

Note: A consultant that intends to respond to the Request for Proposals may provide information on TxCDBG procurement procedures, but may NOT participate in the development or drafting of specifications, requirements, statements of work, or invitations for bids or requests for proposals, including, but not limited to, the development of the scoring criteria, the final selection of firms to be contacted, or the scoring of proposals. (See 2 CFR 200.319(a))

Before starting, please print this guidance and open the files named 2017-2018 TxCDBG Admin Procurement Templates and 2017-2018 TxCDBG Engineer Procurement Templates

Please use the following **checklist** as you complete the **step-by step guidance** starting on **page 3**.

Step 1 – Selection Review Committee

- Task 1.1: Establish Selection Review Committee**
- Task 1.2: Determine the Scope of Services**
- Task 1.3: Determine the Written Selection Criteria to Evaluate Respondents**
 - Administration services
 - Engineering services

Step 2 – RFP/RFQ Notifications

- Task 2.1: Advertise the RFP/RFQ**
 - Notice must be published in the newspaper **10 days or more** before the proposal due date.
 - Proposal due date must be a date/time government office is open.
 - Includes LEP translation, if applicable
 - Save a copy of the published newspaper ad for RFP/RFQ

- Task 2.2.a: Email or Mail Administration RFP Package**
 - Cover letter and Information sheet:
 - Community's info has been inserted.
 - Proposal due date matches date in newspaper notice

 - RFP 17-18 Package includes:
 - Cover letter
 - RFP Info sheet
 - Sample Admin Contract with Sample Score Sheet

 - Administration RFP email:
 - Successfully sent to **5** recipients from TDA's list of certified administrators/ Professional Services Consulting Firms/Individuals, plus MWBE@texasagriculture.gov
 - RFP 17-18 Package attached to email
 - Body of email includes suggested text
 - Save and print a copy of successfully sent email(s)

- Task 2.2.b: Email/mail Engineering RFQ Package**
 - Cover letter and Information sheet:
 - Community's info has been inserted.
 - Proposal due date matches date in newspaper notice

 - RFQ 17-18 Package includes:
 - Cover letter
 - RFQ Info sheet

- Sample Admin Contract with Sample Score Sheet
- Engineering RFQ email:
 - Successfully sent to 5 recipients, plus MWBE@texasagriculture.gov
 - RFQ 17-18 Package attached to email
 - Body of email includes suggested text
 - Saved copy of successfully sent email(s)

Step 3 – Select Administration and Engineering Service Providers

- Task 3.1: Rate the Administration Proposals using the Administration/Professional Services Rating Sheet**
 - Used rating sheet selected by the Selection Review Committee
 - Selected Respondent with highest average points OR Respondent with most qualifications
 - If cost is over \$50,000 – profit identified and negotiated
- Task 3.2: Rate the Engineer Qualifications using the Engineer/Architect/Surveyor Rating Sheet**
 - Used Engineer/architect/surveyor rating sheet
 - Selected Respondent with highest average points OR Respondent with most qualifications
- Task 3.3 - Clear the Administrator and Architect/Engineers Service Providers Prior to formal award at City Council/County Commissioner's Court**
 - Search for each Respondent on SAM.gov
 - Save/print search results for file with a footer showing date of clearance
- Task 3.4 - Approve the selected Administrator/Service Provider and Architect/Engineer and Authorize Contract Award**
 - Put items on City Council/Commissioner's Court agenda
 - Saved copy of hiring resolution(s) or meeting minutes for file

Step 4 – Environmental Exemption Determination

- Form 303 filed prior to contract execution

Step 5 – Prepare/Review contracts for execution by all parties.

Step 1 – Selection Review Committee

Task 1.1: Establish Selection Review Committee

Before sending out the Request for Proposals (RFP) and Request for Qualifications (RFQ), the City/County Manager/Mayor/Judge establishes a Selection Review Committee to determine the criteria to select and rate competing respondents.

- The committee **must** include at least one person, with no maximum number of members.
- The committee **must** include at least one local official, such as a member of the elected governing body.
- The committee may also include other elected officials; employees of the locality; employees or officers of third-party public utilities served through this project; or other relevant persons.

Committee members may not have any potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings) and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest.

Name	Title/Office/Position
1.	
2.	
3.	
4.	

Task 1.2: Determine the Scope of Services

Determine the scope of services needed to successfully apply for and administer the TxCDBG contract. The scope of work should itemize the tasks needed, with timeframes and achievable goals.

