



# CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

## Request for Proposal Grant Application and Administrative Services

Due: Friday, May 8, 2020 by 2:00 pm

Envelopes/packages must be sealed and marked with the project title, Proposal – CDBG-MIT Administration RFP

Respondents must submit one (1) digital copy on a flash drive and five (5) complete bound copies of their response.

Submit qualification packets to:

City of Bandera  
Attn: City Administrator, J. Horry  
511 Main Street PO Box 896  
Bandera, TX 78003

### Questions:

Deadline to submit questions: Friday, May 1, 2020 at 5:00 pm

All questions shall be submitted by email to Keely Hansen, Administrative Assistant at [adminassist@cityofbandera.org](mailto:adminassist@cityofbandera.org).

### I INTRODUCTION

The City of Bandera, Texas is seeking to enter into a services contract with a competent administration/management firm/professional service provider to assist the City in preparing an application for and in the overall management of its proposed CDBG-MIT project, if funded by the Texas General Land Office Community Development & Revitalization (GLO). The following outlines the request for proposals.

This is not a bid/quotation for the lowest price, and as such, the lowest price proposed will not guarantee an award recommendation. The proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, availability or capability, may be overriding factors.

The City of Bandera is an Affirmative Action/Equal Opportunity Employer. Small minority-owned and female-owned consultants/firms are encouraged to submit proposals.

### II RESPONSE PREPARATION & SUBMISSION

#### **Proposal Submittal**

Firms are invited to submit their proposals as detailed in this Request for Proposal (RFP) packet. One (1) digital copy on a flash drive and (5) complete bound copies of the response should be forwarded to and received by the address above.

The response shall be clearly marked "Proposal – CDBG-MIT Administration RFP", and received no later than **2:00 PM, on Friday, May 8, 2020**.

Respondent shall put their firm name and address on the outside of the envelope. It is the respondent's responsibility to ensure responses are received prior to the stated deadline. The City of Bandera shall not be responsible for the proper identification and handling of any responses submitted incorrectly.

Responses may not be considered unless fully completed in the manner provided in the RFP packet. Any response received after the deadline date and time stated, will be returned to the submitting firm unopened after the contract has been awarded for the required services.

The City of Bandera reserves the right to postpone, accept, or reject any and all responses, in whole or in part, on such basis as the City deems to be in its interest to do so.

## **Submission Requirements**

All requested forms and attachments must be submitted with the proposal. The submission and signing of a response shall indicate the intention of the firm to adhere to the provisions described in this RFP.

### **-Proposal**

### **-Cost of services**

### **-Conflict of Interest Questionnaire (Appendix A, pages 5 & 6)**

### **-Certification Regarding Lobbying (Appendix B, page 7)**

### **-Disclosure of Lobbying (Appendix C, pages 8 & 9)**

**-System for Award Management** Respondent and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the company as well as the company's principals are not listed (are not debarred) through the System for Award Management ([www.SMA.gov](http://www.SMA.gov)). Enclose a printout of the search results that includes the record date. **(Appendix D, page 10)**

## **Cost of Preparing a Response**

The RFP does not commit the City of Bandera to paying any costs incurred by respondent in the submission or presentation of a response, or in making the necessary studies for the preparation thereof.

## **Interpretations and Addenda**

All questions regarding this RFP shall be directed to Keely Hansen, Administrative Assistant, via email, by the listed deadline of Friday, May 1, 2020 at 5:00 pm. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum to all prospective respondents within a reasonable time prior to the response deadline, but in no case less than 72 hours before the response deadline.

## **Response Validity Period**

No response may be withdrawn for at least ninety (90) days after the scheduled response deadline.

## **Public Record**

All material submitted by respondent shall become the property of the City of Bandera and is public record unless otherwise specified and authorized by law.

## **III SCOPE OF WORK**

The professional administration/management firm/consultant to be hired is to provide application and contract-related management services to the City of Bandera, including but not limited to the following areas:

**Pre-Award Services\***. Grant Administrator will develop project scope and complete CDBG-MIT application. The provider will work with the City of Bandera and Engineer, if applicable, to provide the concise information needed for submission of complete disaster recovery funding application and related documents. The required information shall be submitted in a format to be described by the GLO.

