



EXECUTIVE SUMMARY
RFP No. RFP 22-336-LC
Energy Efficiency and Weatherization of Affordable Housing Grant Program
Management Services

RESPONSE DEADLINE: May 11, 2022 at 2:00 pm

Friday, November 18, 2022

SOLICITATION OVERVIEW

Project Title	Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services
Project ID	RFP 22-336-LC
Project Type	Request For Proposal
Release Date	April 11, 2022
Due Date	May 11, 2022
Procurement Agent	Leira Cruz Cáliz
Evaluators	Mari Daniels, Sean McLendon, Candie Nixon, Stephen Weeks, dhouchen@alachuacounty.us
Project Description	<p>Alachua County Board of County Commissioners is seeking proposals from 501c3 non-profits (hereinafter, referred to as Consultants) for the provision of Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services for the benefit of Office of Sustainability, Equity, Economic and Strategic Development Department.</p> <p>The following apply to this request for proposal: <u>Instruction to Proposers</u>, <u>Terms and Conditions</u>, <u>Insurance</u>, <u>Scope of Work</u>, <u>Sample Agreement/Contract</u>, <u>Proposed Requirements and Organization</u>, <u>Request for Proposal Selection Procedures</u>, <u>Evaluation Phases</u>, <u>Attachments</u>, and <u>Submittals</u>.</p>

INTRODUCTION

EXECUTIVE SUMMARY

RFP No. RFP 22-336-LC

Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services

Summary

Alachua County Board of County Commissioners is seeking proposals from 501c3 non-profits (hereinafter, referred to as Consultants) for the provision of Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services for the benefit of Office of Sustainability, Equity, Economic and Strategic Development Department.

The following apply to this request for proposal: Instruction to Proposers, Terms and Conditions, Insurance, Scope of Work, Sample Agreement/Contract, Proposed Requirements and Organization, Request for Proposal Selection Procedures, Evaluation Phases, Attachments, and Submittals.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Leira Cruz Cáliz

Procurement Agent II

Email: lcruzcaliz@alachuacounty.us

Phone: [\(352\) 337-6268](tel:(352)337-6268)

Department:

Office of Sustainability, Equity, Economic and Strategic Development

Timeline

OpenGov Release Project Date	April 11, 2022
Question Submission Deadline	May 1, 2022, 12:00am
Proposal Submission Deadline	May 11, 2022, 2:00pm

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Solicitation Opening – Zoom Meeting	<p>May 11, 2022, 2:00pm</p> <p>The scheduled solicitation opening will occur via Zoom; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Zoom Meeting https://zoom.us/j/93437702771?pwd=S2QxMVpUTG5xQUtBTEVMBkRxakNEZz09</p> <p>Meeting ID: 934 3770 2771 Passcode: 702897 One tap mobile +13126266799,,93437702771# US (Chicago) +19292056099,,93437702771# US (New York)</p> <p>Dial by your location +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) Meeting ID: 934 3770 2771 Find your local number: https://zoom.us/u/adtsfJybhW</p> <p>If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. TDD users, please call 711 (Florida Relay Service)</p>
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SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Mar 31, 2022 11:39 AM	Draft	Leira Cruz Cáliz, CAPM, CPPB

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Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services

Date	Changed To	Changed By
Mar 31, 2022 12:41 PM	Review	Leira Cruz Cáliz, CAPM, CPPB
Apr 11, 2022 10:25 AM	Final	Leira Cruz Cáliz, CAPM, CPPB
Apr 11, 2022 10:25 AM	Post Pending	Leira Cruz Cáliz, CAPM, CPPB
Apr 11, 2022 10:30 AM	Open	Leira Cruz Cáliz, CAPM, CPPB
May 11, 2022 2:00 PM	Pending	OpenGov Bot
May 11, 2022 2:13 PM	Evaluation	Leira Cruz Cáliz, CAPM, CPPB
May 17, 2022 3:16 PM	Pending	Leira Cruz Cáliz, CAPM, CPPB
May 17, 2022 3:17 PM	Evaluation	Leira Cruz Cáliz, CAPM, CPPB
Sep 8, 2022 10:10 AM	Award Pending	Leira Cruz Cáliz, CAPM, CPPB