Sample scopes of work:

Administration Scope of Work

- Application preparation assistance
- Project Management
- Financial Management
- Environmental Review
- Real Property Acquisition/ URA
- Construction Management
- Fair Housing/Equal Opportunity
- Housing rehabilitation/affordable housing (if applicable)
- Audit/Contract Close-out Assistance

Engineering Scope of Work

- Application preparation assistance, including sealed Table 2 Budget Justification and Exhibit
- Preliminary and final design plans and specifications;
- Preparation of the bid packet;
- Conduct all field testing and inspections (interim and final); and
- Other special services.

Task 1.3: Determine the Written Selection Criteria to Evaluate Respondents

Administration Service

Use the Sample Administration/Professional Services Rating Sheet on **Page 5** or develop your own written weighted criteria that will be used to select the Administrator based on the proposed CDBG project.

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

You may also develop your own written weighted criteria to select the Administrator/Service Provider. If you develop your own criteria, cost must be included and the Selection Review Committee may determine the relative weight of this factor.

Engineering Services

Use the Sample Engineer/Architect/Surveyor Rating Sheet on **Page 6** or develop your own written weighted criteria that will be used to select the Architect/Engineer based on the proposed CDBG project.

<u>Criteria</u>	<u>Maximum Points</u>
<u>Experience</u>	<u>60</u>
<u>Work Performance</u>	<u>25</u>
<u>Capacity to Perform</u>	<u>15</u>
<u>Total</u>	<u>100</u>

Administration/Professional Services Rating Sheet

Grant Recipient _____
 Name of Respondent _____
 Evaluator's Name _____

TxCDBG Contract No. _____
 Date of Rating _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	_____
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	_____
4. Certified Administrator of TxCDBG Program by TDA	5	_____
5. References from current/past clients	10	_____
Subtotal, Experience	30	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	_____
2. Responds to client/TDA requests in a timely manner	5	_____
3. Past client/TDA projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/TDA projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Proposal/Work Plan	5	_____
4. Demonstrated understanding of scope of the TxCDBG Project	5	_____
Subtotal, Capacity to Perform	20	_____

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ _____		
B = Bidder's Proposal \$ _____		
A ÷ B X 20 equals Respondent's Score	20	_____

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	_____
<input type="checkbox"/> Work Performance	30	_____
<input type="checkbox"/> Capacity to Perform	20	_____
<input type="checkbox"/> Proposed Cost	20	_____
Total Score	100	_____

Engineer/Architect/Surveyor Rating Sheet

Grant Recipient _____
 Name of Respondent _____
 Evaluator's Name _____

TxCDBG Contract No. _____
 Date of Rating _____

Experience -- Rate the respondent for experience in the following areas:

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>	<u>Comments</u>
1. Has previously designed _____ type of projects	20	_____	
2. Has worked on federally funded construction projects	10	_____	
3. Has worked on projects that were located in this general region.	10	_____	
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)			
4. Extent of experience in project construction management	15	_____	
5. Certified Administrator of TxCDBG Program by TDA	5	_____	
Subtotal, Experience	60	_____	

Work Performance

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
Subtotal, Performance	25	_____

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
Subtotal, Capacity to Perform	15	_____

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	_____
<input type="checkbox"/> Work Performance	25	_____
<input type="checkbox"/> Capacity to Perform	15	_____
Total Score	100	_____

Step 2: RFP/RFQ Notifications

There are two parts to the notification process –

- Task 2.1 - Advertise the notice in a locally distributed newspaper; and
- Task 2.2 - Email or mail via Certified Mail the RFP/RFQ package to at least 5 firms for each package.

