

Firm Name: Resource Management & Consulting Co.	DUNS Number: 964263073	Federal EIN: 27-0493496
Prequalification Contact First, Last Name and Title: Charles Edwards, Vice President	Phone Number: +1 (903) 784-6439	Prequalification Contact E-mail Address: charles@grant-consultant.com
Firm Web Address www.resourcemgmt.org	Firm Mailing Address P.O. Box 6038, Paris, Texas 75461	Name of Firm's President/Managing Officer: Rachel Edwards, President

**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.

Resource Management & Consulting Co. (RMCC) is a family owned business founded in 1993 by Denise Dority of Paris, Texas. The firm was established in order to meet the needs of small rural communities and counties by obtaining funding for infrastructure and housing. In 2007, Charles and Rachel Edwards relocated to Paris in order to work full time after several years of contracted work for the company. Charles and Rachel purchased RMCC in 2009. The company has grown to serve many communities primarily across North and Northeast Texas. The firm specializes in the administration of State and Federal programs in conjunction with or on behalf of local governmental jurisdictions and/or non-profit organizations.

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

RMCC has successfully managed CDBG program grants for over 27 years.

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

a. Community wide infrastructure projects

We regularly administer city wide benefit infrastructure projects for water and wastewater treatment facilities, street improvements, and drainage improvements.

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

We regularly administer CDBG funding for direct beneficiary project such as first time water service. We also administer the HOME program offered through the Texas Department of Housing and Community Affairs which provides housing rehabilitation/reconstruction as well as on-site sewer facility replacement/construction.

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

We have administered several economic development projects for infrastructure development.

d. Projects involving multiple funding sources

Many of the projects we administer involve multiple funding sources. These sources have included the Texas Water Development Board (TWDB), Texas Department of Transportation (TxDOT), the United States Department of Agriculture (USDA), private fund-raising campaigns as well as local funds.

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

Resource Management & Consulting Co. provides all necessary application and administrative services in-house for the TxCDBG program.

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

<input type="checkbox"/> AACOG	<input checked="" 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 checked="" type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input checked="" 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 checked="" type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input checked="" type="checkbox"/> Statewide

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

We would review our current and projected workload prior to submitting a response to a request for proposal. We would only submit a proposal if we could give the proper service required and expected to fulfill the contractual duties.

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"/>	<b>Project Name</b>	Windom Sewer/Water System Improvements
<b>Facility Type and Use</b>		Sewer Lift Station/Force Main, Water Tower Rehabilitation
<b>Project Location (Jurisdiction)</b>		Town of Windom, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Rehabilitation of one lift station including 1,122 linear feet of force main Rehabilitation of Town water tower including interior/exterior paint, installation of roof hatch and ventilation, new ladder, etc.
<b>Role &amp; Responsibilities</b>		Responsible for successful application, administration and closeout
<b>Project Cost</b>		300,781.25
<b>Financing/Funding Source</b>		TxCDBG/Local Funds
<b>Method of Documenting Beneficiaries</b>		Door to door surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review - Began April 2018 - Completed August 2018 Construction Start (Lift Station) - November 2018 - Complete January 2019 Construction Start (Water Tower) - January 2018 - Complete May 2019 Project completed 6 months ahead of schedule
<b>Monitoring and Verification Methods</b>		RMCC provided regular monitoring of the project
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights Compliance, Labor Standards Compliance
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Donald Cobb, Mayor Liena Fox, City Secretary (903) 623-3425 windomcity@yahoo.com

