

## REQUEST FOR STATEMENT OF QUALIFICATIONS

The City of Alamo is soliciting sealed Request for Qualifications; hereinafter referred to as RFQ to be received by Adela Perez, Purchasing Agent, at 420 N. Tower Rd., Alamo, Texas 78516. City of Alamo normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and shall be closed on recognized holidays.

RFQ'S will be received until **3:00 p.m. Central Time**, on **Thursday, June 30, 2022**, shortly thereafter all submitted RFQ'S will be gathered and taken to the City's Commission Chambers, to be publicly opened and read aloud. Any RFQ received after the closing time will not be accepted and will be returned to the submitter unopened. It is the responsibility of the submitter to see that any RFQ submitted shall have sufficient time to be received by the City prior to the RFQ opening date and time. The receiving time at the City Hall Front Desk will be the governing time for acceptability of the RFQ's. RFQ's will not be accepted by telephone or facsimile machine. All RFQ'S must bear original signatures and figures. The RFQ shall be for:

### RFQ# 2022-06 GRANT WRITING SERVICES

Respondents receiving a "NOTICE TO RESPONDENTS" and/or "REQUEST FOR QUALIFICATIONS" notice in the mail or reading same in the newspaper are advised that the solicitation documents can be downloaded from the City of Alamo web page address: [www.alamotexas.org](http://www.alamotexas.org), or may obtain copies of same by contacting the office of: ADELA PEREZ, PURCHASING AGENT, LOCATED AT 420 N. Tower Rd., ALAMO, TX 78516 by calling (956) 787-0006 or by e-mailing your request to the following e-mail address: [aperez@alamotexas.org](mailto:aperez@alamotexas.org)

Hand Delivered/Land Courier, OR Mailed RFQ's:

City of Alamo  
C/O Adela Perez  
420 N. Tower Rd.  
Alamo, TX 78516

The City of Alamo reserves the right to refuse and reject any or all RFQ's and to waive any or all formalities or technicalities and to accept the RFQ deemed most advantageous to the City, and hold the RFQ's for a period of **60** days without taking action.

RFQ's must be submitted in an envelope, sealed, and prominently marked on the lower left-hand corner of the envelope with corresponding RFQ title.

Please read your requirements thoroughly and be sure that the RFQ offered complies with all requirements/specifications noted. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made part of your RFQ. If exceptions are noted, and you are the successful respondents, it will be required that the service(s) be provided as specified.

## (RFQ) GRANT WRITING SERVICES

### INTENT

(2) The services to be provided under this RFQ shall be in accordance with and shall meet all specifications and/or requirements as shown in this solicitation for RFQ. There is no intention to disqualify any respondent who can meet the requirements.

### SUBMITTAL OF RFQ

(3) RFQs shall be submitted in sealed envelopes as called referenced on the attached solicitation. Five (5) complete sets of the response One (1) original marked "**ORIGINAL**," and four (4) copies. RFQs submitted by facsimile (fax) or electronically shall **NOT** be accepted. Submittal of an RFQ in response to this solicitation constitutes an offer by the respondent. Once submitted, RFQ's become the property of the City of Alamo and as such the City reserves the right to use any ideas contained in any RFQ regardless of whether that respondent/firm is selected. Submission of an RFQ in response to this solicitation, by any respondent, shall indicate that the respondent(s) has/have accepted the conditions contained in the RFQ, unless clearly and specifically noted in the RFQ submitted and confirmed in the contract between the City and the successful respondent otherwise. RFQs which do not comply with these requirements may be rejected at the option of the City. RFQs must be filed with the City of Alamo before the deadline day and hour. No late RFQs will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFQ requirements may be grounds for disqualification.

Hand Delivered/Land Courier, OR mailed RFQ's:

City of Alamo  
C/O Adela Perez  
420 N. Tower Rd.  
Alamo, TX 78516

### TIME ALLOWED FOR ACTION TAKEN

(4) The City of Alamo may hold RFQ/s 60 days after deadline without taking action. Respondents are required to hold their RFQ/s firm for same period of time.

### RIGHT TO REJECT/AWARD

(5) The City of Alamo reserves the right to reject any or all RFQs, to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the City of Alamo.

### ASSIGNMENT

(6) Respondents are advised that the City of Alamo shall not allow the successful respondent to sell, assign, transfer, or convey any part of any contract resulting from this RFQ in whole or in part, to a third party without the written approval of the City of Alamo.

