

# City of Palm Valley, Texas

## Request for Proposals



### Grant Writing and Administrative Services For the City of Palm Valley RFP 2023 - 001

**SUBMIT PROPOSALS TO:**

The City of Palm Valley  
City Secretary's Office  
1313 North Stuart Place Road  
Palm Valley, Texas 78552

Monday - Thursday: 8:00 AM to 5:30 PM  
Friday: 8:00 AM to 5:00 PM

**SUBMIT NO LATER THAN:**

Monday, September 18, 2023  
2:00 PM (CDT)

**MARK ENVELOPE:**

RFP 2023 - 001

## I. PURPOSE

The City of Palm Valley, Texas (the “City”) invites of proposals (“RFP”) from qualified individuals or firms (“Respondent”) interested in providing grant writing and administrative services for disaster and non-disaster projects. These projects will be applied for through the various programs, including but not limited to:

1. Hazard Mitigation Assistance (HMA) grant programs (which includes the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC)),
2. Community Development Block Grant – Disaster Recovery (CDBG-DR) and Community Development Block Grant – Mitigation (CDBG-MIT) programs,
3. other Texas Department of Emergency Management (TDEM) opportunities such as Texas COVID-19 Pandemic (DR-4485),
4. Federal Emergency Management Agency (FEMA) Public Assistance,
5. Texas Parks and Wildlife Department Grant Programs, and
6. any other program beneficial to local municipalities.

The selected Respondent shall have a demonstrated record of work experience in multiple disciplines related to this effort. Respondents should specifically detail their experience with federal and state grants for public safety, public works, infrastructure improvement, parks and recreation, technology, community development and capital assets. Contracts resulting from this RFP may be awarded pursuant to the availability of funds and at the discretion of the City. During and after a natural disaster or homeland security event, there may be a need for the City of Palm Valley to access your business for products or services after normal business hours and/or holidays. For this purpose, a primary and secondary emergency contact name and phone number are required, and to be kept current.

Pre-award costs to be reimbursed by FEMA must have been incurred after the date of declaration for HMGP. For all other programs pre-award administrative costs count towards the limit for subrecipient administrative costs. Pre-award costs must be identified as separate line items in the cost estimate of grant applications. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. Pre-award costs are to be reimbursed if the grant is approved and funded as allowed by the grant.

## II. SCOPE OF SERVICES

The successful Respondent will be requested to perform services necessary to complete the following objectives:

- Grant funding research to identify grant resources including, but not limited to, federal, state, foundation, agencies and organizations that support the City’s funding needs and priorities in the following general areas, by way of illustration not of limitation:
  - Community/Economic Development,
  - Criminal Justice Technology and Programs,
  - Public Works,
  - Infrastructure Development and Maintenance,
  - Parks and Recreation,
  - Transportation/Highway/Sustainability/Transit,
  - GIS Geographic Information System, and
  - Community and Municipal Planning;
- Coordinate with the City and its consultants to obtain cost information and backup documentation;
- Review potential reimbursement cost eligibility and develop justifications for presentation to the City and its consultants, Federal, State, and other agencies involved in providing disaster recovery funds;
- Compile and summarize cost information and justifications for presentation to the City and its consultants, and Federal, State, and other agencies;

