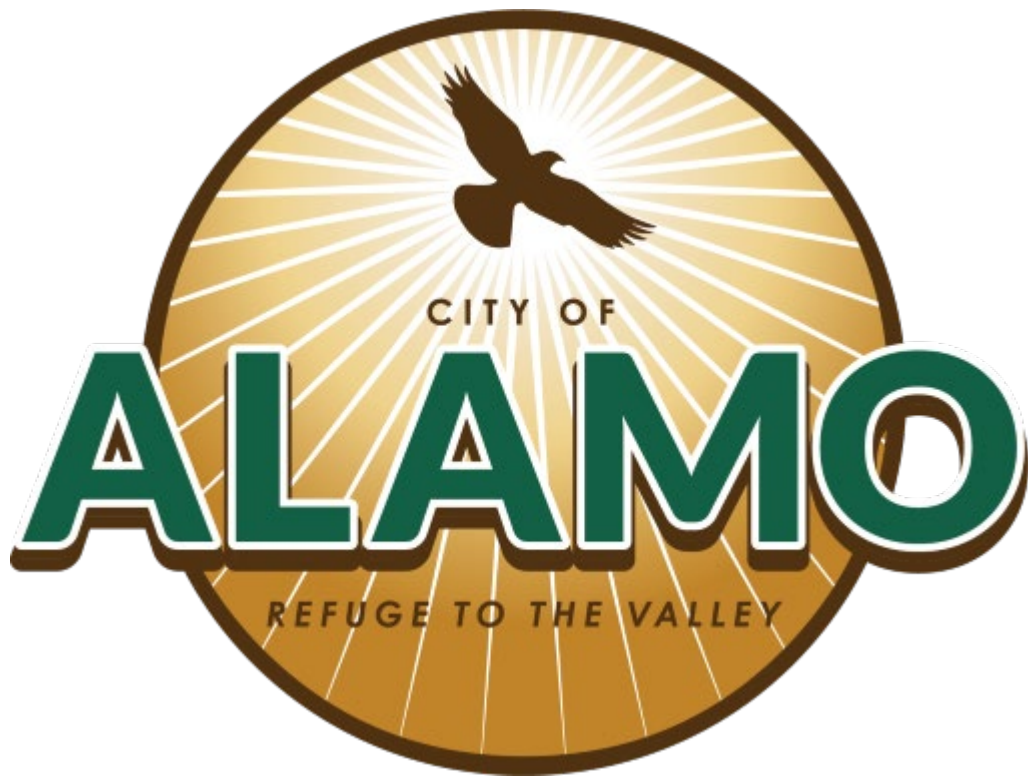




REQUEST FOR QUALIFICATIONS

RFQ NO. 2026-08-29

**GRANT WRITING, ENVIRONMENTAL, GRANT ADMINISTRATION, AND PROJECT
MANAGEMENT POOL SERVICES**

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REQUEST FOR STATEMENT OF QUALIFICATIONS

1. INTRODUCTION

The City of Alamo, Texas (the “City”) is requesting Statements of Qualifications (SOQs) from qualified firms or teams to establish a pool of professional service providers for grant writing, environmental, grant administration, and project management services. The City intends to use the pool for projects and programs funded or potentially funded through local, state, federal, philanthropic, or other sources.

The purpose of this solicitation is to identify firms with demonstrated experience, qualified personnel, and sufficient capacity to support the City on an as-needed basis. Respondents may submit qualifications for one or more service categories. A respondent is not required to provide every service category to be considered.

The City may select one or more firms for the pool. Placement in the pool does not guarantee a minimum amount of work, exclusivity, or the issuance of any task order. As needs arise, the City may evaluate pool firms based on the specific assignment, request additional information or interviews, rank firms, and negotiate a project-specific scope, schedule, and compensation with the most qualified firm.

The initial pool term will be two (2) years. The City may extend the pool for one (1) additional one-year term, subject to satisfactory performance, funding availability, and City approval.

Instructions

Statements of Qualifications must be submitted in a sealed envelope prominently marked on the lower left-hand corner with the RFQ number and title. Responses may be hand delivered or mailed to the address below. Facsimile responses will not be accepted. Respondents shall submit one (1) original clearly marked “ORIGINAL” and five (5) copies. The SOQ shall not exceed ten (10) pages, excluding the cover, table of contents, section dividers, required forms, insurance documentation, and resumes. Resumes should be limited to two pages per individual.

Respondents shall not include hourly rates, fees, cost schedules, or other pricing information in the SOQ. Compensation will be negotiated after firms are evaluated and selected or ranked for a specific assignment.

