

Note: A consultant that intends to respond to the Request for Proposals may provide information on Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) 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)(b)).

Before starting, print this guidance and open the file named CDBG-MIT RCP RFP Packet.

Use the following **checklist** as you complete the **step-by step guidance** for your Request for Proposals (RFP) for the above-mentioned Competition RFP Packet.

Pre-Procurement Activities

Develop and/or review local procurement policies and procedures per 2 CFR 200.317 – 2 CFR 200.327 and Appendix II to Part 200 that ensures all solicitations comply with the following in 2 CFR §§ 200.318, 200.319 and 200.321:

- Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured;
- Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals;
- Are conducted in a manner providing full and open competition, to ensure objective contractor performance and eliminate unfair competitive disadvantage; and
- If using a prequalified list of persons, firms, or products, the list must be current and include enough qualified sources to ensure open and free competition.

Review written standard of conduct addressing conflict of interest per 2 CFR 200.318(c)(1):

Every Grantee must maintain written procedures covering conflicts of interest and governing the actions of its employees, agents, consultants, and elected officials engaged in the selection, award and administration of vendor contracts, or the management of federally-assisted or purchased property. The Grantee must design a policy that is at least as restrictive as prescribed in 24 CFR Part 570.489 and Texas Local Government Code Chapter 171.

If proposals are expected to be at or above \$50,000.00, and if there is no price competition, or when price is not the only evaluation factor, the community must prepare an Independent Cost Estimate (ICE) to determine estimates for the costs of services. See page 12.

Applicant must adopt a flood prevention ordinance, or some equivalent enforcement mechanism, in order to participate in FEMA's National Flood Insurance Program (NFIP). [For instance] adoption of higher regulatory standards mandating construction at two (2) feet or greater above base flood elevation- can make a community eligible to participate in the NFIP Community rating system (CRS), [thereby] reducing the flood insurance premiums for a community's property owners.

Applicant must fall under GLO's Units of Local Government (cities and counties), Indian Tribes, and Councils of Governments located within a CDBG-MIT eligible area, and will hereinafter be referred to as "Entity".

Step 1 – Selection Review Committee (See below):

Task 1.1: Establish Selection Review Committee:

Before sending out the Request for Proposals (RFP), the Entity establishes a Selection Review Committee to determine the criteria to select and rate competing respondents.

- The committee **must** include at least two people, with no maximum number of members.
- The committee is advised to 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-MIT funding if that person has a real or apparent conflict of interest. 2 CFR 200.318(c)(1).

SELECTION REVIEW COMMITTEE

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

City of La Marque

Task 1.2: Determine the Scope of Work (SOW)

Determine the scope of work needed to successfully develop, adopt and implement modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards under GLO's Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) program(s). The following outlines the request for proposals.

1. Scope of Work – The successful firm will assist Entity in developing, adopting and implementing modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards that meet the requirements outlined in the International Residential Code 2012; CDBG-MIT requirements of at least two (2) feet above base flood elevation; and GLO requirements.

Eligible activities under RCP include but are not limited to (applicant is NOT required to engage in all eligible activities-only those activities the applicant is interested in pursuing):

- Development, adoption, and implementation of Building Codes that meet or exceed the standards set forth in the International Residential Code 2012 (IRC 2012);
- Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CDBG-MIT requirements of at least 2 feet above base flood elevation;
- Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or comprehensive plan;
- Development and adoption of forward-looking land use plans that integrate hazard mitigation plans;
- Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation plans; or
- Public Service activities focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices, and other strategies. Public information activities leading to Community Rating System (CRS) credit accrual and CRS eligibility are eligible under this activity.

Program requirements under RCP include but are not limited to:

