



Leon County

Board of County Commissioners

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(850) 606-5302 www.leoncountyfl.gov

Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308
(850) 606-1600

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County Attorney

October 22, 2010

RFP Title: Request for Proposals for Grant Administration and Management Services for the Florida Community Development Block Grant (CDBG) Program Disaster Recovery Initiative, Contract Number 10DB-K4-02-47-01-K21
Proposal Number: BC-10-27-10-05
Opening Date: Wednesday, October 27, 2010 at 2:00 PM

ADDENDUM #2

Dear Vendor:

This letter serves as Addendum #2 for the above referenced project.

1. The following shall be added to Section III, Scope of Services, page 7, as paragraph four and following of the RFP package:

Leon County is seeking services to manage the administration of a Community Development Block Grant (CDBG) for three urgent need infrastructure projects. The selected firm would be required to perform, and complete the necessary services described herein in compliance with applicable federal, state and local laws and regulations. The following describes the services to be performed by the selected firm.

Scope of Services Tasks:

- 1) Review documentation requirements and advise accordingly on information that will be needed for grant agency site visits and monitoring visits.
- 2) Review project information management and filing systems.
- 3) Review construction related financial management record keeping systems.
- 4) Review grant work plans and compare to actual construction progress.
- 5) Review bid documents and project construction contract documents to ensure compliance with CDBG/HUD regulations.
- 6) Monitor project schedule.
- 7) Request Wage Decisions.

- 8) Attend Pre-construction Conference and advise contractor and sub contractors as needed on Davis Bacon and Section 3 requirements.
 - 9) Interview construction workers and review contractor payrolls to ensure contractor compliance with Davis Bacon hour and wage requirements (See Section B of this task order for a detailed list of activities to be performed related to Davis Bacon).
 - 10) Coordinate with Engineer if needed to address citizen complaints.
 - 11) Monitor contractor and subcontractor progress.
 - 12) Review construction payment requests to ensure compliance with grant budget.
 - 13) Review and comment on proposed grant amendments that may be needed to address unknown field conditions encountered during construction.
 - 14) Review change orders for compliance, as needed.
 - 15) Coordinate with Engineer to provide regular project status reports that are consistent with CDBG/HUD format requirements.
 - 16) Monitor on-going project activities to ensure compliance with CDBG/HUD requirements.
 - 17) Provide other necessary technical assistance as may be needed that is related to complying with CDBG/HUD regulations.
 - 18) Review final change order, pay request, and construction documents.
 - 19) Review and provide advice as needed on final project budget balance.
 - 20) Review and/or prepare documents that will be needed for final project close out.
2. As a reminder, the CDBG Agreement is available for review on the Purchasing Division website at: <http://www.leoncountyfl.gov/Purchasing/Plan&Specs/CDBG%20Agreement.pdf>.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,



Keith M. Roberts
Purchasing Director