



City of Dripping Springs

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Agenda Item Report from: [TIRZ Project Manager / Keenan Smith](#)

TIRZ Board Meeting Date:	12/14/2020
Agenda Item Wording:	Old Fitzhugh Rd. "Grant Writer Services" RFQ / SOQ Evaluation & Recommendations
Agenda Item Requestor:	TIRZ Project Manager / Keenan Smith
Board Member Sponsor:	TIRZ Board Chair / Dave Edwards
<p>Summary/Background: The City of Dripping Springs has assisted the TIRZ by issuing a Request for Qualifications (RFQ), which solicited Statements of Qualifications (SOQ's) for Grant Writing and Management Services firms for the Old Fitzhugh Road Project.</p> <p>Four (4) respondents successfully submitted SOQ's as of the 10/30/20 deadline, per the RFQ specifications and requirements.</p> <p>A Committee consisting of the TIRZ Project Manager, the TIRZ Board Chair and City Staff reviewed, evaluated and scored the SOQ's received based on the Selection Criteria stated in the RFQ. This preliminary evaluation identified three (3) respondents with strong qualifications but differing capabilities and approaches. These firms were invited to participate in a short interview for the purpose of gaining improved understanding of each firm, further exploring proposed Grant Writing approaches, illuminating any distinguished personnel or unique capabilities, and getting a better overall feel for their qualifications.</p> <p>After conducting the (3) invited interviews, the Committee completed the final SOQ evaluations, including award of additional points for interview performance. The highest final score, and the Committee's finding and recommendation as "most qualified" went to the TJKM SOQ response (see attached).</p> <p>In addition to a strong initial scoring vis. the RFQ Evaluation Criteria, the TJKM SOQ and Interview performance showed:</p> <ul style="list-style-type: none">• Demonstrated Funding Success- for similar multiple-element, complex civic projects• Creative Funding Approaches- including identifying a variety of funding sources• Best Project Understanding- & interest in the success of the TIRZ OFR Project• Project-specific SOQ Preparation- & most appropriate Proposed Scope of Work• Distinguished Interview Performance- including the Proposed Project Personnel <p>Staff Recommendation: Approval of TJKM as "most qualified" firm for Grant Writing & Management Services based on the RFQ requirements, and Evaluation Criteria, the Committee evaluation, scoring process, findings and recommendations.</p> <p>Next Steps: City Council approval, and authorization for Staff to negotiate a Scope of Work and Professional Services Agreement (PSA) with TJKM for Grant Writing & Management Services for the TIRZ Old Fitzhugh Road Project.</p> <p>Respectfully Submitted: Keenan E. Smith, AIA / TIRZ Project Manager 12/10/20- 1500 hrs</p>	

Staff Recommendations:	TIRZ Board Approval; forward recommendation to City Council;
Actions by Other Jurisdictions/Entities:	N/A
Previous Council Action:	N/A
Recommended Council Action:	Approval with Staff Recommendations. Authorize Staff to negotiate Scope of Work & PSA with recommended firm.
Alternatives/Options:	Deny. Table Item to a Date Certain.
Budget/Financial Impact:	Funding allocation is proposed from TIRZ Budget; amount and line item to be identified during Scope of Work and PSA negotiations. Funding subject to approval by TIRZ Board and City Council in a subsequent meeting.
Attachments:	Dripping Springs_Grant Writing_TJKM.PDF (SOQ Response)
Related Documents at City Hall:	TIRZ OFR Grant Writer RFQ. TIRZ OFR Grant Writer SOQ Responses (4) TIRZ OFR SOQ Evaluations_Final_201203
Public Notice Process:	N/A
Public Comments:	N/A
Enforcement Issues:	N/A
Comprehensive Plan Element:	N/A
Next Step/Schedule:	City Council Approval. Scope of Work & PSA negotiations. PSA to be brought to TIRZ Board and City Council at subsequent meetings (Jan. 2021).