

COUNTY OF KLEBERG
REQUEST FOR PROPOSALS
FOR GRANT ADMINISTRATOR
KLEBERG COUNTY MASTER DRAINAGE PLAN
FEMA PROJECT# 4485-0174

SEND SUBMISSIONS TO:
HONORABLE JUDGE RUDY MADRID
KLEBERG COUNTY COURTHOUSE
700 E KLEBERG AVE
KINGSVILLE, TX 78363

fgarcia@co.kleberg.tx.us

The County of Kleberg, Texas (“the County”) is seeking responses to this Request for Proposals (RFP) (“Response”) from interested grant administrators to manage costs for the oversight over the grant management component of the grant, financial, administrative procedures, liaison between State, City and Engineer, Quarterly Reporting, reimbursement requests and SOW.

The County intends to enter into a Professional Services Agreement (PSA) with at least one (1) Consultant to provide administration services needed for proposed activities listed above. The County’s decision to award an Agreement will depend on the proposals received, evaluation factors and the County’s sole discretion.

The proposed timeline for questions, submissions, decisions and other actions related to the Project:

Timeline

	Time	Date
RFP Release		April 2, 2026
RFP Responses due	11:00 a.m.	April 23, 2026

Note: A service agreement will be signed with Kleberg County as per County grant submission requirements. The dates shown above may be subject to change within the County’s sole discretion and upon written notification as set forth herein.

Communications

All communications by parties who have indicated an intent to submit or have submitted a Response to this RFP (“Respondents”), including any questions or requests for clarifications, submissions, requests for status updates about the selection process, and any other inquiries whatsoever concerning this RFP shall be sent, by email only, to the following County staff person (“County Contact”):

fgarcia@co.kleberg.tx.us

No contact is permitted with any other County staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the County will respond to all timely questions submitted via e-mail to the County Contact. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the County Contact and will be posted on the County’s web page for this RFP. The County’s failure to timely respond or provide responses to any questions shall not delay or invalidate the County’s right to make a decision to award an agreement pursuant to this RFP.

The County will make every reasonable effort to keep Respondents informed about the process. Notifications about Timeline date changes, amendments to the RFP, and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the County Contact and will be posted on the County's website for this RFP. The County's failure to provide such information shall not delay or invalidate the County's right to make a decision to award an agreement pursuant to this RFP.

Scope of Services

In the Response, please specify which of the opportunities the Respondent is interested in and qualified to perform. The County is seeking technical assistance services to perform at least one of the following services:

Administration of a grant from FEMA for Kleberg County Master Drainage Plan.

Responses must be postmarked or received by the County no later than April 23, 2026 by 11:00 a.m. or you may submit a digital copy to: fgarcia@co.kleberg.tx.us

Honorable Judge Rudy Madrid
Kleberg County Courthouse
700 E Kleberg Ave
Kingsville, TX 78363

This RFP is designed to facilitate the evaluation and selection of Respondents that are best able to achieve the County's objectives. The Response shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the County to effectively review the information contained in the submissions, submissions shall reference the paragraph title and numbered and lettered sections of the RFP. The Response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting for a specific section or requirement of the RFP.

The Response shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its Response, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP. The Response shall be deemed authorization for the County to contact Respondent's references. Evaluation of Responses will be conducted by the County based on information provided in the Respondent's submitted Response and on such other available information that the County determines to be relevant. The evaluation of Responses may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

RFP Respondents shall provide sufficient information in their Response to enable the County review team to make a recommendation to the County Commissioner's Court. The County reserves the right to invite any or all Respondents to an interview to discuss their submission. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The County is under no obligation to select any of the Respondents or to conduct the Project described herein. The County may amend or withdraw the RFP at any time, within its sole discretion. The County shall have no liability for any costs incurred in preparing a submission or responding to the County's requests with respect to the submission.

Response Content

The proposal should include the following information in the order specified:

- A. Project statement: A detailed, formal description of Respondent's organization and its experience, to demonstrate competence and skill in the areas of community engagement and service delivery, and energy efficiency/sustainability, including but not limited to the following:
1. Legal name of entity
 2. Name, address and contact information of organization officers
 3. State license or registration certificate (if applicable)
 4. Insurance certificate(s)
 5. Description of current services provided by the organization, including specific services related to the activity category proposed;
 6. Demonstrated ability to track, document, and report on results;
 7. Description of specific, verified outcomes and accomplishments achieved by Respondent in providing its current services related to project management, community engagement/assistance, and/or energy efficiency/sustainability related activities; and
 8. Experience administering federal grant funds, particularly government, if applicable
- B. Description of Services: Methodology the Respondent will use to perform the services described in this RFP. The proposal should address, in detail, the tasks as described in the Scope of Services and the options available to households/entities applying for the funded programs.
- C. Respondent's Qualifications: Information about the Respondent and its qualifications for this Project. Include information about prior programs similar to that being solicited herein by the County, as well as households or organizations served in the past three years. Documented evidence of the Respondent's capacity to perform the work, including references, contact names, and phone numbers.
- D. Project personnel: The name and resume of the Respondent's lead person for the Project. Names, resumes, and roles of all staff who will be involved in the Project. Provide data on the diversity of Respondent's overall workforce, including total number of employees, and percentages of minorities and females employed. If the organization will increase capacity to provide this level of service, please describe how this expansion will be accomplished, including a specific time line, the number of staff to be hired (include staff resumes where possible), and describe how this activity will complement your organization's existing activities.
- E. Subcontractors: Names, resumes, and roles of sub-contractors, associates, or any non- employees who will be involved in the Project.

- F. Minority/Women-owned Business Enterprise (MWBE): Please provide a description as to the percentage of the workforce utilized to perform the work of this contract who will be either Minority (M) or Women (W), including both the Respondent's workforce and that of any subcontractors who will be utilized.

Evaluation Criteria

The following is a summary of the evaluation criteria. It is within the County's sole discretion to determine the value assigned to each of these criteria.

- Proposal: The Respondent's comprehension of the needs of the County to accomplish the goals of the overall Project as demonstrated by its description of its approach to its program proposal.
- Experience: The Respondent's relevant experience in providing the same or similar services.
- References: Evaluation of the Respondent's previous work and impact in the areas noted for participation in the project.
- Commitment of key principals to the Project: Demonstration of availability of senior-level staff or associates to be assigned to this Project to ensure depth, accountability, and diversity of perspective.

MWBE and Workforce Goals: The County of Kleberg desires to encourage minority and women owned (MWBE) businesses to participate in opportunities offered by the County and to encourage minorities and women in the workforce. The current negotiated fair share goals are effective 04/01/2024 till 05/01/2027.

Other Criteria: Other criteria may be considered and evaluated by the County if it is determined to be in the best interest of the County and the success of the Project to do so.

The selection of service provider(s) is within the County's sole discretion and no reasons for rejection or acceptance of a submission are required to be given. The decision will be based on qualifications and compliance with the requirements of this RFP. The County reserves the right to reject any or all submissions or to accept a submission that does not conform to the terms set forth herein. The County further reserves the right to waive or modify minor irregularities in the submissions and negotiate with Lenders to serve the County's best interest.

Miscellaneous

The County reserves the right to amend or withdraw this RFP in the County's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the County shall have no liability for any costs incurred by any Respondent. The County may request additional information from any Respondent to assist the County in making its evaluation.

The submission and all additional materials submitted shall become property of the County and will be subject to State of Texas of Information Law. If any proprietary information is submitted, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a Professional Services Agreement.