



RFP# 2023-07

REQUEST FOR PROPOSALS FOR
Grant Application and
Administration Services for
GREGG COUNTY, TEXAS

RFP DUE DATE:

By 2:00pm Monday, May 15, 2023

*Gregg County Purchasing Office
101 East Methvin Street, Suite 205
Longview, Texas 75601*

TABLE OF CONTENTS

Cover Page	Page 1
Table of Contents	Page 2
Notice of Intent	Page 3
Instructions	Page 4
Criminal background check requirements	Page 5
Scope of Work	Pages 6-7
Proposal Submission Requirements	Pages 8-9
Evaluation Criteria	Pages 10-12
Submittal Checklist	Page 13
Forms Section	Pages 14-17
✓ Compliance with Federal and State Laws	
✓ RFP Signature Form	
✓ Conflict of Interest Information	
Advertisement	Page 18
Exhibit A Gregg County Standard Terms and Conditions	

This Table of Contents is intended as an aid to proposers and not as a comprehensive listing of the RFP package. Respondents are responsible for reading the entire RFP package and complying with all specifications.

**GREGG COUNTY, TEXAS
REQUEST FOR PROPOSALS
NOTICE OF INTENT**

In accordance with the Laws of the State of the Texas, Gregg County is seeking sealed proposals for overall grant application and administration services for an application process for an anticipated 2023 Texas Parks and Wildlife Local Parks Non-Urban Outdoor Recreation Grant to aid in the rehabilitation of the Hugh Camp Memorial Park located in Gregg County Precinct Three, Liberty City, Texas.

SEALED RFP PACKETS addressed to the Kelli Davis, CPPB, CPP, Purchasing Agent for Gregg County, Texas must be received in the Purchasing Department at, 101 East Methvin, Suite 205, Longview, Texas 75601 not later than 2:00 p.m. on Monday, May 15, 2023 by 2:00PM for the following:

Grant Application and Administration Services
GREGG COUNTY, TEXAS
RFP 2023-07

Solicitation documents are now posted on the Gregg County Website www.co.gregg.tx.us on the Purchasing Department webpage. Please click on the **Current RFP Tab** to download the RFP document. Only paper responses are allowed for this RFP facsimiles will not be accepted. Paper documents may also be obtained from the office of the Purchasing Agent.

All documents relating to this Request for Proposal including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted on the Gregg County Purchasing Department website under the **addendums tab** and available for download by proposers and other interested parties. *It is the respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.*

HUBs, Minority/Women-owned Business Enterprises (MWBE), Disadvantaged Business Enterprises (DBE) and/or Labor Surplus Vendors (LSA) are encouraged to respond to this RFP. Based on previous procurement of similar work, the County has determined it is unlikely that subcontracting opportunities will exist within the scope of this RFP but encourages respondents to consider subcontracting with HUBs if opportunities arise.

RFP INSTRUCTIONS

- ❖ **Submission of RFP:** Proposers shall submit (2) sets of RFP documents one with original signatures and one copy. Proposers should also submit one jump/flash drive with a copy of the proposed RFP downloaded on it. **All shall be sealed and marked RFP# 2023-07 GRANT SERVICES** and mailed/hand delivered to the address below by the closing date specified. **A facsimile transmission is not an acceptable response to this RFP Process and will not be considered.**

Gregg County Purchasing
Kelli Davis, CPPB, CPP, Purchasing Agent
101 East Methvin, St. 205
Longview, Texas 75601

- ❖ **All submissions must be sealed** and marked RFP# 2023-07 Grant Services when returned to Gregg County.
- ❖ Proposals will be opened so as to avoid disclosure of the contents to competing Proposers. Proposals will be kept secret during the negotiation process. If identified by the Proposer, County will make reasonable efforts to protect information that qualifies as trade secrets and/or confidential information under the Texas Public Information Act.
- ❖ It is the proposer's sole responsibility to print and review all pages of the RFP document, attachments, questions and their answers, addenda and special notices. Failure to provide original signature on these forms could render statement non-responsive.
- ❖ Any RFP received after the date and/or hour set for RFP opening will not be accepted. The late Respondent will be notified and will advise Gregg County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization.
- ❖ If responses are sent by mail to the Purchasing Department, the Respondent shall be responsible for actual delivery of the RFP to the Purchasing Department before the advertised date and hour for opening of RFP. If mail is delayed either in the postal service or in the internal mail system of Gregg County beyond the date and hour set for the RFP opening, RFP thus delayed will not be considered and will be disposed of as authorized.
- ❖ Respondents are encouraged to review this entire RFP Document. All questions regarding this RFP must be in writing and sent by email to Purchasing Agent Kelli Davis at kelli.davis@co.gregg.tx.us or by fax to 903-237-2682. Contact with other personnel of the county other than the Purchasing Agent regarding the Request for RFP may be grounds for elimination from the selection process. **Deadline for submitting questions is Wednesday May 10, 2023 by 5:00PM**

