

City of Socorro  
RFQ 16-004  
**ADMINISTRATION SERVICES**  
**PUBLIC NOTICE**

The City of Socorro has recently received a Contract award from the Texas Department of Agriculture Office of Rural Affairs (TDA) for Flood and Drainage Improvements. Accordingly, the City is seeking to contract with a qualified individual/firm to implement the administration of the project in accordance with all TDA rules and regulations.

Please submit your proposal of services and a statement of qualifications for the proposed services are by April 15, 2016 at 2:00 p.m. Any proposal received after the stated closing time will not be accepted. RFQ's sent by mail must be received by the City of Socorro no later than the deadline provided above.

Statements of Qualifications must be marked with description on lower front left corner of envelope **“RFQ CDBG ADMINISTRATION AND PROFESSIONAL SERVICES**. Statements may be hand delivered to the following location:

**City of Socorro, Texas**  
**124 S. Horizon Blvd**  
**Socorro, Texas 79927**  
**Attention: Ms. Olivia Navarro, City Clerk**

Statements will be publicly opened and reviewed on April 15, 2016 at 2:00 p.m.

The City reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Uniform Grant and Contract Management Standards. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals

The City of Socorro is an Affirmative Action/Equal Opportunity Employer.

Dear Administrative Service Provider

RE: TxCDBG Contract No. 7215479

Attached is a copy of the City of Socorro's Request for Qualifications under its Texas Community Development Block Grant contract with Texas Department of Agriculture – Office of Rural Affairs (TDA) to carry out its Flood and Drainage Improvements to the Sparks Arroyo. The submission requirements for this request for qualifications are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with Federally Funded Programs. Please submit a statement of qualifications to:

Olivia Navarro  
124. S. Horizon Blvd.  
Socorro, TX 79927

All submissions of statement of qualifications must be mailed by 2:00 pm on April 15, 2016 to the above address. The City of Socorro reserves the right to negotiate with any and all person or firms submitting statement of qualifications, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Socorro is an Affirmative Action/Equal Opportunity Employer.

The City of Socorro is seeking to enter into a professional services contract with a competent professional administration firm to assist the City in the overall management of its recent Texas Community Development Block Grant (TxCDBG) award from the Texas Department of Agriculture – Office of Rural Affairs (TDA) for Flood and Drainage Improvements. The following outlines the request for qualifications.

- I. **Scope of Work** – The professional administration firm to be hired is to provide contract-related management services to the City of Socorro, including but not limited to the following areas:
- Project Management
  - Financial Management
  - Environmental Review
  - Real Property Acquisition/URA
  - Construction Management
  - Fair Housing/Equal Opportunity
  - Housing rehabilitation/affordable housing (if applicable)
  - Audit/Contract Close-out Assistance

Please specify actual tasks to be formed under each of these categories. A copy of the project description for the arroyo improvement is attached.

- II. **Statement of Qualifications** - The City of Socorro is seeking to contract with a competent professional administration firm that has had experience in grants/contracts administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in managing federally-funded local public works constructions projects
- Related experience/background with specific project type
- Certified Administrative of TxCDBG Program by TDA
- Administration Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your statement a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city on this project if your firm is awarded this management services contract.

- III. **Proposed Cost of Services** – Please provide your cost proposal to accomplish the scope by category outlined above and for any additions activities required. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the City of Socorro will not use the lowest/best bid as the basis for entering this contract. This contract will be awarded on the bases of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.

*If the cost of proposed professional administration services will exceed \$50,000, then profit (either % / actual costs) must be identified or negotiated as a separate element of the price of the contract. To comply, the bidder must disclose and certify in its proposal the percentage of profit being used.*

- IV. Evaluation Criteria – The proposal received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	40
Work Performance	40
Capacity to Perform	20
<b>Total</b>	<b>100</b>

- V. Deadline for Submission – All proposals must be mailed or delivered and received no later than 2:00 p.m on April 15, 2016 at the following address: Olivia Navarro, 124. S., Horizon Blvd., Socorro, TX 79927