

**Texas Community Development Block Grant  
 2017-2018 Colonia Fund - Construction  
 Phase Two Solicitation for Administrative Services  
 Request for Project-Specific Proposal**

CFC Applicant Community:						
Name of Firm Solicited:						
Firm Address:						
Date Phase 2 Solicitation Sent:		Date Response Due:				
Description of Anticipated Project(s):						
Anticipated Scope of Work: (check services requested)	<input type="checkbox"/> Application Preparation Services <input checked="" type="checkbox"/> Basic Contract Implementation Services <input type="checkbox"/> Assistance for Acquisition of Real Property <input type="checkbox"/> Compliance with federal Labor Standards (for construction contracts) <input type="checkbox"/> Assistance with Housing Rehabilitation Activities <input type="checkbox"/> Assistance with OSSF Activities <input type="checkbox"/> Other _____					
Evaluation Criteria (mark criteria to be considered for selection)	<b>Criteria</b>		<b>Relative Importance</b>			
			Very Important	Somewhat Important	Minor Importance	n/a
	Experience					
	Prior Work Performance					
	Capacity to Perform					
	Proposed Cost					
	Other _____					
	Other _____					
Send Response to:	Name					
	Address					

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**Phase Two Solicitation for Administrative Services**  
**Evaluation of Proposals**

CFC Applicant Community:							
Evaluation Team: (at least three persons required, including one local official)	Name of Evaluator				Title		
Description of Anticipated Project(s):							
Date Solicitation Sent:							
Responses received:	Name of Firm				Date Response Received		
Evaluation of Proposals (use the scale to the right to evaluate each proposal)	<p>“H” - Highly Advantageous - Proposal excels on specific criterion.</p> <p>“A” - Advantageous - Proposal fully meets the evaluation standard that has been specified.</p> <p>“N” - Not Advantageous - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both.</p> <p>“U” - Unacceptable - Proposal does not meet the criterion.</p>						
Name of Firm	Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other _____	Other _____	Notes
Firm Selected:							
* If Firm Selected differs from Firm recommended by Evaluators, provide explanation							
Conflict of Interest Evaluated by: <input type="checkbox"/> No conflict exists <input type="checkbox"/> Request for waiver submitted to TDA							
Date Awarded by Governing Body:							
Signature of Lead Evaluator:							

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**Response from Service Provider (Optional Format)**

CFC Applicant Community:		Name of Firm Providing Proposal:	
Date Proposal Submitted:		Total Proposed Cost:	
Conflict of Interest: (identify any actual or potential conflict of interest that must be addressed)	<input type="checkbox"/> No person who has any CDBG function/responsibility, or who is in a position to participate in a decision-making process or gain inside information, has a financial interest in this firm, including any employee, agent, consultant, officer, or elected or appointed official of the local government or participating agency such as benefitting utility providers.  <input type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> <li>○ Owner or employee of the firm has a familial relationship with a local official, including the utility provider</li> <li>○ Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project</li> <li>○ Other _____</li> </ul>		

Cost Category	Proposed Fee	Self-Performed or Subcontracted
<b>Pre-application Costs (not payable or reimbursable with TxCDBG funds)</b>		
Preparation and submittal of grant application		
<b>Basic Services (all grant administration contracts)</b>		
Environmental review		
Assistance in procurement process		
Preparation and submittal of drawdown requests		
Record keeping		
Preparation and submittal of reports as required		
Contract management		
Preparation and submittal of close-out documents		
<b>Other Services (include only applicable services)</b>		
Housing activities		
OSSF activities		
Acquisition of real property services		
Labor standards		
<b>Other Fees</b>		
List any other fees necessary to successfully complete a project (add rows as necessary).		

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**Proposed Scope of Services**

Check services proposed for the anticipated TxCDBG project (add rows as necessary).

**Application Preparation Services**

- Provide general advice and technical assistance in preparing the application in conformance with TxCDBG program requirements;
- Prepare beneficiary documentation in conformance with TxCDBG program requirements; and
- Ensure the completed application is submitted to TDA on or before the application deadline.
- Other:

**Basic Contract Implementation Services**

- Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with TxCDBG program requirements;
- Assist in the procurement process such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;
- Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests and retention of all pertinent records and documents sufficient to reflect all charges submitted;
- Assist in meeting record keeping requirements of the TxCDBG program, including the establishment and maintenance of an acceptable filing system;
- Assist in contract administration and monitoring requirements of the TxCDBG program, including enforcement of compliance requirements;
- Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;
- Assist in meeting all special condition requirements stipulated in the grant contract;
- Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;
- Monitor the work of authorized contractors and subcontractors.
- Furnish necessary forms and submit all required reports as outlined in the grant contract;
- Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and
- Prepare and coordinate the submission of appropriate documents for TxCDBG contract close-out and completion.
- Assist in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term;
- Other:

**Assistance for Acquisition of Real Property**

- Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation and submission of required reports to TDA.
- Other:

**Assistance with Housing Rehabilitation Activities**

- In conjunction with the local government, promote services to ensure community awareness and encourage participation of eligible applicants (housing rehabilitation project);
- Determine eligibility of applicants;

- Develop, process and qualify applications from families for housing rehabilitation assistance;
- Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to the local government for review and approval;
- Process approved loans/grants to closing;
- Perform all necessary code enforcement responsibilities for qualified applicant families, including rehabilitation evaluations, prepare work write-ups and necessary plans to accomplish that work (housing rehabilitation project);
- Provide guidance regarding lead-based paint requirements and assistance in meeting related laws and regulations;
- Other:

**Compliance with federal Labor Standards** (for construction contracts)

- Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and
- Serve as Labor Standards Officer for the project.
- Other:

**Assistance with OSSF Activities**

- In conjunction with the local government, promote services to ensure community awareness and encourage participation of eligible applicants (OSSF project);
- Determine eligibility of applicants;
- Develop, process and qualify applications from families for OSSF assistance;
- Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to the local government for review and approval;
- Process approved loans/grants to closing;
- Perform all necessary code enforcement responsibilities for qualified applicant families, including site evaluations, prepare work write-ups and necessary plans to accomplish that work; and
- Provide guidance and assistance regarding Texas Commission on Environmental Quality regulations relating to on-site sewer facility installations.