

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS FOR BROWNFIELDS REVOLVING LOAN FUND AND GRANT FUND SERVICES FOR THE SOUTH FLORIDA REGIONAL PLANNING COUNCIL ("SFRPC")

Notice is hereby given that a formal written proposal including each of the requirements outlined below be received digitally and/or hard copy by the South Florida Regional Planning Council (hereinafter referred to as "SFRPC") no later than 2:00 P.M. on June 27, 2018.

Copies of this Request for Qualifications (RFQ) may be obtained from the SFRPC at the above address or via the internet, www.sfregionalcouncil.org. The SFRPC reserves the right to accept or reject any, and all, proposals and/or any portions of proposals.

PROPOSAL SUBMISSION DEADLINE: June 27, 2018

1. Overview:

The SFRPC is a multi-purpose agency of the state created pursuant to Florida Statute and interlocal agreement to address regional planning and economic development issues within the tri-county area consisting of Miami-Dade, Monroe, and Broward counties.

2. Services to be provided:

The SFRPC is seeking the services of a qualified consultant to assist in identifying, developing, and implementing various public, semi-public, and private economic development projects and economic development financing programs related to the SFRPC's Environmental Protection Agency (EPA) Brownfields Revolving Loan Program. The consultant shall assist in the preparation of grant applications; negotiations with private, public, non-profit, and other relevant project partners; and with the underwriting and financial structuring of economic development and mixed-use projects.

The Consultant shall assist in the operation, at the direction of the South Florida Regional Planning Council, of the Council's EPA Brownfields Revolving Loan Program. Such services may include, but not be limited, to the following:

1. Underwriting of all loans in accordance with governmental and Bank underwriting standards
2. Servicing the loan portfolio including billing, establishment and maintenance of records, provide monthly reports to the Loan Advisory Board, and necessary review of the loan portfolio for compliance with loan requirements and necessary site visits.
3. Working with attorneys to provide necessary information to draft loan documents, close loans, and, if necessary, working with attorneys for the collection of delinquent funds and foreclosure proceedings.

4. To be available to meet with various governmental entities overseeing the loan programs.
5. Manage and complete submittals to applicable agencies in accordance with loan work plans (i.e. annual reports and required forms).
6. Consultant will be responsible for assisting with cross-checking regulatory requirements of SFRPC loan programs and other services with state and federal programs as deemed necessary by the SFRPC to successfully carry out loan and other economic development programs.
7. Provide programmatic and technical support of grants. Sub-consultants required to fully implement loan management services shall be included in the project team.
8. Meet with the SFRPC Executive Director on a periodic basis to review the loan portfolio, and meet with the Loan Advisory Board to review the loan portfolio and answer any questions, and to advise as to any necessary actions to be taken by the SFRPC with respect to any pending loans or outstanding loans.

3. Period of Contract

The proposed effective date of this Contract is July 11, 2018. The elected respondent(s) will provide services for a three (3) year period ending July 11, 2021. Three (3) one (1) year renewal options, at the Council's sole discretion, may be included. SFRPC reserves the right to terminate the contract for convenience, if necessary.

4. How to respond:

At a minimum, all responses should include the following:

- **Respondent Contact Information and Background:** Please indicate whether you are acting as an individual or agent on behalf of a company, or are acting as multiple agents on behalf of a company. Please provide a brief overview of your organization/team, an organizational chart of the proposed project team and resumes for the individual(s) who will be working on this project.
- **Project Approach & Understanding** Please provide a detailed narrative description of approach and methodology for assisting staff of SFRPC with the development and implementation of revolving loan fund and grant programs.
- **Relevant Experience and References:** Please provide examples of similar work done in the past and/or any current Revolving Loan Fund experience throughout the South Florida Region. Please include three professional references within the last three years who can comment on their experience working with you or your company.
- **Unique Experience:** Please provide any additional information you believe makes you (or your company) uniquely qualified to provide these services.

All inquiries concerning this RFQ should be directed to:

Karen Chang, Director of Administration
Email: sfadmin@sfrpc.com

South Florida Regional Planning Council
One Oakwood Blvd., Suite 221, Hollywood,
FL 33020

Responses to inquiries will be reflected on the SFRPC website, as updates to the RFQ.

5. Evaluation Criteria and Qualifications for Proposals:

Minimum Qualifications are:

- Have prior experience handling revolving loan fund oversight and management

6. Evaluation of Proposals:

Proposals will be evaluated based upon the following factors:

- **Prior Revolving Loan Fund Experience:** Respondents should indicate how many years of experience they have in administering revolving loan funds, the extent of their success in obtaining revolving loan fund grants and include references from existing and former clients, which highlight this experience.
- **Strength, Location and Availability of the project team:** Respondents should demonstrate how they and/or their project team have successfully applied, administered and operated revolving loan funds.

