

Request for Proposal (RFP) for Planning/Administration Professional Service - Cover Letter

June 12, 2020

Re: TxCDBG 2020 Planning and Capacity Building Fund Services

Dear Planning Service Provider:

Attached is a copy of the Request For Proposals for necessary planning services to apply to the 2020 Planning and Capacity Building Fund and, if funded under a grant contract with the Texas Department of Agriculture – Office of Rural Affairs (TDA), to carry out grant contract activities and generate appropriate reports and mapping for the City of Hempstead. The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Firms and/or individuals should have past experience with federally funded programs. Please submit a proposal of services and statement of qualifications to:

Mail to:

Michael S. Wolfe, Sr., Mayor
City of Hempstead, 1125 Austin Street, Hempstead, Texas 77445

Email digital copy to:
bhaffelfinger1125@hempsteadcitytx.com

Along with your proposal, you must also include verification that your company as well as the company's principal or principals are not listed (is not debarred) through the federal government's System for Award Management (www.SAM.gov). Please include a printout of the search results.

The deadline for submission of planning services is June 29, 2020 at 2:00 P.M.. Please submit 4 copies of your proposal.

The City of Hempstead reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards Act.

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

Sincerely,



Michael S. Wolfe, Sr.
Mayor

Sample Request for Proposals for Planning Services

The City of Hempstead is seeking to enter into a professional services contract with a competent planning consulting firm to assist the city in the overall development of a planning process and planning reports of its recent contract received from Texas Department of Agriculture – Office of Rural Affairs (TDA) for a Planning and Capacity. The following outlines the request for proposals.

I. **Scope of Work** - The contract will encompass all project related services to the City of Hempstead, including, but not limited to, the completion of the attached contract for Planning and Capacity Building Funds (or Colonia Planning Funds, if applicable) of the Texas Community Development Block Grant Program between the city of Hempstead, and TDA.

Application writing and comprehensive plan writing.

II. **Statement of Qualifications** - The city is seeking to contract with a competent planning and/or engineering firm that has experience in the following areas:

- a) Experience with the federal Community Development Block Grant program, through either the HUD Entitlement/Small Cities or Texas Community Development Block Grant Program.
- b) The City's performance statement would include studies from the following list: Base Studies, Water System Study, Wastewater System Study, Drainage System Study, Street System Study, Recreation & Open Space Study, Thoroughfares Study, Central Business District Study, Capital Improvements Program, Subdivision Ordinance and Zoning Ordinance.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all planners and/or engineers who will or may be assigned to this project if your firm received the planning services contract award.

III. **Proposed Cost of Services** - Considering the attached contract between the City of Hempstead and TDA – Office of Rural Affairs, please specify the proposed cost to city, and estimated time of completion. These include a proposed cost by Scope of Work category of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City of Hempstead will not use lowest/best bid as the sole basis for entering into this contract.

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

<u>Criteria</u>	<u>Maximum Points</u>
Experience	55
Work Performance	30
Capacity to Perform	10
Price	5
Total	100

V. **Deadline for submission** is June 29, 2020. Please email a digital copy of your proposal to: bhaffelfinger1125@hempsteadcitytx.com.