

Advertisement for RFQ for Grant Writing and Management Services

The City of Creedmoor is requesting qualification statements from Grant Writing and Management firms for planning grant applications to the General Land Office Resiliency Community Program. The Scope of Work includes writing the grant application and providing grant management duties as detailed in the Request for Proposal. The full Request for Proposal can be obtained by contacting Mrs. Anna Ortiz, Finance Director, City of Creedmoor at (512) 243-6700 or finance@cityofcreedmoortx.gov. Submission deadline is October 14, 2022.

The City of Creedmoor reserves the right to negotiate with any and all engineering consultants or firms submitting proposals, according to Office of Management and Budget Circular A-102. The City will not be responsible for any costs incurred in submitting a response.

The City of Creedmoor seeks to afford the opportunity for qualified SBE, MBE, and WBE firms to propose to provide the services described herein.

Request for Proposals for Grant Writing and Management Services

The City of Creedmoor (City) is seeking to enter into a professional services contract with a competent consultant/management firm to assist the pre-award and post-award management required by the City for the implementation of a General Land Office (GLO) 2022 Resilient Communities Program.

The following outlines the Request for Proposals.

1. Scope of Work: The management consultant or firm to be hired is to provide contract related management services to the City of Creedmoor including, but not limited to, the following:

Pre-Award (services associated with developing and requesting Federal disaster assistance. Please specify actual tasks to be performed under each of these categories.

- Grant Writing and Application Preparation
- Respond to Requests for Information (RFI) regarding planning grants
- Assemble Environmental and Historic Preservation Review (EHP)
- Participate in Public Outreach if applicable (e.g. advertising, public meetings)
- Act as Liaison between project engineer/planners, the GLO, and federal agencies
- Attend workshops and meetings related to the development and submission of the application

Post-Award Grant Management Activities: (services associated with administering Federal disaster assistance). Please specify actual tasks to be performed under each of these categories.

- Record-keeping and financial management
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity requirements
- Project Management (e.g. quarterly reports, reimbursement requests)
- Technical Monitoring (e.g. site visits, technical meetings)
- Monitor and evaluate the progress of the mitigation activity in accordance with the approved SOW and budget
- Project close-out assistance

2. Scope of Work: The City is seeking to contract with a competent management consultant firm that has had experience in grants/contracts management. Please provide the following information:

- Brief history of the proposing entity, including general background, knowledge of and experience working with the GLO and other relevant agencies.
- Related experience in applying for federally funded construction projects
- A description of work performance and experience with GLO funding including references from past local government clients
- Describe the service providers capacity to perform as well as resumes of all employees who will or may be assigned to provide services if your firm is awarded a contract through this solicitation

Pre-award costs must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-award costs will not be reimbursed by the GLO. Pre-award costs are reimbursed when the project is approved and funded.

3. Proposed Cost of Services: These include a proposed cost by project of what your firm feels is appropriate for each area of the Scope of Work. Please note that the City of Creedmoor will not use the lowest/best bid as the sole basis for entering into this contract.
4. Affirmative Action: The City of Creedmoor is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.5.C. 1701u) as amended.
5. Evaluation Criteria: The City of Creedmoor score and rank all eligible respondents. Proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	40
Work Performance	30
Capacity to Perform	25
HUB/Affirmative Action	5

6. Submission Requirements: Please submit four(4) copies and one (1) electronic copy on a flash drive of your proposal to:

Mrs. Anna Ortiz, Finance Director, 5008 Hartung Lane, Creedmoor Texas 78610

All questions must be submitted in writing and answers will be posted on the City web site. Deadline for questions is 5:00 p.m. CST October 7, 2022.

Please note: proposals submitted by fax or email will not be accepted.

7. Deadline for Submission: Proposals must be received no later than 3:00 p.m. CST October **14**, 2022.