

REQUEST FOR PROPOSALS FOR ADMINISTRATIVE SERVICES

The City of Cooper is seeking to enter into a professional services contract(s) with a competent administrative/management firm(s) to assist in the overall administration of grants anticipated to be awarded by the Texas Department of Housing and Community Affairs' (TDHCA) HOME program. The following outlines this request for proposals:

Scope of Work - The management consultant or firm to be hired is to provide contract related administrative services to include, but not limited to, the following:

- Financial management.
- Recordkeeping requirements.
- Environmental clearance procedures.
- Client identification, intake and qualification
- Affirmative Marketing and Fair Housing Regulations
- Equal employment opportunity/Section 504 requirements.
- Labor standards monitoring.
- Housing rehabilitation/reconstruction and/or affordable housing down payment (as applicable)
- Contract closeout assistance.

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

Statement of Qualifications – The City is seeking to contract with a competent administrative consultant firm that has had experience in grants/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:

- Municipal infrastructure improvements projects.
- HOME-funded construction projects.
- Experience in managing federally funded local housing programs.

As such, please provide relevant supporting information within your proposal.

Cost Estimate - Please include a firm cost by scope of work category for each service proposed.

Evaluation Criteria - The proposals received will be evaluated and ranked according to the following criteria:

- Experience
- Work Performance
- Capacity to Perform
- Proposed Cost
- Affirmative Action

Submit 1 original and 1 copy of proposal for review and consideration.

Deadline for Submission 5:00 p.m. Thursday December 31, 2020. Submit proposals to the City of Cooper, 91 North Side Square, Cooper, Texas 75432.

The administrative firm submitting the successful proposal will be invited for contract negotiations. There will be no preselection presentation session.

