

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL**

Hurricane Dolly – Disaster Recovery Program

Request for Statements of Qualifications for  
***CDBG Housing Rehabilitation/Assistance Program Management  
Housing Projects***

The Lower Rio Grande Valley Development Council (LRGVDC) has received notification of its allocation of Hurricane Dolly Disaster Recovery funding from the Texas Department of Rural Affairs (TDRA)/Texas Department of Housing and Community Affairs (TDHCA).

The LRGVDC is interested in procuring the services of housing rehabilitation/assistance program management firm to oversee the program, which shall include but not be limited to the preparation of application packages and to administer and implement the projects, in accordance with state and federal CDBG-Disaster Recovery Program guidelines and regulations.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the CDBG Program and the procedures set forth in the statement of qualifications packet. All responses received will be evaluated in accordance with the selection criteria identified in the Request for Statements of Qualifications Packet. That packet also identifies the preliminary scope of services to be performed by the selected firm.

The LRGVDC will begin contract negotiations immediately following selection of the successful respondent.

Interested parties are invited to secure a Request for Statements of Qualifications Packet from the LRGVDC Office, 311 N. 15<sup>th</sup> Street, McAllen, Texas 78501, (956) 682-3481. Statement of Qualifications packets may also be obtained by emailing a request to Victor Morales, LRGVDC Procurement Officer at [vmorales@lrgvdc.org](mailto:vmorales@lrgvdc.org). Responses to this Request must be hand-delivered or mailed to the above named person at the above named address in such a manner that it is received no later than 3:00 p.m., Friday, March 19, 2010.

The LRGVDC is an Equal Opportunity Employer. Any persons requiring reasonable accommodation to respond to this solicitation are requested to contact Victor Morales at (956) 682-3481 to discuss their particular need.

REQUEST FOR STATEMENTS OF QUALIFICATIONS  
CDBG HOUSING REHABILITATION/ASSISTANCE PROGRAM MANAGEMENT

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

**DISASTER RECOVERY PROGRAM**  
**HOUSING**

**INTRODUCTION**

Lower Rio Grande Valley Development Council (LRGVDC) has been allocated \$184,920,160. of CDBG Disaster Recovery Program funds by the Texas Department of Rural Affairs (TDRA) and Texas Department of Housing and Community Affairs (TDHCA) for the purpose of funding the LRGVDC Disaster Recovery Program. Of this allocation given by the state, the LRGVDC will use approximately \$104,925,787. for housing rehabilitation/assistance.

In order to receive the grant funds, the LRGVDC has submitted a Method of Distribution (MOD) to TDRA/TDHCA that describes the LRGVDC's plan to address housing, infrastructure, and economic development needs that are related to the effects of Hurricane Dolly. Upon approval of the MOD, the LRGVDC will be required to submit a Project Application for housing rehabilitation/assistance projects included in the MOD to TDRA/TDHCA for approval.

The LRGVDC will be required to implement and manage the projects in accordance with all applicable CDBG regulations, guidelines and standards. In addition, the LRGVDC is required to comply with the State's Action Plan for the Utilization of CDBG Funds in Response to Hurricane Dolly, Action Plan Amendment No. 1 with details the specific framework for the LRGVDC Implemented Recovery Program, future applicable Action Plan Amendment(s), and TDRA/TDHCA program guidelines.

The LRGVDC is soliciting proposals from interested firms to provide CDBG Housing Rehabilitation/Assistance Program Management to assist the LRGVDC with the implementation and management of the LRGVDC's Disaster Recovery Program related to Housing in accordance with the TDHCA and CDBG requirements. **The LRGVDC encourages, to the maximum extent possible, the utilization of local professional services experienced with the implementation of CDBG funds.**

**SCOPE OF WORK/SERVICES**

The LRGVDC anticipates developing housing rehabilitation/assistance program utilizing the LRGVDC's second allocation of CDBG Disaster Recovery funds for the LRGVDC Disaster Recovery Program. The LRGVDC anticipates negotiating a fixed sum contract with the selected Housing CDBG Program Management and Administration firm, with the actual fees for services subject to approval by and funding from TDHCA. If additional funds are allocated to the LRGVDC, a contract amendment will be negotiated with the selected firm.

