

HOUSING AUTHORITY OF THE CITY OF LIVE OAK



**REQUEST FOR PROPOSALS
FOR
FEMA Public Assistance (PA) Services
2024-08**

November 25, 2024

REQUEST FOR PROPOSALS FOR PUBLIC ADJUSTING SERVICES

PROCUREMENT INFORMATION

The Housing Authority of The City of Live Oak's FEMA Public Assistance Committee (LOHA) herein solicits Request for Proposals from qualified, licensed, and responsible firms interested in providing LOHA with Public Adjusting Services.

Proposal deadline: Proposals must be received no later than 1:00 PM Eastern Time on Friday, November 29th, 2024. E-mail transmissions are preferred and shall be directed to

Live Oak Housing Authority
Attn: Nathaniel Smith, Executive Director
406 Webb Drive NE
Live Oak, FL 32064
administration@liveoakha.org

All Proposals shall be time and date stamped upon receipt. Late Proposals will not be accepted. All Proposals received will become a part of The Housing Authority of The City of Live Oak's official files without any obligation on The Housing Authority of The City of Live Oak's part to return submitted material.

All Proposals received in accordance with the Request for Proposals will be reviewed and evaluated by the Housing Authority. Proposer will then be ranked based on their evaluation of the best-qualified, experienced, bid price and responsive Proposer.

Live Oak Housing Authority reserves the right to reject any or all Proposals and to select the Proposer which, in its judgement, best meets the needs of Live Oak Housing Authority.

In accordance with the U.S. Department of Housing and Urban Development (HUD) Handbook 7460.8 REV-2, Florida Statutes and with other applicable laws, the Live Oak Housing Authority (LOHA) is seeking proposals from qualified responsible firms to provide Public Adjuster Services.

INTRODUCTION

Nathaniel Smith serves as the agency's Executive Director of the Housing Authority's Board of Commissioners.

The Housing Authority of the City of Live Oak, Florida (also known as the Live Oak Housing Authority) was created pursuant to Chapter 421, Florida Statutes for the purpose of providing decent, safe and sanitary housing to low-income residents of the City of Live Oak. Currently, LOHA owns and manages 104 low rent units, 3 playgrounds, one (1) acre vacant land, and approximately 1 acre pond with grass area surrounding it.

The Board of Commissioners, authorized by the laws of the State of Florida, appointed by the Mayor, is responsible for the development of housing policy and the authorization of expenditures.

LOHA is soliciting proposals from interested firms and individuals to provide FEMA Public Assistance Services. This solicitation is being issued in compliance with 2 CFR 200.320 under the exigency exception allowing for an expedited procurement timeline in order to abide by the deadlines established for the prompt filing of claims arising from damages sustained by Hurricane Helene.

QUALIFICATIONS

MINIMUM REQUIREMENTS

Qualified vendors must meet the following criteria:

- **FEMA PA Experience:** Proven success in delivering FEMA PA consulting services to public entities, with specific experience in Florida.
- **Public Adjuster Expertise:** Minimum of two years of experience working with or partnering with public adjusters.
- **Housing Authority References:** Demonstrated experience working with Florida housing authorities, including verifiable references.

CORPORATE RESUMES

- Include detailed resumes of the firm's leadership.
- Emphasize relevant experience in FEMA PA services, disaster recovery, and public sector consulting.

SCOPE OF WORK

The selected vendor will:

- **Assist with FEMA Applications and Claims:** Prepare and submit FEMA PA applications and explore other relevant government funding opportunities.
- **Provide Cost Estimation and Documentation:** Ensure all costs are accurately estimated and documented to meet FEMA compliance standards.
- **Oversee Compliance:** Align all documentation and procedures to FEMA requirements to ensure audit readiness.

TIMELINE

It is expected that the Public Adjuster Services process will begin in December 2024.

- RFP Issued: November 25th, 2024
- RFP Responses due: November 29th, 2024
- Selection of Consultant: December 2nd, 2024

LOHA reserves the right to make adjustments as needed to the above schedule.

QUESTIONS

Proposers must submit all questions or request by 12:00 PM Eastern Time on Wednesday, November 27th, 2024.

RESPONSE REQUIREMENTS

All submissions must include the following:

1. **Firm Background and Qualifications:** A summary of the firm's experience and expertise in FEMA PA services.
2. **Reference Contacts:** Contact information for at one Florida housing authority references.
3. **Fee Structure:** A comprehensive, itemized quote for services, including hourly rates, if applicable.

