



September 29, 2011

To All Interested Parties:

Attached is a copy of the City of Bastrop's "Request for Proposals" for contract management needed regarding the implementation of the Texas Community Development Program through the Texas Department of Rural Affairs.

The submission requirements and deadline for this proposal are included on the attached form. The City reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Bastrop is an Affirmative Action/Equal Opportunity Employer.

Sincerely,

A handwritten signature in black ink that reads "Michael H. Talbot".

Michael H. Talbot
City Manager

Attachments

REQUEST FOR PROPOSALS FOR MANAGEMENT SERVICES

The City of Bastrop is seeking to enter into a professional services contract with a competent management/consulting firm to assist the City in the overall management required by the City for the implementation of the Texas Community Development Block Grant Program. The following outlines the request for proposals.

- I. Scope of Work-The management consultant or firm to be hired is to provide contract-related management services to the City of Bastrop, including, but not limited to, the following areas:

- Financial management
- Record-keeping requirements
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity requirements
- Labor standards monitoring
- Contract close-out assistance

Please specify actual tasks to be performed under each of these categories.

- II. Statement of Qualifications - The City is seeking to contract with a competent management consultant firm that has had experience in grants/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:

- Past experience in managing federally-funded local public works construction projects.
- Past experience with the federal Community Development Block Grant program, through either the HUD Small Cities or Texas Community Development Block Grant Program.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all employees who will or may be assigned to provide technical assistance to the City on this project if your firm is awarded this management services contract.

- III. Proposed Cost of Services- These include a proposed cost by Scope of Work category of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City of Bastrop will not use lowest/best bid as the sole basis for entering into this contract.
- IV. The City is an Affirmative Action/Equal Opportunity Employer and strives to attain goals for Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended.
- V. Please submit four (4) proposals to:
City Manager, Michael H. Talbot
City of Bastrop
P. O. Box 427
Bastrop, TX 78602-0427
- VI. Deadline for Submission - 5:00 p.m., October 10, 2011.

PROJECT SUMMARY

Identify the current problem(s) addressed within this application.

The existing 12" wastewater line, from the Gill's Branch Lift Station to Chestnut Street is undersized and has excessive inflow and infiltration due to deterioration.

Action(s): Explain the action(s) used to resolve the problem(s) addressed within this application.

Construction shall consist of the installation of two thousand four hundred fifty linear feet (2,450 LF) of eighteen inch (18") PVC SDR-26 sewer line, eight (8) manholes, two hundred linear feet (200 LF) of twenty-four inch (24 in) cased boring and associated appurtenances. Construction shall take place at the following locations:

<i>STREET</i>	<i>FROM</i>	<i>TO</i>
<i>Fayette Street</i>	<i>Gill's Branch Lift Station</i>	<i>Chestnut Street</i>

What is the anticipated outcome based on the completion of all actions previously identified.

Elimination of the inflow and infiltration will reduce treatment costs at the wastewater treatment plant and provide the needed capacity in the lines.

TABLE 1 - BENEFICIARY DATA (Complete a separate table for each activity)

Identify the target area for this project. Only one Table 1 is needed if the same target area, beneficiaries, and national objective apply. If any of these are different, add a new Table 1. Refer to page 33 of Application Guide.

Target Area: **City of Bastrop Census Tract 9504 BG 1**

Activity Description	HUD Act #	Total Benes	LMI Benes	LMI %	TxCDBG Construction	TxCDBG Engineering	TxCDBG Acquisition	Other Construction	Other Engineering	Other Acquisition	Activity Total
Sewer Improvements	03J	1,722	1,078	62.60%	235,000	40,000	0	25,000	0	0	300,000
General Program Administration (use Construction columns)	21A	0	0	0.00%	0	0	0	30,000	0	0	30,000
ACTIVITY TOTALS:		1,722	1,078	62.60%	235,000	40,000	0	55,000	0	0	330,000

GENDER DATA BY ACTIVITY	
Total Males	Total Females
827	895
Total Benes 1722	

RACE / ETHNICITY BY ACTIVITY				
Race	# Non-Hispanic Beneficiaries	# Hispanic Beneficiaries	Total Activity Beneficiaries	Total Activity Beneficiaries
White	448	452	900	900
Black African American	548	0	548	548
Asian	4	0	4	4
Asian/White	4	0	4	4
Other Multi-Racial	242	0	242	242
American Indian/Alaskan native	24	0	24	24
TOTALS:	1,270	452	1,722	1,722

CONSTRUCTION COMPLETION METHOD(S)	NATIONAL OBJECTIVE
Contract	LMA

Census Tract	Census Geographic Area Data										County Code
	01	02	03	04	05	06	07	08	09	10	
9504	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	021

- Identify the source(s) of "Other Funds".
- This activity provides a citywide benefit
- This activity provides a countywide benefit

City of Bastrop water and wastewater fund.

Beneficiary Identification Method(s)

An approved TxCDBG survey was used to identify the beneficiaries for this activity.