SCOPE OF WORK

Purpose: Gregg County is seeking to apply for a 2023 Texas Parks and Wildlife Local Parks Non-Urban Outdoor Recreation Grant to aid in the rehabilitation of the Hugh Camp Memorial Park located in Gregg County Precinct Three, Liberty City, Texas and requires the services of a competent grant administration firm to assist the County in the application process and upon award, overall administration of the grant. The following outlines the request for proposals. Any contract as a result of this RFP Process is contingent upon award of Grant Funds mentioned above to Gregg County.

Submission of an RFP response is entirely voluntary and any and all costs of participation in this process will be the complete responsibility of the Proposer. The publication of this RFP does not guarantee that any award(s) will be made.

Services to be Performed

Gregg County anticipates the following services be required (including but not limited to):

- Assist Gregg County Commissioner Precinct 3 Floyd Wingo with application and submittal for a 2023 Texas Parks and Wildlife Non-Urban Outdoor Recreation Grant by August 1, 2023 including:
 - Review the Resources section of the Texas Parks and Wildlife website for programmatic guidance on the grant opportunities offered by Recreation Grants, including samples of current grant applications, required documents, etc.
 - Familiarize with the [RGO 2020 Quick Start Guide](#) for an overview the online application process in the RGO 2020 system provided by Texas Parks and Wildlife.
 - Review the scoring criteria of the 2023 Texas Parks and Wildlife Non-Urban Outdoor Recreation Grant to aid in a successful application process.
- Assist identifying specific, well defined goals and objectives that would clearly explain the county's goals to be addressed by proposed project
- Assist in preparing a feasible detailed timeline and budget.
- Assist the county in gathering a proposed detailed site plan and boundary map that is clear and contains all information requested in the application.
- Assist the county to prepare an organizational capacity plan as required by the grant
- Assist the county in preparing a community needs assessment for the project and application.
- Please visit the link for more information on grant application and requirements: https://tpwd.texas.gov/business/grants/recreation-grants/copy_of_grant-deadlines
- Assist with County-performed construction documentation if awarded grant
- Assist with preparation of material and/or construction bid notices if awarded grant
- Assist with the creation of bid documents and procurement of construction services, materials, rental/lease equipment, professional design services, or other items needed may include multiple bids for contracted work for various projects if awarded grant
- Assist with preparation of construction and/or material contracts upon grant award
- Coordinate HUB program requirements upon grant award

- Provide labor standards compliance for all contracted work in conformance with Texas Government Code Title 10, Chapter 2258, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.
- Assist in compilation of data for county owned equipment used for each project if applicable upon award
- Review of all contractor or materials invoices for compliance with local financial reporting and grant requirements upon award
- Assist in preparing Billing Summaries, Individual Project Billing Summaries with supporting documentation, and Invoices for reimbursement requests and in determining eligibility of costs for reimbursement upon award
- Assist with and provide guidance regarding quality assurance documentation for conformance with the County's Design Criteria and Specifications—may require on-site visits during construction upon award
- Provide periodic reports for Commissioners Court regarding project's status upon award
- Coordinate with the County's Auditor and staff on project-specific cost accounting and tracking
- Prepare summary of allowable costs and amounts reimbursed from the fund in compliance with 2023 Texas Parks and Wildlife Local Parks Non-Urban Outdoor Recreation Grant
- Other Grant Program Management Services as may be required by Texas Parks and Wildlife.
- **For more specific information on the park rehabilitation project please contact Commissioner Precinct Three Floyd Wingo at 903-759-8962 to schedule an appointment.**

PROPOSAL SUBMISSION REQUIREMENTS

To achieve a uniform review process and to obtain a maximum degree of comparability, Gregg County requires that proposals be submitted with a master (marked “Original”) and one (1) copy (marked “Copy”) and one jump/flash drive with a copy of the proposal downloaded. Both physical and electronic versions shall include a Table of Contents. Physical forms must be submitted in a 3-ring binder, with tabs dividing the sections. They are to include the following:

Submittal Components:

1. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal

The Cover Letter should include the following

- A brief statement of the firm’s understanding of the project
- The firms experience with applying for and administering Texas Parks and Wildlife Grants
- The name, title, phone number, fax number, email address, and street address of the person in the firm’s’ organization who will respond to questions about the submittal
- Highlights of the firm’s qualifications and ability to perform the project services

