

# Request for Proposals

## **GRANT ADMINISTRATION AND PLANNING SERVICES**

SEALED PROPOSALS DUE:  
**Thursday, March 23, 2023**  
**3:00 p.m.**

## PART I. GENERAL

The City of West Orange, hereafter referred to as “City,” seeks to enter into an agreement with a qualified Individual, Firm, or Corporation, hereafter referred to as “Respondent,” to assist the City of West Orange in its application(s) for and implementation of one or more contracts, if awarded, from the **2022 Resilient Communities Program** through the Texas General Land Office (GLO) Community Development & Revitalization. The City is considering applying for funding for one or more of the following eligible activities:

- Development, adoption, and implementation of Building Codes that meet or exceed the standards set forth in the International Residential Code 2012 (IRC 2012);
- Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CDBG-MIT requirements of at least 2 feet above base flood elevation.
- Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or comprehensive plan;
- Development, adoption, and implementation of forward-looking land use plans that integrate hazard mitigation plans;
- Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation plans; or
- Public Service activities focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices, and other strategies. Public information activities leading to CRS credit accrual and CRS eligibility are eligible under this activity.

Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded and may decide not to award any contracts.

The submission requirements for this proposal are further described in Part II of this Request for Proposal (RFP).

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. All costs directly or indirectly related to preparation of a response to this RFP, any oral presentation required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of and shall be borne completely by the proposer.

To be considered, one (1) bound original or an electronic (pdf) copy of the proposal must be received by the City on or before **Thursday, March 23, 2023; 3:00 p.m.** Only proposals submitted prior to the deadline for submission will be reviewed by a selection committee consisting of the City staff and/or elected officials. It is the proposer’s responsibility to ensure that they receive any and all addenda related to the proposal. It shall be the sole responsibility of the

Respondent to ensure that their proposal is received by the City within the time limit indicated. Late proposals will not be considered.

**1. CONTRACT INCORPORATION AND INSURANCE:**

The Respondent shall be aware that the contents of the successful proposal will become part of any subsequent contractual document that may arise from this RFP. Failure of a Respondent to accept this condition may result in proposal rejection.

Upon request, the successful vendor must submit proof of meeting necessary insurance requirements within then (10) business days of notification by the City. Failure to respond within (10) business days will be grounds for declaring vendor non-responsive to specifications.

In addition, the Respondent shall obtain and maintain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof and shall continue to maintain the insurance policy in full force and effect during the term of an agreement entered into as a result of this solicitation.

**2. ATTACHMENTS:**

Attachment A is herein made a part of this solicitation:

- 2.1. Attachment A: Cost Proposal

**3. CLARIFICATION:**

For questions or clarifications of specifications, you may contact:

Theresa Van Meter, City Secretary  
City of West Orange

[tvanmeter@cityofwestorange.com](mailto:tvanmeter@cityofwestorange.com)

The individual listed above may be contacted by email for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to opening without written approval of the City.

**4. EX PARTE COMMUNICATION:**

Please note that to ensure the fair evaluation of a solicitation, the City prohibits ex parte communication (e.g., unsolicited) initiated by the Respondent to a City representative evaluating or considering the solicitations prior to the time a decision has been made. Communication between Respondent and the City will be initiated by the appropriate City designee to obtain information or clarification needed to develop an accurate evaluation of the solicitation. Ex parte communication may be grounds for disqualifying the offending Respondent from consideration for award.

**5. QUALIFICATIONS:**

The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work, and the Respondent shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Respondent fails to satisfy the City that the Respondent is properly qualified to carry out the obligations of the contract and to complete the work described therein. All Respondents shall:

- 5.1. Be firms, corporations, individuals or partnerships normally engaged in the provision of the services as specified herein.
- 5.2. Have adequate organization, facilities, equipment, financial resources and personnel to ensure prompt and efficient service to the City within the time specified, without delay or interference.
- 5.3. Respondent shall identify key project staff, task leaders and sub-contractors along with their expected services to the City within the scope of work on behalf of the firm. Resumes shall be included for each of the individuals and sub-contractors referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The City reserves the right to approve or disapprove all sub-contractors.
- 5.4. Respondent shall give a past history and references in order to satisfy the City in regard to the respondent's qualifications.
- 5.5. Respondent is independent and licensed to do business in Texas.
- 5.6. No conflict of interest with regard to any other work performed by the firm for the City.
- 5.7. Demonstrate experience and performance on comparable government engagements.
- 5.8. Quality of respondent's professional personnel to be assigned and the quality of management and support personnel to be available for technical consultation.
- 5.9. Adequacy of proposed staffing plan for various segments of the engagement.

