

REQUEST FOR PROPOSALS  
PROJECT APPLICATION ADMINISTRATION AND MANAGEMENT SERVICES  
CDBG DISASTER RECOVERY GRANT  
GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION  
2016 NON-HOUSING PROJECT APPLICATION

August 23, 2018

The deadline for submission of proposals is 2:00 p.m., September 6, 2018. The City of Jasper reserves the right to negotiate with any and all persons or Firms submitting proposals, per the Texas Professional Services Procurement Act, the Uniform Grant and Contract Management Standards and Title 2 Code of Federal Regulations 200.318 – 200.326.

The City of Jasper is an Affirmative Action/Equal Opportunity Employer.

The City of Jasper is seeking to enter into a professional services contract with a competent management/consulting firm to assist the City in the overall application for the Texas General Land Office Community Development and Revitalization 2016 Non-Housing Project Grant and management of project if awarded. The following outlines the request for proposals.

- I. Scope of Work- The management consultant or firm to be hired is to provide contract related management services to the City of Jasper, including but not limited to the following areas:
- Application Preparation to meet TDA standards.
  - Financial Management
  - Recordkeeping requirements
  - Environmental clearance procedures
  - Real property acquisition procedures under Uniform Act
  - Equal employment opportunity/Section 504 requirements
  - Labor Standards monitoring
  - Contract close-out assistance

Please specify actual tasks to be performed under each of these categories.

- II. Statement of Qualifications - The City is seeking to contract with a competent management/consultant firm that has had experience in grant/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:
- Experience in managing federally-funded local public works construction projects.
  - Experience with the Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities of Texas Community Development Program, including Building and Economic Development Projects.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all employees who will or may be assigned to provide technical assistance to the City of this project.

- III. Proposed cost of Services – The City of Jasper will not use the lowest cost as the sole basis for entering into this contract. Cost of services are capped at 6% of the total CDBG-DR award amount.
- IV. Evaluation Criteria – The proposals received will be evaluated and ranked According to the following criteria:

Criteria	Maximum Points
Experience	35
Work Performance	30
Capacity to Perform	15
Proposed Cost	5
Knowledge of CDBG	10
Affirmative Action (Female Owned or Minority Owned)	5
Total	100

The City Council, or appointed Committee, shall evaluate each Proposal received. If the City desires, the firms will be notified to make a presentation before the selection process is completed.

- V. Deadline for Submission –The proposals received will be received no later than 2:00 p.m., September 6, 2018.
- VI. Address your proposal to:

Denise Kelley  
 City Manager  
 CITY OF JASPER  
 465 S. Main St.  
 Jasper, Texas 75951

ATTENTION: PROJECT APPLICATION ADMINISTRATION AND MANAGEMENT SERVICES  
 CDBG DISASTER RECOVERY GRANT  
 GENERAL LAND OFFICE COMMUNITY DEVELOPMENT AND REVITALIZATION  
 2016 NON-HOUSING PROJECT APPLICATION

Please provide the City with one (1) original and two (2) copies of your proposal.