

**REQUEST FOR PROPOSALS**

**Sealed RFP's will be received for:**

**PROFESSIONAL MANAGEMENT AND PROJECT  
DEVELOPMENT SERVICES FOR KLEBERG COUNTY**

**GULF OF MEXICO ENERGY SECURITY ACT (GOMESA)  
FUNDS**

**Kleberg County**  
**Request for Proposals**  
**Professional Management and Project Development Services**  
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**Kleberg County**  
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**Cover Letter**

July 9, 2024

Re: Professional Management and Project Development Services – Gulf of Mexico Energy Security Act (GOMESA) Funds

Attached is a copy of Kleberg County's RFP for professional management and project development services. Notice is hereby given that the Commissioners' Court of Kleberg County, Texas, is seeking a qualified firm to assist the County with Professional Management and Project Development Services for the Gulf of Mexico Energy Security Act (GOMESA) funds.

The submission requirements for the proposal are included in the Submission Requirements section of this RFP. Firms or individuals should have past experience with GOMESA Funds. **Please send one (1) digital copy of your statement of qualifications as well as two (2) hard copies as directed below.**

**Email digital copy to:**  
fgarcia@co.kleberg.tx.us

**Mail hard copies to:**  
Kleberg County  
Judge Rudy Madrid  
700 E. Kingsville Ave.  
Kingsville, Texas 78363

The deadline for submission of RFP's is July 26, 2024 at 11:00 a.m. Central Standard Time. **Responses received after this date and time will not be accepted.**

RFPs will be reviewed on July 29, 2024, and the qualified firm will be awarded at the next scheduled meeting. Kleberg County 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.

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1. Background

Kleberg County is a recipient of Gulf of Mexico Energy Security Act (GOMESA) Funds. The County is seeking professional management and project development services for the GOMESA funds to include projects and activities for coastal protection, coastal restoration, coastal conservation, etc.

2. Scope of Work

The professional management firm to be selected is to provide timely and professional services to the County of Kleberg, including, but not limited to the following areas:

- Project Development
- Project Management
- Identifying Eligible Uses
- RFQ and Public Notice for Professional Engineering Services (As applicable)
- Financial Management
- Contract Close-out Assistance (As applicable)
- Attend Meetings, Workshops, and Planning Sessions

3. Statement of Qualifications

- Brief history including general background, knowledge of and experience working with GOMESA Funds;
- Related experience in applying for and managing federally funded local projects, in particular recent experience with GOMESA Funds;
- Describe which specific parts of the Scope of Work the service provider proposes to perform;
- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires;
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline; and
- References.

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#### 4. Selection Process

This RFP provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the County using the point system described in the evaluation criteria section of this RFP. Kleberg County personnel assigned by the County Judge will evaluate the SOQ using the 100-point system described in the evaluation criteria below.

The evaluation committee will rank the firms or individuals in order of the most qualified, based on demonstrated competence, qualifications, and proposed costs to perform the services.

#### 5. Proposed Cost of Services

Please provide your cost proposal to accomplish the scope of work. Please note, Kleberg County will not use lowest/best bid as the sole basis for entering into this contract.

#### 6. Evaluation Criteria

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

Criteria	Maximum Points
GOMESA Experience	20
Other Relevant Experience	10
Work Performance	25
Capacity to Perform	25
Proposed Costs	20
<b>Total</b>	<b>100</b>

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#### **7. Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms**

The respondent agrees to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used for subcontracted work when possible. Affirmative steps must include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

#### **8. Certification Regarding Lobbying**

Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements. Prior to entering into an agreement, respondent shall file the required certification stating, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



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**9. Submission Requirements**

Submittal to be provided in the order below:

- Statement of Qualifications.
- A copy of your current Certificate of Insurance for professional liability.
- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note the County 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. Service provider 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 the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date.
- Questionnaire Form CIQ (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ is included in the RFP and must be submitted with the response.
- Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response. Form 1295 (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at the time of signed contract submission. Form 1295 is included in this RFP for your information.

Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered and may be returned to the submitter as non-responsive.

All questions regarding this Request for Proposals should be submitted in writing and directed to:

Frances Garcia  
[fgarcia@co.kleberg.tx.us](mailto:fgarcia@co.kleberg.tx.us)

**Questions will not be answered after 5:00 P.M. on July 26, 2024**