

## **JIM WELLS COUNTY**

REQUEST FOR PROPOSALS (RFP) PROJECT  
DEVELOPMENT, GRANT WRITING AND GRANT  
ADMINISTRATION SERVICES-TEXAS DEPARTMENT OF  
TRANSPORTATION (TXDOT) -TRANSPORTATION  
ALTERNATIVES PROGRAM (TAP)

**Jim Wells County**

**Request For Proposals**

**Project Development, Grant Writing and Grant Administration Services-TXDOT TAP**

**Cover Letter**

September 27, 2024

Re: Project Development, Grant Writing and Grant Administration Services - TXDOT TAP

Attached is a copy of Jim Wells County's Request for Proposal (RFP) for Project Development, Grant Writing and Grant Administration Services. Notice is hereby given that the Commissioners' Court of Jim Wells County, Texas, is seeking a qualified firm to assist Jim Wells County with Project Development, Grant Writing and Grant Administration Services -TXDOT TAP.

The submission requirements for the proposal are included in the Submission Requirements section of this RFP. **Please submit 5 copies and one (1) digital copy via thumb drive of your proposal as directed below.**

Mail hard copies and thumb drive to:

Jim Wells County Judge Pedro Trevino, Jr.  
200 N Almond Street Rm 101  
Alice, Texas 78332

The deadline for submission of RFP's is October 18, 2024, at 3.00 P.M. Central Standard Time. **Responses received after this date and time will not be accepted.**

RFPs will be open in Commissioner's Court on October 25, 2024, and the qualified firm will be awarded on November 11, 2024. Jim Wells County 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.

## **Jim Wells County**

### **Request For Proposals**

#### **Project Development, Grant Writing and Grant Administration Services-TXDOT TAP**

##### **1. Background**

Jim Wells County is seeking project development, grant writing and grant administration services for the submission of a Texas Department of Transportation (TxDOT) - Transportation Alternatives Program (TAP) grant application.

##### **2. Scope of Work**

The firm to be selected is to provide timely and professional services to Jim Wells County include, but not limited to the following areas:

- Research Past Awarded Projects
- Review Past Program Rules
- Participate in TxDOT TAP/SRTS Workshops
- Coordinate with County Staff for Prospective Routes
- Coordinate with Engineers for Preliminary Site Plans (No Cost to the County)
- Coordinate with Engineers for Preliminary Cost Estimates (No Cost to the County)
- Draft Various Sample Letters of Support for Project Supports
- Draft Pre-Application for County Staff Review
- Complete Pre-Application
- Present Complete Pre-Application to County for Approval to Submit
- Draft/Present Resolutions for Application
- Submit in Accordance with TxDOT Requirements and Deadlines

##### **3. Statement of Qualifications**

- Brief history including general background, knowledge of and experience working with TXDOT;
- Related experience in applying for and managing federally funded local projects, in particular recent experience with TXDOT TAP;
- Describe which specific parts of the Scope of Work the service provider proposes to perform;
- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires;
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline; and
- References.

## Jim Wells County

### Request For Proposals

#### Project Development, Grant Writing and Grant Administration Services-TXDOT TAP

#### 4. Selection Process

This RFP provides information necessary to prepare and submit a proposal for consideration and ranking by the Jim Wells County evaluation committee using the point system described in the evaluation criteria section of this RFP. Jim Wells County personnel assigned will evaluate the SQQ using the 100-point system described in the evaluation criteria below.

The evaluation committee will rank the firms in order of the most qualified, based on demonstrated competence, qualifications, and proposed costs to perform the services.

#### 5. Proposed Cost of Services

Please provide your cost proposal to accomplish the scope of work. Please note, Jim Wells County will not use lowest/best bid as the sole basis for entering into a contract.

#### 6. Evaluation Criteria

The RFP received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
TXDOT TAP Experience	20
Other Relevant Experience	10
Work Performance	25
Capacity to Perform	25
Proposed Costs	20
<b>Total</b>	<b>100</b>

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7. Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. Affirmative steps must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

8. Certification Regarding Lobbying

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements. Prior to entering into an agreement, respondent shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an *officer* or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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**9. Submission Requirements**

Submittal to be provided in the order below:

- Statement of Qualifications.
- A copy of your current Certificate of Insurance for professional liability.
- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note Jim Wells County may, in its sole discretion, determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- System for Award Management. Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties list System (EPLS) in the System for Award Management (SAM). Include verification the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date.
- Questionnaire Form CIQ (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ is included in the RFP and must be submitted with the response.
- Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response. Form 1295 (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code§ 2252.908. Form 1295 must be completed by the awarded vendor at the time of signed contract submission. Form 1295 is included in this RFP for your information.

Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered and may be returned to the submitter as non-responsive.

All questions regarding this Request for Proposals should be submitted in writing and directed to:

Isabel Trevino, Executive Assistant to  
the County Judge – (361)668-5606

**Questions will not be answered after 3:00 P.M. on October 18, 2024.**