- Develop, revise, and submit expedited Project Worksheets (PW's) and grant applications, including subsequent revisions, on behalf of the City for successful approval, obligation, and reimbursement, including project identification, development, formulation, and processing as required for small and large projects;
- Ensure that all eligible damages have been identified, quantified, and presented to the City, Federal agencies, and State agencies;
- Incorporate all eligible damages into Project Worksheets (PW's) and grant applications with supporting documentation and proper cost estimates, using FEMA Cost Estimating Factor (CEF), when necessary;
- Perform insurance reconciliation, as well as other funding source coordination to avoid duplication of benefits (DOB);
- Perform Cost-Benefit Analysis, when necessary, to support the City's determination of pursuing reimbursement;
- Consult with the City to ensure compliance with applicable regulations and requirements, including the Stafford Act, Environmental and Historic Preservation Management, Davis-Bacon, Section 3 of the HUD Act of 1968, etc.;
- Assist with the development and revision of the City's Hazard Mitigation Plan by identifying opportunities to reduce or eliminate the risk from future events;
- Prepare hazard mitigation proposals, grant applications, benefit-cost analysis and other services related to the Hazard Mitigation Grant Program and other mitigation programs;
- Attend meetings with the City and its consultant, the City Council, Federal agencies, State agencies and County agencies to negotiate and present Project Worksheets and the obligation of eligible amounts;
- Provide grant administrative advice to maximize reimbursements of disaster recovery expenses;
- Provide advice to the City and its consultants; attend and participate in meetings as required and requested by the City;
- Prepare draft correspondence to local, Federal, State, and County officials on behalf of the City, as necessary;
- Provide the City with any changes in policies, procedures, processes, or deadlines throughout the financial disaster recovery processes;
- Prepare for and respond to inspections and audits for on-going and completed projects, as requested;
- Prepare formal audit responses and justifications; attend associated meetings and hearings, as needed;
- Prepare and conduct the final cost reconciliation and close-out packaging, ensuring maximum recovery and retention of all eligible funding, satisfactory disposition of arbitration and appeals, and availability of supporting documents for future audits;
- Coordinate with other consultants and vendors for related services such as accounting, legal, architecture, engineering, environmental, restoration, and construction contractors;
- Track, monitor, and report time and activities performed by Consulting Firm staff per project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs; and
- Provide monthly written performance and status reports to the City and its consultants on the status of activities completed under this contract, the FEMA Public Assistance (PA) program, and other grant assistance programs, which performance and status reports shall include, but not be limited to, the following items:
  - Hours billed and amount invoiced by consulting firm staff,
  - PW and grant application development and revisions,
  - PW and grant application submissions and approvals,
  - Obligated amounts versus eligible estimates,
  - Issues with PW's and grant application submissions and resolutions,
  - Items requiring City assistance,
  - Amounts awarded to City per PW and grant applications,
  - Requests for Reimbursement submitted,
  - Estimated and actual costs,
  - Reimbursements received by the City,
  - Insurance deductions, and
  - PW's and grant application closeouts.

### III. PROPOSAL

Each response shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

Submittal for RFP 2023 - 001 Grant Writing and Administrative Services

Respondent Firm or Individual Name

Submittal Date

A table of contents shall follow next, followed by tabbed dividers separating each of the successive five (5) sections:

A. Cover Letter

The first page following the divider shall be a one-page letter transmitting the response to the City of Palm Valley.

The transmittal letter shall contain the original, in ink, by a person having authority to bind the vendor in a contract.

B. Qualifications

1. Briefly introduce your firm, providing a summary of the administration, structure, organization and staffing of your firm.
2. Identify the project manager and each individual who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications and licenses, etc. This includes identifying any proposed subcontractors.

C. Experience

1. List comparable projects for federal, state, or local governments, whether ongoing or completed, including references. Please include, at a minimum, details for each Texas project listed in III.C.1. For each, please provide:
  - a. Project name and location
  - b. Year completed
  - c. Short description and project
  - d. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
  - e. Names, addresses, and telephone numbers of clients.

D. Project Methodology

The strategies and methods by which the work is performed must be included in the proposal and detailed sufficiently to allow the City to determine compatibility of the approach to the City's overall goals.

E. References

Include names and telephone numbers of persons whom the City can contact for references regarding the firm's past performance on similar projects.

### IV. SELECTION PROCESS

Contract(s), if any, will be awarded to the responsible Respondent(s) whose qualifications are determined to be the most advantageous to the City considering the relative importance of evaluation factors included in this request for proposals. 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 firm selected, if any, shall be required to assume responsibility for all services offered regardless of whether they are produced "in-house" or performed under a joint venture or sub-contract. The firm selected will be the sole point of contact with regard to this project.

Palm Valley will use an Evaluation Panel to evaluate the proposals and interviews. The responses received will be part of the selection process utilized by the City together with an interview. The preferred firm then will negotiate with the City on fee and contract conditions. If, in the opinion of the City, a reasonable fee cannot be achieved with the firm of choice, negotiations will proceed with the second-choice firm until a mutually agreed contract can be negotiated.