The Statements of Qualifications (SOQs) will be received by Adela Perez, Purchasing Agent, at 420 N. Tower Rd., Alamo, Texas 78516. The City of Alamo’s normal business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding recognized holidays.

SOQs will be received until 3:00 p.m. Central Time on August 20, 2026. Any SOQ received after the deadline will not be accepted. It is the respondent’s responsibility to ensure that its SOQ is received by the City before the submission deadline. The time recorded at the City Hall Front Desk will govern. SOQs submitted by

facsimile or email will not be accepted unless otherwise authorized by written addendum. The original SOQ must include the signature of an authorized representative of the respondent.

The SOQ shall be submitted in response to RFQ No. 2026-08-29, Grant Writing, Environmental, Grant Administration, and Project Management Pool Services.

Hand Delivered, Courier, or Mail:

City of Alamo
Attn: Adela Perez, Purchasing Agent
420 N. Tower Rd.
Alamo, TX 78516

Submission of an SOQ constitutes the respondent's acceptance of the requirements and conditions of this RFQ, except for exceptions clearly identified in accordance with Section 4 and addressed during contract negotiations. Submission does not transfer ownership of a respondent's preexisting intellectual property, proprietary tools, or methodologies.

CITY CONTACT

Questions regarding this RFQ shall be submitted in writing to Adela Perez, Purchasing Agent, at aperez@alamotexas.org no later than 4:00 p.m. Central Time on August 10, 2026.

The RFQ and any addenda will be available on the City of Alamo's website at www.alamotexas.org. Copies may also be requested from Adela Perez, Purchasing Agent, at aperez@alamotexas.org or (956) 787-0006.

2. INSTRUCTIONS, TERMS, AND CONDITIONS

PURPOSE AND INTENT

- (1) The purpose of this RFQ is to establish a pool of qualified firms that may provide grant writing, environmental, grant administration, and project management pool services to the City on an as-needed basis. Services shall comply with this RFQ, the resulting agreement, applicable task orders, funding-source requirements, and applicable laws and regulations.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS

- (2) SOQs shall be submitted in accordance with the deadline, delivery address, copy requirements, page limit, and packaging instructions identified in Section 1.

Failure to meet RFQ requirements may be grounds for disqualification.

TIME ALLOWED FOR ACTION TAKEN

- (3) The City of Alamo may hold SOQs for ninety (90) days after the deadline without taking action. SOQs shall remain valid for ninety (90) days after the submission deadline.

RIGHT TO REJECT/AWARD

- (4) The City reserves the right to reject any or all SOQs, waive informalities or technicalities, and select the qualified firms determined to best meet the City's needs under the evaluation criteria stated in this RFQ.

ASSIGNMENT

- (5) A selected firm may not assign, transfer, subcontract, or convey any material portion of an agreement or task order without the City's prior written approval.

AWARD, NUMBER OF FIRMS, AND NO GUARANTEE OF WORK

- (6) The City may select one, multiple, or no firms for each service category based on the evaluation criteria stated in this RFQ. Placement in the pool does not guarantee a minimum number of assignments, minimum compensation, project value, or exclusive right to provide services.

TERMINATION

- (7) The City may terminate an agreement or task order for cause, convenience, or lack of funding, in accordance with the notice and other requirements contained in the executed agreement.

STATUTORY AND REGULATORY COMPLIANCE

- (8) The selected firm shall comply with all applicable federal, state, and local laws, rules, regulations, funding conditions, and City policies.

ALTERATIONS AND WITHDRAWAL

- (9) Responses may not be altered after the deadline. A response may be withdrawn before the deadline by written request from an authorized representative. Withdrawal after opening is subject to City approval.

DEVIATIONS AND EXCEPTIONS

- (10) Respondents shall identify all exceptions in the manner required by Section 4. Failure to identify an exception will be interpreted as acceptance of the applicable requirement.

RESPONDENT'S EMPLOYEES

- (11) The selected firm and its personnel will perform services as independent contractors and will not be considered employees, agents, partners, or representatives of the City. The selected firm will control the manner and means of performing the services, subject to the City's right to inspect, review, and accept the work.

INDEMNIFICATION CLAUSE

- (12) Indemnification obligations will be established in the City's professional services agreement and shall comply with applicable Texas law. Any requested exceptions may be addressed during contract negotiations.

QUESTIONS, INTERPRETATIONS, AND ADDENDA

- (13) All questions concerning this RFQ shall be submitted in writing to the City contact identified in Section 1. Only written interpretations or addenda issued by the City are binding. Respondents are responsible for obtaining, reviewing, acknowledging, and complying with all addenda issued for this RFQ.