**6. EVALUATION AND CRITERIA:**

The City reserves the right to reject any or all responses or to waive any irregularities or informalities in the response received at the sole discretion of the City.

All solicitations received will be evaluated using the following criteria:

Cost of Grant Administration and Planning services offered	10 pts
Respondent's demonstrated experience and capacity to provide the services	30 pts
Respondent's methodology, work plan, and timeline (technical approach)	30 pts
Thoroughness and clarity of response to RFP	30 pts
<b>Total</b>	<b>100 pts</b>

## **7. AGREEMENT TERM:**

- 7.1. The initial term of the resulting agreement shall be for the full length of time required for applying for grant funds, completing all project tasks and administering any grant funds received until the grant closeout process is finished, beginning on the effective date. The agreement is expected to last for a period of up to twenty-seven (27) months, including three (3) months to apply for and secure grant funding from the GLO's RCP program followed by up to twenty-four (24) months for completing the project tasks and administering the grant funding once it has been awarded; however, the period will be extended for the entire length of time necessary to complete the grant closeout process.
- 7.2. The City reserves the right to review the Respondent's performance at any time.
- 7.3. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement at any time or letter of engagement by giving the Respondent written notice of termination and the reason for the termination. The City will reimburse for work performed to date.

## **8. AWARD:**

The City reserves the right to enter into an Agreement or a purchase order with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of Selection Committee recommendation.

## PART II. PROPOSAL SUBMISSION

### 1. **SOLICITATION UPDATES:**

Respondents shall be responsible for monitoring the City's website for any updates pertaining to the solicitation described herein. Various updates may include addenda, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

### 2. **PROPOSAL DUE DATE:** Signed and sealed proposals are due no later than **Thursday, March 23, 2023; 3:00 p.m.**

### 3. Mailed, carrier-delivered, or hand-delivered sealed proposals should be directed to the following address:

**City of West Orange  
Attn: Theresa Van Meter  
2700 Western Avenue  
West Orange, TX 77630-6136**

- 3.1. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation Title, Due Date and "DO NOT OPEN."
- 3.2. Late responses will be returned to Respondent unopened if a return address is provided.
4. Electronic submissions should be directed to: **tvanmeter@cityofwestorange.com**
  - 4.1. "SOLICITATION TITLE- Complete copy of [Name of Respondent]'s submission."
  - 4.2. The cost proposal shall be submitted as an attachment in PDF format separate from the proposal.
5. To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, due date and "**DO NOT OPEN.**" Responses shall be clear and concise and shall include at a minimum:
  - 5.1. Title page, transmittal letter, index or table of contents, dividers for each section and all required attachments.
  - 5.2. A separate cost proposal page.The Respondent shall submit one (1) original signed paper copy. If submitting a hard copy of your proposal, the Cost Proposal shall be in a separate sealed envelope marked "Sealed Cost Proposal" and shall also include one (1) original signed paper copy, clearly marked.

Alternatively, the Respondent may submit one (1) electronic copy of its Response containing a complete copy of Respondent's submission in an acceptable electronic format (PDF). A complete copy of the Response includes all documents required by this Solicitation.

If supplemental materials are included with the Response, each submission shall include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

5.3. Letter of Transmittal – Identify the services for which solicitation has been prepared.

5.3.1. Briefly state your firm's understanding for the services to be performed and make a positive commitment to provide the services as specified.

5.3.2. A statement of affirmation warranting compliance with State of Texas laws with respect to foreign (non-state of Texas) corporations.

