

## GLO-Community Development Block Grant

## Phase Two Solicitation for Administrative Services - May 23, 2022

## Response from Service Provider

| Applicant Community:                                                                                           | <b>City of Richwood</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Name of Firm Providing Proposal: | Ricardo Gomez and Associates    |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|
| Fund Category:                                                                                                 | CDBG -MIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Firm Point of Contact:           | Ricardo Gomez                   |
| Date Proposal Submitted:                                                                                       | <b>May 25, 2022</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Total Proposed Cost:             | *10% of Construction costs.     |
| Conflict of Interest:<br>(identify any actual or potential conflict of interest that must be addressed)        | <input checked="" type="checkbox"/> No employee, officer or agent of the Grant Recipient or Applicant/Service Provider shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.<br><br><input checked="" type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> <li>Owner or employee of the firm has a familial relationship with a local official, including the utility provider. <b>NO</b></li> <li>Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project. <b>NO</b></li> <li>Other <b>N/A</b></li> </ul> |                                  |                                 |
|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |                                 |
| Cost Category                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Fee                     | Self-Performed or Subcontracted |
| <b>Pre-application Costs (not payable or reimbursable with GLO-CDBG funds)</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |                                 |
| Preparation and submittal of grant application                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -0-                              | Self-Performed                  |
| <b>Basic Services (all grant administration contracts)</b> *14% of Construction and Acquisition Activity costs |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |                                 |
| Environmental review                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 30%                              | Self-Performed                  |
| Assistance in procurement process                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5%                               | Self-Performed                  |
| Preparation and submittal of drawdown requests                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | -0-                              | Self-Performed                  |
| Record keeping                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20%                              | Self-Performed                  |
| Preparation and submittal of reports as required                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5%                               | Self-Performed                  |
| Contract management                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 25%                              | Self-Performed                  |
| Preparation and submittal of close-out documents                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10%                              | Self-Performed                  |
| <b>Other Services (include only applicable services)</b>                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |                                 |
| Housing activities                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                              |                                 |
| OSSF activities                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                              |                                 |
| Acquisition of real property services                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N/A                              |                                 |
| Labor standards                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5%                               | Self-Performed                  |

GLO-CDBG Applicant: City of Richwood

Firm Responding: Ricardo Gomez &amp; Associates

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| <b>Other Fees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
| List any other fees necessary to successfully complete a project (add rows as necessary).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
| <i>If <b>land acquisition</b> is required, those fees will be negotiable separately.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
| <b>Proposed Scope of Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
| Check services proposed for the anticipated TxCDBG project (add rows as necessary).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| <b>Application Preparation Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| <input checked="" type="checkbox"/> Provide general advice and technical assistance in preparing the application in conformance with GLO-CDBG program requirements;<br><input checked="" type="checkbox"/> Prepare beneficiary documentation in conformance with GLO-CDBG program requirements; and<br><input checked="" type="checkbox"/> Ensure the completed application is submitted to TDA on or before the application deadline.<br><input type="checkbox"/> Other:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
| <b>Basic Contract Implementation Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
| <input checked="" type="checkbox"/> Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with GLO-CDBG program requirements;<br><input checked="" type="checkbox"/> Assist in the procurement process such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;<br><input checked="" type="checkbox"/> Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests and retention of all pertinent records and documents sufficient to reflect all charges submitted;<br><input checked="" type="checkbox"/> Assist in meeting record keeping requirements of the GLO-CDBG program, including the establishment and maintenance of an acceptable filing system;<br><input checked="" type="checkbox"/> Assist in contract administration and monitoring requirements of the GLO-CDBG program, including enforcement of compliance requirements;<br><input checked="" type="checkbox"/> Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;<br><input checked="" type="checkbox"/> Assist in meeting all special condition requirements stipulated in the grant contract;<br><input checked="" type="checkbox"/> Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;<br><input checked="" type="checkbox"/> Monitor the work of authorized contractors and subcontractors.<br><input checked="" type="checkbox"/> Furnish necessary forms and submit all required reports as outlined in the grant contract;<br><input checked="" type="checkbox"/> Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and<br><input checked="" type="checkbox"/> Prepare and coordinate the submission of appropriate documents for GLO-CDBG contract close-out and completion.<br><input checked="" type="checkbox"/> Assist in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term;<br><input type="checkbox"/> Other: |  |  |



**Assistance for Acquisition of Real Property**

- ☐ Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation and submission of required reports to TDA. **\* Costs associated with Acquisition of Real Property, if necessary and required of the project, will be negotiated separately.**
- ☐ Other:

**Compliance with federal Labor Standards**

- ☒ Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and
- ☒ Serve as Labor Standards Officer for the project.
- ☐ Other:

\*10% of Construction costs.