VERBAL THREATS

- (14) Threatening, abusive, or disruptive conduct directed toward City officials, employees, evaluators, or representatives may result in disqualification, termination of an agreement, or other action permitted by law.

PUBLIC INFORMATION

- (15) SOQs and related procurement records may be subject to disclosure under the Texas Public Information Act. Respondents shall clearly identify information they believe is protected from disclosure and state the legal basis for the claimed exception. The City cannot guarantee that information marked confidential will be withheld from disclosure.

JURISDICTION AND VENUE

- (16) Any agreement resulting from this RFQ shall be governed by Texas law. Venue shall lie in Hidalgo County, Texas, unless otherwise required by law.

RIGHT TO AUDIT AND RECORD RETENTION

- (17) The selected firm shall maintain complete records relating to services and costs for the period required by the applicable contract or funding source and shall provide access for audit or inspection as authorized by law or agreement.

ETHICAL STANDARDS AND CONFLICTS

(18) Respondents shall disclose actual or potential conflicts of interest and comply with Chapter 176 of the Texas Local Government Code and all other applicable ethics requirements. Each respondent is responsible for determining and satisfying its filing obligations, including submission of Form CIQ when required.

CONFIDENTIALITY AND INFORMATION SECURITY

(19) A selected firm shall protect confidential, financial, personal, security-sensitive, and grant-related information accessed during performance of the services. The firm shall use such information only for authorized purposes and comply with applicable law, City policies, funding-source requirements, and the executed agreement.

PREPARATION COSTS

(20) The City is not responsible for costs incurred in preparing a response, attending interviews, negotiating, or performing work before execution of a written agreement or task order.

EQUAL EMPLOYMENT OPPORTUNITY

(21) The respondent shall not discriminate in employment or the provision of services on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by applicable federal, state, or local law.

INSURANCE REQUIREMENTS

(22) Before beginning work, each selected firm shall provide evidence of insurance meeting the requirements of the City's professional services agreement and applicable task order. Required coverage may vary by assignment based on professional risk, field activities, contract value, access to City systems or data, and funding-source requirements. The City shall be named as an additional insured on applicable liability policies, except workers' compensation and professional liability. Professional liability or errors and omissions coverage may be required for assignments involving environmental review, regulatory compliance, grant administration, project management, or other professional services for which such coverage is commercially available and appropriate.

3. SPECIFICATIONS

Pool Structure and Contracting Method

The City intends to establish a qualifications-based pool that may include firms qualified in one or more of the following categories:

- Category A – Grant Writing and Funding Strategy
- Category B – Environmental Review and Compliance
- Category C – Grant Administration and Compliance
- Category D – Project Management and Implementation Support

Respondents must identify each category for which they seek qualification. The City may evaluate categories separately and may qualify a firm for one, multiple, or all categories.

Scope of Services

Category A – Grant Writing and Funding Strategy

- Identify and evaluate federal, state, local, philanthropic, legislative, and other funding opportunities aligned with City priorities.
- Develop and maintain grant calendars, funding pipelines, application schedules, and project-funding strategies.
- Evaluate project eligibility, readiness, competitiveness, match requirements, deadlines, risks, and required partnerships.
- Coordinate application development with City staff, engineers, financial advisors, legal counsel, community partners, and other stakeholders.
- Prepare and coordinate grant applications, including narratives, forms, budgets, schedules, maps, attachments, letters of support, registrations, pre-applications, concept papers, portal entries, and other required materials. Final certifications and submissions shall be completed or authorized by the appropriate City representative.
- Review applications for responsiveness, accuracy, consistency, completeness, and compliance before submission.
- Provide post-submission support, including revisions, presentations, responses to requests for information, award negotiations, and required follow-up documentation.
- Assist with capital planning, project prioritization, funding strategies, and the development of multi-year funding plans.

Category B – Environmental Review and Compliance

- Conduct or coordinate environmental reviews, assessments, studies, and documentation required by funding agencies or regulatory authorities.
- Prepare environmental review records, categorical exclusion documentation or determinations, environmental assessments, agency checklists, findings, supporting memoranda, and other required compliance documents.

- Perform or coordinate environmental screening, records research, site reconnaissance, public notices, consultations, and supporting technical studies.
- Coordinate with responsible entities, regulatory agencies, tribal entities, engineers, consultants, property owners, and other parties involved in environmental review.
- Identify environmental constraints, risks, required permits, mitigation measures, documentation requirements, and potential schedule impacts.
- Prepare responses to agency comments, requests for information, compliance findings, and environmental conditions of approval.
- Support environmental compliance during project design, procurement, construction, implementation, monitoring, closeout, and audit.
- Maintain complete and organized environmental review and compliance records.
- Provide specialized environmental services through appropriately licensed or qualified personnel or City-approved subconsultants.