5.3.3. A statement of affirmation warranting responsibilities shall not be delegated or subcontracted without prior written permission of the City.

5.3.4. A statement why the firm believes itself to be best qualified to perform the engagement and a statement that the response is a firm offer for the period stated.

5.3.5. Provide the name(s) of the person(s) authorized to make representations for the firm, their titles, address, telephone numbers and e-mail address.

5.3.6. The letter of each solicitation shall be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

5.4. Table of Contents – Clearly identify the materials by Tab and Page Number.

5.5. Previous Performance/Experience – Provide detailed information on firm and team experience with providing consultant services as described in the Scope of Work.

5.5.1. Respondent shall provide information on the circumstances and status of any disciplinary action taken or pending against the Respondent during the past three (3) years with state regulatory bodies or professional organizations.

5.5.2. List at least three (3) references. Indicate the scope of work, date, and the name and telephone number of the principal client contact.

5.5.3. List at least three (3) projects relevant to the performance of the proposed services under this RFP.

5.6. Available Resources and Respondent Location – Provide information on size, resources and business history of the firm.

5.6.1. Respondent shall state the size of the firm, the size of the Respondent's grant administration staff and planning staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

5.6.2. If the Respondent is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified and the firm that is to serve as the principal grant administrator and principal planning services administrator shall be noted, if applicable.

5.7. Qualifications – Respondent shall identify the project team and provide statement of qualifications for those individuals to include education, professional registrations and areas and years of service in the respective field.

5.7.1. Identify and provide a resume for the principal supervisory and management staff, including engagement partners, managers, subcontractors, other supervisors and specialists, who would be assigned to the engagement. Provide information on the grant administration and/or planning experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in any professional organizations relevant to the performance of the grant administration and/or planning services.

5.8. Methodology – Respondent shall define the method and approach to be used. The Response shall set forth a work plan, including an explanation of the grant administration and planning services methodology to be followed to perform the services. In developing the work plan, reference shall be made to related materials, City service and programs, and financial and other management information systems.

5.9. Timeline – Respondent shall provide a detailed schedule of the complete project as per the specifications contained herein.

5.10. Cost Proposal - Respondent shall include the cost proposal within "Attachment A" to provide services as described herein. The cost proposal must contain all pricing information relative to performing the grant administration and planning services (listed as two separate fees) as described in this request for proposals. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs.



## PART III. SPECIFICATIONS

### 1. **SCOPE OF WORK:**

The Respondent shall provide the following grant administration and planning services to the City:

Respondent shall provide to the City administration and planning services in support of 2022 Resilient Communities Program (RCP) qualified and funded projects and for all RCP grant awards provided to the City for qualified projects. Respondents must be qualified to provide grant administration and planning services in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the Texas General Land Office (GLO).

### 2. **DESCRIPTION OF SERVICES:**

Respondent must be able to perform the tasks listed herein or have the resources to partner with other qualified firms to be considered eligible for an award under this Solicitation. Respondents shall provide a detailed narrative of their experience as it relates to each of the items below. Respondents shall clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. The Respondent shall furnish pre-funding and post-funding grant administrative and planning services to complete the RCP projects, including, but not limited to the following:

#### **Pre-Funding Services**

The Respondent will develop project scope, timelines, goals, metrics, and deliverables for CDBG-MIT RCP qualified projects and complete CDBG-MIT RCP Grant application. The provider will work with City Staff and Engineering, as applicable, to provide the concise information needed for submission of a complete RCP funding application and related documents. The required information shall be submitted in the format required by the GLO. All payment for grant administration and planning services is contingent upon the City being awarded funding through the RCP.

