

**INDIAN RIVER COUNTY, FLORIDA**

**M E M O R A N D U M**

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**TO:** Jason E. Brown; County Administrator

**THROUGH:** Stan Boling, AICP  
Community Development Director

**THROUGH:** Sasan Rohani, AICP  
Chief, Long-Range Planning

**FROM:** Bill Schutt, AICP  
Chief, Long-Range Planning

**DATE:** February 1, 2019

**SUBJECT:** Ranking of Firms for RFP 2019036 – CDBG Housing Rehabilitation Category  
Administration Services FFY 2017 (Contract #19DB-ON-10-40-01-H 03)

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It is requested that the information herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of February 12, 2019.

**DESCRIPTION AND CONDITIONS**

On June 19, 2018, the Board of County Commissioners (BCC), at an advertised public hearing, directed staff to prepare an application for a \$750,000 Community Development Block Grant (CDBG) in the Housing Rehabilitation category and also authorized staff to issue a Request for Proposals (RFP) to select a consultant to administer the grant, if awarded. At a second public hearing on July 10, 2018, the BCC reviewed the proposed CDBG application and authorized its submittal to the state.

On December 10, 2018, the County received a notice of award from the Department of Economic Opportunity (DEO) for the CDBG (Attachment 1). Among other things, that letter informed the County that:

1. the awarded amount is \$750,000;
2. the effective date for the award is December 10, 2018;
3. the procurement process for needed services (such as for grant administrator) could be commenced; and
4. a CDBG agreement would be sent to the County to execute as soon as the state completed its preliminary review (not yet received).

Based on the DEO award letter and prior authorization from the BCC, staff issued an RFP for a consultant to administer the grant.

**RFP RESULTS:**

Advertising Date:	December 30, 2018
RFP Opening Date:	January 25, 2019
DemandStar Broadcast to:	279 Subscribers
RFP Documents Requested by:	10 Firms
Replies:	2 Firms

**ANALYSIS:**

A selection committee comprised of Stan Boling, Community Development Director, Kristin Daniels, Budget Director, and Scott McAdam, Building Official independently evaluated and scored the submitted proposals in accordance with the County Purchasing Manual and the criteria established in the RFP. On January 29, 2019, the committee met and developed an initial ranking of firms. This ranking was unanimous and the committee agreed presentations are unnecessary and declared its ranking final:

1. Guardian CRM, Inc., Dade City
2. SoFI Corporation, Vero Beach

**FUNDING:**

Funding for the grant will be made available through a budget amendment. The administration consultant services is an allowable grant expenditure and will be paid through account number 12913054-033190-19802, CDBG/CDBG Grant #19DBON100410HO3/Other Professional Services.

**RECOMMENDATION:**

Staff recommends the Board of County Commissioners approve the committee’s final ranking and authorize staff to begin contract negotiations starting with the top ranked firm (and the subsequent ranked firm, should negotiations with the higher ranked firm fail).

**ATTACHMENTS**

1. CDBG Housing Rehabilitation Category Award Letter

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