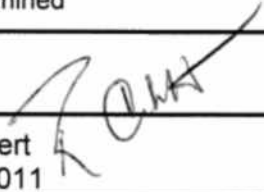


MANATEE COUNTY GOVERNMENT SOURCE SELECTION

SUBJECT	HUD Assessments, Plans and Reports	DATE POSTED	March 1, 2011
PURCHASING REPRESENTATIVE	Frank Lambertson, 749-3042	DATE CONTRACT SHALL BE AWARDED	To be determined
DEPARTMENT	Financial Management Dept./Purchasing Div.	CONSEQUENCES IF DEFERRED	N/A
SOURCE RECOMMENDATION	Wade Trim, Inc., Tampa, FL	AUTHORIZED BY DATE	Rob Cuthbert March 1, 2011 

ACTION DESIRED

Authorization to enter into negotiation with Wade Trim, Inc., Tampa, FL for the purpose of providing Professional Consulting for HUD Assessments, Plans and Reports on an as required basis.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Code of Laws, Chapter 2-26 Manatee County Purchasing Ordinance, Section 2-26-40 and the Standards and Procedures approved by the County Administrator. HUD funding requirements.

BACKGROUND/DISCUSSION

Estimated expenditure of future grant funds on an annual basis is \$105,000.

Funding Source: HUD and CDBG funds

MANATEE COUNTY firms that were directly contacted and made aware of this Request for Proposal were, and took the following actions in response to the RFP:

Contacts made via the Manatee County Chamber of Commerce.

There were no other Manatee County firms found that would provide the products and services required by the RFP.

Proposals were received from the following firms:

Manatee County firms:

None

Local firms:

Enercon Services, Inc., Temple Terrace, FL

Wade Trim Inc., Tampa, FL

SUMMARY

Selected for award: Wade Trim Inc., Tampa, FL

ATTACHMENTS: (List in order as attached)

INSTRUCTIONS TO BOARD RECORDS:

1. Approval Email

N/A

COST

\$105,000 (annual estimate)

SOURCE (ACCT# & NAME)

Individual Work Assignments

COMMENTS

N/A

AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)

N/A

Other firms:

Community Redevelopment Associates, Pembroke Pines, FL
Florida Planning Group, Inc., Ponte Vedra Beach, FL
Langton Associates, Jacksonville, FL
PMG Associates, Inc., Lakeland, FL
Smart, Inc., New Orleans, LA

Approval to enter into negotiations with the following top ranked firm Wade Trim Inc., Tampa, FL.

The Neighborhood Services Department requires the following consulting services necessary to prepare various assessments/plans/reports such as Environmental Assessments, Annual Action Plans, Five-Year Consolidated Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), Analysis of Impediments to Fair Housing Choice, or other similar documents that are required for recipients of federal funding by the Federal Government. The successful proposer must furnish the County with both hard copies and electronic copies of the finished product. Electronic copies must be provided in a format that is compatible with and can be manipulated by the Microsoft Office Software Suite..

9/9/10 – 2/2/11 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to one thousand three hundred nineteen (1,319) HUD assessment and reporting firms; twenty nine (29) firms downloaded the RFP and seven (7) firms' submitted proposals.

The RFP was advertised locally in the Bradenton Herald and TEMPO News, posted on the County's website and provided to the Manatee County Chamber of Commerce for release to members.

The Selection Committee consisted of:

Suzie Dobbs, Neighborhood Services Department (NSD1)
William O'Shea, Neighborhood Services Department (NSD2)
Frank Lambertson, Financial Management Department (FMD)

HUD requires a Mandatory Evaluation Process that includes a custom point system:

The Selection Committee convened 2/18/10 to score and rank all firms to have the top ranked firm provide HUD Assessments, Plans and Reporting Services on an as required basis.

