

Firm Name: Middle Rio Grande Deveopment Council	DUNS Number: 088482625	Federal EIN: 74-1666192
Prequalification Contact First, Last Name and Title: Nick Gallegos, Executive Director	Phone Number: +1 (830) 876-3533	Prequalification Contact E-mail Address: nick.gallegos@mrgdc.org
Firm Web Address: www.mrgdc.org	Firm Mailing Address: 307 W. Nopal, Carrizo Springs, Tx 78840	Name of Firm's President/Managing Officer: Nick Gallegos

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Since early 1970's the Middle Rio Grande Development Council (MRGDC) has been administering state and federal grants for the nine county region composed of the counties of Dimmit, Edwards, La Salle, Maverick, Real, Uvalde, Val Verde and Zavala. Since then MRGDC has successfully administered millions of dollars in state and federal grants in the areas of workforce and training programs, 911 & Homeland Security, Area Agency on Aging, 211 Texas I&R, and other programs like EDA, EPA, HUD, TDHCA, USDA as well as TxCDBG grants.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

MRGDC has successfully applied and administered TxCDBG grants within the 9 County region, we began administering grants when they first became available. Over the past 30 years MRGDC's experience, in administering these type of state funds, has assisted cities and counties in obtaining funding for their local community projects that are eligible under these state funding streams.

3. Describe the respondent's experience with the following:

a. Community wide infrastructure projects

MRGDC has had the most sucess with community wide infrastructure projects, since we are the ones that have the most impact in our region due to lack of or dilapidated infrastructure in our region.

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

Direct beneficiary projects such as housing rehabilitation or on-site sewer facility replacement have been limited in our region.

c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

Interest for Job creation programs like Texas Capital Fund has been limited in our region.

d. Projects involving multiple funding sources

We have not had multiple funding projects due to coordination of different funding cycles.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

MRGDC offers general contract administration which includes environmental reveiw, beneficiary documentation, labor documentation, assist with procurement process which includes financial management, record keeping and reporting progress to localities and funding source. MRG also does application preparation services.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC

<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input checked="" type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input type="checkbox"/> Statewide

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

MRGDC has a team of three (3) certified administrators to manage contracts for our region. These individuals are specifically dedicated to engage, initiate, maintain and complete contracts from all funding sources, including specific emphasis on TxCDBG grants.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2019
 If "No", provide most recent year of certification: No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
<input type="button" value="Remove Project"/>	Project Name	Maverick County
Facility Type and Use		Street Improvement
Project Location (Jurisdiction)		Maverick County ~ Ranchitos Road
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Contractor shall reconstruct street to remove a potential threat to public safety and prevent frequent maintenance issues. Contractor shall reconstruct approximately five thousand two hundred eighty-four linear feet (5,284 l.f.) of street utilizing HMAc pavement, curb and gutter, and all associated appurtenances.
Role & Responsibilities		Project Administration
Project Cost		\$540,000
Financing/Funding Source		\$450,000 TDA \$ 90,000 local match general fund
Method of Documenting Beneficiaries		Door to Door survey method
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review Date: 05/24/2018 Construction Dates 05/22/2019 - 10/24/2019 Project was completed on schedule without any delays
Monitoring and Verification Methods		TDA Desk Review/Monitoring
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Michelle Garcia - Lead Contract Administrator Vanessa Villastrigo - Assistant Conrado Longoria - Supervisor
Contact Information Current phone and e-mail address of local government representatives you worked with.		April Rodriguez april.rodriguez@co.maverick.tx.us (830) 773-4377

Remove Project	Project Name	Maverick County
Facility Type and Use		First Time Sewer Connection
Project Location (Jurisdiction)		Maverick County ~ Loma Linda
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Install approximately five thousand one hundred eighty-nine linear feet (5,189 l.f.) of six-inch (6") PVC sewer line, manholes, service connections, asphalt and pavement repairs and all appurtenances
Role & Responsibilities		Project Administrator
Project Cost		\$537,292
Financing/Funding Source		\$437,292 TDA \$100,000 Local Match general fund
Method of Documenting Beneficiaries		Door to Door Survey Method
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review Date: 08/31/2018 Construction Dates 05/22/2019 - ongoing Project is still under construction
Monitoring and Verification Methods		TDA Desk Review/Monitoring
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Michelle Garcia - Lead Contract Administrator Vanessa Villastrigo - Assistant Conrado Longoria - Supervisor
Contact Information Current phone and e-mail address of local government representatives you worked with.		April Rodriguez april.rodriguez@co.maverick.tx.us (830) 773-4377
Remove Project	Project Name	Maverick County
Facility Type and Use		First Time Sewer Connection
Project Location (Jurisdiction)		Maverick County ~ Chula Vista
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		approximately 7000 LF of ten-inch (10") gravity sanitary sewer lines, mitigation of existing septic systems, and all related appurtenances. The sewer lines will run through existing right of way on the right side of FM2030 beginning on Alamo Street and ending approximately 7,000 linear feet east.
Role & Responsibilities		Project Administrator
Project Cost		\$600,000
Financing/Funding Source		\$500,000 TDA \$100,000 local match general fund
Method of Documenting Beneficiaries		Door to Door Survey Method
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates		Environmental Review Date: initiated 12/09/2019 Construction Dates - has not been awarded

