

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Ricardo Gomez & Associates	DUNS Number: 826082435	Federal EIN: 74-2600983
Prequalification Contact First, Last Name and Title: Ricardo Gomez, Chief Planner	Phone Number: +1 (956) 578-9559	Prequalification Contact E-mail Address: RGainArroyoCity@aol.com
Firm Web Address	Firm Mailing Address 36068 Marshall Hutts, Rio Hondo, Te	Name of Firm's President/Managing Officer: Ricardo Gomez

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.

Ricardo Gomez and Associates has been providing grant writing and administrative services since 1973.

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

Ricardo Gomez and Associates has over 35 years of CDBG experience, having worked in both Entitlement and Non-Entitlement Communities. We have packaged hundreds of CDBG applications for over 40 Texas Cities, Counties, Schools and Non-Profits.

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

- a. Community wide infrastructure projects

Ricardo Gomez and Associates have administered over 100 Community wide infrastructure projects in over 40 Cities and Counties.

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

Ricardo Gomez and Associates have extensive experience in housing rehabilitation having administered many housing rehabilitation and new housing construction projects. As project managers, we have built over 100 new homes and rehabilitated over 200 homes. We have had direct experience with CDBG housing under the State as well as experience with direct HUD and FmHA Rural Development, with their housing programs.

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

Ricardo Gomez and Associates has packaged and administered several job creation projects under the TCF-Infrastructure Program, as well worked with U.S. Department of Commerce, EDA job creation programs.

- d. Projects involving multiple funding sources

Ricardo Gomez and Associates has extensive experience working with multiple funding source projects, including City/County, City/County/State; City/Federal/ City/County/Federal; MUD/State; City/Bonding Bank/ City/Bonding Bank/Federal, etc.

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

All services are in-house.

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 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 checked="" type="checkbox"/> Statewide

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

Ricardo Gomez is always available for contract work.

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	La Grulla Street Improvements #7216271
Facility Type and Use		Street Reconstruction Project
Project Location (Jurisdiction)		La Grulla, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		2000+ linear feet of Street Reconstruction.
Role & Responsibilities		Prepared Grant application and administered through close out and audit.
Project Cost		\$ 275,000
Financing/Funding Source		Texas Department of Agriculture
Method of Documenting Beneficiaries		U. S. Census and house-to-house survey.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ER completed within 90 days. Construction completed within 1 year. Project was completed on schedule.
Monitoring and Verification Methods		TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Ricardo Gomez-Chief Planner Armando Prado-Asst. Planner/Inspector Claudia Harmon-Asst. Planner Rubi R. Cantu Asst. Assistant
Contact Information Current phone and e-mail address of local government representatives you worked with.		Pedro Flores, Mayor 956-487-3341 m.garza@cityofgrulla.com
<input type="button" value="Remove Project"/>	Project Name	San Perlita # 7218421
Facility Type and Use		Parking Lot Construction and Purchase of Emergency Generator for Shelter.
Project Location (Jurisdiction)		City of San Perlita
Project Size		Construction of Parking lot with over 30 spaces, landscaping,etc for Community Center.

-Number of Houses/Buildings -Total Linear Feet/Square Footage	Small Purchase Procurement and Installation of an emergency backup generator for the City's Emergency Shelter.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$275,000
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER completed within 60 days. Construction completed within 1 year. Project was completed on schedule.
Monitoring and Verification Methods	TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado-Asst. Planner/Inspector Claudia Harmon-Asst. Planner Rubi R. Cantu-Asst. Assistant
Contact Information Current phone and e-mail address of local government representatives you worked with.	George Guadiana, Mayor 956-248-5725 CityHall12@yahoo.com
Remove Project Project Name	San Perlita Flood/Drainage Project No. DR7216017
Facility Type and Use	Street Rehabilitation Project
Project Location (Jurisdiction)	City of San Perlita
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Over 3,000 linear feet of Street Reconstruction.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$ 350,000
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census and house-to-house surveying.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER completed within 2 months. Construction completed within 12 months. Project was completed before date due.
Monitoring and Verification Methods	TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado--Asst. Planner Claudia Harmon--Asst. Planner

Contact Information Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.com
Remove Project Project Name	San Perlita Street Improvements #7216401
Facility Type and Use	Street Improvements
Project Location (Jurisdiction)	City of San Perlita
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Over 2,500 linear feet of Street Reconstruction.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$230,870
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census and house-to-house surveying.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER Completed within 60 days. Construction completed within 360 days Project will be completed within schedule time.
Monitoring and Verification Methods	TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado--Asst. Planner Claudia Harmon--Asst. Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.com
Remove Project Project Name	Oct. 2015 Flood Project FEMA
Facility Type and Use	Streets and Building Rehabilitation
Project Location (Jurisdiction)	City of San Perlita
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,000 linear feet of Street repair. City Hall Rehabilitation.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$125,000
Financing/Funding Source	FEMA
Method of Documenting Beneficiaries	House to house survey and Census data.
Project Schedule -Environmental Review Start and End Dates	No ER required Project completed within 6 months.

-Construction Start and End Dates -Describe if project was completed	
Monitoring and Verification Methods	FEMA Staff
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez, Chief Planner Armando Prado, Assistant Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.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.

see below -- Key Personnel Profiles

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Ricardo Gomez
Potential Role Base Location	Chief Planner and Manager Main office, Rio Hondo, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Ricardo Gomez and Associates Chief Planner n/a General Manager over 30	
Overall Total Years or relevant experience Other relevant experience or accomplishments	City Manager/Grant Administrator in several Texas Cities and Counties. Grant Writing since 1973. Over 40 years of grant writing and administration experience. First grant written and funded was in 1973 with HUD for the construction of 20 self-help housing units.	
<i>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.</i>		
Remove Personnel	Full Name	Armando Prado
Potential Role Base Location	Lead Planner Main RGA Office, Rio Hondo, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Ricardo Gomez and Associates Assistant Planner Overall grant administrator and inspector.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Fulcrum Engineering and Consultant Services Planner and Plan Inspector, (Streets, utilities and housing construction) Fulcrum Eng., Plans and construction inspector, 15 years. May 2020, Graduate candidate in Electrical Engineering, UT-Rio Grande Valley	
<i>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.</i>		

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

Ricardo Gomez and Associates is available 24/7 and immediately.

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 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.

RGA has an adopted Affirmation Action Plan that conforms to all State and Federal Regulations.

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

Ricardo Gomez and Associates has from time to time been under a State Contract as an CDBG Application Reviewer and was part of team of Consultants to assist the State CDBG Program prepare its first Implementation Manual.