## I. INTRODUCTION

- A. The City of Alamo is soliciting Statement of Qualifications from qualified grant writing services in connection with city projects.
- B. By submitting its Qualifications in response to the RFQ respondent accepts the evaluation process as outlined in this section and acknowledges and accepts that determination of the most qualified firm(s) offering the best value to the City may require subjective judgments by the City.
- C. All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation is completed and contract executed with selected firm.
- D. There is no expressed or implied obligation for the City of Alamo to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- E. The City reserves the right to retain all Qualifications submitted and to use any ideas in the submission regardless of whether that submission is selected. Submission of Qualifications indicates acceptance by the firm of the conditions contained in the RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. It is anticipated that the selection of a firm will be completed no later than July 19 ,2022.
- F. Questions and correspondence concerning this RFQ should be directed in writing to the following individual:  
  
Adela Perez, Purchasing Agent  
City of Alamo  
420 N. Tower Road  
Alamo, Texas 78516  
[aperez@alamotexas.org](mailto:aperez@alamotexas.org)
- G. Any clarification or interpretation of the RFQ, if made, will be made only by written addendum issued through the Purchasing Agent's Office. A copy of any such Addendum will be e-mailed to each person Submitting Qualifications. Addenda to the RFQ may be issued in response to a request of clarification or objection, or for any other reason the City considers advisable. Once issued an addendum becomes a part of the RFQ documents.
- H. It is respondent's responsibility to check with the City to determine if the City has issued any addenda. The City will not be responsible for any other explanation or interpretation of the RFQ made or given prior to the award of the contract.
- I. Submittal to be considered, one (1) original, four (4) copies of the RFQ must be submitted by the time and date indicated herein. The Qualifications must be submitted by 3:00 PM on Thursday June 30,2022.

## **II. SCOPE OF SERVICES**

The Selected firm will service as integral members along with the City Manager and City representatives. The selected firm will provide grant writing services for City projects including, but not limited to preparation of Programming, Development, Construction Management, Closeout Documents, and Contract Administration Services, if required, and any other necessary items to successfully develop City Projects. The ability to design and coordinate construction documents, forecast cost, respect budgets, assess geological and environmental information, foresee and correct conflicts mitigating change orders, provide accurate and detailed closeout documents, and meet deadlines are prime factors for consideration. The City will consider a firm (s) with reputation for grant writing services.

## **III. EVALUATION CRITERIA**

Evaluation of Qualifications received by may consider but shall not be limited to the following review criteria:

- Firm Information (3 points)
- Project Team/Qualifications (15 points)
- Experience (10 points)
- Project Specific Expertise (10 points)
- Management and Organizational Approach (15 points)
- Project Approach (15 points)
- References (15 points)
- Administrative Requirements (17 points)

## **IV. CONTENT OF SUBMITTAL**

Each Statement of Qualifications shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project ("RFQ for Grant Writing Services") the name of the Respondent, contact information, and the submittal date.

Please provide an opening letter indicating your interest in this project, and briefly describe what you believe makes your company a suitable candidate to be selected as the grant writer for City Projects. Limit this introduction to two (2) pages. A table of contents should be next, followed by tabbed dividers separating each of the following eight (8) sections. Please provide the following information in the sequence and format prescribed below. Supplemental materials providing additional information may be attached, if limited to three (3) pages, but the information requested below is to be provided in this format.

### **Divider 1: Firm Information (3 Points)**

- a. Firm name, address, and telephone numbers of all firm offices.
- b. Names of principals in the firm.
- c. Primary individual to contact.
- d. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e. Years firm has been in business.
- f. Years organization has been in business in construction in its current capacity.
- g. Organizational description.

### **Divider 2: Project Team/Qualifications (15 Points)**

- a. A brief history of the services routinely provided in-house on municipal or civic projects.
- b. An organizational chart that explains team member responsibilities.
- c. The resumes of all persons to be assigned to the project with their prospective roles identified. Have the proposed personnel worked on similar type projects, and have they demonstrated the ability to coordinate and demand quality work.
- d. Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e. List all related awards and recognition that the lead architect or key team members of the architectural firm has received.
- f. List of all major projects your organization has in progress, giving the location of project, owner, contract amount, percent complete and scheduled completion date. Address any staffing conflicts with the proposed team for this project with ongoing projects/workload.

### **Divider 3: Experience (10 Points)**

- a. Discussion of the firm's experience in working with Federal/State agencies.
- b. List and describe all of the municipal projects you have provided grant writing services for, whether ongoing or completed, over the last seven (7) years that are comparable in size and complexity.

### **Divider 4: Municipal Projects Specific Expertise (10 Points)**

- a. Experience on similarly related municipal projects and/or similar complexity.
- b. Previous experience on municipal projects with City of Alamo.

### **Divider 5: Management and Organizational Approach (15 Points)**

- a. Describe how the firm will organize to perform the services.
- b. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality, and cost control.
- c. Description of firm's approach to code compliance and all submissions required for approval by all regulatory agencies having jurisdiction.

### **Divider 6: Project Approach/Philosophy (15 Points)**

- a. Please describe your firm's understanding of the project.
- b. Describe your organization's concepts for working in a team relationship with the Owner and/or other municipal projects.