Remove Project	<b>Project Name</b>	TxCDBG 7218479 Gililand and Cutler Street Rehabilitation
Facility Type and Use		Street Improvements Project
Project Location (Jurisdiction)		City of Tioga, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Reconstruction of approximately 1,900 linear feet of roadway to include ditch grading, culvert replacement and all necessary appurtenances.
Role & Responsibilities		Responsible for successful application, administration and closeout of the project
Project Cost		\$300,782.00
Financing/Funding Source		TxCDBG and local funds
Method of Documenting Beneficiaries		Door to door income surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review - Started December 1, 2018 - Complete April 3, 2019 Construction - Start September 15, 2019 - Scheduled Completion - January 2020  Project is scheduled for completion 8 months ahead of schedule
Monitoring and Verification Methods		RMCC provides regular monitoring of the project
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Charles Edwards, Project Manager Cathy Shufeldt - Environmental Review, Civil Rights Compliance
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Craig Jezek, Mayor Donna Carney, City Secretary (940) 437-2351 tiogacityhall@yahoo.com
Remove Project	<b>Project Name</b>	City of Edgewood TxCDBG 7216150 Radio Read Meters/Sewer Plant Improvements
Facility Type and Use		Municipal Water System - Upgrade to radio read meter system Municipal Sewer System - Waste Water Treatment Plant
Project Location (Jurisdiction)		City of Edgewood, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of 656 radio read water meters throughout the City. Replacement of sludge and master lift station pumps and motors at the waste water treatment plant
Role & Responsibilities		Responsible for successful application, administration and closeout
Project Cost		\$289,010
Financing/Funding Source		TxCDBG and local funds
Method of Documenting Beneficiaries		Door to door income surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review - Start - 11/30/16 - Complete - 6/27/17 Construction (Meters) - Started October 2017 - Complete December 2017 Construction (WWTP) - Start August 2018 - Complete August 2018  Budget allowed additional work to be completed within original contract period

Monitoring and Verification Methods	RMCC provided regular monitoring of the project. TDA monitored and administratively closed the project.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights Compliance, Labor Standards Compliance
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Steve Steadham, Mayor Petra Marley, City Administrator (903) 896-4448 marley.cityofedgewood@hotmail.com
<input type="checkbox"/> Remove Project	<b>Project Name</b> East Tawakoni TxCDBG 7216018 Library/Storm Shelter
Facility Type and Use	Community Library/Storm Shelter
Project Location (Jurisdiction)	City of East Tawakoni
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Construction of a Community Library/Storm Shelter
Role & Responsibilities	Responsible for successful application, administration and closeout
Project Cost	\$540,000.00
Financing/Funding Source	TxCDBG and local funds
Method of Documenting Beneficiaries	Door to door income surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review - Start March 2017 - Complete August 2017 Construction - Start October 2017 - Complete January 2018  Complex project completed 10 months ahead of schedule
Monitoring and Verification Methods	RMCC provided regular monitoring of the project. TDA monitored and administratively closed the project.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights Compliance, Labor Standards Compliance
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Harold Chandler, Mayor Elinka Harper, City Secretary (903) 447-2444 citysecretary@cityofeasttawakoni.com

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.

Employees are current with all training and certifications necessary to effectively and efficiently manage TxCDBG program offerings.
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Key Personnel Profile(s)	Add Personnel
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Remove Personnel	<b>Full Name</b>	Charles Edwards
Potential Role	Project Manager	
Base Location	Paris, Texas	
<b>Current Employment</b>	Vice President responsible for day to day operations of the company including site visits and all aspects of project management. Full time employment with the company for 13 years. Part-time/subcontract employment for 5 years prior.	
Current job title		
Job responsibilities		
Number of years with respondent		
<b>Overall</b>	17 years of relevant experience	
Total Years or relevant experience		
Other relevant experience or accomplishments		

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	<b>Full Name</b>	Rachel Edwards
Potential Role	Project Manager, File Management, Environmental Review, Labor Standards conformance	
Base Location	Paris, Texas	
<b>Current Employment</b>	President/Consultant	
Current job title	Responsible for all office activities associated with the project. Also responsible for environmental reviews and labor standards conformance. Full time employment with the company for 13 years. Part-time/subcontract employment for 5 years prior.	
Job responsibilities		
Number of years with respondent		
<b>Overall</b>	17 years of relevant experience	
Total Years or relevant experience		
Other relevant experience or accomplishments		

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.

Our firm is available and committed to the successful completion of each project we manage.
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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 checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

Self-identified
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12. State the respondent's policy regarding affirmative action.

It is the policy of Resource Management & Consulting Co. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy includes but is not limited to: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.
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13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

We operate a small firm that is service oriented. The success of our firm is based on the personal relationship we have with our clients and the personal service we provide to them.
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