

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

**REQUEST FOR PROPOSAL
FOR Economic Resiliency Plan
Consultant**

“RFP for Economic Resiliency Plan Consultant”

PROPOSAL DEADLINE: December 6, 2021, at 3 PM (CT)



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)
301 WEST RAILROAD ST.
WESLACO, TEXAS 78596 WWW.LRGVDC.ORG

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SECTION I: GENERAL INFORMATION

1.1 SOLICITATION SCHEDULE

Release date of Request for Proposal:	November 18 th , 2021
Pre-Bid Conference:	There will be no pre-bid conference.
Last day to submit written questions:	November 30 th , 2021 – 5 PM
Proposal Deadline:	December 6th, 2021 – 3 PM
Public Bid Opening: (Official time clock is LRGVDC phone system) (https://global.gotomeeting.com/join/545092973)	December 7 th , 2021 – 2:30 PM
Proposals will be evaluated by a committee on a date that best serves the process but before board approval.	
Interviews	Date To be Determined
Selection Considered for Board Approval:	December 15 th , 2021
Project Begin Date:	January 3, 2022
Project End Date:	June 30, 2022

If the LRGVDC determines, in its sole discretion, that it is necessary to change any of the dates and times, it will issue an Addendum to this RFP.

1.2 AUTHORIZED AGENCY CONTACT

- Offerors may submit questions and inquiries via email only to lrgvdc@lrgvdc.org. The LRGVDC reserves the right to not respond to any questions that may jeopardize the solicitation or selection process.
- Questions submitted in writing, via email will be answered within three business days.
- Inquiries, questions, and responses shall be posted as addendums on the LRGVDC website. Offerors should frequently check for periodic updates.

1.3 PROJECT SUBMISSION

**All Proposals shall be submitted electronically and must have
“RFP - Economic Resiliency Plan Consultant” in the subject line of the email.**

All proposals must be emailed to:

lrgvdc@lrgvdc.org

RFP – Economic Resiliency Plan Consultant

- Fax copies are not acceptable.
- LRGVDC Office Hours: Monday through Friday from 8:00 AM to 5:00 PM

SECTION II: BACKGROUND INFORMATION

2.1 LRGVDC OVERVIEW

The Lower Rio Grande Valley Development Council (LRGVDC) is one of twenty-four (24) state planning regions and association of local governments formed under Texas Law to address issues and planning needs that cross the boundaries of individual local governments. The LRGVDC coordinates planning efforts, provides a regional approach to problem solving through cooperative action and provides direct services, when applicable. The designated geographical service area is the 3,643 square miles of Cameron, Hidalgo and Willacy Counties.

The LRGVDC is comprised of programs in the fields of economic development, public safety, transportation, environmental services and health and human services. Funding to support these programs originates from local, state, and federal sources. LRGVDC is governed by a twenty- seven (27) member Board of Directors of whom two-thirds are required to be elected officials of the designated boundaries.

2.2 PROJECT SUMMARY

The LRGVDC is soliciting Request for Proposal (RFP) for the selection of an Economic Resiliency Plan Consultant to provide professional services to the Lower Rio Grande Valley Development Council (LRGVDC).

The Economic Development Administration (EDA) awarded the Lower Rio Grande Valley Development Council (LRGVDC) a CARES Act Recovery Assistance grant to respond to the coronavirus pandemic. The CARES Act Supplemental EDA Award will fund technical assistance and planning to “prevent, prepare for, and respond to coronavirus...including for necessary expenses for responding to economic injury as a result of coronavirus,” as part of the Coronavirus Aid, Relief, and Economic Security Act, Pub.L.116-136 (March 27, 2020) (CARES Act).

An Economic Resiliency Plan is needed to address short-term and long-term economic development impacts and aid in the economic recovery for future pandemics and disasters. A Consultant is sought to provide multi-faceted expertise to prepare the Plan. The Plan will formulate and develop strategies to recover from the effects of the pandemic while supporting the needs of the region’s workforce. The Plan will serve as a path for regional recovery and a guide to prepare for and sustain future economic pandemic, disasters, and recoveries.

To ensure compliance with the EDA and related requirements, LRGVDC is seeking Request for Proposal for the provision of services relating to the development of the Plan which will cover the three counties in deep South Texas that are in the LRGVDC’s regional planning area. These counties are Hidalgo, Cameron, and Willacy.

2.3 PROJECT SCOPE

The offeror shall provide a proposal, in accordance with the terms and conditions set forth herein, to develop options according to the project scope.