2. **Firm Profile:** Provide the following information about your firm:

- The firm’s name, email address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Information on pending or past litigation the firm has been involved in
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firms’ background, demonstrating longevity and financial stability.
- Submit a recent Financial Statement of your Firm

3. **Executive Summary/Project Team:** Start the section by introducing key personnel that will work on this project. Include a brief resume for each team member that includes experience, specific experience with Texas Parks and Wildlife Grant Applications and projects, education and professional license information. Outline their specific areas of responsibility (administration, design, inspection, financial, management, labor standards, environmental review, etc.) and team leaders. Only submit resumes that will actually be assigned to this project. When a firm has been selected the County will expect these individuals to be assigned to the project.

4. **Related Experience and References:** Include at least three references of recent work completed that may be relevant to this recreational rehabilitation project including any

experience with Texas Parks and Wildlife Recreation Grant projects, name/location, type of work, funding source (if known), firm's responsibilities and services provided, project owner's main contact/address/telephone number, approximate completion date, and estimated project cost.

5. **Cost Proposal** – Propose the total fee as a dollar figure or as a percent of the Gregg County's total TIF award, along with proposed milestones or tasks and the amount of the total fee payable for completion of each milestone or task.
6. **Required Forms:** Submit all required forms executed as required. Copies of Licensures, SAMS Debarment, copies of insurance coverage and or conflict of interest questionnaire if applicable.

EVALUATION CRITERIA AND PROCESS

After public opening of submissions, an evaluation committee will score and rank the returns based on the criteria listed below. After a short list has been determined, the committee may request information, clarifications, presentations or interview some or all of the top ranked firms. The evaluation committee will determine the most highly qualified firm based on the information submitted and will begin contract negotiations after court approval. If a contract cannot be negotiated with the highest ranked firm then the County will formally end negotiations and will notify the second ranked firm for negotiation, and so on. Gregg County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County.

Request for Information

The County also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions as deemed in the best interest of the County. After any retrieval of information or clarifications presentations submittals may be evaluated again. Gregg County reserves the right at its sole discretion to request information, clarifications, presentations and or interviews from respondents. Gregg County and is under no obligation and reserves the right to request information/clarifications/presentations and interview from one, some or all Respondents.

Gregg County reserves the right at its sole discretion to determine the process for this statement of submission evaluation and may elect to accelerate the evaluation process by combining or eliminating any or all of the evaluation phases. Gregg County reserves the right without prejudice to reject any or all submittals to this RFP.

Negotiations Gregg 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.

1. The Purchasing Agent shall supervise all negotiations.
2. Discussions may be conducted only with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award. Gregg County reserves the right to have discussions with only one, or some or all of the proposers,
3. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers.
4. Proposers may be required to submit additional data during the process of any negotiations.
5. Gregg County reserves the right to negotiate the price and any other term with the any of the Proposers.
6. Any oral negotiations must be confirmed in writing prior to award.

Deviations

1. Requirements stated in this RFP shall become part of the contract resulting from this RFP unless the Proposer requests a deviation. Any requests for deviations from these requirements must be specifically defined by the Proposer in the proposal. If accepted, the deviation shall become part of the contract. Gregg County reserves the right to modify the requirements of this RFP.

Reservation of Rights

1. Gregg County expressly reserves the right to:
 - ✓ waive any defect, irregularity or informality in any proposal;
 - ✓ reject or cancel any proposal or parts of any proposal;
 - ✓ award contracts to one or more Proposers; or
 - ✓ procure the services in whole or in part;
 - ✓ Interview, ask for presentations or information from only one, some or all proposers;
 - ✓ Reject all proposals as deemed in best interest of county

EVALUATIONS

RFP instructions compliance <ul style="list-style-type: none">• Instructions followed• Forms Completed	15 points
Firm Profile <ul style="list-style-type: none">• Years in business• Pending/past litigation• # of employees• Proof of Financial stability	20 points
Executive Summary Project Team <ul style="list-style-type: none">• Key personnel experience, education and appropriate licensing	20 points
Experience/References <ul style="list-style-type: none">• Three references• Related experience	25 points
Cost Proposal <ul style="list-style-type: none">• Cost proposed for services requested	20 points

SUBMITTAL CHECK LIST

Respondents shall submit 2 sets of submittal documents one with original signature and one copy. Respondent shall also submit one flash drive (jump, thumb) with a copy of qualification packet downloaded