7. Format of Submissions and Deadlines:

Respondents may submit responses to the RFQ electronically and are requested to follow the format below for submission. Responses must not exceed 15 pages in length.

- **Letter of Transmittal** Submittals should contain a Letter of Transmittal addressed to Isabel Cosio Carballo, Executive Director, and should contain the following:
 - Identification of Respondent and Company, including name, address, email, and telephone number.
 - Proposed working relationship between respondent and subcontractors, if applicable.
 - Name, title, address, telephone number, fax number and e-mail address of contact person during period of submittal evaluation.
 - Signature of a person authorized to bind respondent to the terms of the submittal.
- **Table of Contents**
- **Information and Background:**
 - Overview of your organization, including proposed team members and/or subcontractors;
 - Organizational chart of the proposed project team; and,

- Resumes for the individual(s) who will be working on this project.
- **Project Approach & Understanding** Please provide a detailed narrative description of approach and methodology for assisting staff of SFRPC with the development and implementation of revolving loan fund programs.
- **Relevant Experience and References:**
 - Please provide detailed examples of similar work done in the past and/or any current Revolving Loan Fund experience throughout the South Florida Region.
 - Please include three professional references within the last three years who can comment on their experience working with you or your company.
- **Additional Information/Unique Experience:** Please provide any additional information you believe makes you (or your company) uniquely qualified to provide these services.

Respondents may submit electronic responses to sfadmin@sfrpc.com as one .pdf document.

Proposals must be received by the SFRPC no later than 2:00 PM on June 27, 2018. It is the sole responsibility of the respondent submitting the proposal to assure it is delivered on time. All materials should be properly identified by name of respondent and marked with "SFRPC Brownfields Revolving Loan Fund Professional Services". The emphasis of the proposals should be on responding to the requirements set forth in this document.

8. Evaluation Process:

All proposals submitted in response to this RFQ will be reviewed for their relative strengths and weaknesses in conjunction with the criteria contained in Section 5. Selections will be based on the completeness and quality of responses to this solicitation. Respondents must provide accurate contact information and attest to the validity of the information supplied. SFRPC staff may contact references and industry sources, investigate previous projects and current commitments, interview some or all of the proposed respondent team members, and take any other information into account in its evaluation of the responses. The SFRPC reserves the right to request clarification or additional information and to request that proposed respondents make presentations to the SFRPC Council Members. The SFRPC also reserves the right to accept or reject any and all proposals and/or any portions of proposals. Further, the SFRPC reserves the right to waive submission irregularities on a case by case basis.

9. Selection:

SFRPC representatives will review and rank the responses to the RFQ, and recommend an individual/team to the full SFRPC board. Pursuant to the action taken by the SFRPC Board, the SFRPC will then enter into an independent contractor agreement with the selected individual, company, or firm that will specify the individual's, company's, or firm's and SFRPC's obligations as well as the applicable compensation.

10. Publication and Promotion:

This RFQ shall be available upon request in the SFRPC's offices, distributed through the SFRPC's mailing list, and posted on the web at www.sfrpc.org.

11. Additional Requirements:

The SFRPC reserves the right to amend and revise the instructions, requirements, general and special conditions, scope of work, and specifications of this RFQ up to the time that the SFRPC Board authorizes the execution of a contract with the successful proposer. Copies of such amendments shall be furnished to all prospective proposers who have submitted proposals, and shall also be posted to the SFRPC's website. Where such amendments require significant changes in the scope of the program, the date set for proposals may be postponed by such number of days as in the opinion of the SFRPC shall enable prospective respondents to revise their proposals.

12. Conflict of Interest:

All bidders agree to disclose any, direct or indirect, current or potential future, conflicts of interest between themselves and the SFRPC, and the employees of either entity. If questions arise about potential conflicts of interests, please contact the SFRPC prior to submitting a proposal.

13. Ownership of Proposal:

All materials submitted in response to this request shall become the property of the SFRPC. Selection or rejection of a proposal does not affect this right.

14. Errors and Omissions in Proposal:

The SFRPC shall not be liable for any errors in proposals. The SFRPC at its, option, has the right to request clarification or additional information from the respondents. The selected respondent shall be expected to enter into a listing agreement with the SFRPC. Contract negotiations may begin with the announcement of the selected respondent(s).

15. Compliance with All Applicable Laws:

Any work completed pursuant to a response to this RFQ shall be governed and/or construed in accordance with the laws and jurisprudence of the State of Florida. At the time of respondent's submission of its RFQ response, the respondent shall be in compliance with all applicable laws of the State of Florida, the United States and local ordinances, including licensure requirements.