

PUBLIC NOTICE
BID #09-112022A

The City of Rio Grande City, Texas, is accepting Statement of Qualifications for **GRANT WRITING, FUNDING DEVELOPMENT AND RELATED CONSULTING SERVICES** until 10:00 AM November 28, 2022. Bid product specification criteria is available and can be obtained on the City's website at www.cityofrgc.com or with Angela M. Solis, City Secretary's Office, 5332 E. US HWY 83, Rio Grande City, Texas 78582. Please note "RFQ: Grant Writing, Funding Development and Related Consulting Services" in front of the sealed envelope.

POSTED ON THIS 09th DAY of NOVEMBER 2022.

Angela Solis
City Secretary
City of Rio Grande City, Texas

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR GRANT WRITING, FUNDING DEVELOPMENT
AND RELATED CONSULTING SERVICES**

ISSUE DATE: November 09, 2022

DUE DATE: November 28, 2022

Issued by: City of Rio Grande City

DEFINITIONS

The following definitions shall apply to and are used in this Request for Qualifications:

"CITY" - refers to the City of Rio Grande City.

"Qualification Statement" - refers to the complete responses to this RFQ submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the City of Rio Grande City) have satisfied the qualification criteria set forth in this RFQ.

"Respondent" or "Respondents" - refers to the interested individuals(s) that submit a Qualification Statement.

"RFQ" - refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

SECTION 1: INTRODUCTION AND GENERAL INFORMATION

Section 1.1. Introduction and Purpose.

The CITY is soliciting Qualification Statements from interested persons for the provision of **GRANT WRITING, FUNDING DEVELOPMENT AND RELATED CONSULTING SERVICES**, as more particularly described herein. Through a Request for Qualification process described herein, persons interested in assisting the CITY with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedures and schedules in this RFQ. The CITY will review Qualification Statements only from those individuals that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the CITY). The CITY intends to qualify person(s) that: (a) possess the professional capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the CITY to provide the greatest benefit to the taxpayers of Rio Grande City.

Section 1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the bidding provisions of the Texas Procurement Act. The CITY has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person is provided with an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in this RFQ, which will be applied in the same manner of each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the CITY's Commission. The Qualification Statements will be reviewed to determine if the Respondent has met the minimum

professional criteria described in this RFQ. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the CITY will (in its sole judgment) determine which Respondents are qualified from professional standpoints.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The CITY reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the CITY's Designated Contact Person, in writing: Angela Solis, City Secretary, 5332 US 83, Rio Grande City, Texas.

Qualification Statements must be submitted to, and be received by, the CITY, by hand delivery at City Secretary's Office, 5332 US 83, Rio Grande City, Texas, by 4:00p.m. CENTRAL TIME on November 28, 2022. Qualification Statements will not be accepted by mail, facsimile transmission or e-mail.

Subsequent to issuance of this RFQ, the CITY (through the issuance of addenda to all individuals that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the CITY.

Section 1.3. Conditions Applicable to RFQ.

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

This document is an RFQ and does not constitute an RFP;
This RFQ does not commit the CITY to issue an RFP;

All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent;

The CITY reserves the right, in its sole judgment, to reject for any reason, any and all responses and components thereof and to eliminate any and all Respondents responding to this RFQ from further consideration for this procurement;

The CITY reserves the right, in its sole judgment, to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ;

The CITY reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information;

All Qualification Statements shall become the property of the CITY and will not be returned;

All Qualification Statements will be made available to the public at the appropriate time, as determined by the CITY, in the exercise of its sole discretion, in accordance with applicable law; and

The CITY may request Respondents to send representatives to the CITY for interviews.

Any and all Qualification Statements not received by the CITY by 4:00 p.m. prevailing time on November 30, 2022 will be rejected.

Neither the CITY nor its respective staff shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

Section 1.4. Rights of CITY.

The CITY reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ;

To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ;

To waive any technical non-conformance with the terms of this RFQ;

To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ;

To conduct investigations of any or all of the Respondents, as the CITY deems necessary or convenient, to clarify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement;

To suspend or terminate the procurement process described in this RFQ at any time in the CITY's sole discretion. If terminated, the CITY may determine to commence a new

procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents; and

The CITY shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

Section 1.5 Addenda or Amendments to RFQ.

During the period provided for the preparation of responses to the RFQ, the CITY may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the CITY and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

Section 1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the CITY, its staff, its consultants or such consultants' staff, for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

Section 1.7 Proposal Format.

Responses should cover all information requested in the questions to be answered in this RFQ. Responses which in the judgment of the CITY fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors, may be rejected.

SECTION 2: SCOPE OF SERVICES

It is the intent of the CITY to solicit Qualification Statements from Respondents that have expertise in providing **GRANT WRITING, FUNDING DEVELOPMENT AND RELATED CONSULTING SERVICES**, including but not limited to (a) research, identify, apply and secure potential grant and other funding opportunities, (b) provide strategic grant writing and administrative services associated with the completion, submission and compliance of grant funded projects, and (c) other general consulting services related to these objectives and services, including helping the CITY leverage local public funds to help fund capital infrastructure projects. Persons responding to this RFQ shall be able to demonstrate that they will have the continuing capabilities to perform these services.

SECTION 3: SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Qualification Statement submitted by the Respondent must possess the following qualifications, Respondent must:

Be actively in the business of performing the requested services for at least the past five (5) years;

Demonstrate experience and success in grant writing for federal, state, local or private funding sources;

Demonstrate ability to identify and map grant guidelines to data, community needs, expertise, feasibility, and fiscal priorities;

Have a minimum of two (2) years of experience working with local governments in writing and/or administering state and/or federal grants and/or loan programs;

Work with community-based partners and agency staff to develop successful grant and/or loan proposals; and

Demonstrate skilled project management skills with the ability to establish and meet tight deadlines.

In addition to the information required as described herein and below, a Respondent may submit supplemental information that it believes may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ:
 - a. Description and scope of work by Respondent;
 - b. Name, address and contact information of client references: Provide the names and contact information (email and telephone number) of three recent clients;
 - c. Relevant grant writing experience: Provide a detailed overview of successful projects written within the past five (5) years, including awarded amount;
 - d. Education: Provide brief background of individual and/or other supporting staff;
 - e. Grant Writing Capabilities and/or Credentials: Specify your expertise in the field; and
 - f. Explanation of perceived relevance of the experience to the RFQ.
2. Describe the services that Respondent would perform directly.

3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

SECTION 4: SUBMISSION OF QUALIFICATION STATEMENTS

Respondents must submit an original and six (6) copies of their Qualification Statement to the Designated Contact Person: Angela Solis, City Secretary's Office, 5332 US 83, Rio Grande City, Texas

Qualification Statements must be received by, the CITY not later than 4:00p.m. CENTRAL TIME on November 30, 2022. Qualification Statements **will not** be accepted by mail, facsimile transmission or e-mail.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein.

SECTION 5: EVALUATION

The CITY's objective in soliciting Qualification Statements is to enable it to select a person and/or firm that will provide high quality and cost-effective **GRANT WRITING, FUNDING DEVELOPMENT AND RELATED CONSULTING SERVICES** to the citizens of the City of Rio Grande City. The CITY will consider Qualification Statements only from individuals that, in the CITY's judgment, have demonstrated the capability and willingness to provide high quality **GRANT WRITING, FUNDING DEVELOPMENT AND RELATED CONSULTING SERVICES** to the citizens of the CITY in the manner described in this RFQ.

Proposals will be evaluated by the CITY on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the CITY and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the CITY; and
4. Other factors demonstrated to be in the best interest of the CITY.