### **Divider 7: References (15 Points)**

Provide letters or reference from three (3) clients for which you have provided grant services. Preferable these references will be clients from the last five (5) years. Letters of reference must include the name of the company or governmental entity correct contact names, telephone numbers, and email addresses. Respondents are to notify references of potential calls and authorize them to discuss the nature, value and level of satisfaction with your work. The person from whom the letter of reference is provided must be familiar with the services/work your firm provided.

### **Divider 8: Administrative Requirements (17 Points)**

- a. Licensing: List jurisdictions and trade categories in which your firm is legally qualified to do business and indicate registration or license numbers, if applicable.
- b. List jurisdictions in which your firm's legal or trade name is currently registered.
- c. Assist subrecipient in establishing and maintaining financial processes.
- d. Obtain and maintain copies of the subrecipients most current contract including all related change requests, revisions and attachments.
- e. Establish and maintain record keeping systems.
- f. Submit change requests and all required documentation related to any change requests.
- g. Coordinate, as necessary between subrecipient and any other appropriate service providers Engineer, Contractor or Subcontractor.
- h. Provide monthly project status updates.
- i. Funding release will be based on deliverables identified in the contract.
- j. Prepare and submit all required reports.
- k. Prepare and submit all closeout documents.
- l. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- m. Assist in preparation of contract revisions and supporting documents including but not limited to:
  - Amendments/Modifications
  - Change Orders

## **Venue**

The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Hidalgo County, Texas.

## **Evaluation Procedures**

### **Review of Proposals**

The City Manager's Office will use a point formula during the review process to score proposals. The City Manager's Office will review and discuss these evaluations to arrive at a final score for each firm. At this point, firms with the highest final scores will be selected for further consideration.

### **Right to Reject Qualifications**

Submission of Qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between the City and the firm selected. The City reserves the right without prejudice to reject an or all Qualifications.

### **Final Selection**

The City will select the most highly qualified firm according to the published selection criteria and the ranking evaluation. After preliminary selection of the firm with the highest total score, it will forward their recommendation to the City Commission for approval. Once approved by the City Commission, the City will enter into contract negotiations with the selected firm.

## **V. Project Principal Contact**

The firm's principal contact for the project with the City will be the City Manager. The City Manager will coordinate the assistance to be provided by the City to the firm.

## **VI. Offer and Certifications**

Submission of Qualification constitutes an offer which shall remain open and irrevocable for a period of ninety (90) days from the due date for submitting the Qualifications.

Submission of Qualifications indicated the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualifications submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.

By submitting Qualifications, the Respondent certifies that the Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.

By submitting Qualifications, each Respondent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## Grant Writing Services Rating Sheet

Name of Firm \_\_\_\_\_

Evaluator' Name \_\_\_\_\_

Date of Rating \_\_\_\_\_

### **Firm Information (3 points)**

Firm name, address and telephone numbers.

Names of principals in the firm.

Primary individual to contact.

Structure of firm, i.e., sole proprietorship, partnership and corporation.

Years firm has been in business.

Organizational description.

Description of service firm's philosophy.

Score \_\_\_\_\_

### **Project Team/Qualifications (10 points)**

A brief history grant writing services provided on municipal projects.

An organizational chart that explains team member responsibilities.

Resumes of all persons involved with the firm.

Briefly describe the rationale for the key team members for grant writing services.

List all related awards and recognition firm has received.

List of all grant writing projects in progress.

Score \_\_\_\_\_

### **Experience (10 points)**

Discuss the firm's experience in working with State and Federal Agencies.

List and describe all of the municipal projects the firm provided grant writing services for over the last (7) years that are comparable in size and complexity.

Score \_\_\_\_\_

### **Municipal Projects Specific Expertise (15 points)**

Previous experience on similarly related municipal projects with the City of Alamo.

Score \_\_\_\_\_

### **Management and Organizational Approach (15 points)**

Describe how the firm will organize to perform the services.

Provide procedures for assisting in the development of project scheduling, coordination of consultant, quality and cost control.

Description of firm's approach to compliance on all submissions required for approval by all regulatory agencies having jurisdiction.

Score \_\_\_\_\_

### **Project Approach/Philosophy (15 points)**

Please describe your firm's understanding of grant writing services in the City of Alamo.

Describe your firm's concepts for working in a team relationship with the City of Alamo staff.

Score \_\_\_\_\_

**References (15 points)**

Provide letters of reference from three (3) clients for which you have provided grant writing services. These References should be from services provided over the last five (5) years. Please include name of company, contact names, telephone numbers and email addresses. The person from whom the letter of reference is provided must be familiar with the grant writing services provided.

**Score** \_\_\_\_\_

**Administrative Requirements (17 points)**

List jurisdictions in which your firm is legally qualified to do business and indicate any licensing or registration.

**Score** \_\_\_\_\_