number of firms.

The COUNTY anticipates award to the Proposer who submits the proposal judged by the COUNTY to be the most advantageous. The Proposer(s) understands that this RFP does not constitute an agreement or a contract with the Proposer. The COUNTY reserves the right to reject all proposals, to waive any formalities, and to solicit and re-

advertise for new proposals, or to abandon the project in its entirety.

PROPOSAL PREPARATION COSTS: Neither the COUNTY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

ACCURACY OF PROPOSAL INFORMATION: Any Proposer which submits in its proposal to the COUNTY any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

INSURANCE: Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract. **Copy of the insurance certificate shall be furnished to the County prior to final execution of the Contract.**

LICENSES: Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the **State of Florida** at the time of submittal of RFP. Should the Proposer not be fully licensed and certified, its proposal shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Proposer.

POSTING OF RFP AWARD: Recommendation for award will be posted for review by interested parties at the Purchasing and Contracts Division bulletin board and the County's Web Page (www.seminolecountyfl.gov/purchasing) prior to submission through the appropriate approval process to the Board of County Commissioners for final approval of award. Failure to file protest to the Purchasing Manager within the time prescribed in the COUNTY's Purchasing Code, shall constitute a waiver of proceedings.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and

must state the reasons why such exclusion from public disclosure is necessary.

PROHIBITION AGAINST CONTINGENT FEES: It shall be unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the SERVICE PROVIDER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

ACCEPTANCE / REJECTION: Seminole County reserves the right to accept or reject any or all proposals and to make the award to those Proposers, who in the opinion of the County will be in the best interest of and/or the most advantageous to the County. Seminole County also reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the County's opinion, is not in a position to perform properly under this award. Seminole County reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing. Seminole County reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

PURCHASING CODE: The Purchasing Code and Procedures apply in its entirety with respect to this RFP.

AFFIRMATION: By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Proposal and the resulting contract.

INSTRUCTIONS FOR PREPARING PROPOSALS

The Proposer(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The firm must submit a proposal complying with this request for proposals, and the information, documents and material submitted in the proposal must be complete and accurate in all material aspects. All proposals must contain direct responses to the following questions or requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information will result in disqualification of response.

PROPOSAL FORMAT:

The proposal must be submitted on 8 1/2" x 11" paper, numbered, typewritten, with headings, sections, and sub-sections identified appropriately.

The proposal must be divided into four (4) sections with references to parts of this RFP done on a section number/paragraph number basis. The four (4) sections shall be named:

1. Required Submittals
2. Experience and Qualifications
3. Business Plan
4. Financial Capacity

1. REQUIRED SUBMITTALS:

- A. ***Letter of Transmittal:*** This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the Proposer, including the titles, addresses, and telephone numbers of such persons. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority. The letter should not exceed two pages in length.
- B. ***Type of Business:*** The Proposer shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The Proposer shall identify whether the business entity is incorporated in Florida, another state, or a foreign country (RFP Page 1).

- C. **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer (RFP Page 1).
- D. **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners (RFP Page 1).
- E. **Principals:** The proposal must name all persons or entities serving, or intending to serve as principals in the Proposer's firm. Identify each principal of the firm and any other "key personnel" who will be professionally associated with the development and/or presentation of the proposal.
- F. **Corporate Information:** If a Proposer is a corporation, it shall be certify with the Florida Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of Florida.
- G. **Summary of Litigation:** Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Proposer in the past five (5) years which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, claim or contract dispute, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.
- H. **License Sanctions:** List any regulatory or license agency sanctions.
- I. **Acknowledgment of Addenda:** Include a signed and dated copy of last addendum issued by the COUNTY, if any.
- J. **Conflict of Interest Statement:** The Proposer shall provide information requested on the Conflict of Interest Statement Form, included in the RFP documents.
- K. **Current Workload:** The Proposer shall provide a listing of current and projected workload. The Proposer shall include a graph or other informational diagram/format indicating the allocated and available man-hours. Indicate commitment of availability of staff to Seminole County.
- L. **Compliance with the Public Records Law:** See form included in the RFP documents.
- M. **Taxpayer Identification Number and Certification:** See W-9 form included in the RFP documents

2. EXPERIENCE AND QUALIFICATIONS:

- A. The Prosper shall discuss firms qualifications, individual personnel availability, and all anticipated sub-consultants including their defined role. The Proposer shall include resumes of those individuals who will be assigned to this project and an organizational chart.