- **Building Codes:** Adopted building code must meet or exceed IRC 2012; and Adoption of selected building code must be complete within 12 months of grant award.
 - **Flood Damage Prevention Ordinance:** Adopted ordinance must meet CDBG-MIT requirements of at least two feet above base flood elevation; and Adoption must be complete within 12 months of grant award.
 - **Zoning Ordinance:** Adopted ordinance must be based on an adopted Land Use or Comprehensive Plan that was written within the last five (5) years of the date of application for this program; and Adoption must be complete within 12 months of grant award.
 - **Land Use Plans:** Land use plans must be forward-looking and integrate the relevant portions of the local hazard mitigation plan if one exists; Plans must identify local hazard risks and explain how the plan mitigates against those risks; Plans must be accompanied by a zoning ordinance that codifies the land use plan; and Adoption must be complete within 18 months of grant award.
 - **Comprehensive Plans:** Adopted Comprehensive Plans must include: (1) a Population Study that provides a population estimate and population projection for the next 20 years; (2) a Housing Study that describes the composition of the existing housing stock, including total number of units, number of single family and multifamily units, and vacancy rates, as well as a projection for the number of future housing units needed ten (10) years from the date of the plan and the composition of those units (e.g., single family, multifamily); (3) a Land Use Study/Plan that describes the land use of every parcel within the jurisdiction and includes a future land use map that accounts for future population changes; (4) a Zoning Ordinance that codifies the Land Use Plan; and (5) an Infrastructure Study and Capital Improvement Plan that describes the water, wastewater, drainage, and streets systems, including length, width, materials, and condition or age (if available), as well as proposed prioritized improvements to those systems; Plan must identify local hazard risks and explain how the plan mitigates against those risks; and Adoption of approved Comprehensive Plan and Zoning Ordinance must be complete within 24 months of grant award. Failure to adopt within that timeframe will result in the forfeiture of grant funds and repayment.
 - **Public service activities:** Must be focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices and other strategies; and Public Information Activities conducted with the intent of earning CRS credits must meet the requirements for those activities within the CRS Coordinator's Manual.
2. Statement of Qualifications- The Entity is seeking to contract with a competent planning and management firm experienced in mitigation planning and management. Please provide the following information:

- A brief history of the proposing entity, including general background, knowledge of and experience working with relevant agencies.
 - Related experience in federally-funded programs.
 - A description of work performance and experience with mitigation planning, including a list of at least three references from past local government clients.
 - Describe the service provider’s 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.
 - A statement substantiating the service provider’s resources of and the ability to carry out the scope of work requested in a timely manner.
3. Proposed Cost of Services - We are seeking a firm fixed-price cost proposal. Please provide your cost proposal to accomplish the scope of work outlined above and for any additional services required to implement the project described in this solicitation. The proposal should include pricing per jurisdiction and must include all costs that are necessary to successfully complete these activities. The Entity will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises. Contract pricing for services under this RFP will be adjusted if final number of participating jurisdictions differ from the current estimate. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

Profit (either % / actual cost) 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.

Task 1.3: Determine the Written Selection Criteria to Evaluate Respondents
Planning and Management services

Use the Sample Planning Rating Sheet on page 11 or develop your own written weighted criteria that will be used to select the Planning and Management Service Provider(s) based on the proposed CDBG-MIT RCP project(s). Proposals for each program must be scored separately. For example:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	50
Work Performance	25
Capacity to Perform	15
Proposed Cost	10
Total	100

You may also develop your own written weighted criteria to select the Planning and Management Service Provider(s). If you develop your own criteria, proposed cost must be included and the Selection Review Committee may determine the relative weight of this factor. Example provided on **page 11: Planning and Management Rating Sheet**.

Task 1.4: Determine program(s) for which the applicant intends to apply (see next page):

**Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP)
Planning and Management Professional Services – Program Description**

Through this CDBG-MIT RCP, Entity may submit applications for any eligible activity for which they are an eligible applicant (e.g., a county may apply to update or adopt a new building code but may not apply to create and adopt a zoning code). Entity is NOT required to engage in all eligible activities- only those activities the Entity is interested in pursuing. The GLO may use the adoption of codes, ordinances, and/or plans in this program as scoring criteria in other CDBG-MIT programs. Activities should:

- i. Promote sound, sustainable long-term mitigation planning informed by a post-disaster evaluation of hazard risk, especially land-use decisions that reflect responsible floodplain management and take into account future possible extreme weather events and other natural hazards and long-term risks;
- ii. Coordinate with local and regional planning efforts to ensure consistency, and promote community-level and/or regional (e.g., multiple local jurisdictions) mitigation planning;
- iii. Integrate mitigation measures into all activities and achieve objectives outlined in regionally or locally established plans and policies that are designed to reduce future risk to the jurisdiction; and
- iv. Result in buildings that are more resilient to the impacts of natural hazards.

Applicant: _____	
Anticipated Participants include (name each participant):	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
Anticipated Program	CDBG-MIT RCP

Step 2 – Independent Cost Estimate (ICE)

Independent cost estimate/cost analysis is required by 2 CFR 200.324. In developing the Independent Cost Estimate, grantees may use:

- Price last paid for services in a similar procurement
- Catalog price or other advertised offers
- Past hazard mitigation plan pricing approved by GLO (if applicable)
- Personal experience in obtaining the same or similar goods or services
- Other historical information
- Detailed analyses
- Information from other communities for information regarding similar procurements
- May be developed in-house or using outside parties that are not submitting a proposal (or both)

Step 3 – RFP Notifications

Task 3.1: Advertise the RFP

Open and edit the CDBG-MIT RCP RFP Ad.

