

Request for Proposals for Grant Writing & Management Services

The City of Hallettsville is seeking to enter into a professional services contract with a competent **consultant/managing** firm to assist in the pre-award and post-award management required by the City for the implementation of a GRG grant program for multiple eligible electrical projects if the City is awarded a State contract(s).

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 City of Hallettsville, including, but not limited to, the following:

Pre-Award* (services associated with developing and requesting Federal assistance)

- Grant Writing and Application Preparation
- Review and Submit Notice of Intent (NOI)
- Respond to Requests for Information (RFI) regarding DOE projects
- Facilitate Benefit-Cost Analysis (BCA) with engineering firm or local staff
- Assemble Environmental and Historic Preservation Review (EHP) if required
- Participate in Public Outreach if applicable (e.g. advertising, public meetings)
- Act as Liaison between project engineer, the State, and DOE
- Attend workshops and meetings related to the development and submission of the application

Post-Award Grant Management Activities: (services associated with administering Federal assistance)

- Record-keeping and financial management
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity requirements
- Project Management (e.g. quarterly reports, reimbursement requests)
- Technical Monitoring (e.g. site visits, technical meetings)
- Monitor and evaluate the progress of the activities in accordance with the approved SOW and budget
- Project close-out assistance

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

- II. **Statement of Qualifications:** The City of Hallettsville is seeking to contract with a competent management consultant firm that has had experience in grants/contracts management. Please provide the following information:

- Brief history of the proposing entity, including general background, knowledge of and experience working with the relevant agency
- Related experience in applying for federally funded construction projects
- A description of work performance and experience with DOE programs including a list of at least 3 references from past local government clients

- A description of work performance and experience with Federal programs that have gone through TDEM that have included electrical work including a list of at least 3 references from past local government clients
- A statement substantiating the service provider's resource and the ability to carry out the scope of work requested in a timely manner
- Describe the service providers capacity to perform as well as resumes of all employees who will or may be assigned to provide services if your firm is awarded a contract through this solicitation

****Pre-Award cost must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-Award costs will not be reimbursed by DOE. Pre-award costs may be reimbursed when the project is approved and funded, and if not will be paid by the City of Hallettsville.***

- III. **Proposed Cost of Services:** These include a proposed cost by project of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City will not use lowest/best bid as the sole basis for entering into this contract. Pre-Award costs may or may not be reimbursed through the grant funding, please be specific on the breakdown of pre & post award cost of services.

**** If an award is not made, pre-award expenses will not be reimbursed by DOE. Pre-award expenses may be reimbursed when the project is approved and funded.***

- IV. **Affirmative Action:** The City of Hallettsville is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the *Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)* as amended.
- V. **Evaluation Criteria:** The City of Hallettsville will score and rank all eligible respondents. Proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience	40
Work Performance	30
Capacity to Perform	25
HUB / Affirmative Action	5

- VI. **Submission Requirements:** Please submit three (3) hard copies and (1) electronic copy (usb-drive) of your proposal to:
Grace Ward, City Administrator, City of Hallettsville 101 N Main Street Hallettsville, TX 77964-2727
- VII. **Deadline for Submission:** Proposals must be received no later than 1:00pm May 20th, 2024.