

City of Robstown, Texas

REQUEST FOR QUALIFICATIONS

RFQ FOR: Request for Qualifications
for On-call Grant Management and
Professional Engineering Services

RFQ NUMBER: 2018-100

RFQ BID DUE: Thursday September 13, 2018, AT 2:00 P.M. (CST)

PRE-BID: NONE

SUBMIT RFQ TO: This is a FORMAL RFQ and must be submitted to:

Beatriz Charo
Grants Administrator
101 East Main Avenue
Robstown, TX 7830

You may submit your bid by MAIL, in PERSON, or by
FEDEX/UPS. Bids will not be accepted via email or fax.

For RFQ specifications visit the following website:
www.cityofrobstown.com

**CITY OF ROBSTOWN
REQUEST FOR QUALIFICATIONS
RFQ NO. 2018-100**

Statements of qualification will be received by the Grants Administrator of the City, at 101 East Main Avenue, Robstown, TX 78380 until **2:00 p.m. (CST), Thursday, September 13, 2018**, for:

**REQUEST FOR
QUALIFICATIONS
FOR ON-CALL DISASTER RECOVERY, GRANT
MANAGEMENT, AND PROFESSIONAL
ENGINEERING SERVICES**

The City of Robstown is seeking proposals from qualified consulting firms for disaster recovery, alternative funding pursuits, grant management, and engineering services to address damages incurred during Tropical Storm Harvey. Services to include assistance with the processes involved in applying for and submitting claims, receiving and managing Public Assistance, facilitating buyouts or structure elevations, developing cost effective mitigation solutions, and securing Hazard Mitigation Assistance grant funding. The following outlines the Request For Qualifications (RFQ).

Firms should have past experience in grant pursuit and management from all agencies, USACE coordination, and post-storm event infrastructure design/rehabilitation.

Specification documents may be obtained from the City's website: www.cityofrobstown.com

The City reserves the right to negotiate with any and all firms and individuals that submit proposals, per the Texas Professional Services Procurement Act and Office of Management and Budget Circular No. A-102. The City also reserves the right to reject any and/or all proposals.

The City of Robstown is an Affirmative Action/Equal Opportunity Employer.

Reference RFQ Number: **2018-100**

RFQ Closing Date: **September 13, 2018 at 2:00pm CST**

First Publication: **August 30, 2018**

Second Publication: **September 6, 2018**

**REQUEST FOR PROPOSALS
FOR ON-CALL DISASTER RECOVERY,
GRANT MANAGEMENT, AND
PROFESSIONAL ENGINEERING SERVICES**

INTRODUCTION

The City of Robstown is soliciting Statements of Qualifications (SOQ) for this Request for Qualifications (RFQ) from firms interested and qualified in disaster recovery, grant pursuit and management, and storm/water/wastewater mitigation for the City. The purpose of the on-call effort is to respond to damages incurred from Tropical Storm Harvey and to provide the City similar services during future disaster events.

BACKGROUND

The City is responsible for addressing disaster impacts to the roadway, utilities, storm water, water, and wastewater infrastructure within the City limits. The impacts from Tropical Storm Harvey included significant flood and erosion damage to City assets. The City is seeking the services of a consultant for disaster recovery, grant pursuits, grant management, and hazard mitigation engineering services to respond to major storm and flood events as well as other disaster perils. Services to include assistance with the processes involved in applying for and submitting claims, receiving and managing Public Assistance, facilitating buyouts or structure elevations, and Hazard Mitigation grant funding from the Federal Emergency Management Agency (FEMA). Funding opportunities of interest include USACE partnership, grant funding such as the Hazard Mitigation Grant Program, Community Block Grant Disaster Program (CDBG-DR), and State level funding pursuits. Services may also include coordination with State Administrators of the various disaster recovery funds made available.

The City is embarking upon a competitive process to obtain a consultant to provide on-call planning, oversight, and application processing support for the completion of emergency protective measures, permanent work, and hazard mitigation resulting from disasters; including developing strategic plans, project scopes, grant applications, and benefit cost analyses. These services will be used for current event and for future presidentially declared emergencies or major disasters. The vendor must be capable of meeting the City's requirements as outlined in the Scope of Services/Scope of Work outlined below. Staff will score proposals per the below evaluation criteria.