- Cover Letter
- Submittal Components (1-6) (see pages 7-8)
- Insurance Certificates (professional/general liability)
- 2 sets total of submittal documents (one original and one copy)
- 1 Flash/Jump Drive of submittal
- Compliance with Federal and State Laws Form (executed)
- RFP Signature Form (executed)
- SAMS Debarment Form
- Conflict of Interest Information (if applicable)
- Additional Information (if any)

Required Forms

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Gregg County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Verification No Boycott Israel

As required by Chapter 2270, Government Code, the selected firm must verify that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Foreign Terrorist Organizations

Pursuant to Chapter 2252, Texas Government Code, the selected Firm must represent and certify that, at the time of execution of an Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

SAM Clearance/Debarment

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.

Disclosure of Interested Parties

The law states that a governmental entity may not enter into certain contracts with a non-exempt business entity unless the business submits a disclosure of interested parties to the governmental entity. By submitting a RFP in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Gregg County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature: _____ **Date:** _____

Printed Name: _____

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this RFP becomes the property of Gregg County after the official opening.

The Respondent affirms that he/she understands the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a RFP.

The undersigned agrees, on behalf of Respondent, that if this RFP is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this RFP will be (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this RFP has not been prepared in collusion with any other Respondent, nor any employee of Gregg County, and that the contents of this RFP have not been communicated to any other Respondent or to any employee of Gregg County prior to the official opening of this RFP.

Respondent hereby assigns to Gregg County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire RFP.***

Signature: _____ **Date:** _____

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name _____ Title _____

Tel. No. _____ Email: _____

Address: _____

COMPANY IS:

Business included in a Corporate Income Tax Return? YES NO

Corporation organized & existing under the laws of the State of _____

Partnership consisting of _____

Individual trading as _____

Principal offices are in the city of _____

To: Vendors of Gregg County, Texas
From: Kelli L. Davis, CPPB, Purchasing Agent
Re: ***Conflict of Interest Form (CIQ)***

Vendor;

Below, please find link below to a Conflict of Interest Questionnaire. Please complete this form if you have a conflict of interest with any Gregg County Official, Employee, or Department. The questionnaire should reflect the name of the individual with whom the conflict of interest occurs. If you have any questions regarding compliance with Chapter 176 of the Texas Local Government Code, please consult your legal representative. Compliance is the responsibility of each individual, business, agent or representative who is subject to the law's filing requirements.

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

Original completed forms should be filed with the County Clerk's Office and a copy sent to the Gregg County Purchasing Department either through RFP return, fax, or email. Please see contact information below.

Gregg County Clerk

Gregg County Courthouse
101 East Methvin, St. 200
Longview, Texas 75601
Ph; 903-236-8430

Gregg County Purchasing Department

Email: purchasing@co.gregg.tx.us
Ph: 903-237-2684
Fx: 903-237-2682

Applicable Law

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Gregg County (County Clerk) no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Texas Local Government Code.



Gregg County Purchasing Department

Kelli L. Davis, CPPB Purchasing Agent

101 E. Methvin St., Suite 205, Longview, Texas 75601

Phone (903) 237-2684 Fax (903) 237-2682 purchasing@co.gregg.tx.us

April 27, 2023

To: Longview News-Journal

From: Kelli L. Davis, CPPB

Subject: Advertisement RFP# 2023-07 Grant Application and Administration Services

Please run the following ad on Sunday, April 30, 2023 and Sunday, May 07, 2023 in the Longview-News Journal.

PUBLIC NOTICE

Sealed RFP's will be received by the County Purchasing Agent, Kelli Davis at the Purchasing Department, at 101 E. Methvin St., Suite 205, Longview, TX 75601, by Monday, May 15, 2023 by 2:00 PM for RFP No. 2023-07 Grant Application and Administration Services for an anticipated **2023 Texas Parks and Wildlife Local Parks Non-Urban Outdoor Recreation Grant** for Gregg County, Texas. Late RFP will not be accepted. RFP packets will be available for download on Monday, May 1, 2023 by visiting www.co.gregg.tx.us on the Purchasing Department web page, or request by e-mail at purchasing@co.gregg.tx.us or by calling (903)-237-2684. Payment will be made after items have been received in accordance with award. Vendors must bid unit costs, but may offer lump sum and discounts. Gregg County reserves the right to accept or reject in whole or in part any RFP received and to waive any irregularities or formalities in the best interest of Gregg County. Gregg County reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Disadvantaged Business Enterprises including Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Vendors are encouraged to submit proposals. Gregg County is an Affirmative Action/Equal Opportunity Employer.