

Note: A consultant that intends to respond to the Request for Proposals may provide information on TxCDBG procurement procedures, but may NOT participate in the development or drafting of specifications, requirements, statements of work, or invitations for bids or requests for proposals, including, but not limited to, the development of the scoring criteria, the final selection of firms to be contacted, or the scoring of proposals. (See 2 CFR 200.319(a))

Before starting, please print this guidance and open the file named 2017-2018 TxCDBG Colonia Planning Procurement Templates

Please use the following **checklist** as you complete the **step-by step guidance** starting on **page 3**.

Step 1 – Selection Review Committee

- Task 1.1: Establish Selection Review Committee**
- Task 1.2: Determine the Scope of Services**
- Task 1.3: Determine the Written Selection Criteria to Evaluate Respondents**
 - Planning services

Step 2 – RFP/RFQ Notifications

- Task 2.1: Advertise the RFP/RFQ**
 - Notice must be published in the newspaper **10 days or more** before the proposal due date.
 - Proposal due date must be a date/time government office is open.
 - Save a copy of the published newspaper ad for RFP
- Task 2.2: Email or Mail Planning RFP Package**
 - Cover letter and RFP for Planning Services sheet:
 - Community's info has been inserted.
 - Proposal due date matches date in newspaper notice
 - RFP Package includes:
 - Cover letter
 - RFP Info sheet
 - Sample Planning Contract with Sample Score Sheet
 - Planning RFP email:
 - Successfully sent to **5** recipients from TDA's list of Certified Administrators, the Comptroller's Certified Master Bidders List, or other source known to the County, **plus** **MWBE@texasagriculture.gov**
 - RFP Package attached to email
 - Body of email includes suggested text
 - Save and print a copy of successfully sent email(s)

Step 3 – Select Planning Service Provider

- Task 3.1: Rate the Planning Proposals using the Planning Services Rating Sheet**
 - Used rating sheet selected by the Selection Review Committee
 - Selected Respondent with highest average points OR Respondent with most qualifications
 - If cost is over \$50,000 – profit identified and negotiated

Task 3.2 - Clear the Planning Providers Prior to formal award at County Commissioners Court

- Search for each Respondent on SAM.gov
- Save/print search results for file with a footer showing date of clearance

Task 3.3 - Approve the selected Planner and Authorize Contract Award

- Put items on County Commissioners Court agenda
- Save copy of hiring resolution(s) or meeting minutes for file

Step 4 – Environmental Exemption Determination

- Form 303 filed prior to contract execution

Step 5 – Prepare/Review contracts for execution by all parties.

Step 1 – Selection Review Committee

Task 1.1: Establish Selection Review Committee

Before sending out the Request for Proposals (RFP) and Request for Qualifications (RFQ), the City/County Manager/Mayor/Judge establishes a Selection Review Committee to determine the criteria to select and rate competing respondents.

- The committee **must** include at least one person, with no maximum number of members.
- The committee **must** include at least one local official, such as a member of the elected governing body.
- The committee may also include other elected officials; employees of the locality; employees or officers of third-party public utilities served through this project; or other relevant persons.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest.

Name	Title/Office/Position
1.	
2.	
3.	
4.	

Task 1.2: Determine the Scope of Services

Determine the scope of services needed to successfully apply for and implement the TxCDBG contract. The scope of work should itemize the tasks needed, with timeframes and achievable goals.

TxCDBG's standard Performance Statement, included in the Sample Planning Contract, contains the scope of planning services for each study.

Task 1.3: Determine the Written Selection Criteria to Evaluate Respondents

Planning Service

Use the Sample Administration/Professional Services Rating Sheet on **Pages** Error! Bookmark not defined.-6 or develop your own written weighted criteria that will be used to select the Planning firm based on the proposed CDBG project.

<u>Criteria</u>	<u>Maximum Points</u>
Experience	55
Work Performance	30
Capacity to Perform	10
Affirmative Action	5
Total	100

You may also develop your own written weighted criteria to select the Planning Service Provider. If you develop your own criteria, cost must be included and the Selection Review Committee may determine the relative weight of this factor.

Sample Proposal Rating Sheet for Planning Services

TxCDBG PROJECT NO. _____ GRANT RECIPIENT _____

NAME OF OFFERER _____

DATE OF RATING _____

NAME OF PERSON PERFORMING RATING _____

<u>CRITERIA</u>	<u>POSSIBLE POINTS</u>	<u>AWARDED</u>
A. <u>Experience of firm</u> (55 points)		
Community Planning: base mapping, land use and housing studies, water and wastewater systems studies, streets and drainage studies, capital improvements studies with good financial analyses, etc.	20	_____
Mapping: number and quality of maps to be produced and provided.	15	_____
Familiarity with this region of the state	10	_____
Ability to communicate and encourage citizen involvement (as can be determined from presentation)	5	_____
Project management	5	_____
	SUBTOTAL	_____

COMMENTS _____

<u>CRITERIA</u>	<u>POSSIBLE POINTS</u>	<u>AWARDED</u>
B. <u>Work performance</u> (30 points)		
Facilitates completion of activities on schedule	10	_____
 (B. <u>Work performance</u> (30 points) cont.)		
Reports and mapping are of a high quality (See attached samples)	10	_____
Number of workshop meetings to be held	10	_____
	SUBTOTAL	_____

NOTE: Information necessary to assess the offeror on this criteria should be gathered by contacting past and current clients.

