

Request for Proposals

Community Resiliency Program
TDHCA CDBG-CV
Cares Act Program



Sabine County Judge

(409) 787-3543

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GENERAL INFORMATION:

Sabine County is seeking to enter into a professional services contract with a competent management/consulting firm to assist the County in the overall application and management of its contract received from the Texas Department of Housing and Community Affairs / CDBG-CV Community Resiliency Program. The County encourages small, minority, and women owned businesses to submit proposals.

The following outlines the request for proposals.

- I. Scope of Work: The management consultant or firm to be hired is to provide contract related management services to the County of Sabine, including but not limited to the following areas:

The selected consultant will:

- Application Preparation to meet HUD standards
- Financial Management
- Recordkeeping requirements
- Environmental clearance procedures
- Equal employment opportunity/Section 504 requirements
- Labor Standards monitoring
- Contract close-out assistance

Please specify actual tasks to be performed under each of these categories.

- II. Statement of Qualifications - The County is seeking to contract with a competent management/consultant firm that has had experience in grant/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:
 - Experience in managing federally-funded local public works construction projects.
 - Experience with the Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities of Texas Community Development Program, including Building and Economic Development Projects.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all employees who will or may be assigned to provide technical assistance to the County of this project.

- III. Proposed cost of Services – The County of Sabine will not use the lowest cost as the sole basis for entering into this contract. Cost of services shall be expressed as a percent of the cost of acquisition plus construction, not to exceed 16% as per State guidelines.
- IV. Evaluation Criteria – The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	35
Work Performance	30
Capacity to Perform	15
Proposed Cost*	5*
Knowledge of CDBG	10
Affirmative Action (Female Owned or Minority Owned)	5
Total	100

*Points awarded as follows:

- 1% - 5% - 5 pts.
- 6% - 9% - 4 pts.
- 10% - 12% - 3 pts.
- 13% - 16% - 2 pts.

The Commissioner's Court, or appointed Committee, shall evaluate each Proposal received. If the County desires, the firms will be notified to make a presentation before the selection process is completed.

V. Deadline for Submission –The proposals will be received no later than 3:00 pm on the 14th day of December, 2021.

VI. Address your proposal to:

The Honorable Daryl Melton
County Judge
COUNTY OF SABINE
201 Main Street
P. O. Box 716
Hemphill, Texas 75948

ATTENTION: Project Administration and Management Services
Request for Proposals
CDBG-CV

Please provide the County with four (4) copies of your proposal.

The County Judge will serve as point of contact.

The consultant will develop and maintain a project timeline, and provide monthly progress reports to the county.