Category C – Grant Administration and Compliance

- Assist with grant award review, agreement setup, implementation planning, compliance calendars, and administrative procedures.
- Coordinate reimbursement requests, drawdowns, expenditure tracking, reconciliation, match documentation, and financial reporting with City staff.
- Maintain complete and audit-ready grant records, including financial, procurement, environmental, labor, civil rights, eligibility, performance, match, and other required documentation.
- Prepare progress reports, financial reports, performance measures, amendments, extensions, budget revisions, reimbursement packages, and closeout documents.
- Monitor grant deadlines, award conditions, match requirements, procurement milestones, reporting schedules, corrective actions, and other compliance obligations.
- Support monitoring visits, desk reviews, audits, compliance reviews, and responses to findings or requests for information.
- Coordinate with funding agencies, subrecipients, contractors, consultants, project partners, and City departments.
- Assist with subrecipient, contractor, and consultant oversight when authorized by the City.
- Develop grant-management tools, procedures, checklists, templates, and internal controls.
- Provide technical assistance and training to City staff regarding grant requirements, documentation, reporting, and compliance practices.

Category D – Project Management and Implementation Support

- Develop and maintain project management plans, schedules, budgets, risk registers, action logs, dashboards, and reporting systems.
- Coordinate project teams, City departments, consultants, contractors, funding agencies, utilities, property owners, and other stakeholders.
- Monitor project scope, schedule, budget, milestones, deliverables, risks, decisions, dependencies, and corrective actions.
- Facilitate project meetings and prepare agendas, minutes, action items, executive summaries, presentations, and City Commission materials.

- Support procurement planning, solicitation development, consultant and contractor coordination, contract administration, invoice review, change management, and document control.
- Coordinate project-readiness and implementation activities, including environmental review, engineering, permitting, right-of-way, utilities, procurement, construction, and closeout.
- Maintain project records, compliance files, schedules, correspondence, approvals, and decision documentation.
- Provide owner's representative, program management, implementation support, and non-technical construction coordination when authorized by the City. Construction inspection, engineering oversight, or other regulated services must be performed by appropriately licensed personnel.
- Assist with project recovery, corrective-action planning, schedule acceleration, issue resolution, and risk mitigation.
- Support project closeout, final reporting, records turnover, lessons learned, and post-project evaluation.

The services listed above are illustrative and not exhaustive. The City may request related services that are reasonably within the applicable service category and authorized through a written agreement, task order, purchase order, or other City-approved instrument. Services requiring engineering, architecture, surveying, environmental licensing, or another regulated professional credential must be performed by appropriately licensed or qualified personnel and expressly authorized by the City.

General Qualifications

Respondents must:

- Be legally authorized and in good standing to conduct business in Texas.
- Demonstrate experience in each service category proposed.
- Provide qualified personnel and sufficient capacity to perform as-needed and concurrent assignments.
- Maintain licenses, certifications, registrations, and insurance appropriate to assigned services.
- Demonstrate the ability to protect confidential information, financial data, personally identifiable information, and grant-system credentials.
- Maintain a satisfactory record of professional and contract performance.

Task Orders and Deliverables

Each assignment will be authorized through a written task order, purchase order, professional services agreement, or other City-approved instrument. The authorization will identify the scope, deliverables, assigned personnel, schedule, compensation, not-to-exceed amount, invoicing requirements, funding source, applicable compliance requirements, and City project manager.

Deliverables may include memoranda, grant applications, environmental records, compliance files, reports, schedules, dashboards, meeting materials, reimbursement packages, closeout files, training materials, and other work products required by the City. Deliverables shall be provided in editable electronic formats and PDF, unless otherwise directed.

No work shall begin without written authorization from the City.

Payment

Compensation for each assignment will be established in the applicable agreement, task order, or purchase order. The City may use hourly rates, fixed fees, not-to-exceed amounts, milestone payments, or another compensation method appropriate to the assignment.

Invoices shall identify the applicable task order, services performed, personnel and hours when applicable, reimbursable expenses, amount billed during the invoice period, total billed to date, and remaining authorized amount. Payment is subject to acceptance of the services and compliance with applicable Texas prompt-payment requirements.

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4. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Responses should be concise, organized in the order below, and tailored to the service categories proposed. Marketing materials may be included only when directly relevant.

