



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

June 30, 2014

Request for Statements of Qualification (RFQ 14-030/KJS)
Grant Administration and Management Services for TDA's Community Development
Block Grant Program Cheek Phase IV

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 14-030/KJS, Grant Administration and Management Services for TDA's Community Development Block Grant Program Cheek Phase IV. Jefferson County is requesting statements of qualifications from qualified firms to provide professional administration and management services.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County Purchasing Department web site at www.co.jefferson.tx.us.

All submittals shall be evaluated by a Review/Selection Committee. The Review/Selection Committee will evaluate submissions to this request and select the firm most qualified, responsive and experienced.

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: **Grant Administration and Management Services for TDA's Community Development Block Grant Program Cheek Phase IV**. Responses will be received by the Jefferson County Purchasing Department no later than **July 17, 2014 at 11:00 AM**. Address your Proposal to Jefferson County Purchasing Department, Deborah L. Clark, Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701. Responses will be opened at that time and only the names of responding firms will be read aloud.

Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to: Karen J. Stewart, MBA, Assistant Purchasing Agent via fax 409-835-8456 or e-mail ksmith@co.jefferson.tx.us.

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

A handwritten signature in black ink that reads "Deborah Clark". The signature is written over a faint, circular watermark or seal that is partially visible in the background.

Deborah Clark
Purchasing Agent

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**Request for Statements of Qualification
RFQ 14-030/KJS
Grant Administration and Management Services for TDA's Community Development
Block Grant Program Cheek Phase IV**

I. BACKGROUND

Jefferson County is seeking Statements of Qualifications from individuals or firms to provide the following services: grant writing, grant program administration and management, and facilities planning.

Statements of Qualifications must be received by the County no later than 11:00 AM on October 11, 2011 to be considered. The County reserves the right to negotiate with any and all individuals or firms that submit Statements of Qualifications, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

Jefferson County is an Affirmative Action/Equal Opportunity Employer.

II. SCOPE OF WORK

Cheek Phase IV Background

Residents in the unincorporated community of Cheek, located in Jefferson County, do not have access to public sewer service and rely upon failing septic systems, resulting in a threat to public health.

Sewer Improvements- a contractor shall provide first-time sewer access to residents in the unincorporated community of Cheek. Contractor shall install approximately eight thousand three hundred linear feet (8,300 l.f.) of six-inch (6") force main, approximately two hundred forty linear feet (240 l.f.) of bore, twelve (12) grinder pumps, valves, pavement and driveway repair, and all associated appurtenances. Residents will be served by the West Jefferson County Municipal Water District.

Statements of Qualifications shall encompass all project-related Administration and Management Services to Jefferson County, for Cheek Phase IV Community Block Grant Program, including, but not limited to, the following:

Grant Writing Services

- Review existing project information, background data and other information available to develop a complete application for the County's program.
- Provide recommendations on content and approach in the applicable funding applications.
- Advise County on the mixing and leveraging of funds (if any).
- Identify needs for application enhancement or backup documentation.
- Write complete application for comment by County staff for use in requesting funds.
- Provide technical assistance to County staff in follow-up to application submittals.

Grant Program Administration and Management

- Conduct required review(s).

- Coordinate with funding agencies.
- Develop and administer agency contracts.
- Request, track, and manage program funds in compliance with program guidelines.
- Develop required public record systems.
- Establish and maintain Davis-Bacon record keeping requirements.
- Ensure compliance with Uniform Relocation Act.
- Advise and manage any required technical services or criteria.
- Develop appropriate agency reports, schedules, and certifications.
- Coordinate and conduct any required public input.
- Develop annual and close-out submissions.

Facilities Planning

- Provide engineering, environmental, financial, and governance expertise as needed to complete facilities planning documents or preliminary engineering reports.
- Provide an environmental document in support of overall funding programs, within the guidelines of the funding agency.

Please specify actual tasks to be performed under each of these categories.

III. STATEMENT OF QUALIFICATIONS

Jefferson County is seeking to qualify competent firms, registered to practice in the State of Texas that have had experience in the following areas:

- Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities or Texas Community Development Program.

Please provide within your Statement of Qualifications a list of past client local governments, as well as resumes of all employees who will or may be assigned to this project if you receive the Administration and Management Services contract award.

IV. EVALUATION CRITERIA

The Statement of Qualifications received will be evaluated and ranking according to the following criteria:

Criteria	Maximum Points
Experience	
1. Federal Procurement Procedures	5
2. Environmental Reviews	5
3. Fair Housing/EEO	5
4. Financial Management	5
5. Uniform Act Acquisition/Relocation	5
6. Project Construction Management	5
7. Labor Standards Requirements	5

Criteria	Maximum Points
8. Audit/Contract Close-out	5
Subtotal	40
 Work Performance	
1. Submits requests in a timely manner	5
2. Responses to requests in a timely manner	5
3. Past projects completed on schedule	5
4. Work products consistently high quality with few errors	5
5. Past projects have low level of monitoring findings/concerns; offeror responds to monitoring reports in a timely manner	5
6. Manages projects within budgetary constraints	5
Subtotal	30
 Capacity to Perform	
1. Staffing level/experience of staff	5
2. Adequacy of resources	5
Subtotal	10

Each respondent will be evaluated and ranked upon information submitted for information requested above.