It is suggested that the notice be published in one or more newspapers **10 Days or more before the proposal due date**. Example: Publish February 1; Proposal Due Date February 11. Edit the Public Notice – CDBG-MIT RCP RFP Ad document.

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 should be on a day that the government office is open- cannot be a weekend or holiday.

Include how you want your proposals received (electronic, thumb drive, hard copies, etc.). Once the highlighted information is edited, submit the Public Notice: CDBG-MIT RCP RFP Ad document 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.

Proposal due date must be a date/time the government office is open (due date cannot be a holiday or weekend). If the notice must run on a different day than the one you originally selected, 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.

Save a copy of the published newspaper ad for RFP (digital full-page tear sheet, paper copy, or tear sheet and publisher's affidavit).

It is also recommended that the ad be posted on the Entity's website.

Task 3.2: Email or Mail RFP Packet

- 1) Develop an RFP Packet to send to potential respondents. The RFP Packet must be sent at least 10 days prior to the proposal due date and contain the following three parts:
 - Cover Letter,
 - RFP Information Sheet, and
 - Sample Scope of Services and scoring
- 2) **The advertisement date and email date must coincide – the email must be sent the same day the advertisement is published.**
- 3) Search for active HUB, certified Minority/Women Owned Businesses and Labor Surplus Area (LSA) vendors capable of completing the scope of work to include in the solicitation by visiting the Texas Comptroller of Public Accounts' HUB vendor search (<https://mycpa.cpa.state.tx.us/tpasscmlsearch/>).
- 4) Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Small and minority businesses, women's business enterprises, and labor surplus area firms **must** be included in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
 - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- 6) **Please choose the MBDA Center that is in closest proximity to your community. Please use the following link: <https://www.mbda.gov/mbda-programs/business-centers>. Email your RFP to the appropriate center. If your Center cannot be reached by email, it is strongly recommended that the RFP be sent to the appropriate center via CERTIFIED MAIL, return receipt requested.**

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Dallas MBDA Business Center
 8828 N. Stemmons Freeway, Ste. 550B
 Dallas, TX 75247
 214-920-2436
 Website: <https://www.mbdadfw.com>
 Email: admin1@mbdadallas.com

Houston MBDA Business Center
 3100 Main Street, Ste. 701
 Houston, TX 77002
 713-718-8974
 Website: <https://www.mbda.gov/business-center/houston-mbda-business-center>
 Email: MBDA@hccs.edu

El Paso MBDA Business Center
 2401 East Missouri Avenue
 El Paso, TX 79903
 915-351-6232
 Website: <https://www.mbda.gov/business-center/el-paso-mbda-business-center>
 Email: treed@ephcc.org

San Antonio MBDA Business Center
 501 W. Cesar E. Chavez Blvd., Ste. 3.324B
 San Antonio, TX 78207
 210-458-2480
 Website: <https://www.mbda.gov/business-center/san-antonio-mbda-business-center>
 Email: orestes.hubbard@utsa.edu

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

U.S. Small Business Administration- Dallas/Fort Worth District Office
 150 Westpark Way, Ste. 130
 Euless, TX 76040
 214-572-9452
 Website: <https://www.sba.gov/offices/district/tx/dallas-fort-worth>
 Email: dfwdo.email@sba.gov

WBEA – Women's Business Enterprise Alliance
 9800 Northwest Freeway, Ste. 120
 Houston, TX 77092
 713-681-9232
 Website: <https://www.wbea-texas.org/about-wbea>
 Email: wbc@wbea-texas.org

LiftFund Women's Business Center
 600 Soledad St.
 San Antonio, TX 78205
 888-215-2373 ext. 3000
 Website: <https://womensbusinesscentersa.com/>
 Email: wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas:
<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>

The following steps are for emailing the RFP Packets. First are directions for sending the administrative services RFP.

