

Request for Proposals for Planning Services

The City of Slaton 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 if funded by the Texas Department of Agriculture – Office of Rural Affairs (TDA) for the Planning/Capacity/Building Fund. The following outlines the request for proposals.

I. **Scope of Work** - The contract will encompass all project related services to the City of Slaton, including, but not limited to, the completion of an application in conformance with the 2020 Planning and Capacity Building Fund Application Guide and performance of activities described in the attached 2020 Texas Department of Agriculture – Office of Rural Affairs (TDA) Planning/Capacity/Building Fund performance statement.

A final scope of work will be developed through the application process, comprised of one or more planning activities described in the attached Sample Performance Statement.

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) Performance of activities described in the attached Sample Performance Statement.

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** - Please specify the proposed cost to the 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 Slaton 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
Proposed Cost	5
Total	100

V. **Deadline for submission** is 4:00 P.M., Thursday, July 2, 2020

Lynn Nowlin, Mayor
City of Slaton
130 S. 9th Street
Slaton, Texas, 79364