1. Transmittal Letter

Identify the respondent, service categories proposed, primary contact, acknowledgement of addenda, and commitment to perform the services. Confirm that the respondent is authorized to conduct business in Texas. The letter must be signed by an authorized representative.

2. Firm Profile and Qualifications

Briefly describe the firm's organization, primary office responsible for the work, years in business, ownership structure, and qualifications relevant to each proposed service category.

3. Relevant Experience

Provide examples of similar work completed within the past five (5) years. For each example, identify the client, project or program, funding source when applicable, dates, services performed, outcomes, key personnel, and either the consultant contract value or related grant/project amount, when available and permitted.

4. Approach to Pool Services

Describe how the firm will respond to as-needed assignments, coordinate with City staff, manage deadlines, maintain quality control, handle multiple concurrent tasks, and adapt to different funding programs.

5. Key Personnel

Provide an organizational chart and resumes for the proposed project manager and key staff. Identify roles, qualifications, certifications, relevant experience, and availability.

6. Subconsultants

Identify proposed subconsultants, their roles, qualifications, and service categories. The City's approval will be required before adding or replacing material subconsultants after selection.

7. References

Provide at least three (3) current references for services similar to the categories proposed. Respondents proposing multiple categories should provide sufficient references to demonstrate relevant performance in each category. Include contact name, title, entity, telephone, email, and brief project description.

8. Claims, Disputes, and Performance Issues

Disclose any debarment, suspension, professional sanctions, contract terminations for cause, or material litigation within the past five (5) years that may reasonably affect the respondent's ability to perform the services. Describe the current status or resolution.

9. Insurance

Provide evidence of current insurance or a statement confirming the ability to meet the City's final insurance requirements.

10. Required Forms

Complete and submit all forms and certifications required by Section 6 and any issued addenda.

11. Exceptions

Identify all requested exceptions to the RFQ or proposed agreement. Silence will be interpreted as acceptance of the solicitation requirements, subject to final contract negotiations.

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5. EVALUATION CRITERIA AND SELECTION PROCESS

Evaluation Criteria

The City will evaluate responsive SOQs separately for each service category proposed. A respondent may receive a different score and qualification determination for each category. The following criteria total 100 points:

Evaluation Criterion	Description	Points
Relevant Experience and Past Performance	Similarity, complexity, quality, outcomes, funding-program experience, and references.	35
Technical Expertise and Service Capabilities	Depth of capability in the proposed category, quality-control methods, regulatory knowledge, and ability to deliver compliant work products.	30
Qualifications of Key Personnel	Experience, credentials, roles, and strength of proposed project manager and key staff.	20
Approach, Capacity, and Availability	Responsiveness, workload, staffing, ability to meet deadlines, manage concurrent assignments, and coordinate with City teams.	15
TOTAL		100

Selection Process

City staff and/or an evaluation committee will review responsive Statements of Qualifications. The City may request clarifications, conduct interviews, verify references, review publicly available performance information, or request category-specific presentations. The City may select firms based solely on the written responses.

The City intends to establish a pool of qualified firms by category. The number of firms selected may vary by category. Final pool selection and any resulting master agreement are subject to approval by the City Commission or other authority authorized under applicable law and City policy.

For each assignment, the City may evaluate one or more firms within the applicable category based on assignment-specific qualifications, availability, capacity, personnel, past performance, funding-source experience, conflicts of interest, and other relevant factors. The City may request a written approach, schedule, team confirmation, interview, or other supplemental information.

When the City elects to rank firms for an assignment, negotiations will begin with the highest-ranked firm. If an agreement cannot be reached, the City may end negotiations and proceed to the next-ranked firm.

The City will negotiate compensation only after qualifications have been evaluated. Placement in the pool does not constitute acceptance of a respondent's rates or compensation terms. The City may establish hourly rate schedules, fixed fees, not-to-exceed amounts, reimbursable-expense rules, or other compensation methods appropriate to each assignment.

General Contract Terms

Any resulting agreement and task order will be subject to funding availability, written authorization, required professional licensing, applicable grant requirements, City policies, and satisfactory performance. The City may consider performance under prior assignments when issuing future task orders or exercising renewal options.

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6. REQUIRED FORMS AND EXHIBITS

The following forms and certifications must be submitted with the SOQ unless otherwise stated in an addendum. Required forms will not count toward the response page limit:

- Exhibit A – Conflict of Interest Questionnaire (Form CIQ), if applicable
- Exhibit B – Non-Collusion Affidavit
- Exhibit C – Debarment / Suspension Certification
- Exhibit D – Addenda Acknowledgement Form
- Exhibit E – Insurance Acknowledgement or Current Certificate of Insurance