SELECTION CRITERIA

Proposals will be reviewed and evaluated by staff. Criteria for evaluation will include:

- 25% Proposal for accomplishing the tasks listed in Project Scope
- 25% Cost (see attached Fee Sheet)

- 25% Capacity to perform the services within the established timeframe
- 25% References

A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

REQUIRED FORM – RETURN WITH PROPOSAL

FEE ESTIMATE

Company Legal Name:	Company Address:
Federal Taxpayer ID:	Email Address:
Authorized Signing Officer Signature:	Authorized Signing Officer Printed Name & Title:

Insurance Claim _____%

The Offeror, having familiarized and examined him/herself or themselves with this Request, Scope of Services herein and Documents, including Attachments and any Amendments and/or Addenda, if any thereto, as prepared by and on file in the offices of the LOHA, hereby proposes to furnish all labor, materials, equipment and services required in accordance with the Request for Proposal supplied by the LOHA for the following contract price specified below according to the terms and conditions of the Contract.

ATTACHMENTS

ATTACHMENT A

NON-COLLUSIVE AFFIDAVIT

State of _____
County of _____

_____, being first duly sworn, deposes and states:

That he/she is _____
(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from proposing and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

The Housing Authority of The City of Live Oak

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature _____
(Respondent, if Respondent is an individual)
Partner, if the Respondent is a partnership
Officer, if Respondent is a corporation

ATTACHMENT B

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON
PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____ (print name of the public entity) by _____ (print individual's name and title) for _____ (print name of entity submitting sworn statement) whose business address is _____

_____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287. 133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, inducing but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b) Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287. 133(1)(a), Florida Statutes, means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287. 133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services)

(Signature)

Date

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
_____ who, after being sworn by me, affixed his/her
signature in the space above on this _____ day of _____, 2024.

Sworn to and subscribed before me this _____ day of _____, 2024.
Personally known _____ OR Produced identification _____
(type of identification)

(Signature of Notary Public)

(seal)

My commission expires _____

ATTACHMENT C

**CERTIFICATION OF RESPONDENT REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

I, _____, hereby certify on behalf of _____ and its
(insert name of Respondent)

key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

Signature of Key Principal of Respond

ATTACHMENT D

CONFLICTS CERTIFICATION

I, _____, hereby certify on behalf of

_____ and its key principals that:
(insert name of Respondent)

- (i) No actual or apparent conflict of interest exists with regard to The Housing Authority of The City of Live Oak,
- (ii) No actual or apparent conflict exists with regard to Respondent's or its key principal's possible performance under this Request for Proposal, and
- (iii) No actual or potential claim exists against The Housing Authority of The City of Live Oak.

Signature of Key Principal of Respondent

ATTACHMENT E

ARTICLE

Legally Required Statement and Provisions Regarding Access to Records

The Parties acknowledge and agree that the statement and provisions below are required by Florida Statute to be included in this Agreement. The inclusion of this statement and provisions below shall not be construed to imply that the VENDOR has been delegated any governmental decision-making authority, governmental responsibility, or governmental function or that the VENDOR is acting on behalf of the PHA as provided under Section 119.011(2), Florida Statutes, or that the statement or provisions are otherwise applicable to the VENDOR. As stated below, the VENDOR may contact the PHA'S Custodian of Public Records with questions regarding the application of the Public Records Law; however, the VENDOR is advised to seek independent legal counsel as to its legal obligations. The PHA cannot provide the VENDOR advice regarding its legal rights or obligations.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- i) Nathaniel Smith
- ii) 386-362-2123
- iii) administration@liveoakha.org
- iv) Live Oak Housing Authority
406 Webb Drive NE
Live Oak, Florida 32064

If, under this Agreement, the VENDOR is providing services and is acting on behalf of the PHA as provided under Florida Statutes Section 119.011(2), the VENDOR shall comply with public records laws, and specifically shall comply with the following:

- i) Keep and maintain public records required by the PHA to perform the services.
- ii) Upon request from the PHA'S custodian of public records, provide the PHA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for

the duration of the Agreement term and following completion of the Agreement if the VENDOR does not transfer the records to the PHA.

- iv) Upon completion of the Agreement, transfer at no cost to the PHA, all public records in possession of the VENDOR or keep and maintain public records required by the PHA to perform the service. If the VENDOR transfers all public records to the PHA upon completion of the Agreement, the VENDOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the VENDOR keeps and maintains public records upon completion of the Agreement, the VENDOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the PHA, upon request from the PHA'S custodian of public records, in a format that is compatible with the information technology systems of the PHA.

Failure of the VENDOR to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Agreement by the PHA.

ATTACHMENT F

ACKNOWLEDGEMENT OF RECEIPT OF HUD FORMS

Respondent hereby acknowledges receipt of the following:

1. HUD-5369-A, Instructions to Bidders for Contracts Public and Indian Housing Programs
2. Access To Records Statement

Date: _____

Signature of Key Principal of Respondent