How many families that were surveyed will be assisted by this activity? _____

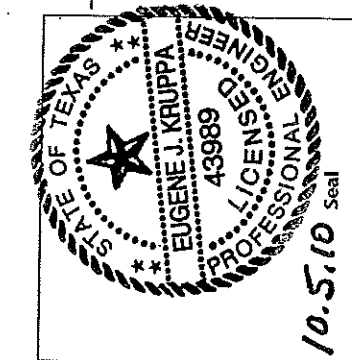
How many housing units that were surveyed will be assisted by this activity? _____

When was the survey started? _____

When was the survey completed? _____

TABLE 2 - BUDGET JUSTIFICATION OF RETAIL COSTS

Activity Description	HUD Act #	Materials/Facilities/Services	\$/Unit	Unit	Qty	Construction	Engineering	Acquisition	Total
Sewer Improvements	03J	18" PVC, SDR-26	\$80.00	LF	2,200	\$176,000	\$0	\$0	\$176,000
Sewer Improvements	03J	Manholes	\$3,500.00	EA	8	\$28,000	\$0	\$0	\$28,000
Sewer Improvements	03J	Extra Manhole Depths	\$100.00	VF	33	\$3,300	\$0	\$0	\$3,300
Sewer Improvements	03J	Trench Protection	\$2.00	LF	2,350	\$4,700	\$0	\$0	\$4,700
Sewer Improvements	03J	24" Steel Case Bore	\$240.00	LF	200	\$48,000	\$0	\$0	\$48,000
Sewer Improvements	03J	Engineering	\$0.00		0	\$0	\$40,000	\$0	\$40,000
						\$260,000	\$40,000	\$0	\$300,000



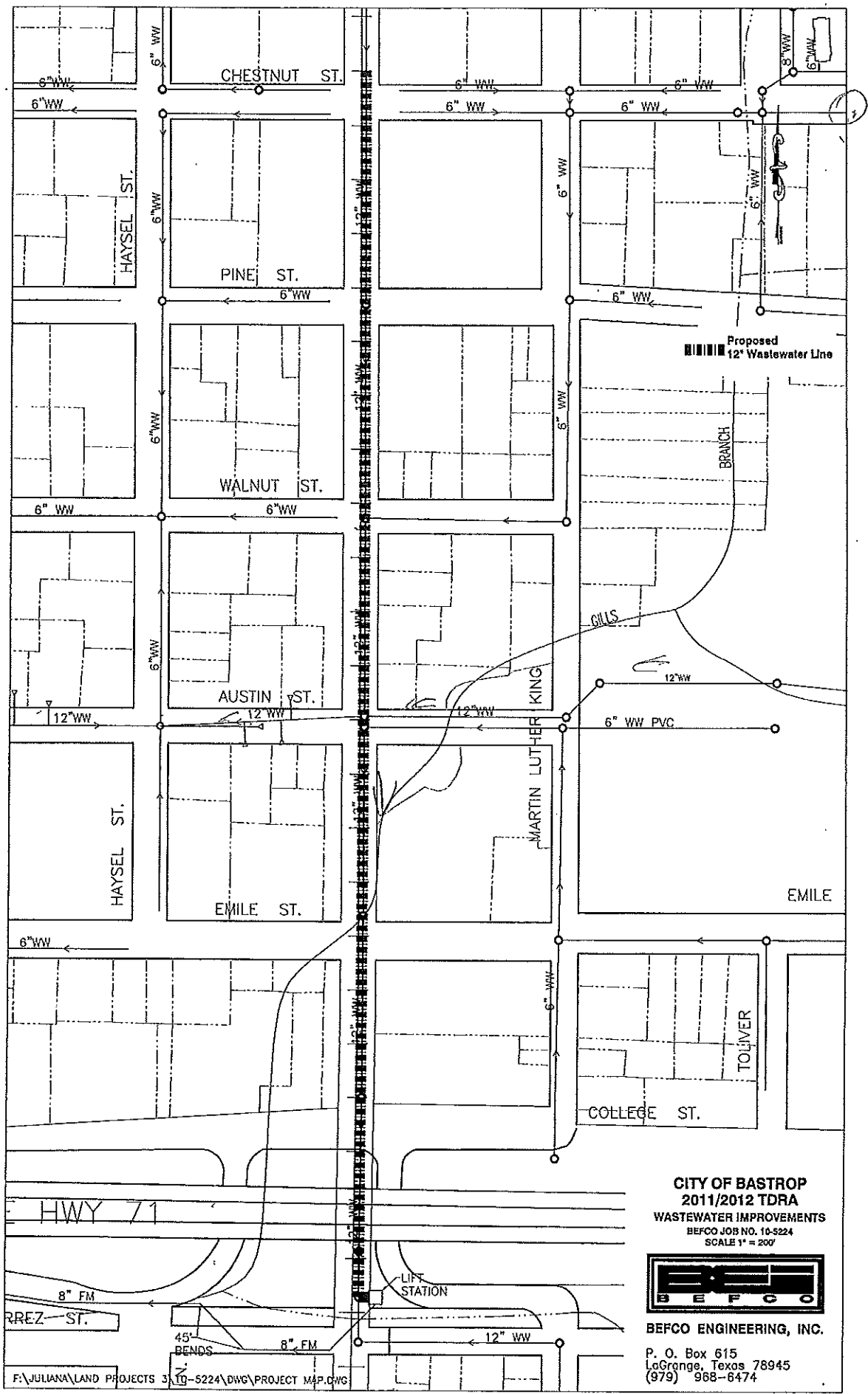
[Handwritten Signature]
 Signature of Registered Engineer/Architect Responsible For Budget Justification:

Oct 5, 2010 +1 (979) 968-6474

Date: Phone Number

Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.

\$500/yr. for line maintenance and operations.



CITY OF BASTROP
2011/2012 TDRA
WASTEWATER IMPROVEMENTS
 BEFCO JOB NO. 10-9224
 SCALE 1" = 200'



BEFCO ENGINEERING, INC.

P. O. Box 615
 LaGrange, Texas 78945
 (979) 968-6474