**Post-Award Services.** Grant Administrator will administer, and complete infrastructure, utilities, housing and eligible projects approved for infrastructure improvement funding. The selected administrative firm must follow all requirements of the GLO CDBG-MIT program. Please specify actual tasks to be performed under each of these categories:

### General Administrative Services

- Administrative duties
- Contract/Program management
- Acquisition duties
- Environmental services

\*Pre-funding services are eligible for CDBG-MIT reimbursement.

## **IV STATEMENT OF QUALIFICATIONS**

### **Contract**

The City of Bandera is seeking to contract with a competent grant administrator with expertise in grant/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

1. Related experience in applying for and managing state and federal funded local public works construction projects – infrastructure, with an emphasis on directly-related and recent experience

2. Related experience/background with specific project type (GLO CDBG-MIT projects)
3. Consultant/firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM)

As such, please provide within your proposal a list of references from past local government clients, as well as the resumes of all employees who will or maybe assigned to provide technical assistance to the City of Bandera on this project if your firm is awarded this management services contract.

## **V PROPOSED COST OF SERVICES**

### **Cost Proposal**

Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required. The final grant amount is yet to be determined and this award is contingent upon funding of the CDBG-MIT grant with the Texas General Land Office. The proposal must include all costs that are necessary to successfully complete these activities. Firms may submit proposals for any and all activities. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

## **VI EVALUATION CRITERIA**

### **Method of Evaluation**

The proposal received will be evaluated and ranked according to the following criteria:

Experience	30
Work performance	30
Capacity to perform	20
Proposed cost	20
<b>Total</b>	<b>100</b>

## **VII SMALL, MINORITY AND WOMEN BUSINESS ENTERPRISES**

### **Affirmative Steps**

Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses, and women's business enterprises on solicitations lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
6. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

## **VIII REJECTION OF PROPOSALS**

The City of Bandera reserves the right to reject any and all proposals. It is further declared and understood that the City reserves the right to negotiate the terms of a proposal, request additional or modified information regarding any proposal, or to otherwise accept only such proposal or portions thereof that are, in the opinion of the City, of the best value to the City of Bandera.

## **IX SPECIAL CONDITIONS**

Rejection of Responses: The City of Bandera reserves the right to accept or reject any or all responses and to waive any informality in responses. By submitting a response to this RFP, you acknowledge that the response shall not be binding on

the City of Bandera unless incorporated into a definitive agreement to be negotiated by the City of Bandera and respondent for the services contemplated in the response. In addition, by submitting a response you acknowledge that the City of Bandera reserves the right to cancel the project, reject all responses, negotiate with one or more respondents or otherwise take any other action it deems prudent with respect to the services contemplated herein.

**X DEADLINE FOR SUBMISSION**

Proposals must be received in the City of Bandera office **no later than Friday, May 8, 2020 by 2:00 pm**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting consultant/firm. Please submit one (1) digital copy on a flash drive, and five (5) hard copies to the following address:

City of Bandera  
Attn: City Administrator, J. Horry  
511 Main Street PO Box 896  
Bandera, TX 78003

# APPENDIX A

## CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local government entity

**This questionnaire reflects changes made to the law by H.B. 23, 84<sup>th</sup> 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 government 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 government's entity not later than the 7<sup>th</sup> business day after the date the vendor becomes aware of facts that require the statements 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 government entity:**

\_\_\_\_\_

**2. Check this box if you are filing an update to a previously filed questionnaire.** (The law required that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> 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 has been disclosed.**

\_\_\_\_\_

**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 family member of the officer AND the taxable income is not received from the local government entity?

- Yes  
 No

**5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation other business entity with respect to which the local government officer serves as an officer or director, or hold and 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 government entity

\_\_\_\_\_  
Date

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 government entity or an agency of a federal, state, or local government 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 government 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 government entity and vendor has been executed; or

(ii) the local government 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 government entity and:

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

(2) has given a local government officer of that local government entity, or a family member of the office, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by section 1760.003(a-1); or

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

# APPENDIX B

## Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

# APPENDIX C

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503 Approved by OMB 0348-0046



## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> Year: _____ Quarter: _____ Date of Last Report: _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  <b>Congressional District, if known:</b> _____	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b> _____ _____ _____ <b>Congressional District, if known:</b> _____	
<b>6. Federal Department/Agency:</b> _____	<b>7. Federal Program Name/Description:</b> _____ CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known: \$</b> _____	
<b>10. (a) Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b> _____ _____ _____	<b>(b) Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b> _____ _____ _____	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only:</b>	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

## **APPENDIX D**

**Insert System for Award Management (SAM) record search for company name and company principal.**