Task 3.2.a – Planning and Management Delivery Services Email

- 1) Save the “CDBG-MIT RCP RFP Packet” to your computer.
- 2) Edit the highlighted text on the RFP cover letter and RFP Information Sheet (pages 1-5 in the Packet). 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.**
 - Include how you want your proposals received (electronic, thumb drive, hard copies, etc.).
 - If you developed your own scoring criteria, you will need to replace the criteria chart noted in Task 1.3 above, as well as the scoring sheet at the end of the document.
- 3) Open your email account and start a new email with the subject line: CDBG-MIT RCP RFP Packet.
- 4) Select **at least 8** planning/management or consulting firms/individuals you want to send the RFP to, including Active HUB certified Minority/Women Owned Businesses and Labor Surplus Area (LSA) vendors capable of completing the scope of work to include in the solicitation by visiting the Texas Comptroller of Public Accounts’ HUB vendor search (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/>).

Note that these listings are not comprehensive. You may add other planning/management service firms to the RFP at your discretion. When using the CMBL and Certified HUB lists, be sure to review the Business Description and confirm they offer similar services (planning/management) to those included in the RFP solicitation.

To ensure a wide distribution and potential participation to as many administrators as possible, send an email to MWBE@texasagriculture.gov when you develop your administrator email list.

- 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) **Attach the document “CDBG-MIT RCP RFP Packet” to your email—be sure that the document is fully completed with your specific RFP information.**
- 7) In the body of your email, include the following text:

“...Attached please find the Cover Letter, RFP Information Sheet, and Sample Scope of Services for the (Insert Entity’s Name) Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) RFP for planning and management services...”

Please respond to this email to confirm receipt.”

- 8) Review your email recipients to ensure you have **at least 8** different consulting firms as email recipients, including two HUB and/or MWBE firms and one Labor Surplus Area vendor.
- 9) **REQUEST A ‘READ RECEIPT.’** Send the email.
- 10) 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 Packet must be successfully received by at least 8 different firms.** If an email is not delivered by notification to your email, or you receive a “bounce back”, check for email error or select another vendor and send new email promptly.
- 11) To serve as verification for GLO monitors, you must print and save a copy of all sent email(s) and reply email(s) for your records. All emails and records will be needed for compliance purposes.

Step 4 – Select Planning and Management Service Provider(s)

Task 4.1: Rate the Planning and Management Proposals using the Planning and Management Rating Sheet

GLO considers a single proposal received to be non-competitive procurement and requires additional action before selecting a Service Provider.

According to 2 CFR 200.320, if only a single proposal was received, GLO must be contacted for guidance before proceeding. See Request to use Noncompetitive Procurement checklist for further instruction. <https://recovery.texas.gov/files/resources/contract-procurement/non-competitive-procurement-checklist.pdf>. Use rating sheet that was selected by the Selection Review Committee and that was included in the RFP Packet. Select the Respondent with highest average points OR Respondent with most qualifications. Conduct Cost Price Analysis – see pages 13-14 (required separately for each program).

After the proposal deadline, evaluate the Respondent’s experience, work performance, and capacity to perform by using prior experience with Respondent(s); and/or contacting all references for the Respondent.

Use the Planning and Management rating sheet (see example on page 11) to score each Respondent’s proposal. If you are seeking more than one service (for example, Planning and Management Services on more than one program), score each Respondent’s proposal using a separate sheet for each service. **Note that Respondents may propose for one, several or all services contained in the RFP and must be considered for each service separately (2 CFR 200.321(b)3).**

Total all rating sheets for each committee member and select the firm with the highest average points or most qualifications.

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.

Complete your cost and price analysis (refer to Sample Cost Price Analysis on Pages 13-14).

To serve as verification for GLO monitors, you must retain copies of all completed score sheets.

Contract negotiations with the selected respondent may occur during the last step of the selection process.

Task 4.2: Conduct/Prepare Cost and Price Analysis – See Pages 13-14.

Cost and Price Analysis is required once responses are submitted when procuring goods or services with federal funds in excess of the Simplified Acquisition Threshold (\$250,000).

Price Analysis – Price analysis is the process of evaluating and comparing prices for goods or services and should be documented in the procurement file. In conducting a proper price analysis, 2 CFR 200.324, [Grantees] must request an adequate number of bids, proposals, or quotes for the materials, supplies, or services being procured for comparison. When comparing prices, [Grantees] should review for significant discrepancies to determine if the goods or services are comparable.

Cost Analysis – A cost analysis is required when price competition does not exist, such as when only a single proposal is received. Cost analysis is the evaluation of the separate elements (e.g., labor, materials, etc.) that make up a contractor’s total cost proposal or price to determine if they are allowable, directly related to the requirements and ultimately, reasonable.

