

RFP for Administration/Professional Services

The City of Oak Ridge North is seeking to enter into a services contract with a competent administration/management firm/consultant to assist the City of Oak Ridge North in preparing an application for and in the overall management of its proposed CDBG – Disaster Recovery project, if funded by the Texas General Land Office Community Development and Revitalization (GLO) related to DR-4265. The following outlines the request for proposals.

- I. **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 Oak Ridge North, including but not limited to the following areas:

Pre-Funding Services*

Grant Administrator will develop project scope and complete CDBG-DR application. The provider will work with the City 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-Funding Services

Application preparation is not reimbursable with CDBG federal or local match funds and must be separately documented

- II. **Statement of Qualifications** - The City of Oak Ridge North is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:
- Related experience in applying for and managing federally-funded local public works construction projects
 - Related Experience / Background with specific project type
 - Certified Administrator of TxCDBG Program by TDA
 - 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 referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city/county on this project if your firm is awarded this management services contract.

- III. **Proposed Cost of Services** - Please provide your cost proposal to accomplish the scope of work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the City of Oak Ridge North will not use lowest/best bid as the sole basis for entering into this contract.

If the cost of proposed professional administration services will exceed \$ 50,000, then profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.

IV. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

V. Deadline for Submission – Proposals must be received no later than 8:00 AM, November 6, 2017 at the following address: 27424 Robinson Rd, Oak Ridge North, TX 77385.