Task 2.1: Advertise the RFP/RFQ

- 1) Edit the highlighted information found on **Page 8**. Be sure to complete the following:
 - Include your community's name and contact information and include the date and time proposals/qualifications are due. Due dates for proposals must be at least 10 days after the newspaper publication date and must be on a day that the government office is open. Include the minimum number of proposals you would like to receive, if you require more than one copy.
 - Limited English Proficiency (LEP) requirement: The notice on **page 8** includes both a **Spanish** sentence in **orange** and a **Vietnamese** sentence in **blue**. Use the Limited English Proficiency Data Sheet (located on ARCIT's website) to determine if your community needs to provide translation services and include the translated text.
 - The Data Sheet (located on ARCIT's website) indicates if your community has a language group with Limited English Proficiency (LEP) that is more than 5% of the population or if there are more than 1,000 individuals with Limited English Proficiency. If your community appears on this list, you must provide translation services.
 - Delete the **orange** and/or **blue** text if you do not have a LEP population.
- 2) Once the highlighted information is edited, submit **Page 8** to your community's newspaper of record. When submitting the ad, request that the newspaper send you a written confirmation for the date it is scheduled to run.
 - If the notice must run on a different day than the one you originally selected, please check that the proposal deadline is still at least 10 days after the new publication date. If it is not, change the proposal deadline in the newspaper notice so that it is at least 10 days after the new publication date.
- 3) On the day of the newspaper publication, save a physical copy of the tearsheet showing the date of publication and complete RFP/RFQ notice.

(RFP/RFQ Notification steps continued on **Page 9**)

**PLEASE RUN IN CLASSIFIED/LEGALS AS A STANDARD PUBLIC NOTICE
ONE TIME ONLY
(DATE BELOW)**

Questions? Contact **(Insert City/County contact person)** at **PHONE NUMBER**

AD STARTS HERE:

GRANT SERVICES PUBLIC NOTICE

The **City/County** of **(Insert City/County Name)** intends to submit an application to the Texas Department of Agriculture Office of Rural Affairs (TDA) under the **2017-2018 Community Development Fund** for public infrastructure improvements. Accordingly, the **City/County** is seeking to contract with a qualified Professional Administrator or Service Provider (individual/firm) to assist with the application and administer the contract if awarded. Please submit **XX** copies of your proposal of services and a statement of qualifications for the proposed services to the address below: Attn: **(Insert City/County contact person), (Insert City/County full address)**. Proposals shall be received by the **City/County** no later than **(Insert the time you want proposals due, e.g. 2:00pm)** on **(Insert Date, e.g. May 15, 2015)** to be considered. The **City/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. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The **City/County** of **(Insert City/County Name)** is an Affirmative Action/Equal Opportunity Employer. **Servicios de traducción están disponibles por petición. Nếu cần thông di.ch liên la.c chính phủ thành phố.**

The **City/County** of **(Insert City/County Name)** intends to submit an application to the Texas Department of Agriculture - Office of Rural Affairs (TDA) under the **2017-2018 Community Development Fund** for public infrastructure improvements. Accordingly, the **City/County** is seeking to contract with a qualified Engineering/Architectural/Surveying Firm (individual/firm) to determine potential projects, and if the grant is awarded prepare all preliminary and final design plans and specifications, and conduct all necessary interim and final inspections. Please submit **XX** copies of your proposal of services and a statement of qualifications for the proposed services to the address below: Attn: **(Insert City/County contact person), (Insert City/County full address)**. Proposals shall be received by the **City/County** no later than **(Insert the time you want proposals due, e.g. 2:00pm)** on the **(Date, e.g. May 15, 2015)** to be considered. The **City/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. Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The **City/County** of **(Insert City/County Name)** is an Affirmative Action/Equal Opportunity Employer. **Servicios de traducción están disponibles por petición. Nếu cần thông di.ch liên la.c chính phủ thành phố.**

AD ENDS HERE:

PRINT IN CLASSIFIED/LEGALS AS A STANDARD PUBLICNOTICE

Run Date	Insert the publication date
Newspaper	Insert the name of the paper
Billing to	Insert your billing contact information
Questions call	Insert City/County contact person and phone number
Due at Paper	Insert newspaper advertisement deadline

(RFP/RFQ Advertisement steps continued...)

Task 2.2: Email or Mail RFP/RFQ Package

Develop a RFP/RFQ package to send to potential respondents. The RFP/RFQ package must be sent at least 10 days prior to the proposal due date and contain the following three parts:

- Cover Letter,
- RFP/RFQ Information Sheet, and
- Sample Contract with scoring.

The following steps are for emailing the RFP/RFQ packages. First are directions for sending the administrative services RFP. Engineering Services RFQ instructions start on **Page 10**.