SELECTED VENDOR

VENDOR RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
Rebuilding Together North Central Florida	Gainesville, FL

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Apr 11, 2022 10:38 AM
Submitted	Rebuilding Together North Central Florida	RD Bonnaghan rd@rebuildingtogetherncf.org (386) 503-1269	May 3, 2022 9:00 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Network Craze	Rebuilding Together North Central Florida
Eligible Entity Type	No Response	Pass
Corporate Resolution Granting Signature	No Response	Pass

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Question Title	Network Craze	Rebuilding Together North Central Florida
Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
SBE Option 1: SBE Proposer	No Response	Pass
SBE Option 2: 30% SBE Proposer Participation	No Response	Pass
SBE Option 3: 15% - 29% SBE Prosper Participation	No Response	Pass
SBE Option 4: No Subcontractors	No Response	Pass
Option 5: Consultant SBE Good Faith Effort.	No Response	Pass
Alachua County Government Minimum Wage	No Response	Pass
Drug Free Workplace	No Response	Pass
State Compliance	No Response	Pass
Vendor Eligibility	No Response	Pass
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	No Response	Pass
Responsible Agent Designation	No Response	Pass
Conflict of Interest	No Response	Pass
Request for Proposal Submittal Documentation	No Response	Pass
You have reviewed and completed all the required submittal requirements..	No Response	Pass

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

May 4, 2022 1:02 PM

This addendum extends deadline to May 11, 2022 at 2:00 pm.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Rebuilding Together North Central Florida	X	May 4, 2022 4:15 PM	RD Bonnaghan

NOTICES ISSUED:

Notice #1

May 12, 2022 10:59 AM

Please review the Bid Tabulation document attached.

Notice #2

Jun 7, 2022 1:04 PM

The recommendation of the Evaluation Committee is to approve the award of RFP 22-336-LC Energy Efficiency and Weatherization of Affordable Housing Grant Program Management Services to Rebuilding Together North Central Florida.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.

EVALUATION

PHASE 1

EVALUATORS

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Name	Title	Agreement Accepted On
dhouchen@alachuacounty.us		Not Accepted
Mari Daniels	Director	May 19, 2022 11:55 AM
Sean McLendon	Economic Development & Food Systems Manager	May 19, 2022 9:49 AM
Candie Nixon	Assistant Director	May 31, 2022 9:32 AM
Stephen Weeks	Director Housing	May 31, 2022 9:11 AM

EVALUATION CRITERIA

Criteria	Description	Scoring Method	Weight (Points)
Organizational Capacity		Points Based	20 (20% of Total)
Planning		Points Based	5 (5% of Total)
Technical Proposal		Points Based	5 (5% of Total)
Required Program Components		Points Based	20 (20% of Total)
Safety and Security		Points Based	10 (10% of Total)
Data and Reporting		Points Based	20 (20% of Total)
Budget		Points Based	20 (20% of Total)

AGGREGATE SCORES SUMMARY

Vendor	dhouchen@alachuacounty.us	Mari Daniels	Sean McLendon	Candie Nixon	Stephen Weeks
Rebuilding Together North Central Florida	-	94	73	80	87

Vendor	Total Score (Max Score 100)
Rebuilding Together North Central Florida	83.5

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	<u>Organizational Capacity</u> Points Based 20 Points (20%)	<u>Planning</u> Points Based 5 Points (5%)	<u>Technical Proposal</u> Points Based 5 Points (5%)	<u>Required Program Components</u> Points Based 20 Points (20%)	<u>Safety and Security</u> Points Based 10 Points (10%)
Rebuilding Together North Central Florida	19.5	4.3	3.8	16.5	7.3

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Vendor	<u>Data and Reporting</u> Points Based 20 Points (20%)	<u>Budget</u> Points Based 20 Points (20%)	Total Score (Max Score 100)
Rebuilding Together North Central Florida	16.5	15.8	83.5