

**REQUEST FOR PROPOSAL (RFP)
CONTRACT ADMINISTRATIVE
SERVICES**

Post Oak Savannah Groundwater Conservation District (“District”) is seeking to enter into a contract with a competent administration/management consultant to assist the District in the overall management of its Aquifer Conservancy Program (“ACP”). The following outlines the request for proposals.

DISTRICT CONTACT:

Gary Westbrook
gwestbrook@posgcd.org
512-455-9900

PROPOSAL SUBMITTAL DEADLINE & PROCESS:

A hard copy of the proposal shall be received by no later than **12:00 p.m., noon, on February 22, 2019** addressed to Gary Westbrook, Post Oak Savannah Groundwater Conservation District, 310 East Avenue C, Milano, Texas 76556. An electronic copy of the proposal should be received via email at gwestbrook@posgcd.org no later than **12:00 p.m., noon, on February 22, 2019**. Proposals will be reviewed by an evaluation committee of the District.

Questions regarding this RFP should be made in writing via email to District Contact listed above no later than 12 p.m. noon on February 15, 2019.

It is the responsibility of the submitting entity to ensure that the Proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. The District reserves the right to negotiate with any and all persons or firms submitting timely Proposals.

The District is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

A MANDATORY PRE-PROPOSAL MEETING IS SET FOR FEBRUARY 8, 2019 AT 2:00 pm AT THE DISTRICT’S OFFICES.

SCOPE OF WORK:

The professional administration/management firm/consultant to be hired is to provide property title/ownership verification and contract-related management services to the District, including but not limited to the following areas:

1. Property Title/Ownership Assistance
2. Contract Administration and Management
3. Conservancy Fund Assistance
4. Report for Board of Directors

Services requested and anticipated to be fulfilled by the firm/individual will not be of a full-time basis, but will require periodic attention throughout the year. Specific actual tasks to be performed under each of these categories, includes but are not limited to:

1. Property Title Assistance: Review of title documents to ascertain ownership interest(s), verify that ownership is still in the same name and the approximate acreage of the property under such ownership. Establish and maintain a non-proprietary recordkeeping system of all information concerning ownership.

2. **Contract Administration and Management:** Ensure ACP agreements are entered into with property owner(s). Establish and maintain a non-proprietary recordkeeping system of all information relating to the agreement, including owner(s) name(s), address, phone, total acreage, acreage committed to the ACP, date and term of agreement and amount to be paid to owner(s) under such agreement. Coordinate with the General Manager and the District's legal offices any additional paperwork related to changes in ownership, amount of acreage or termination of agreement. Original files shall be organized and maintained by the individual/firm, but shall be located at the District's offices.

3. **Conservancy Fund Assistance:** Preparation of documents necessary to afford the District the ability to pay, either by check or ACH, to property owner(s) the amount owed, as well as track when payments are due throughout the term under the agreement, the amount sent, and notation of when check or ACH is deposited/clears account. Establish and maintain a non-proprietary recordkeeping system of the financial information.

4. **Report for Board of Directors:** An annual report shall be prepared to include total number of agreements entered per year, the total acreage committed to the ACP, the total amount of payments that have been made to the property owners and the projected totals.

STATEMENT OF QUALIFICATIONS:

The District is seeking to contract for one (1) year with a competent independent professional administration/management firm/consultant that is experienced in contracts administration and management, has the ability to review and verify title information and recorded title documents, as well as assist with ensuring funds are tracked and expended properly. Additional terms of one (1) year are anticipated for as long as the Aquifer Conservancy Program continues. Specifically, it is seeking those consultant(s) or firm(s) with the following qualifications:

1. Related experience in managing and administering contracts – contracts similar to grants or conservancy programs would be especially pertinent.
2. Related Experience / Background in property title and ownership verification through recorded documents and initial review of title documents and/or through review of documents at the appropriate appraisal districts.
3. Related Experience/Background in checking and cross-checking fund expenditures and payments to Conservation Program participants. The individual or firm will be expected to establish, with the District, the protocol to be followed which will verify the details of the Conservation Program and its participants, assist with any audits of the Conservation Program/District, and keep accurate records that will minimize fraud against the District or with the Conservation Program.