SCOPE OF WORK

Direct Reporting / Support: The consultant will report directly to the designated project manager.

Strategic Grant Pursuit and Grant Management: The City will be challenged with identification and pursuit of the multiple disaster recovery grant and partnerships available following this disaster.

- Consultant will be responsible for identification and preparation of competitive grant applications and mitigation project partnerships.
- Consultant will work with State grant administration offices to ensure applications meet the requirements of the various programs available to fund disaster recovery and mitigation.
- Consultant will prepare grant applications, administer grant, and perform project close out.

Proposers should demonstrate that they are familiar with grant state administrators, can recommend strategic grant pursuits and develop competitive grant applications. Funding pursuits to address property buyouts and structure elevations as well as repair and mitigation of damaged public infrastructure.

Planning: Consultant will be responsible for providing advice and oversight in the development of cost-effective, timely, and FEMA reimbursable project scopes. Proposers should demonstrate that they can recommend cost-effective engineering solutions, develop solutions that meet codes and standards, and provides hazard mitigation for future disasters. Proposers to highlight experience with USACE partnership and coordination on mitigation projects.

Engineering Services: Engineering services shall include providing water/wastewater/storm water

planning and engineering solutions to address damages and mitigation to reduce damage risk in future events. Proposer to demonstrate familiarity in property buyouts and elevations.

PROPOSAL REQUIREMENTS, CONTENTS, AND EVALUATION CRITERIA

Respondent is to follow the instructions indicated below.

All statements of qualifications received will be reviewed and ranked based on ranking shown in this RFQ. The top ranked firms may be invited to present their qualifications and approach at an oral presentation to the City of Robstown's staff. Once a final selection has been made, an agreement will be negotiated with the top ranked firm(s). The proposed negotiated agreement(s) will be considered by the City for discussion and possible action at its regular City Council meeting.

The City is asking qualified firms to prepare a statement of qualifications that addresses the Scope of Work attached hereto and conforms to the following instructions. The statement of qualifications shall include the following:

- Statement of Qualifications (SOQ) of the submitting Respondents and all sub-consultants as follows:
- One (1) page cover letter introducing the firm and indicate the principal in charge for the contract.
- Up to five (5) projects completed within the last ten (10) years demonstrating the firm's experience with similar projects and shall include references with current contact name and phone numbers. Referenced projects shall be work performed by current engineering staff. This section shall be limited to five (5) pages.
- Organization chart clearly identifying project roles, names, and reporting structure/lines of authority. Include a resume for each individual shown on organization chart. Resumes should include education, certification(s), years of experience, and specific project experience including role on each project. Resumes shall be limited to one page each.

Technical Approach: Proposer's approach to providing grant and engineering services as outlined in Scope of Work to ensure successful recovery, financial management, program management, grant management and compliance, client service, and close out.

The Engineer shall submit a minimum of three (3) written copies of the SOQ and one electronic file in pdf format on a USB drive. By submitting a SOQ, the Respondent consents to the City undertaking such investigation as it deems in its best interest to investigate the Respondent's qualifications. The submitting Respondent assumes all responsibility for any costs it incurs in preparing a response to this Request for Qualifications.

Selection will be based on Respondent's ability to address the Scope of Work, Qualifications of the firm and individuals assigned to this Project. Factors to be considered shall be as follows:

- Firm Qualifications - 30 points. Preference will be given to firms with experience in grant pursuit and management, USACE coordination, and post-storm event infrastructure design/rehabilitation.
- Staff Qualifications - 30 points. Emphasis shall be given to staff with experience in disaster recovery, proven grant pursuit and management, USACE coordination, storm/water/wastewater system design and mitigation.
- Project Approach - 40 points. Project approach will be reviewed for its applicability of the needs of the City and the appropriateness of technical approach to manage the disaster recovery grants for the City.

In accordance with State law, the City shall enter into contract negotiations with the first-ranked Respondent. If the City cannot reach an agreement with the first-ranked Respondent, the City shall proceed to the next highest ranked, etc.