Task 4.3: Clear the Planning and Management Service Providers prior to formal award at Local Governing Body

- **System for Award Management.** Service Providers **must have an active registration** in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date. This clearance information should be included in the service provider’s Proposal.
- **The clearance in the Service Provider’s proposal must be re-verified prior to award.**

- The easiest way to find an entity is to search by Unique Entity ID (UEI). UEI numbers are generated by SAM.gov and is the authoritative identifier. UEI numbers will be included on the SAM.gov registration information included with the statements of qualifications.
- Save/print search results for file with a footer showing date of clearance.

Task 4.4: Approve the selected Planning/Management Service Provider(s) and Authorize Contract Award(s)

- Place items on Local Governing Body's agenda. Suggested language follows:

*"...Discuss, consider, and select **planning and management service provider(s)** to complete application and project implementation for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) funding administered by the Texas General Land Office..."*

Present selection(s) to the Local Governing Body.

Local Governing Body approves selection(s) of Planning and Management provider(s)

Pass hiring resolution. Save passed resolution or meeting minutes for file. A sample is provided on page 16.

[Please note: The local governing body has the final authority to award contracts and may select a Respondent that was not the highest scorer if the minutes of the local governing body meeting include justification for the selection(s).]

Notify selected respondent

Step 5 – Prepare/Review contracts for execution by all parties. All contracts executed between the subrecipient and a contractor must include the following CDBG-MIT RCP program requirements:

Negotiation of profit

Performance requirements and penalties.

Project schedule including the performance period and completion date. All Section 3 covered contracts shall include the Section 3 Clause 22.

Mandatory standards and policies relating to energy efficiency in the state energy conservation plan (in compliance with the Energy Policy and Conservation Act 23).

May not be a cost-plus contract award.

Planning and Management Rating Sheet

Grant Recipient: _____ Program: _____ CDBG-MIT RCP _____

Name of Respondent _____

Evaluator's Name: _____ Date of Rating: _____

Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

	<u>Factors</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Evidence of developed plans in the State	30		
2.	CDBG, GLO and/or other grant experiences with various agencies	20		
3.				
4.				
	Subtotal, Experience	50		
	Comments:			

Work Performance

	<u>Factors</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Facilitates completion of activities on schedule	10		
2.	Capacity to complete number and quality maps	5		
3.	Capacity to schedule, coordinate and facilitate workshop meetings	10		
	Subtotal, Work Performance	25		
	NOTE: Information necessary to assess the offeror on this criterion should be gathered by contacting past and current clients.			
	Comments:			

Capacity to Perform

	<u>Factors</u>	<u>Max.Pts.</u>		<u>Score</u>
1.	Experienced planning and management staff within the organization	10		
2.	Experienced GIS staff within the organization	5		
	Subtotal, Capacity to Perform	15		
	Comments:			

Proposed Cost

	<u>Factors</u>	<u>Max.Pts.</u>		<u>Score</u>
	A = Lowest Proposal \$ _____ B = Bidder's Proposal \$ _____ A ÷ B X 20 equals Respondent's Score			
	Subtotal, Proposed Cost	10		

TOTAL SCORE

	<u>Factors</u>	<u>Max.Pts.</u>		<u>Score</u>
	Experience	50		
	Work Performance	25		
	Capacity to Perform	15		
	Proposed Cost	10		
	Total Score	100		

**COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM (RCP)
PLANNING AND MANAGEMENT SERVICES**

**Independent Cost Estimate (ICE)
City of La Marque**

Independent Cost Estimates are required by 2 CFR 200.324. Comparison estimation considers recent projects of a similar nature that required similar services. An ICE is not completed using quotes; it is completed prior to reviewing responses using estimates from independent sources not associated with potential respondents. Independent sources may include outreach to other communities or referring to past costs for the same or similar services. Appropriate steps must be taken to avoid any real or apparent conflict of interests preventing any parties from obtaining a competitive advantage. The standard for independence is someone not expected to be a respondent. Profit should be a flat fee and not a percentage of costs. Calculate the fee of the total project value to aid in comparison between projects of different scales. In developing the Independent Cost Estimate, grantees may use:

- **Price last paid for similar procurement-** Past payments by your entity for grant management would be the best source of comparison
- **Comparison of previous prices paid for similar services –** Other similar services could be professional services or consultants that charge a fee for a specified negotiated service that has specific deliverables. Purchasing and/or Finance departments should be able to produce an expenditure report delineating these types of expenditures for comparison
- **Personal experience -** Members of the committee or governing body may have personal experience with comparative costs
- **Detailed analyses-** Formulating the ICE by defining scope, detailed activities, estimated hours by activity, hourly cost, adding overhead and calculation of profit to accomplish the required deliverables of the Grant Administration
- **Information from other communities regarding similar bid outcomes-** Networking is a valuable tool and inquiring to other Counties, Cities and Utility Districts as to what they paid for historical Grant Management Services can be a good independent source of comparison

Service Provider	Program/Project	Total Grant Amount	Total Project Amount	Total Admin Fee	Admin Percentage Amount

NOTE: For complex projects or tasks, include additional supporting documentation, as appropriate. Failure to document the independent cost estimate may result in non-compliance. The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the service provider in accordance with 2 CFR 200.334.