In addition to the above, please provide:

1. A brief history of the proposing firm/consultant, including background, knowledge of and experience, including working with governmental agencies with an emphasis on recent experience;
2. A list of referrals, including state or local government clients, if available;
3. Resumes of all individuals/employees who will or may be assigned to provide technical assistance to the District on this project if you or your firm is awarded this administration/management services contract;
4. Insurance certificate showing the following minimum levels of coverage: \$500,000 general liability, \$500,000 automobile liability, and worker's compensation (if required), \$1,000,000 umbrella coverage. Said insurance policies shall be with insurance carriers licensed to do business in Texas.

PROPOSED COST OF SERVICES:

Please provide your cost proposal to accomplish the scope of work by category outlined above and for any additional activities required. The proposed budget must include all costs that are necessary to successfully

complete this project. Please note that the District will not use lowest proposed cost bid as the sole basis for entering into this contract; rather, award will be made to the individual or firm providing the best value to the District, cost and other factors considered.

EVALUATION CRITERIA:

The proposals received will be evaluated and ranked according to the following criteria:

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

Submission of a proposal shall serve as evidence that the individual or entity/firm has familiarized himself/herself with, and understands, the solicitation, its terms and general conditions, etc., under which the contract is to be awarded, administered, and performed. The District will not be responsible for any interpretations or misinterpretations of any oral instructions.

SUBMISSION REQUIREMENTS:

- **A statement of conflicts of interest** (if any) the proposing individual or entity or key employees may have regarding these services, and a plan for mitigating the conflict(s). Please note that District may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- **System for Award Management.** Consultant/Firm, and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the company as well as the company’s principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.
- **Certification Regarding Lobbying,** enclosed in Exhibit C. Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
- **Form 1295,** enclosed in Exhibit C. Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the District will require the completion of Form 1295 “Certificate of Interested Parties” pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.
- **Required Contract Provisions.** Applicable provisions enclosed in Exhibit D must be included in all contracts executed as a result of this RFP.

STANDARD TERMS AND CONDITIONS:

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the District to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

PROPOSALS BINDING

Proposals must set forth accurate and complete information as required by this RFP (including attachments). Negligence upon the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the submission of proposals.

LATE PROPOSALS, MODIFICATIONS, OR WITHDRAWALS

Proposals received after the date and the time indicated will not be considered and will be returned unopened if the Offeror is identified on the envelope or in the email.

Proposals may be withdrawn or modified in writing prior to the proposal opening. Responses that are resubmitted or modified shall be sealed and resubmitted to the General Manager prior to the proposal opening.

PROPOSAL COSTS

All costs for preparing the proposals are to be borne by the Offeror and may not be included in the cost proposal.

PROPOSAL SIGNATURE

The District will prepare a contract for the Successful Offeror using the name exactly as it appears on the proposal. Therefore, it is imperative the Offeror sign the proposal using correct and complete legal names and titles. Further, all proposals shall be signed by the individual who has authority to bind such entity/firm.

CONFIDENTIAL MATERIAL

Proposals will remain confidential until an award is made, except for the information that is public during a proposal opening. At that time, all information is public unless considered confidential by the Public Information Act, such as trade secrets and financial information. Offeror must indicate if any of the information provided constitutes an exception to the Public Information Act. All information not labeled as confidential will be presumed to be public information.

LAWS AND REGULATIONS

The District requires that all responses to this RFP, and any contracts that may result, be in accordance with the laws and regulations of the State of Texas. Furthermore, the awarded Consultant must adhere to all Occupational Safety and Health Administration standards as applicable to the contracted work.

PROPOSAL ACCEPTANCE PERIOD

All prices and conditions of the proposal shall remain in effect for 90 days after the date set for the proposal opening. Proposals offering less than 90 calendar days for acceptance by the District from the date set for opening will be considered nonresponsive and will be rejected.

The District reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the District and to the public; to reject the proposal with the lowest consultant fee; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal. The District's Board of Directors has the ultimate authority to approve any proposal and to authorize execution of the Agreement.