



**CITY OF SULPHUR SPRINGS**

**REQUEST FOR SEALED PROPOSALS FOR GRANT ADMINISTRATION:  
TDHCA's CRP Grant- Senior Citizen Center**

**CLOSING DATE  
TUESDAY, NOVEMBER 30, 2021  
10:00 A.M.**

**Contract award date: Tuesday, December 7, 2021**

**SEALED PROPOSALS ARE TO BE SUBMITTED TO SULPHUR SPRINGS  
PURCHASING ONLY AT ADDRESS INDICATED IN THIS DOCUMENT**

## **NOTICE TO PROPOSERS**

**Sealed** proposals will be received by the City of Sulphur Springs, Sulphur Springs, Texas, only at the office of Ashley Floyd, Purchasing Agent, Business Office, 125 S. Davis St., Sulphur Springs, Texas 75482 until 10:00 A.M. on the 30th day of November, 2021 at which time proposals duly delivered and submitted will be considered for supplying the following:

### **REQUEST FOR SEALED PROPOSALS FOR GRANT ADMINISTRATION: TDHCA's CRP Grant- Senior Citizen Center**

Sealed proposals are due on or before 10:00 a.m., on Tuesday, November 30, 2021 at the City of Sulphur Springs Purchasing Office, Ashley Floyd, Purchasing Agent, 125 S. Davis St., Sulphur Springs, Texas 75482. Sealed proposals must have written on the sealed envelope: "Grant Administration Proposal-TDHCA CRP Grant – Attention Ashley Floyd." Any proposal received after stated closing time will be returned unopened. Information concerning the specifications/process/procedures may be obtained by contacting Ashley Floyd, Purchasing Agent at (903) 885-7541. It is important that proposers have a clear understanding of the specifications and scope of work required in this solicitation. The proposal will be publicly opened and the proposed costs read aloud at 10:30 A.M., November 30, 2021 in the City of Sulphur Springs Council Chambers, located at City Hall at 201 N. Davis St. After the proposals are opened, City staff will review the proposals in accordance with the criteria listed in the Request for Proposal. The City of Sulphur Springs reserves the right to reject any or all proposals, to waive any informalities in the proposals deemed to be in the best interests of the City of Sulphur Springs, and to reject nonconforming proposals. Qualified MWBE firms are encouraged to submit a proposal.

**City of Sulphur Springs, Texas  
Lesa Smith, Finance Director**

**Publication Dates: Wednesday, November 10, 2021  
Wednesday, November 17, 2021**

**Closing Date: Tuesday, November 30, 2021 @ 10:00 A.M.**

**City of Sulphur Springs, Texas**  
**Request for Proposal for Grant Writing & Administration Services**

**I. INTRODUCTION AND TERMS OF CONTRACT**

The City of Sulphur Springs is requesting proposals for a grant administration services contract with service to begin December 8, 2021, and extend through either (a) completion of project or (b) notice from Texas Department of Housing and Community Affairs (TDHCA) that the City was not awarded a grant.

The City of Sulphur Springs intends to apply for the Texas Department of Housing and Community Affairs Community Resiliency Program for the construction of a new Senior Citizen Center. The scope of work is to include grant application writing and preparation, and if awarded the grant, grant administration to include compliance with federal Labor Standards and all other federal requirements. Details pertaining to the project are below in Section II.

**Tentative Schedule**

Wednesday, November 10, 2021	Advertise Request for Proposals in newspaper
Wednesday, November 17, 2021	2 <sup>nd</sup> and Final Newspaper Advertisement
Friday, November 19, 2021	Deadline for written questions via email by 2:00 P.M.
Tuesday, November 30, 2021	Receive sealed proposals from interested grant services providers by 10:00 A.M. at Business Office.
Tuesday, December 7, 2021	Recommendation to City Council at the City Council meeting.
Wednesday, December 8, 2021	Contract period begins

**RFP Questions and RFP Amendments**

There will be no pre-proposal conference. Questions regarding this RFP, or the services requested, will be accepted in email form only, to Lesa Smith at [lsmith@sulphurspringstx.org](mailto:lsmith@sulphurspringstx.org) on or before 2:00 P.M., November 19, 2021.

Responses to all material questions submitted will be communicated in writing to all known proposers by 2:00 P.M. November 22, 2021.

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known proposers. To ensure that you receive the proposal amendments, be sure to notify Lesa Smith at [lsmith@sulphurspringstx.org](mailto:lsmith@sulphurspringstx.org) of your intent to submit a proposal. It is the Proposer's responsibility to ensure that it has received any and all addenda related to the proposal.