-Describe if project was completed on schedule or delayed	
Monitoring and Verification Methods	TDA Desk Review Monitoring
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Michelle Garcia - Lead Contract Administrator Vanessa Villastrigo - Assistant Conrado Longoria - Supervisor
Contact Information Current phone and e-mail address of local government representatives you worked with.	April Rodriguez april.rodriguez@co.maverick.tx.us (830) 773-4377
Remove Project Project Name	Dimmit County
Facility Type and Use	Water well reconstruction
Project Location (Jurisdiction)	Dimmit County ~ Catarina Colonia
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Contractor shall rehabilitate existing standpipe to improve pressure and water quality for residents in Catarina colonia. Contractor shall install approximately four thousand three hundred linear feet (4,300 l.f.) of eight- and six-inch (8" & 6") water lines, gate valves, and fire hydrants. Additionally, contractor shall apply interior and exterior coating to water standpipe utilizing temporary bypass system, install electrical and safety improvements, service reconnections, and all associated appurtenances.
Role & Responsibilities	Project Administration
Project Cost	\$1,140,000
Financing/Funding Source	\$950,000 TDA \$190,000 local match general fund
Method of Documenting Beneficiaries	LMI
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Date: initiated 01/06/2020 Construction Dates - has not been awarded
Monitoring and Verification Methods	TDA Desk Review Monitoring
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Michelle Garcia - Lead Contract Administrator Vanessa Villastrigo - Assistant Conrado Longoria - Supervisor
Contact Information Current phone and e-mail address of local government representatives you worked with.	Christine Guerrero cguerrero@dimmitcounty.org (830) 876-9904 ext. 3

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on key personnel who will potentially be assigned responsibility for a core project task.

Contract Administrators have extensive combined experience administrating state and federal grants, they have also completed TDA training as required to achieve certification.

Key Personnel Profile(s)	Add Personnel
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Remove Personnel	Full Name	Conrado Longoria
Potential Role	Director of Planning and Operations Division	
Base Location	Carrizo Springs, Central Office	
Current Employment	Middle Rio Grande Development Council	
Current job title	Director of Planning and Operations	
Job responsibilities	Supervision of the Planning Department staff and projects to include grant writing, grant administration and oversight of other federal and state grants.	
Number of years with respondent	Employed with MRGDC since 1986 to current (over 30 years)	
Overall	Overall have experience in 911/Homeland Security, Criminal Justice and Solid Waste grants, Area Agency On Aging Program, Needs Assessment Surveys, Open Records Act, Marketing Strategy Development, Monitoring and Compliance for Federal Grants/ Contracts, Supervision of Employees and experience on CDBG grants since 1989.	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Vanessa M. Villastrigo
Potential Role	Planner	
Base Location	Carrizo Springs, Central Office	
Current Employment	Middle Rio Grande Development Council	
Current job title	Criminal Justice/Solid Waste Planner	
Job responsibilities	Handle day to day project activities for CJD and Solid Waste	
Number of years with respondent	Employed on January 2019 (1 Year)	
Overall	Texas Community Development Grant Administrator Certified	
Total Years or relevant experience	One Year working with state and federal programs.	
Other relevant experience or accomplishments	TxCDBG Environmental Training Certified	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Michelle Garcia
Potential Role	Planner/Grant Writer	
Base Location	Carrizo Springs, Central Office	
Current Employment	Middle Rio Grande Development Council	
Current job title	Planner II	
Job responsibilities	Handle administration of CDBG grants	
Number of years with respondent	Employed by MRGDC since May 2013	
Overall	Over 10 years working with State and Federal Grants.	
Total Years or relevant experience	2019 Texas Community Development Grant Administrator Certified	
Other relevant experience or accomplishments	TxCDBG Environmental Training Certified	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

The Planning Department as well as the support staff of MRGDC is ready and available to undertake any necessary training to

undertake the task to administer CDBG Grant administration that will provide a better way of life for low income communities in our region.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No

12. State the respondent's policy regarding affirmative action.

2.08 Affirmative Action Policy- MRGDC will take affirmative action to see that applicants are employed and employees are treated fairly during their employment without discrimination based on race, age, gender, religion, color, disability, handicap, national origin or genetic information. In addition, MRGDC will seek actively to include qualified members of minority groups, persons with disabilities and veterans groups in the applicant pools.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

MRGDC staff has developed strategies to enhance employment opportunities for the general population. Staff has focused on strengthening the infrastructure, identifying regional water resources, enhancing quality of life and community amenities, creating community partnerships, establishing creative initiatives to attract new business and identifying opportunities for entrepreneurship. These are some of the qualifications that make our organization the primary source for local entities to partner with and to provide the technical assistance needed. MRGDC Grant Administrators attend training regularly to stay updated with the most recent changes to provide grantees with high quality outcomes on their projects.