The Selection Committee ranked the firm's as follows:

<u>Firm</u>	<u>FMD</u>	<u>NSD1</u>	<u>NSD2</u>	<u>Total Pts.</u>	<u>Final Rank</u>
Wade-Trim	86	90	88	264	7**
Community Red. Assoc. of FL	52	52	52	156	1
Enercon Services, Inc.	70	65	59	194	5
Smart, Inc.	63	61	51	175	3
FL Planning Group	87	89	80	256	6
PMG Associates, Inc.	64	62	60	186	4
Langton Associates	56	52	50	158	2

**Selected Firm

Individual Selection Committee Members determined raw points for each proposer based on the evaluation factors listed in paragraph C.01 of the RFP based upon HUD Mandatory Requirements which are not the practice of Manatee County. Only whole points are assessed per HUD rules, and no more than the maximum raw points afforded to each evaluation factor.

To balance any extremes in the assignment of raw points by any Individual Selection Committee Member, HUD rules dictate that the sum of the raw points will be used to determine a score as follows: highest raw point score = 7 points, 2nd highest raw point score = 6 points, 3rd highest raw point score = 5 points, 4th highest raw point score = 4 points, and shall continue in similar progression for the number of proposers to be ranked.

The sum of the scores from each Individual Selection Committee Member were totaled. Per HUD rules, the Selection Committee's ranking shall be from the highest total score to the lowest, based on the sum of these scores.

Re: Selection for Negotiations - RFP #10-3446FL - HUD Assessment, Planning and Reporting RFP -
Ed Hunzeker
to:
Rob Cuthbert
02/24/2011 09:35 PM
Cc:
"Melissa Assha", "Frank Lambertson"
Show Details

Please proceed!

Ed

On Feb 24, 2011, at 2:24 PM, "Rob Cuthbert" <rob.cuthbert@mymanatee.org> wrote:

Mr. Hunzeker,

We are communicating the recommended selection of Wade Trim Inc., Tampa, FL for Third Party Administration services for consulting services necessary to prepare various assessments/plans/reports required for recipients of federal funding by the Federal Government. Negotiation shall be engaged to determine the final cost.

Staff will proceed with the posting of the selection and beginning negotiations upon your confirmation to proceed. If you choose, you may direct staff to present this recommendation to the Board of County Commissioners for consideration.

Thank you. Rob Cuthbert

Estimated expenditure of future grant funds on an annual basis is \$105,000.

Funding Source: HUD and CDBG funds

The Neighborhood Services Department requires the following consulting services necessary to prepare various assessments/plans/reports such as Environmental Assessments, Annual Action Plans, Five-Year Consolidated Plans, Consolidated Annual Performance and Evaluation Reports (CAPER), Analysis of Impediments to Fair Housing Choice, or other similar documents that are required for recipients of federal funding by the Federal Government. The successful proposer must furnish the County with both hard copies and electronic copies of the finished product. Electronic copies must be provided in a format that is compatible with and can be manipulated by the Microsoft Office Software Suite..

There were no Manatee County firms found that would provide the products and services required by the RFP. Posting of the solicitation included the Manatee County Chamber of Commerce in addition to advertising in the Bradenton Herald and TEMPO News and posting on the County's website.

There were no other Manatee County firms found that would provide the products and services required by the RFP.

Proposals were received from the following firms:

Manatee County firms: None

Local firms:

Enercon Services, Inc., Temple Terrace, FL
 Florida Planning Group, Inc., Ponte Vedra Beach, FL
 PMG Associates, Inc., Lakeland, FL
 Wade Trim Inc., Tampa, FL

Other firms:

Community Redevelopment Associates, Pembroke Pines, FL
 Langton Associates, Jacksonville, FL
 Smart, Inc., New Orleans, LA

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Firm FMD NSD1 NSD2 Total Pts. Final Rank

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Frank G. Lambertson, Contracts Negotiator
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Bradenton, FL 34205
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Phone: 941-749-3042
Fax: 941-749-3034