The scope of services are as follows:

- a) Prepare a needs assessment with recommendations on distribution of housing funds available including ability for inter-local agreements with interested entitlement communities.
- b) Assist the LRGVDC with the preparation of the Pre-application and Application requirements.
- c) Prepare an environmental review record for each project funded in whole or in part with CDBG funds.
- d) Assist the LRGVDC with the planning and formulation of program policies and standards. This includes such things as program goals and objectives, financial mechanisms, general applicant eligibility criteria, eligible rehabilitation activities, selection procedures, application processing, unit eligibility, et cetera.
- e) Assist the LRGVDC with the preparation of all required reports and forms to be submitted to the State and prepare close-out documents.
- f) Assist the LRGVDC with conducting public hearings and develop a plan of action to inform the citizens of the LRGVDC Region of the availability of this housing assistance program. Consultant shall recommend an approach to be used and develop a listing of potential citizens within the LRGVDC that have indicated interest in a LRGVDC and/or State administered housing program assistance along with informing the citizens of this housing program.
- g) Develop and maintain all files and records necessary for compliance with the State and Federal regulations, as well as develop all forms and documents necessary to administer a housing rehabilitation program (i.e. application forms, work write-ups, lead based paint certification, et cetera). All individual files shall be complete with all documents for the LRGVDC's permanent file prior to the completion of this project.
- h) Interview and advise grant applicants on the design and objectives of the rehabilitation program, the availability and benefits of a rehabilitation program, and the specific conditions under which a rehabilitation grant is made. Review the applications submitted for completeness assisting applicants with completing the application forms and submitting all the required documentation.
- i) Take applications, rate and rank them in accordance with the selection criteria set forth in the rehabilitation program guidelines, and advise applicants of the disposition of their application.
- j) Obtain from each applicant a verification of income, ownership, etc.
- k) Prepare contract for approval by local officials. Review conditions of grant with applicant and obtain applicant's signature on all necessary documents.
- l) Coordinate preliminary work write-ups and formal work write-ups and cost estimates.
- m) Recruit local contractors to work with the program and orient them to the policies and regulations governing the program.

- n) Request, receive, and review on behalf of the applicant all bids from contractors for rehabilitation construction work.
- o) Assist in selecting an acceptable contractor from bids submitted.
- p) Prepare construction contract documents in accordance with provisions which pertain to the CDBG program.
- q) Inspect rehabilitation work on a regular basis to assure all code violations are rectified, and check on the quality of materials and workmanship is within standards.
- r) Arbitrate disputed and/or complaints arising between contractors and applicant's regarding work to be preformed, underway or completed. Prepare and recommend a method of dispute resolution to the LRGVDC Board of Directors.
- s) Prepare change orders if necessary and obtain the approval of the applicant, contractor and the LRGVDC.
- t) Make a final inspection of rehabilitation work and issue a final acceptance of work signed by both the housing rehabilitation inspector and the applicant. Take before and after pictures both inside and outside of each rehabilitated unit for the LRGVDC files.
- u) Obtain from the contractor the manufacturers and suppliers warranties, guarantees, and, an all bills paid affidavit prior to final payment of work performed.
- v) Assist LRGVDC in meeting the States financial reporting requirements.
- w) Assist the LRGVDC with identifying public properties currently available as well as identifying properties suitable for acquisition for use as potential residential sites.
- x) Consultant shall, as part of the application process, ascertain from the applicant (with verification from the State of Texas) any housing assistance received by the applicant and/or housing assistance the applicant may be eligible to receive is a result of damage that occurred to the applicant's property by Hurricane Dolly.
- y) The Consultant shall during the term of this contract report any potential fraudulent activity by an applicant for financial assistance in writing to the LRGVDC.
- z) Consultant shall attend and assist the LRGVDC during the State's monitoring visit(s) on this housing program. In addition, the Consultant shall assist the LRGVDC with resolving any monitoring finding pertaining to this housing program, including assisting the LRGVDC with the preparation of written response and/or corrective action to any monitoring findings relative to an individual applicant/recipient of these CDBG housing funds.