Certified Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Historically Underutilized Businesses (HUB) are encouraged to submit proposals.

**V. EVALUATION CRITERIA**

Dept.	Reviewer	Qualifications	Experience on Similar Projects	Project Methodology	Pricing	References	Totals
<b>Total Points</b>		0	0	0	0	0	
<b>Weight</b>		25%	25%	20%	15%	15%	
<b>Weighted Total</b>		0	0	0	0	0	
<b>Conversion to Points</b>		0	0	0	0	0	

The criteria used to evaluate the RFP will include, but not be limited to, the following (items listed below are not listed in order of importance):

- **Qualifications.** Qualifications of individual or firm in executing similar projects, qualifications related to collaborating with partners. (25 points)
- **Experience on Similar Projects** (emphasis on last 10 years). Related project experience, including work in Texas, as well as completed and ongoing projects of the firm and the individuals who would be assigned to this project. (25 points)
- **Project Methodology.** This criterion would include personnel, resources, and methodologies commonly used by the individual or firm that may be applicable to the project categories. (20 points)
- **References.** (15 points)
- **Pricing.** Cost effectiveness and reasonableness of Respondent's proposed fee. (15 points)
- **In the event of a tie, interviews will be used as a tie-breaker.**

**VI. SUBMITTAL PROCESS**

Please submit one (1) marked original, signed, in ink, by a person having authority to bind the vendor in a contract, along with one (1) electronic copy on a USB flash drive. The USB flash drive must contain only one (1) file in PDF format and must match written response identically. Proposal shall be submitted to the address shown below by the RFP opening time of 2:00 PM on Monday, September 18, 2023. Submittals that are limited to 25 pages (excluding resumes or sample documents) or less are preferred.

**The City of Palm Valley**  
 City Secretary's Office  
 1313 North Stuart Place Road  
 Palm Valley, Texas 78552  
 Monday - Thursday: 8:00 AM to 5:30 PM  
 Friday: 8:00 AM to 5:00 PM

Proposals sent via courier must be sealed in a separate envelope inside of the mailer. External envelope must be marked:  
RFP 2023 -001

To enable the City to efficiently evaluate the responses, it is IMPORTANT that Respondents follow the required format in preparing their responses.

Each copy of the response shall be bound using a semi-permanent binding method, to ensure that pages are not lost. Pages shall be no larger than letter-size (8.5" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider. Text shall be no smaller than 10 point. Margins shall be no smaller than 1 inch. Elaborate covers, binding, dividers, etc., are not required.

## **VII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

- A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of City of Palm Valley for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. All Information True – Respondents represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
- C. Interviews – If the City, as a result of the initial evaluation of the proposals, develops a “short list,” Respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.
- D. Inquiries – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. Cost of Responses – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. No Obligation – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) reject any or all Respondents submitting responses, should it be deemed in Palm Valley's best interest; or (5) cancel the entire process.
- H. Insurance – The Respondent shall have the appropriate insurance policies and limits as determined by the City and such policies shall be written by an insurer licensed and admitted to do business in the State of Texas.
- I. Proposals – All information submitted in response to this RFP shall become the property of the City, and as such may be used by the City in any manner.
- J. Confidentiality – If any Respondent considers any portion of the proposal to be confidential and/or proprietary and that disclosure of its contents to competitors would cause substantial competitive harm, said Respondent

must clearly identify those portions of the proposal by putting the term “**CONFIDENTIAL OR PROPRIETARY**” in bold letters on the applicable page(s). If such information is requested pursuant to the Texas Public Information Act, the Respondent will be given notice of the public information request and may make arguments before the Texas Attorney General as to why the information should not be disclosed. The City will have no obligation to make any arguments to and will abide by the decision of the Texas Attorney General.

- K. Expiration of Proposals – Any response to this RFP will remain in effect for 120 days after the date of submission.
- L. Collusion – The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Respondent’s submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- M. All responses submitted must be the original work product of the Respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another is not permitted. Failure to adhere to this instruction will cause the City to reject the response.