- B. The Proposer shall provide a listing of eight (8) similar projects with point of contact including phone and facsimile numbers.
- C. The Proposer shall provide a list of at least three (3) references related to management and operations of similar facilities and their activities. The information shall include contact name, telephone numbers, and facsimile numbers.
- D. Experience in working with Seminole County

3. BUSINESS PLAN FOR PROGRAM

- A. The Proposer shall demonstrate their need for such facilities.
- B. Provide the type of services to be provided, the community need for such services, full description of program, timelines, number of staff and measurement for success of this project.
- C. Ability and history of leveraging funds

4. FINANCIAL CAPACITY

- A. Funding sources
- B. 501 (C-3) Certification
- C. The Proposer shall include copies of independent audit statements from the past three (3) years.

EVALUATION OF PROPOSALS

3-1 EVALUATION METHOD

The Evaluation Committee will evaluate all responses received by the County by the submittal data set forth in this RFP or as amended by addenda on the basis of the criteria above. A determination of the best qualified firm will be made by the Evaluation Committee based on the criteria above. In order to assist in determining the best qualified firm, the Evaluation Committee reserves the right to request additional information and/or clarification of any information submitted by any Proposer.

Upon final selection of one firm by the Board of County Commissioners, the Board Chairman will execute the contract with the selected firm. The COUNTY shall be the sole judge of its own best interests, the proposals, and the resulting agreement. The County's decisions will be final.

3-2 EVALUATION CRITERIA

The following criteria and weights shall be utilized in the evaluation of the proposals:

CRITERIA	MAXIMUM OF POINTS
<p><i>EXPERIENCE AND QUALIFICATIONS:</i></p> <ul style="list-style-type: none"> • Experience in similar work related to the management operation, and maintenance of related facilities • References (including contact person, telephone numbers, fax numbers) • Staffing availability and qualifications of proposed personnel • Experience in working with Seminole County 	30
<p><i>BUSINESS PLAN:</i></p> <ul style="list-style-type: none"> • Demonstration of need • Type and value of services to be provided • Description of program, timelines, etc. • Performance measurements 	35
<p><i>FINANCIAL CAPACITY</i></p> <ul style="list-style-type: none"> • Funding sources • 501 (C-3) Certification • Audit information 	35

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA)
) ss
COUNTY OF _____)

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.

2. The above named entity is submitting an Expression of Interest for the Seminole County project described as:

RFP-4###-05/TLR - Management, Operation and Maintenance of the Children's Village

3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.

4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.

5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.

7. Neither the entity, nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of Seminole County.

9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with Seminole County.

10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify Seminole County in writing.

DATED this _____ day of _____, 20_____.

(Affiant)

Typed Name of Affiant

Title

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of identification) My commission expires _____

(Printed typed or stamped commissioned name of notary public)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

***RFP-4###-05/TLR
Management, Operation and
Maintenance of
The Children's Village***

Scope of Services

EXHIBIT "A"

SCOPE OF SERVICES

Background

In 1985, Environmental Services purchased approximately 24 acres adjacent to the Southeast Regional Water Treatment Plant for future expansion. In 1987, Sharing Concern for Seminole County Shelter Children, Inc. (SC3) leased approximately 1.5 acres of vacant land. Members of SC3 and the Rotary Club raised funds to construct two (2) 5,500 sq. ft. structures and construction was completed in 1990. These facilities were named Seminole Children's Village and provided temporary care shelters for children. In 1992, SC3 amended their lease and turned over the daily operations to Seminole Community Mental Health Center, Inc. (SCMHC). SCMHC used the location for 12 years until the lease was canceled. The structures have sat vacant for 24 months. Attachment "A" is a map of the entire lease property indicating the position of the two structures. Attachment "B" is the structure located at 3790 Dike Road, Attachment "C" is the structure located at 3800 Dike Road.

Purpose

The intent of this Request for Proposal (RFP) and resulting lease agreement is to obtain proposals from qualified non-profit organizations to operate the two structures located at 3790 and 3800 Dike Road. The successful organization will provide services related to children an/or young adults up to 21 years of age. The County anticipates awarding a four year contract with three (3), two year renewal options for a maximum ten (10) year contract.

Each Proposer shall be evaluated on their ability to demonstrate need, past performance in their field and prior experience with Seminole County, the capacity of the organization, ability and history in leveraging of funds, references, business plan and financial performance. In addition, responses shall include a full description of the program to be operated, a timeline to become fully operational and the number of staff to be provided at the facility.

Each Proposer shall demonstrate the financial capacity to expand their services and provide for any renovations necessary to restore the buildings to acceptable condition.