

CITY OF WALLIS, TX  
REQUEST FOR PROPOSALS  
ADMINISTRATIVE/PROFESSIONAL SERVICES

The City of Wallis, Texas (the City) is soliciting a request for proposals (RFP) from interested qualified professionals to provide consultant/management services for grant writing services and with subsequent funding, administration.

The City of Wallis is applying for funding from the Texas Water Development Board Drinking Water State Revolving Fund (DWSRF) and Clean Water State Revolving Fund for water and wastewater system improvements. The City wishes to contract with a grant writing/administration firm to assist with the applications and with subsequent or existing funding, administration of those contracts and grant application development.

Any contract or contracts awarded under this Request for Proposals (RFP) are expected to be funded by loans/grants from the Texas Water Development Board (TWDB), City funds or private lenders. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFP, or any resulting contract. This RFP is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 CFR Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

This procurement is subject to the Environmental Protection Agency's (EPA) "fair share policy," which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to SMWBEs. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

MBE: CONSTRUCTION 24.5%; NON-CONSTRUCTION 24.05%; TOTAL COMBINED 24.16%  
WBE: CONSTRUCTION 11.34%; NON-CONSTRUCTION – 19.36%; TOTAL COMBINED 17.38%

Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, or national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60. Small, minority, and women-owned business enterprises are encouraged to respond. The City of Jourdanton is an Affirmative Action/Equal Opportunity Employer and strives to attain the goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.

The following outlines the request for proposals:

I. **SCOPE OF SERVICES**

The Contractor shall provide the following scope of services:

**Scope 1 - Application Preparation and Submission:**

Coordinate development Project Information Form and full application preparation and submission to the Texas Water Development Board in conformance with the TWDB guidelines.

**Scope 2 – Program Management and administration of Project with the Receipt of Funding:**

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the City personnel on implementation of project and regulatory matters.
4. Assist in the DBE clearance of professional services and construction contractors through the TWDB.
5. Furnish City with necessary forms and procedures required for implementation of project.
6. Assist the City in meeting all special condition requirements that may be stipulated in the contract between the City and TWDB.
7. Prepare and submit to TWDB documentation necessary for amending the TWDB contract.
8. Conduct re-assessment of environmental clearance for any program amendments.
9. Prepare and submit monthly and quarterly reports.
10. Prepare and submit Financial Interest Reports (FIR) for City.
11. Establish procedures to document expenditures associated with local administration of the project.
12. Provide guidance and assistance to City regarding acquisition of property (if applicable):
  - Submit required reports concerning acquisition activities to TWDB;
  - Establish a separate acquisition file for each parcel of real property acquired;
  - Determine necessary method(s) for acquiring real property;
  - Prepare correspondence to the property owners for the City's signature to acquire the property or to secure an easement; and
  - Assist the City in negotiation with property owner(s).
13. Maintain Property Management register for any property/equipment purchased or leased.
14. Serve as liaison for the City during any monitoring visit by staff representatives from either TWDB or the U.S. Environmental Protection Agency (USEPA).

B. Financial Management

1. Assist the City in proving its ability to manage the grant funds to the state's audit division.

2. Assist the City in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
3. Assist the City in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TWDB.
4. Prepare all fund drawdowns on behalf of the City in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.
6. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.

C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Prepare Request for Release of Funds and certifications to be sent to TWDB.

D. Acquisition (if applicable)

1. Prepare required acquisition reports(s).
2. Obtain documentation of ownership for City-owned property and/or Right of Way (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist City in negotiations with property owner(s).
7. Prepare required acquisition reports and submit to TWDB.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
  - Assist City in determining whether and/or what contract activities will be carried out in whole or in part via force account labor.
  - Assist City in determining whether or not it will be necessary to hire temporary employees to specifically carry out contract activities.
  - Assist City in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist City in documenting compliance with all federal and state requirements related to equal employment opportunity.

3. Assist City in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer to comply with Davis Bacon Wage Rate monitoring.
5. Get rates from U.S. DOL website.
6. Provide sample DWSRF contract documents to engineer.
7. Advertise for bids.
8. Verify construction contractor eligibility with SAMS.gov.
9. Review construction contract and bond documents.
10. Conduct pre-construction conference and prepare minutes.
11. Submit any reports of additional classification and rates.
12. Issue Labor Standards Record to TWDB.
13. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
14. Process change orders approved by City and the project engineer and submit to TWDB prior to execution with the construction contractor.
15. Obtain Certificate of Construction Completion/Final Wage Compliance Report.
16. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.
17. Prepare contract close-out resolution for approval by City Commission.

F. Audit / Close-out Procedures

1. Prepare the final Project Completion Report and Certificate of Completion.
2. Assist City in resolving any monitoring and audit findings.
3. Assist City in resolving any third-party claims.
4. Provide auditor with TWDB-DWSRF/TWDB-CWSRF audit guidelines.

II. Statement of Qualifications - The City is seeking to contract with a competent professional administration/management firm/consultant that has had experience in grants/contracts application and administration. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

- Related experience in applying for and managing federally-funded local public works construction projects and housing buyouts/elevations.
- Related Experience / Background with specific project(s) type
- Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

As such, please provide within your proposal a list of referrals from past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the city on this project if your firm is awarded this management services contract.

III. Proposed Cost of Services - Please provide your cost proposal to accomplish the scope of work by category outlined in the specific Scope of Work and for any additional activities required as identified in the attached Scope of Work document. The proposed budget must include all costs that are necessary to successfully complete this project. Please note that the City will not use lowest/best bid as the sole basis for entering into this contract.

Three (3) copies of the Proposal Package should be submitted by 3:00 P.M. (Local Time),  
\_\_\_February 3, 2025 in a sealed envelope to the following address and clearly labeled accordingly:

CONFIDENTIAL: PROPOSAL ENCLOSED  
GRANT WRITER/ADMINISTRATIVE SERVICES  
PRESTON LITTLE, MAYOR  
CITY OF WALLIS  
6810 GUYLER, BLDG. B  
(P.O. BOX 190)  
WALLIS, TX 77485

The City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs or activities. Small Minority and Women's Business Enterprises are encouraged to submit RFPs. The City is an Equal Opportunity Employer. For questions or additional information, please contact Preston Little, Mayor, at (979) 478-6712.