**SCHEDULE**

- Advertise SOQ: January 31, 2010 & February 07, 2010
- SOQ Proposal/Submittal Due Date: March 19, 2010
- Shortlist Notification: March 26, 2010
- Oral Interviews: March 29, 2010 @ 10:00 a.m.
- Selection Results: April 02, 2010
- LRGVDC Board Approval to enter into negotiations with the consultant and a cost proposal is requested: April 22, 2010
- Contract Execution: May 03, 2010

**NOTE: SOQ applicants will be notified of any changes to this schedule.**

**SELECTION CRITERIA – HOUSING PROGRAM**

All responses to this “Request for Statements of Qualifications” will be evaluated according to the following criteria and corresponding point system. The award will be made to the firm whose statements of qualifications is deemed most advantageous to LRGVDC, all factors considered. Unsuccessful firms will be notified as soon as possible after a final selection has been made.

1. Firm’s experience in administering Housing CDBG projects and during the last five calendar years must have experience in working with HUD Disaster Recovery Funding; name of locality under contract with the firm and type of project administered:.....0 to 30 points
  - a. Administered no Housing CDBG projects.....0 pts.
  - b. Administered 1-10 Housing CDBG projects.....20 pts.
  - c. Administered more than 10 Housing CDBG projects.....30 pts.
  
2. Previous contractual experience with LRGVDC and/or Disaster Recovery Funding:.....0 to 20 points
  - a. Unsatisfactory.....0 pts.
  - b. No previous experience.....5 pts.
  - c. Satisfactory experience.....15 pts.
  - d. Very satisfactory experience.....20 pts.
  
3. Educational background of project manager or firm assigned to project-the highest level attained will receive the assigned number of points:.....0 to 10 points
  - a. High School Diploma.....5 pts.
  - b. College Degree and/or Applicable Project Management Certificate.....10 pts.
  - c. Masters or PhD.....10 pts.
  
4. Firm experience and participation with locally owned firms.....0 to 30 points
  - a. 0 to 5 years (Experience).....5 pts.
  - b. 5 to 10 years (Experience).....10 pts.
  - c. Participation with locally owned firms.....20 pts.

5. Minority or Female Owned Firm and/or Disadvantaged Business Enterprise (DBE)/Historically Underutilized Business (HUB) Participation:.....0 to10 points

Total Possible Points: .....100 points

### Housing Advisory Committee

#### Hidalgo County

3 – Entitlement/Communities  
1 –County  
4 Subtotal

#### Cameron County

2 – Entitlement/Communities  
1 – County  
3 Subtotal

#### Willacy County

1 – County  
1 – Largest City  
2 Subtotal

1 – COG Grassroots (Board Designee)  
2 – Small City (Board Designee – one each Cameron & Hidalgo County)

### **SUBMISSION REQUIREMENTS/REQUESTS FOR ADDITIONAL INFORMATION**

#### **PROPOSALS**

In order to be considered, qualifications must be received by the LRGVDC Office prior to 3:00 p.m. on Friday, March 19, 2010. Twelve (12) copies and one original of the qualifications should be submitted to the LRGVDC Office, 311 N. 15<sup>th</sup> Street, McAllen, Texas 78501, (956) 682-3481. The LRGVDC reserves the right to reject any or all qualifications. All qualifications should be sealed and marked on the outside “LRGVDC DISASTER RECOVERY PROGRAM PROPOSAL FOR HOUSING REHABILITATION/ASSISTANCE PROGRAM MANAGEMENT – HOUSING PROGRAM.”

The selected firm should be ready to submit one (1) sealed cost proposal at a moment’s notice

Responses should include:

1. the firm’s legal name, address, and telephone number;
2. length of time firm has been in business under current name;
3. a description of prior experience with project utilizing CDBG funds in the past five (5) years;
4. a description of prior experience in administering CDBG/HUD Housing Programs during the last five (5) calendar years;
5. a description of prior contractual experience with LRGVDC and/or Disaster Recovery Funding;

6. a description of educational background of the project manager who will be assigned to the project;
7. extent of local firm affiliation and length of time;
8. minority or female owned businesses and/or Disadvantaged Business Enterprise (DBE)/Historically Underutilized Business (HUB) Participation;
9. provide current information on professional liability errors and omissions coverage.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The LRGVDC is an equal employment opportunity employer.

**SUBMISSION REGARDING QUALIFICATIONS**

Questions concerning the submission of Qualifications should be addressed in writing to:

Victor Morales  
Lower Rio Grande Valley Development Council  
311 N. 15<sup>th</sup> Street  
McAllen, Texas 78501  
Email: vmorales@lrgvdc.org  
Office: (956) 682-3481  
Fax: (956) 682-3295