The following activities should be included:

1. Create and distribute a community needs survey regarding the economic impact of the coronavirus pandemic to be distributed to residents, businesses, and organizations in the three-county region.
2. Aggregate and analyze quantitative and qualitative data from the community needs survey. Extrapolate data for use in a regional short-term economic “endurance” strategy.
3. Identify and contact relevant regional stakeholders.
4. Facilitate 15-30 community interviews, organized roughly by industry/sector, with relevant regional stakeholders regarding the impact of the coronavirus pandemic on their respective organizations, industries, and communities.
5. Aggregate and analyze qualitative data from community meetings. Extrapolate data for use in a regional long-term economic recovery strategy and a regional economic resilience strategy.
6. Prepare written short-term economic endurance strategy, long-term economic recovery strategy, and regional economic resilience strategy which should include broadband expansion to support economic development opportunities.
7. Presentation of the Resiliency Plan at a late Spring 2022 event.

2.4 STATEMENTS OF QUALIFICATIONS

1. A description of expertise, experience, and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.
3. A list of references.
4. Resumes of professional staff members that will work on this project.
5. Name of person to oversee the project.
6. Description of scope of services as per “Description of Services Needed” including approach to project, especially those that are unique to your proposal.
7. Ability to complete the work within the required timeframe (completed by Spring 2022).
8. Summary of performance record.

2.5 EVALUATION CRITERIA

Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project (25pts).
2. Past record of performance on contracts, including quality of work, timeliness, and cost control (25pts).
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm (25 pts).
4. Familiarity of the organization with this type of project or problems applicable to the project (25pts).

A committee will evaluate and score all proposal to determine the most qualified. Those most qualified will be invited to respond to a subsequent Request for Proposals which will include the submission of a Fee Proposal. Final approval will come from board of directors.

2.6 SUBMISSION OF PROPOSALS:

2.6.1 DEADLINE AND LOCATION: The LRGVDC will receive Proposals at the time and location described below.

December 6th, 2021, at 3 PM CT

LRGVDC

301 W. Railroad Building "D"

Weslaco, Texas 78596

2.6.2 Submit the proposal as a PDF file or similar via email to lrgvdc@lrgvdc.org. The file submitted must reflect a scanned copy of an original signature.

2.6.3 Late received proposals will not be returned to the respondent but will remain unopened.

2.6.4 The LRGVDC will not acknowledge or receive proposals that are delivered by telephone or facsimile (fax)

2.6.5 Properly submitted proposals will not be returned to respondents.

2.6.6 Proposal materials should be electronically submitted via email and must clearly identify the submittal deadline, the RFP number, and the name and return address of the respondent.

2.7 EVALUATION OF PROPOSALS:

The evaluation of the proposals shall be based on the requirements described in this RFP. All properly submitted proposals will be reviewed, evaluated, and ranked by the LRGVDC.

2.8 LRGVDC's RESERVATION OF RIGHTS:

The LRGVDC may evaluate the proposals based on the anticipated completion of all or any portion of the project. The LRGVDC reserves the right to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the project. LRGVDC makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

2.9 ACCEPTANCE OF EVALUATION METHODOLOGY

By submitting its proposal in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the LRGVDC.

2.10 REIMBURSEMENT FOR COSTS:

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

2.11 PRE-SUBMITTAL CONFERENCE:

There will be no pre-submittal conference.

2.12 ELIGIBLE RESPONDENTS:

Only individual firms or lawfully formed business organizations may apply. The LRGVDC will contract only with the individual firm or formal organization that submits a proposal.

2.13 SALES AND USE TAXES:

Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include the LRGVDC. The section further permits the purchase tax-free of tangible personal property for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

2.14 CERTIFICATION OF FRANCHISE TAX STATUS:

Respondents are advised that the successful respondent will be required to submit certification of franchise tax status as required by State Law (H.B. 175, Acts 70th Leg. R.S., 1987, Ch. 283, p. 3242). The contractor agrees that each subcontractor and supplier under contract will also provide a certification of franchise tax status.

2.15 DELINQUENCY IN PAYING CHILD SUPPORT:

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate.

2.16 STATE REGISTRATION OF ENGINEERING FIRMS:

Respondents are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation or joint stock association.

