

CITY OF ALPINE

REQUEST FOR PROPOSALS FOR PLANNING AND MANAGEMENT SERVICES

TEXAS COMMUNITY DEVELOPMENT PROGRAM PROJECTS

The City of Alpine, Texas is seeking to enter into a services contract with a competent administration and management service provider to assist the city in the application and overall management of grants of all categories of grants from the Texas Community Development Program (TCDP), and for the implementation of those projects which are anticipated to be carried out through the financing provided by those grants. The following outlines this request for proposals. The City of Alpine participates in a "Gentleman's Agreement" for the CDBG program funds allocated for the region through the Rio Grande Council of Governments. The proposed project is phase 2 of the installation of fire hydrants within the City of Alpine.

- I. Scope of Work. The administration and management service provider to be selected is to provide assistance for TCDP-program related applications, planning or management services for the City of Alpine, which may include but is not limited to the following services:

Preparation of grant applications	Financial management
Record keeping requirements	Environmental clearance procedures
Acquisition of real property	Labor standards monitoring
Contract closeout assistance	
Equal employment opportunity/Section 504 requirements	
Preparation of Comprehensive Planning Studies	

Please specify actual tasks to be performed under each of these categories. The governing body will select specific projects.

- II. Statement of Qualifications. The City of Alpine is seeking to contract with a competent management consultant or consulting firm experienced in grant contracts administration. Specifically, seeking those individuals or firms with the following qualifications:

- Experience in managing state or federally funded community development projects
- Experience with the Community Development Block Grant Program, through either the HUD Small Cities Program or the Texas Community Development Program

Please provide within your proposal a list of past client local governments, as well as resumes of all employees who may be assigned to provide technical assistance for these projects if the management services contract is awarded to you or your firm.

- III. Proposed Cost of Services. Please include a cost schedule by Scope of Services category indicating percentage of fees. The proposed cost must include all costs that are necessary to

successfully complete this project. Please note that the City of Alpine will not use lowest/best bid as the sole basis for entering into this contract.

- IV. Selection Criteria. Responding planning and management consultant firms will be considered by the City of Alpine Council and a selection will be made at the discretion of the City Council. The firms will be evaluated and ranked on the basis of the following criteria.

	<u>Maximum Points</u>
Experience	20 points
Experience with projects assisted by TCDP	10 points
Previous work performance	30 points
Capability to provide services	20 points
Proposed Cost	<u>20 points</u>
Total	100 Points

The City Council reserves the right to select the planning and management consultant or consulting firm whose proposal is most advantageous to the jurisdiction and to the proposed assistance programs. At the discretion of the governing body, the selected firm may be retained to provide services for a period of three years. Responding firms will be notified if an oral presentation is necessary.

- V. Affirmative Action – Equal Opportunity. Responding firms must be Affirmative Action organizations and upon retainage must submit an acceptable Affirmative Action Plan. The City of Alpine is an Equal Opportunity Employer; minority firms are encouraged to respond to this request for proposals. State and federal program rules and regulations require that consideration be given to minority applicants.
- VI. Deadline for Submission. The deadline for submission of proposals is 4:30 P.M. on November 13, 2018.

REQUEST FOR PROPOSALS INSTRUCTIONS

Please submit your proposal for requested services to the City Manager of Alpine at the Alpine Municipal Offices, or by mail addressed to 100 N. 13th St., Alpine, Texas 79830; all proposals must be received by the deadline given above.

Evaluation and Selection Criteria. All proposals received will be evaluated. Selection of the offeror will be carried out by strict application of the Selection Criteria stated in Item IV of the foregoing.

Services to be Contracted. The City Council will consider retaining the selected firm for a period of three consecutive funding years. For contractual responsibilities required under this solicitation, the City of Alpine will use the standard contract for professional services set forth by the Texas Community Development Program.

TCDP Terms and Conditions. The individual or firm selected must agree to enter into a professional services contract which includes the “Terms and Conditions” requirements of the Texas Community Development Program.