COMMENTS _____

C. <u>Capacity to perform</u> (10 points)		
Staffing level/experience of staff	5	_____
Adequacy of resources	5	_____
	SUBTOTAL	_____

COMMENTS _____

D. <u>Affirmative action</u> (5 points)		
Is the proposing firm a small business or minority firm?	5	_____

TOTAL SCORES

A. Experience	55	_____
B. Work performance	30	_____
C. Capacity to perform	10	_____
D. Affirmative Action	5	_____
	GRAND TOTAL	_____

Step 2: RFP Notifications

There are two parts to the notification process –

- Task 2.1 - Advertise the notice in a locally distributed newspaper; and
- Task 2.2 - Email or mail via Certified Mail the RFP package to at least 5 firms for each package.

Task 2.1: Advertise the RFP

- 1) Download document titled **2017-2018-TxCDBG Colonia Planning RFP Newspaper Advertisement** and save it to your computer. (A copy of the sample ad is also found on page 8 of this document.)
- 2) Edit the highlighted information. Be sure to complete the following:
 - Include your community's name and contact information and include the date and time proposals/qualifications are due. Due dates for proposals must be at least 10 days after the newspaper publication date and must be on a day that the government office is open. Include the minimum number of proposals you would like to receive, if you require more than one copy.
- 3) Once the highlighted information is edited, submit **RFP Newspaper Advertisement** to your community's newspaper of record. When submitting the ad, request that the newspaper send you a written confirmation for the date it is scheduled to run.
 - If the notice must run on a different day than the one you originally selected, please check that the proposal deadline is still at least 10 days after the new publication date. If it is not, change the proposal deadline in the newspaper notice so that it is at least 10 days after the new publication date.
- 4) On the day of the newspaper publication, save a physical copy of the tearsheet showing the date of publication and complete RFP/RFQ notice.

(RFP/RFQ Notification steps continued on **Page 9**)

PLEASE RUN IN CLASSIFIED/LEGALS AS A STANDARD PUBLIC NOTICE
ONE TIME ONLY
(DATE BELOW)

Questions? Contact **(Insert City/County contact person)** at **PHONE NUMBER**

.....
AD STARTS HERE:

_____ County is considering applying to TDA - Office of Rural Affairs under the 2017-2018 Colonia Planning Fund of the Texas Community Development Block Grant Program. Accordingly, the County is seeking to contract with a qualified planning consultant to assist in applying and, if funded, in fulfilling contractual compliance with TDA. Please submit your request for proposal package, a statement of qualifications and references to _____ County, Attn: _____ P.O. Box _____, _____, Texas 78000. Proposals must be received by the County no later than **time/date** to be considered. _____ County reserves the right to negotiate with any and all firms or consultants that submit proposals as per the Texas Professional Services Procurement Act. _____ County is an Affirmative Action/Equal Opportunity Employer..

.....
AD ENDS HERE:

PRINT IN CLASSIFIED/LEGALS AS A STANDARD PUBLICNOTICE

Run Date	Insert the publication date
Newspaper	Insert the name of the paper
Billing to	Insert your billing contact information
Questions call	Insert City/County contact person and phone number
Due at Paper	Insert newspaper advertisement deadline

(RFP/RFQ Advertisement steps continued...)

Task 2.2: Email or Mail RFP Package

Develop a RFP package to send to potential respondents. The RFP package must be sent at least 10 days prior to the proposal due date and contain the following three parts:

- Cover Letter,
- RFP for Planning Services sheet, and
- Sample Contract with scoring.

The following steps are for emailing the RFP packages.

Task 2.2. - Planning Services Email

- 1) Open the file on ARCIT's website titled [2017-2018 TxCDBG Colonia Planning Procurement Templates](#) and save it to your computer as "**2017-2018 Planning RFP**".
- 2) Edit the highlighted text on the RFP cover letter and RFP for Planning Services sheet (pages 1-2). Please remember to complete the following:
 - Include your community's name and contact information and include the date and time proposals/qualifications are due.
 - Confirm that the due date matches the date used in the newspaper notice.
 - If you developed your own scoring criteria, you will need to replace the criteria chart on Page 2 as well as the scoring sheet at the end of the document.
- 3) Now, open your email account and start a new email with the subject line: **2017-2018 Colonia Planning Fund RFP**.
- 4) Select **at least 5** consulting firms/individuals you want to send the RFP to. TDA does not maintain a list of planning firms but does maintain a list of certified TxCDBG administration firms and individuals at:

[www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\).aspx](http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG).aspx)

You may also search the Texas Comptroller's Centralized Master Bidders List for planning firms, including Historically Underutilized Businesses (HUBs), at:

*<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>
NGIP Code 918, Item Code 92 (Consulting—Urban Planning)*

- 5) Enter each email address into the email recipient line (i.e. next to "To:"). You can send one email with all recipients at the same time.
- 6) Add MWBE@texasagriculture.gov as an email recipient. This step helps meet TDA and HUD requirements regarding HUB/MWBE goals.
- 7) Attach the document "**2017-2018 Planning RFP**" to your email—be sure that the document is fully completed with your specific RFP information.