2.17 DISCLOSURE OF INTERESTED PARTIES STATUTE.

In its proposal, Respondents must agree to comply with [Section 2252.908, Texas Government Code](#) ("Disclosure of Interested Parties Statute") and [1 Texas Administration Code Sections 46.1 through 46.3](#) ("Disclosure of Interested Parties Regulations") as implemented by the Texas Ethics Commission ("TEC"), including, among other things, providing the TEC and LRGVDC with the information required by the Disclosure of Interested Parties Statute and the Disclosure of Interested Parties Regulations on the form promulgated by the TEC. The form will be required to be submitted to LRGVDC prior to the countersigning of the final agreement and not submitted with this RFP.

SECTION III: PROPOSING CONDITIONS

3.1 QUALIFICATION SUBMISSION

Sealed proposals are invited by the LRGVDC for all labor, services, materials, supplies, equipment, tools, transportation, and other facilities necessary or proper to meet the requirements of the specifications included in scope of service. The LRGVDC may waive and/or disqualify any proposal not prepared and submitted in accordance with the provisions herein.

Proposals will be received electronically via email. Any proposals received after the time and date deadline will not be considered. Also, any proposals may be withdrawn prior to the scheduled time for the opening thereof.

3.2 STATUS OF INFORMATION

The LRGVDC shall not be bound by oral or written information released prior to the issuance of the bid. All inquiries regarding this application must be submitted in writing via email to lrgvdc@lrgvdc.org. Offerors are advised that from the date this solicitation is issued until the award of the contract, NO contact with personnel and/or Governing Body related to this solicitation is permitted, except as authorized such as email inquiries.

3.3 QUALIFYING CONDITIONS

The proposal shall state whether the offeror is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co-partnership, specify the full name or names of all interested parties.

The successful offeror shall submit a certificate of incorporation in the state of Texas or proof of authorization to do business in the State of Texas.

The Contractor shall procure and maintain insurance for the duration of the contract. The Contractor shall indemnify and hold the LRGVDC harmless.

The Contractor shall pay any and all Federal, State, County, or City taxes which may be applicable herein.

The LRGVDC shall not be liable for any costs incurred by offerors in the preparation of proposals or for any work performed in connection therewith.

The LRGVDC reserves the right to postpone or cancel the bid and to reject any or all proposals.

3.4 NON-COLLUSIVE PROPOSING CERTIFICATE

All offerors must complete the Non-Collusion certification included submitted as part of the proposal. Any offers submitted without the fully executed Non-Collusion Certifications will be rejected.

If in any case the offeror cannot make the foregoing certification, the offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason, therefore.

The offeror whose proposal is accepted shall, after written notice by the designated agency staff member enter into a contract and furnish an insurance certificate complying with the provisions of insurance specification. The notice shall be served personally or by the mailing thereof in a postpaid wrapper addressed to the offeror at the address given in the proposal. This contract must be approved by the LRGVDC.

The contract shall be governed and construed under the laws of the State of Texas. Venue for any and all disputes under the contract shall be in Hidalgo County, Texas. Any and all settlement discussions, examinations before trial, depositions and or any other proceedings related to any disputes under the contract shall also be held in Hidalgo County, Texas.

3.5 ADDENDA

Any addenda issued during the time of proposing must be included in the proposal, and in enacting the contract, they shall become a part thereof.

The LRGVDC will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the proposal deadline.

Offerors should not rely on any representations, statements, or explanations other than those made in this bid or in a formal addendum.

The offeror should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Offerors are required to acknowledge the number of addenda received as part of their proposals.

3.6 CONFIDENTIAL/PROPRIETARY INFORMATION

Offerors should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material, upon request, should not be disclosed.

3.7 ORAL PRESENTATIONS AND INTERVIEWS

The LRGVDC will require offerors to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

3.8 OFFERORS ACCEPTANCE OF CONTRACT PROVISIONS

By submitting a proposal to the LRGVDC the offeror accepts the standard contract provisions that will become part of the final contract subject to agreement by both parties.

3.9 CONTRACT AWARD

Any proposed contract award shall be subject to all required approvals. Contract award shall be subject to the conditions listed in this solicitation, where applicable.

3.10 CONTINUATION CONTRACTS

The following provisions apply to continuing contracts awarded as the result of this solicitation: The contract is subject to modification or cancellation if adequate funds are not appropriated to the LRGVDC to support the continuation of performance in any fiscal year succeeding the first year.

The contract is subject to modification or cancellation if the contractor's performance is not satisfactory; and the Contract Coordinator will notify the contractor as soon as it is practicable that the funds are not available for the continuation of the contract term for each succeeding year.

3.11 FORCE MAJEURE

Neither Respondent nor Agency shall be liable to the other for any delay in, or failure of performance, of any requirement included in a contract resulting from this solicitation caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome.