#### **Post-Funding Services**

Respondent will provide planning services for projects approved for funding under the CDBG-MIT RCP Grant. The Respondent will serve as project manager and complete all project deliverables as identified in the scope of work and the grant agreement within the timeframe required by the GLO. Respondent will administer and complete all financial, project deliverable, and administrative reporting requirements for all eligible projects approved for RCP funding. The selected Respondent must follow all requirements of the Texas GLO Resilient Communities Program including, but not limited to the following:

## **A. Grant Administration Services - General**

- i. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
- ii. Assist in public hearings.
- iii. Work with GLO's system of record.
- iv. Provide monthly project status updates.
- v. Funding release will be based on deliverables identified in the contract.
- vi. Maintain document files to support compliance.
- vii. Financial duties:
  - a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
  - b. Assist subrecipient with the procurement of audit services.
  - c. Assist subrecipient in establishing and maintaining a bank account for disaster recovery funds.
  - d. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
  - e. Implementation and coordination of Section 504 requirements.
  - f. Program compliance with Texas General Land Office requirements.
  - g. Ensure that fraud prevention and abuse practices are in place and implemented.
  - h. Prepare and submit all closeout documents.
  - i. Submit all invoices no later than 60 days after the expiration of the contract.
  - j. Assist in preparation of contract revisions and supporting documents including, but not limited to:
    - Amendments/modifications
    - Change orders.

## **B. Planning Services – General**

- i. Develop and provide deliverables in accordance with GLO Performance Requirements including all elements and standards that must be met within time period specified by GLO for each activity.
- ii. Establish and define timelines, goals, and objectives necessary to complete activities within time period prescribed by the GLO.
- iii. Provide final reports for Council review, approval, and/or adoption as required to comply with program requirements.
- iv. Perform document control and management for all RCP funded projects
- v. Develop communications strategy including robust community engagement efforts (workshops, surveys, marketing, etc.) and support/assist the City in carrying out such activities.
- vi. IT oversight as required.
- vii. Coordinate with local and regional planning efforts to ensure consistency, and promote community-level and/or regional (e.g., multiple local jurisdictions) mitigation planning.

- viii. Other support and consulting functions as required to carry out approved RCP projects.

The City reserves the right to select a single firm/individual to provide any or all of the tasks in this scope of work or City may choose to select multiple firms/individuals as a result of this RFP.

**3. GRANT DOCUMENT RETENTION AND ACCESS TO GRANT DOCUMENTS:**

All grant documents, including but not limited to applications, procurement documents, deliverables, progress reports, and closeout documents shall be retained, at the successful Respondent's expense, for a minimum of three (3) years from closeout of the program by the GLO, unless the firm is notified in writing by the City to extend the retention period. The successful Respondent shall make grant documents accessible, upon request, to the following parties or their designees:

- 3.1. City staff and elected officials
- 3.2. State or Federal Grant Agencies
- 3.3. State of Texas General Land Office
- 3.4. U.S. Department of Housing and Urban Development
- 3.5. Parties designated by the federal or state governments or by the City as part of a grant monitoring process
- 3.6. Auditors of entities of which the City is a subrecipient of grant funds.
- 3.7. City auditors

**4. DELIVERABLES:**

The successful Respondent shall provide, but not be limited, to the City the following deliverables:

- 4.1. A complete RCP grant application (all other deliverables are contingent upon the application being approved for an RCP Grant by the GLO).
- 4.2. All deliverables required by the GLO to meet all performance requirements of each RCP approved activity/project.
- 4.3. The required documents for the milestones that must be met in order to receive the reimbursement draws from the GLO.
- 4.4. A project closeout submittal for each RCP activity as required by the GLO.

**ATTACHMENT A**

**RESPONDENT PROPOSED FEES FOR SERVICES**

**PLEASE COMPLETE AND RETURN THIS FORM AS DESCRIBED IN PART II.**

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROPOSED FEE FOR GENERAL ADMINISTRATION SERVICES, BASED ON A TOTAL GRANT AWARD OF \$300,000 FOR ONE OR MORE ELIGIBLE ACTIVITIES:** \$ \_\_\_\_\_

**PROPOSED FEE FOR PLANNING SERVICES, BASED ON A TOTAL GRANT AWARD OF \$300,000 FOR ONE OR MORE ELIGIBLE ACTIVITIES:** \$ \_\_\_\_\_

**LIST ANY SERVICES OR COSTS NOT INCLUDED IN PROPOSED FEES:**

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**FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.**