

CITY OF MONTICELLO REQUEST FOR PROPOSALS

1. Introduction/Purpose of This Request for Proposal

The City of Monticello is a Florida municipality served with electricity by Progress Energy under terms of a 1981 franchise agreement which expires on April 7, 2011. The City seeks qualified consultants with experience working with Florida municipalities for purposes of providing guidance, support and oversight during franchise renewal negotiations.

3. Anticipated Scope of Work

It is anticipated that the Scope of Work will consist of meeting with City Council members individually and/or appearing before the City Council as a whole to ascertain objectives; providing analyses of the various provisions of the current franchise agreement and proposed franchise agreement; and reporting findings and recommendations to the City Council. The selected respondent may also be asked to address issues of franchise fees and utility taxes. It may be that some of the items in this Scope of Work are determined to be unnecessary or too complex. The City of Monticello reserves the right to sever any part or all of the Scope of Work.

It is envisioned that the Scope of Work will encompass no more than 40 hours of work.

4. Deadlines, Timeline and Submission Format

The deadline for the City's receipt of proposals is 5:00 p.m. August 17, 2010.

The City proposes to select a consultant by September 30, 2010.

Please prepare your submission according the following organizational structure:

***Introduction** Include how your organization 1) understands the issue; 2) is capable of addressing the issue, 3) is capable of providing the information in a timely manner.

***Experience and Past Performance** Include a recent list of Florida communities served, noting city size, and including city reference name and phone number and the nature of the work performed. Also list any notable professional accomplishments.

***Organization and Personnel** List key personnel who will have responsibility for this project, describing their experience relative to this type of project and describing their primary duties and responsibilities. Provide assurance to the City of Monticello that the proposed key personnel will be committed to the project through completion.

***Proposed Scope of Work** List tasks and hours expected to devote to each task. Include timetable from beginning of project to completion.

***Proposed Budget, Including Hourly Rates** Include a proposed budget for project completion, including fees to be charged for travel and/or overnight accommodations and any and all other fees associated with your service.

5. Selection Process

This RFP does not commit the City to enter into a contract or to pay any costs incurred in response hereto. The City of Monticello reserves the right to reject any and all submittals received, negotiate with all qualified sources, or cancel the RFP in part or in its entirety, if it is deemed in the best interest of the City, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of the City Council of the City of Monticello, and the respondents to the RFP have no appeal rights or procedures guaranteed to them.

The task order contract to be entered into by the city and the selected respondent will be governed by the Laws of the State of Florida.

6. Submittal Instructions

Interested parties shall submit one original and three copies of their response to the RFP. An overall limit of 10 pages is encouraged, and elaborate brochures and presentation aids beyond those necessary to communicate the substance of the response are discouraged.

Delivery Address for submissions:

City of Monticello
Attn: City Clerk – RFP Response
245 S. Mulberry Street
Monticello, FL 32444