3.12 FEDERAL REQUIREMENTS

24 CFR Part 85.36.

1. Title VI of the Civil Rights Act of 1964.
2. Conflict of Interest (24 CFR Part 570).
3. Access to records.
4. Executive Order 11246 - Equal Employment Opportunity
5. Executive Order 12138 - Women Business Enterprise Policy.
6. Architectural Barrier Act of 1968.
7. Age Discrimination Act of 1975.
8. Section 3 Clause - Housing and Urban Development Act of 1968.
9. Section 504 - Rehabilitation Act of 1973.
10. Retention and Custodial Requirements (24 CFR Part 85.42).
11. Executive Order 11063.
12. Affirmative Action Program / Plan.
13. Davis Bacon and Related Acts

SECTION IV: LRGVDC PROPOSAL PACKET

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
301 WEST RAILROAD-BUILDING "D" WESLACO, TEXAS 78596

THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH THE SEALED PROPOSAL:

- A. Proposal Acknowledgment**
- B. Addenda**
- C. Certificate of Incorporation**
- D. References Sheet**
- E. Non-Collusion Certificate**
- F. Declaration of Conflict of Interest**

A. PROPOSAL ACKNOWLEDGEMENT

REQUEST FOR PROPOSAL for Economic Resiliency Plan Consultant

ISSUE DATE: November 19th, 2021

RFP DEADLINE: December 6th, 2021 – 3 PM CT

TO THE ADMINISTRATION DEPARTMENT OF THE LRGVDC:

The undersigned hereby proposes and agrees to furnish all services, plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents.

By submitting the Response, Respondent represents and warrants that the individual submitting this document and the documents made part of this Response is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract that may result from the submission of this Response.

By submission of this proposal, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

EXECUTED this ____ day of ___, 20 ____.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

**SWORN TO AND SUBSCRIBED before me by ___,
on the __ day of ___, 20 ____.**

Notary Public, State of Texas

Commission Expiration

This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

B. ADDENDA

In the space provided below, acknowledge receipt of addenda: *(if applicable)*

Date Received:

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

C. CERTIFICATION OF INCORPORATION

CONTRACTOR MUST SUBMIT CERTIFICATION OF INCORPORATION IN THE STATE OF TEXAS OR MUST SHOW PROOF OF AUTHORIZATION TO DO BUSINESS IN THE STATE OF TEXAS.

To facilitate correct drawing and execution of contracts, offerors shall supply full information concerning legal status as follows:

NAME: _____

Type: CORPORATION CO-PARTNERSHIP INDIVIDUAL TRADE NAME N/A

If Foreign Corporation, state if authorized to do business in the State of Texas: YES NO

ADDRESS OF PRINCIPAL OFFICE:

Street:	
City:	
State:	
Zip code:	

PRINCIPAL OFFICERS:

NAME	ADDRESS	TITLE
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PRINCIPAL STOCKHOLDERS:

NAME	ADDRESS	TITLE
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If Co-Partnership, Names of Partners and Addresses are:

If doing business under Trade Name, Assumed Name or Firm Style:

Name of LRGVDC:	Certificate Filed:	(Place)	(Date)
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D. REFERENCES

List below at least three (3) references where your firm is providing or has provided services comparable to those contained in your proposal:

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

E. NON-COLLUSION AFFIDAVIT

STATE OF TEXAS §
§
COUNTY OF
HIDALGO §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Title 2 - Section 15.01, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

EXECUTED this _____ day of _____, 20__ .

Signature: _____ Printed
Name: _____
Title: _____
Company: _____

SWORN TO AND SUBSCRIBED before me by _____ ,
on the ___ day of _____, 20__ .

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

F. DECLARATION OF CONFLICT OF INTEREST (AFFIDAVIT OF INTEREST)

STATE OF TEXAS § COUNTY OF HIDALGO §

I, _____, as an **[employee, officer or agent, or any member of his/her immediate family, a partner or a person or an organization which employs or may employ in the near future any of these individuals]** of the LRGVDC, make this affidavit and state that I have a financial or other substantial interest in the LRGVDC which may be considered for the award of **[specify contract or procurement]**.

My interest is as follows:

Upon the filing of this affidavit with the Lower Rio Grande Valley Development Council, I affirm that I will abstain from any further participation in this **[contract or procurement]** whatsoever.

EXECUTED this ____ day of, 20__.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by __,
on the _____ day of _____, 20_____.

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.
2. Upon filing the Affidavit, the officer, employee or agent must abstain from participating in the procurement process pursuant to the ethics policy set forth in Article VII.