DEADLINE FOR SUBMISSION

Sealed proposals will be received by the Grants Administrator at City Hall, 101 East Main Avenue, until **2:00 p.m. (CST), Thursday, September 13, 2018.**

PREPARATION OF THE STATEMENT OF QUALIFICATIONS

Proposals should provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness, clarity of content, and conveyance of the information requested by the City.

Qualifications Submittal

Three (3) copies marked "RFQ 2018-100 Statement of Qualification" shall be submitted for evaluation along with and one electronic file in pdf format on a USB drive. Each copy of the proposal should be bound in a single volume where practical. All Documentation submitted with the proposal should be bound in that single volume.

Qualifications Schedule

The City of Robstown is an Affirmative Action/Equal Opportunity Employer.

During the performance of any contract awarded pursuant to this RFQ, the Engineer will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Engineer. The Engineer agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

INSURANCE REQUIREMENTS

The Engineer must agree to hold harmless, indemnify and defend the City and its officers, agents, and employees against any and all claims, injuries, losses or damages, including attorneys' fees, arising out of or resulting from the Engineer's services.

The City will require proof of professional liability insurance with errors and omissions coverage, workers' compensation insurance, general liability and automobile insurance with companies authorized to do business in Nueces County, Texas, as per Attachment A.

The Engineer must furnish certificates of all required insurance designating the City as an additional insured and providing that the City must be given thirty (30) days advance written notice prior to non-renewal or cancellation of any such insurance.

MINORITY BUSINESS ENTERPRISE

Firms must agree to comply with the City's Minority Business Enterprise policy for professional service contracts. A copy of the City's MBE policy is attached. Schedule C should be completed and submitted with the firm's proposal.

ORAL REPRESENTATIONS

No person has authority to verbally alter these specifications. Any changes to specifications will be made in writing and forwarded to each person having a Request for Qualifications.

RFQ SHEET
Request for Qualifications
for On-call Disaster Recovery, Grant
Management and Professional
Engineering Services

RESPONDER INFORMATION:

Company Name	
Responder's Name In Printed Form	
RESPONDER'S SIGNATURE	<hr/> (Signature REQUIRED for bid to be accepted.)
Responder's Title	
Company Physical Address	<hr/> Street <hr/> City State Zip Code
Company Mailing Address	<hr/> Street or P.O. Box <hr/> City State Zip Code
Company Telephone Number	
Alternate Phone Number	
Company Fax Number	
E-mail Address	

RFQ SHEET CONTINUED

DATE OF DELIVERY AFTER RECEIPT OF ORDER: _____

WARRANTY: _____

Receipt is hereby acknowledged of the following addenda to the Specifications:

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____
Addendum No. 4 dated _____	Received _____

DOES YOUR BID MEET SPECIFICATIONS? YES _____ NO _____

IF NO IS INDICATED, ATTACH SHEET INDICATING EXCEPTIONS.

PLEASE CHECK THE FOLLOWING THAT WILL APPLY TO YOUR COMPANY :

- Ownership of Firm (51% or more)
- Non-Minority
- Hispanic
- Black
- Other Minority (please specify) _____
- Female Owned
- Handicapped Owned
- Small Business (less than \$1,000,000 annual receipts or 100 employees)

CERTIFICATE OF CORPORATE BIDDER

I, _____ CERTIFY THAT I AM _____ (title) OF THE CORPORATION NAMED AS BIDDER HEREIN; THAT _____ WHO SIGNED THIS BID ON BEHALF OF THE BIDDER, WAS THEN _____ (title) OF SAID CORPORATION; THAT SAID BID WAS DULY SIGNED FOR AND ON BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS GOVERNING BODY AND IS WITHIN THE SCOPE OF ITS CORPORATE POWERS.

SIGNATURE OF OFFICER

TYPE OR PRINT NAME

TITLE OF OFFICER

BIDDERS

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Vendor _____

Address _____

Bidder _____
(Signature)

Bidder _____
(Print Name)

Position with Company _____
(Title)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

**FORM
CIQ**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date