Task 2.2.a - Administrative Services Email

- 1) Open the file on ARCIT's website titled [2017-2018 TxCDBG Admin Procurement Templates](#) and save it to your computer as "**RFP 2017-2018 Package**".
- 2) Edit the highlighted text on the RFP cover letter and RFP Information Sheet (pages 1-3). Please remember to complete the following:
 - Include your community's name and contact information and include the date and time proposals/qualifications are due.
 - Confirm that the due date matches the date used in the newspaper notice.
 - If you developed your own scoring criteria, you will need to replace the criteria chart on Page 3 as well as the scoring sheet at the end of the document.
- 3) Now, open your email account and start a new email with the subject line: **2017-2018 Administration RFP**.
- 4) Select **at least 5** administration or consulting firms/individuals you want to send the RFP to. A list of certified TxCDBG administration firms and individuals is provided on the ARCIT website (open the link titled "[TDA 2015 Certified Administrator List](#)"). Or visit the following website for an updated list: [www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\).aspx](http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG).aspx)
- 5) Enter each email address into the email recipient line (i.e. next to "To:"). You can send one email with all recipients at the same time.
- 6) Add MWBE@texasagriculture.gov as an email recipient. This step helps meet TDA and HUD requirements regarding HUB/MWBE goals.
- 7) Attach the document "**RFP 2017-2018 Package**" to your email—be sure that the document is fully completed with your specific RFP information.
- 8) In the body of your email, include the following text:

*Attached please find the Cover Letter, RFP Information Sheet, and Sample Contract for the **City/County of (Insert City/County Name)**'s 2017-2018 Community Development Fund administration RFP for application and project implementation.*
- 9) Include the minimum number of proposals you would like to receive, if you require more than one copy.
- 10) Review your email recipients to ensure you have at least 5 different consulting firms plus MWBE@texasagriculture.gov as email recipients.

- 11) Send the email.
- 12) Make sure all emails were sent successfully (i.e. no emails bounced back as undeliverable). Check for errors, and send out additional emails, if necessary. **The RFP package must be successfully received by at least 5 firms.**
- 13) To serve as verification for TDA monitors, you must print and save a copy of the sent email(s) for your records

This completes the RFP notifications for administration. Next, you will need to complete the same email process for engineering firms. Please see steps below for emailing the RFQ.

Task 2.2.b - Engineering Services RFQ

- 1) Open the file on ARCIT’s website titled [2017-2018 TxCDBG Engineer Procurement Templates](#) and save it to your computer as “**RFQ 2017-2018 Package**”.
- 2) Edit the highlighted text on the RFQ cover letter and RFQ Information Sheet (pages 1-3). Please remember to complete the following:
 - Include your community’s name and contact information and include the date and time proposals/qualifications are due.
 - Confirm that the due date matches the date used in the newspaper notice.
 - If you developed your own scoring criteria, you will need to replace the criteria chart on Page 3 as well as the scoring sheet at the end of the document.
- 3) Now, open your email account and start a new email with the subject line: **2017-2018 Engineering RFQ**.
- 4) Select **at least 5** engineering firms/individuals you want to send the RFQ to. A list of engineering firms with past TxCDBG experience is provided on the ARCIT website (open the link titled “[Regional Engineer List](#)”). Please note this list is not comprehensive. You may add other engineering firms to the RFQ at your discretion.
- 5) Enter each email address into the email recipient line (i.e. next to “To:”). You can send one email to all recipients at the same time.
- 6) Add MWBE@texasagriculture.gov as an email recipient. This step helps meet TDA and HUD requirements regarding HUB/MWBE goals.
- 7) Attach the document “**RFQ 2017-2018 Package**” to your email. –be sure that the document is fully completed with your specific RFP information.
- 8) In the body of your email, include the following text:

*Attached please find the Cover Letter, RFQ Information Sheet, and Sample Contract for the **City/County of (Insert City/County Name)**’s 2017-2018 Community Development Fund engineer RFQ for engineering services related to application and project implementation.*
- 9) Include the minimum number of proposals you would like to receive, if you require more than one copy.
- 10) Review your email recipients to ensure you have **at least 5** different engineering firms **plus** MWBE@texasagriculture.gov as email recipients.
- 11) Send the email

12) Make sure all emails were sent successfully (i.e. no emails bounced back as undeliverable). Check for errors, and send out additional emails, if necessary. **The RFP package must be successfully received by at least 5 firms.**

13) To serve as verification for TDA monitors, you must print and save a copy of the sent email(s) for your records.

This completes the RFQ notifications for engineering.