V. TERMS AND CONDITIONS

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from the acceptance of proposal shall be on forms approved by Jefferson County and shall contain, at a minimum, applicable provisions of the request for proposal. Jefferson County reserves the right to reject any agreement that does not conform to the request for proposal and any County requirements and contracts.
3. The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information or data given to or prepared by the Consultant under the contract shall be made available to any individual or organization by the Consultant without the prior written approval of the County.

VI. PROPOSAL SUBMISSION

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ 14-030/KJS: **Grant Administration and Management Services for TDA's Community Development Block Grant Program Cheek Phase IV.**

RFQ packets will be received by Jefferson County Purchasing Department no later than July 17, 2014. Address your Proposal to Jefferson County Purchasing Department, Deborah Clark, Purchasing Agent, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701

Statements of Qualifications received after that time will be considered late and will be returned unopened. Jefferson County reserves the right to reject any and all Statements of Qualifications.

Failure to comply with providing the above-required information for the Committee's review may result in disqualification of that firm.

All questions regarding technical or contractual matters should be in writing and directed to: Karen J. Stewart, MBA, Assistant Purchasing Agent via fax 409-835-8456 or e-mail ksmith@co.jefferson.tx.us.

VII. STATEMENT OF QUALIFICATIONS SUBMISSION AND TENTATIVE REVIEW SCHEDULE

Opening	July 17, 2014
Review/Evaluation	July 21, 2014
Conduct Negotiation	July 23, 2014
Execute Contract (estimated)	July 28, 2014

SAMPLE CONTRACT

STATE OF TEXAS § **CONSULTING SERVICES FOR GRANT**
COUNTY OF JEFFERSON § **ADMINISTRATION AND MANAGEMENT**

This is an agreement by and between the County of Jefferson, Texas (COUNTY) and _____ (CONTRACTOR).

WHEREAS COUNTY has contracts results from grants that require precise administration and management,

WHEREAS State and Federal agencies periodically award grants to counties.

WHEREAS COUNTY periodically applies for grants under such programs,

WHEREAS CONTRACTOR is in the business of providing grant administration and management,

WHEREAS COUNTY desires to contract with CONTRACTOR to provide such services,

NOW, THEREFORE, COUNTY and CONTRACTOR mutually agree as follows:

I. SCOPE OF SERVICES

CONTRACTOR shall serve as a contractor of the COUNTY. The description of services contained herein is intended to be general in nature. It is neither exhaustive, nor a limitation on the contracted services so long as the service actually delivered are consistent with the provisions of this agreement.

CONTRACTOR agrees to provide the following services (to be modified to fit the particular program):

- Conduct required review(s).
- Coordinate with funding agencies.
- Develop and administer agency contracts.
- Request, track, and manage program funds in compliance with program guidelines.
- Develop required public record systems.
- Establish and maintain Davis-Bacon record keeping requirements.
- Ensure compliance with Uniform Relocation Act.
- Advise and manage any required technical services or criteria.
- Develop appropriate agency reports, schedules, and certifications.
- Coordinate and conduct any required public input.

II. COMPENSATION

COUNTY shall pay CONTRACTOR as follows:

- \$_____ for the completion of all tasks associated with ____ contract.

COUNTY shall process payments of invoices within thirty (30) days after presentation of an invoice by CONTRACTOR.

III. SPECIAL CONDITIONS

CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its officials and employees, against all suits or claims that may be based on any injury to persons or property that may occur, or may be alleged to occur, in the course of the performance of this agreement by CONTRACTOR, its agents or employees, provided that the damage, claims, loss, demand, or suit it caused in whole or in part by any negligent act or omission of CONTRACTOR, or any subcontractor of CONTRACTOR, or anyone directly or indirectly employed by CONTRACTOR.

No officer, agent, or employee of the COUNTY is employed by CONTRACTOR or has a financial interest direct or indirect in this agreement or the compensation to be paid under this agreement.

The SUBCONTRACTOR(s) shall be solely and entirely responsible for procuring all appropriate licenses and permits which may be required by any competent authority for the SUBCONTRACTOR(s) to perform the subject work.

COUNTY OF JEFFERSON, TEXAS

CONTRACTOR

Jeff R. Branick, County Judge

(Name)

ATTEST:

RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 60 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other proposer is interested in said proposal: and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By:

Signature

Name & Title, Typed or Printed

Sworn and subscribed before me this ____
day of _____, 2014.

Mailing Address

Notary Public

City, State, Zip Code

State of: _____

Telephone Number

My Commission Expires: _____