**II. PROJECT OVERVIEW AND SCOPE OF WORK**

**A. Project Overview**

The City intends to construct a new 8,000+ sq.ft. Senior Citizen Activity Center that will serve as a place for the Senior Citizens in our community to participate in events, activities, educational opportunities, and the Meal A Day program. This new facility will be constructed at 301 Oak Ave., on a vacant lot that is owned by the City of Sulphur Springs. No acquisition is required for this project. The design and construction plans for this project are nearing completion and will be complete prior to grant application submittal making this project a shovel ready project. The City has approximately \$1,400,000 to contribute to this project in addition to requested grant funds. The City anticipates requesting between \$500,000 and \$900,000 in grant funds making the total cost of the completed project between \$1,900,000 and \$2,300,000.

**B. Scope of Work**

The selected proposer shall be available to provide the following scope of services:

- Grant Application Writing and Preparation
- Assist City with Project Management
- Assist City with Financial Management
- Assist City with Environmental Review
- Assist City with Construction Management including labor requirements and interviews
- Assist City with Fair Housing/ Equal Opportunity activities
- Audit and Close-Out Procedures

### III. PROPOSAL SUBMISSION INSTRUCTIONS and QUALIFICATIONS

#### A. Required Proposal Format

Please review this RFP carefully; there are several questions to be answered and attachments to include. The uniform evaluation of each proposal will be based on these responses. Exceptions, conditions or qualifications to the provisions of the City's specifications must be clearly identified as such, with the reasons therefore, and with alternative language proposed by proposer, if any, clearly stated and inserted in the appropriate place in the proposal. City staff appreciates brevity in your submission.

#### B. Minimum Qualifications

Institutions responding to this RFP must be a TxCDBG certified grant administrator through Texas Department of Agriculture.

#### C. Submission Instructions

Two (2) copies of the proposal, including all required forms and applicable supporting documentation, are required. Proposals for services must be SEALED in an envelope with "Grant Administration Proposal-TDHCA CRP Grant – Attention Ashley Floyd." written on the front, and received by 10:00 A.M. Tuesday, November 30, 2021 and should be addressed as specified below:

City of Sulphur Springs - Business Office  
Attn: Ashley Floyd, Purchasing Clerk  
125 S. Davis St.  
Sulphur Springs, Texas 75482

**No proposal shall be received after 10:00 AM Tuesday, November 30, 2021.**

### **PROPOSALS MUST BE SUBMITTED CONTAINING THE FOLLOWING SECTIONS:**

#### **Attachment A: Cover Letter**

This section should contain the name of the proposer. The name, title, contact information and signature of the person(s) preparing and submitting the proposal should be clearly indicated. Include on the cover letter, a brief overview of your services. Please limit this to one or two pages.

#### **Attachment B: Experience, Key Staff and References**

This section should indicate the Proposer's background in providing grant writing and administration services to public organizations, and a list of any contracts currently in place with the City of Sulphur Springs. Proof of TxCDBG grant administrator certification should be included in this section. A very brief overview of key staff that would be a part of the grant administration team, along with their personal experience should be included in this section. Please include at least 3 references that can attest to the services provided by proposer. Please limit this to no more than ten (10) pages.

#### **Attachment C: Proposed Cost**

Please include in the proposed cost section the following:

1. Cost (fixed dollar amount) of grant application preparation and writing services; and
2. Cost (percentage of up to 13%) for grant administration if City receives the grant.

#### **Attachment D: Required Documents**

- System for Award Management (SAM) record search for company name and company principal
- Form CIQ (enclosed)

#### **Attachment E: Other Pertinent Information (optional)**

Include other services provided or information the City may consider useful here.

### IV. PROPOSAL SELECTION

#### A. Selection Criteria

The Selection Review Committee comprised of a member of the City Council, City Manager, Finance Director, and Community Development Director will use the following criteria as the weighting basis for evaluation of the proposals and the award recommendation.

30 % - Experience with TDHCA and CDBG, and Facility Construction Projects

- 25 % - Prior work performance for City of Sulphur Springs and other local governments
- 25 % - Capacity to perform
- 20 % - Proposed cost and best value to City. Grant Administration cost cannot exceed 13%.

All of these elements will be combined for evaluation of the proposals. The City will choose the proposer submitting the best, most responsive overall proposal to satisfy the City's needs.

**B. City Rights**

The City reserves the right to:

- waive any defect, irregularity or informality in the proposal or proposal procedures,
- reject any and all proposals,
- request additional information or require a meeting with proposer for clarification,
- cancel, revise, and/or reissue this request for proposal or any portions thereof,
- negotiate any conditions with proposers,
- modify deadlines, and
- select any proposal deemed to be in its best interest as determined by the City.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.