Step 3 - Selecting Administration and Engineering Service Providers

Task 3.1: Rate the Administration Proposals using the Administration/Professional Services Rating Sheet

- 1) After the proposal deadline, evaluate the Respondent's experience, work performance, and capacity to perform by:
 - using prior experience with Respondent(s); and/or
 - contacting all references for the Respondent.
- 2) Use the Administration/Professional Services rating sheet (example on **Page 5**) to score each Respondent.
- 3) Total all rating sheets for each committee member and select the firm with the highest average points.
- 4) If the cost of proposed professional administration services will exceed \$50,000, then profit must be identified and negotiated as a separate element of the price of the contract. To comply, the Respondent must disclose and certify in its proposal the percentage of profit being used.
- 5) To serve as verification for TDA monitors, you must retain copies of all completed score sheets.

For administrative services where the proposed cost is not feasible, contract negotiations with the selected respondent may occur during the last step of the selection process.

Task 3.2: Rate the Engineer Qualifications using the Engineer/Architect/Surveyor Rating Sheet

- 1) After the proposal deadline, evaluate the Respondent's experience, work performance, and capacity to perform either:
 - By using prior experience with Respondent(s); and/or
 - By contacting all references for the Respondent.
- 2) Use the Engineer/Architect/Surveyor Rating Sheet (example on **Page 6**) to score each Respondent.
- 3) Total all rating sheets per committee member and select the firm with the highest average points.
- 4) Determine the Respondent with the highest total score (if this method is used) or select the Respondent that is most qualified. Select Engineer/Architect.
- 5) To serve as verification for TDA monitors, you must retain copies of all completed score sheets.

Task 3.3 - Clear the Administrator and Architect/Engineers Service Providers

Verify that the selected service providers are not on the System for Award Management (SAM.gov) debarred list:

- Visit www.SAM.gov
- Go to the "Search Records" tab
- Type in the name of each service provider under "Quick Search"
- If no records are listed, print or save PDF for your records

Task 3.4 - Approve the selected Administrator/Service Provider and Architect/Engineer and Award Contract

- 1) Place the following items on the next available City Council/Commissioner's Court agenda:
 - *Discuss, consider, and adopt resolution designating an administration service provider for the 2017-2018 Texas CDBG Community Development Fund application and project implementation.*
 - *Discuss, consider, and adopt resolution designating an engineering service provider for the 2017-2018 Texas CDBG Community Development Fund application and project related engineering services.*
- 2) Present selection to the City Council/Commissioner's Court.
- 3) City Council/County Commissioner's Court approves selection of Administrative firm/individual and Engineering firm/individual.
- 4) Save a copy of the hiring resolution(s) for your files. A sample is provided on **Page 14**

[Please note: The local governing body has the final authority to award contracts but may select another Respondent if the minutes of the local governing body meeting include justification for the selection.]

Step 4: Environmental Exemption Determination

Prior to executing the administration or engineering contract, contact your selected administration service provider regarding the Categorical Exclusion Not Subject to 58.5 and Exempt under 58.34 (Form 303)

- **Note:** This form must be completed and submitted to TDA prior to executing service contracts for Administration or Engineering services.

Step 5: Prepare contract for execution by all parties.

Please note the following for monitoring purposes:

The City/County must maintain and make available all documentation utilized during the RFP process, including but not limited to:

- Proof of advertisement (tear sheet/full-page advertisement/photo copy with publisher's identification and date/publisher's affidavit)
- Proof that 5 or more Firms/Individuals were contacted for proposals
- A complete RFP packet: Cover letter, request for RFP, rating sheet (if utilized) and a sample contract
- Proof that all proposals were received by the City/County, with note or stamped date/time received
- Environmental Exemption form
- Verification that the Firm and Principals of Firm are not on the SAM.gov debarred list (printout of SAM.gov page with date)
- Executed Minutes of Award/Commissioners Court minutes
- An Executed Contract

RESOLUTION

A RESOLUTION OF **CITY/COUNTY OF (Insert City/County Name)**, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE **2017-2018** TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT **COMMUNITY DEVELOPMENT FUND** PROJECT.

WHEREAS, the 2017-2018 TxCDBG Community Development Fund contract requires implementation by professionals experienced in the administration of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services and a Request for Qualifications (RFQ) for engineering services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1A. That _____ be awarded a contract to provide Texas CDBG application and project-related **administration services** for the 2017-2018 Community Development Fund project.

Section 1B. That _____ be awarded a contract to provide Texas CDBG application and project-related **professional engineering services** for the 2017-2018 Community Development Fund project.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED ON _____, 2016.

APPROVED:

County Judge/City Mayor

ATTEST:

County Clerk/City Secretary