- 8) In the body of your email, include the following text:

Attached please find the Cover Letter, RFP for Planning Services sheet, and Sample Contract for the County's 's 2017-2018 Colonia Planning Fund RFP for application and project implementation.

- 9) Include the minimum number of proposals you would like to receive, if you require more than one copy.
- 10) Review your email recipients to ensure you have at least 5 different consulting firms plus MWBE@texasagriculture.gov as email recipients.
- 11) Send the email.
- 12) Make sure all emails were sent successfully (i.e. no emails bounced back as undeliverable). Check for errors, and send out additional emails, if necessary. **The RFP package must be successfully received by at least 5 firms.**
- 13) To serve as verification for TDA monitors, you must print and save a copy of the sent email(s) for your records

Step 3 - Selecting a Planning Service Provider

Task 3.1: Rate the Planning Proposals using the Planning Services Rating Sheet

- 1) After the proposal deadline, evaluate the Respondent's experience, work performance, and capacity to perform by:
 - o using prior experience with Respondent(s); and/or
 - o contacting all references for the Respondent.
- 2) Use the Planning/Professional Services rating sheet (example on **Pages Error! Bookmark not defined.-6**) to score each Respondent. Make sure the rating sheet matches any changes you may have made to the evaluation criteria in the Request for Proposals for Planning Services sheet.
- 3) Total all rating sheets for each committee member and select the firm with the highest average points.
- 4) If the cost of proposed professional administration services will exceed \$50,000, then profit must be identified and negotiated as a separate element of the price of the contract. To comply, the Respondent must disclose and certify in its proposal the percentage of profit being used.
- 5) To serve as verification for TDA monitors, you must retain copies of all completed score sheets.

For planning services where the proposed cost is not feasible, contract negotiations with the selected respondent may occur during the last step of the selection process.

Task 3.2 - Clear the Planning Service Provider

Verify that the selected service providers are not on the System for Award Management (SAM.gov) debarred list:

- Visit www.SAM.gov
- Go to the “Search Records” tab
- Type in the name of each service provider under “Quick Search”
- If no records are listed, print or save PDF for your records

Task 3.4 - Approve the selected Planning Service Provider and Award Contract

1) Place the following items on the next available Commissioner’s Court agenda:

- *Discuss, consider, and adopt resolution designating a planning service provider for the 2017-2018 Texas CDBG Colonia Fund Planning application and project implementation.*

2) Present selection to the Commissioner’s Court.

3) County Commissioner’s Court approves selection of Planning firm/individual.

4) Save a copy of the hiring resolution(s) for your files. A sample is provided on **Page 13**

[Please note: The local governing body has the final authority to award contracts and may select another Respondent if the minutes of the local governing body meeting include justification for the selection.]

Step 4: Environmental Exemption Determination

Prior to executing the Planning services contract, contact your selected service provider regarding the Categorical Exclusion Not Subject to 58.5 and Exempt under 58.34 (Form 303)

- **Note:** This form must be completed and submitted to TDA prior to executing service contracts for Planning services.

Step 5: Prepare contract for execution by all parties.

Please note the following for monitoring purposes:

The County must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Proof of advertisement (tear sheet/full-page advertisement/photo copy with publisher’s identification and date/publisher’s affidavit)
- Proof that 5 or more Firms/Individuals were contacted for proposals
- A complete RFP packet: Cover letter, request for RFP, rating sheet (if utilized) and a sample contract
- Proof that all proposals were received by the County, with note or stamped date/time received
- Environmental Exemption form

- Verification that the Firm and Principals of Firm are not on the SAM.gov debarred list (printout of SAM.gov page with date)
- Minutes of Award
- An Executed Contract

RESOLUTION

A RESOLUTION OF _____**COUNTY**, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE **2017-2018** TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT COLONIA FUND **PLANNING** PROJECT.

WHEREAS, the 2017-2018 TxCDBG Colonia Fund Planning contract requires implementation by professionals experienced in completion of federally-funded planning services;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for planning services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for the professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That _____ be selected to provide Texas CDBG application and project-related **planning services** for the 2017-2018 Colonia Fund Planning project.

Section 2. That any and all contracts or commitments made with the above-named service provider are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED ON _____, 2017.

APPROVED:

County Judge

ATTEST:

County Clerk