Cost and Price Analysis – Planning/Management Services

Entity: _____

Program: _____

CDBG-MIT RCP

(Need to complete separate form for each program)

All procurements where the expected contract price will exceed \$50,000 must conduct a cost analysis. Complete this form for **each service** that you intend to award as a separate contract.

Price analysis is basically a price comparison. It is the evaluation of a proposed price (i.e., lump sum) without analyzing any of the separate cost elements of which it is composed. Compare the fees of the planning/management firm's proposals received to ensure it is a fair and reasonable price for the services to be provided.

Scoring Summary and Cost Comparison

Firm	Service (Administration/Project Service Delivery, etc.)	Total Score	Proposed Cost

Do proposed costs align with cost estimated and/or with previous costs submitted by the vendor or for similar services received in the past?

Grant or Project	Proposed Amount	Actual Cost of Service

Cost Analysis – provide Yes or No answers

<u>Firm:</u>	
Are proposed costs allowable?	
Costs are necessary and reasonable	
Costs meet the requirements of the Federal award	
Costs are consistent with Policies & Procedures and applied uniformly to purchases made from Federal and non-Federal funding.	
Costs are in accordance with Generally Accepted Accounting Principles (GAAP), except for state and local governments and Indian tribes where exceptions have been made in 2 CFR Part 200	
Costs are not included as a cost, cost sharing or matching of any other federally funded project	
Costs are adequately documented	
Are proposed costs reasonable?	
Costs are ordinary and necessary for completion of the activity	
Costs align with current market prices for the good or service in the area	
Are there any restraints or requirements that impact pricing, such as sound business practices, governmental requirements, arm’s length bargaining or the terms of the federal award?	
Has the staff exercised sound judgment in making the purchase?	
Are the same procedures followed for Federally funded and non-Federally funded procurement?	
Are proposed costs allocable?	
Is the cost incurred specifically for the federally-funded project(s)?	
Does the cost incurred benefit the federally-funded project(s) and other projects and can the cost be allocated pro-rata across the relevant funding sources?	
Has an indirect cost plan been approved to allocate indirect costs?	
Are all items in the proposal scope of work necessary?	
Does the proposer have a track record of cost overruns?	
Does the cost proposed compare to the costs of similar work (see Price Analysis)?	
Is there any indication that the vendor’s costs are likely to increase or decrease over the life of the contract?	
Do the costs reflect the technical approach proposed and the work required?	
Cost complies with the appropriate set of cost principles	

*Allowable: All prices proposed are for elements of project’s scope of work.

Allocable: All costs are expected to be necessary to complete the scope of work of the anticipated contract.

Reasonable: Costs are prudent and competitive based on the Cost Analysis.

Note the following for compliance monitoring purposes:

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

- Local Policies and procedures for procurement
- Independent Cost Estimate with documentation
- Written standard of conduct addressing conflict of interest
- Proof of advertisement (tear sheet/full-page advertisement/photo copy with publisher's identification and date/publisher's affidavit)
- Proof that 8 or more Firms/Individuals were contacted for proposals, including at least two certified HUB, LSA or MWBE.
- A complete RFP packet: Cover letter, request for RFP, rating sheet (if utilized), required RFP forms, and required contract provisions
- Proof that all proposals were received by the Entity, with note or stamped date/time received
- Verification that the Firm and Principals of Firm are not on the SAM.gov debarred list (printout of SAM.gov page with record date)
- Cost Price Analysis
- Executed Minutes of Award/Commissioners Court minutes or Hiring Resolution

RESOLUTION

A RESOLUTION OF CITY OF LA MARQUE, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM (RCP) PROGRAM(S).

WHEREAS, participation in CDBG-MIT RCP program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

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

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That _____ is selected to provide application and project-related planning and management services for CDBG-MIT RCP program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON _____, 2023.

APPROVED:

Keith Bell, Mayor

ATTEST:

Kierra Nance, City Clerk