



Date: December 13, 2023
To: All Vendors
Subject: Addendum #2

REFERENCE: P020-24 Grant Management and Consulting Services

This Addendum forms part of the contract and clarifies, corrects or modifies original RFP document.

Question 1: Since a contract was not provided with the RFP, will the awarded Firm have an opportunity to review and provide exceptions for negotiations, if any, to the contract terms and conditions?

Answer 1: Yes, if awarded the contract, the Firm will be able to review and redline it.

Question 2: Can we include a cover letter in our response, table of contents, front and back cover, and section dividers?

Answer 2: Yes, those items can be included in your response.

Question 3: The RFP states, "Failure to comply with the required organization outlined in this RFP may result in a lowered evaluation." Which outlined format would Brownsville PUB prefer to see: the requirements outlined on pages 8 and 9, the evaluation criteria on pages 11 and 12, or the outline on pages 13 and 14?

Answer 3: See answer to Question 10 below.

Question 4: Per the RFP outline provided on page 9, we are required to include a technical approach as well as a project approach. Could you please clarify the difference between the technical approach and the project approach?

Answer 4: When explaining the project approach, we're looking for examples of how the Firm will relay the information pertaining to the possible grant opportunities to BPUB staff. This should be answered in a way that conveys how the Firm is going to communicate with BPUB about the different deliverables.

When explaining the technical approach, we're looking for examples of specific mechanisms used by the Firm to identify possible grant opportunities (e.g. databases, websites, etc.) We're also looking for specific examples of how the grant application will be compiled (e.g. in-house grant writers with previous experience with a specific grant program).

Question 5: In the outline of information provided on page 14, item B asks for us to provide disclosures. We will be providing disclosures, as requested in item E, pertaining to any criminal investigations, prior and pending litigation, and conflicts of interest. Can Brownsville PUB please clarify the disclosures we should provide in response to item B on page 14?

Answer 5: Yes, provide disclosures as stated in Section E, Page 14.

Question 6: The RFP refers to “Grant Management” throughout, however the defined scope includes only grant research and identification, grant writing, and application submission and tracking. Will the PUB consider expanding the scope to include Grant Administration and Project Management? If so, it is requested that the RFP deadline be extended to January 10 to allow for grant management services to be sufficiently addressed.

Answer 6: At this time BPUB is only looking for grant research and identification, grant writing and application submission. All post-award functions will be handled by BPUB internal staff.

Question 7: Has the BPUB prioritized any specific grant programs or funding sources to pursue?

Answer 7: No, at this time BPUB has not prioritized any specific programs or funding sources. Once a Firm is engaged, they will meet with BPUB staff members to identify projects for eligible programs.

Question 8: Has the BPUB had previous application experience and/or funding success with the following funding agencies and/or programs? FEMA and/or TDEM Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), Public Assistance (PA); TxCDBG; CDBG-DR, CDBG-MIT; TWDB Flood Infrastructure Fund (FIF), Economically Distressed Areas Program (EDAP), TWB; EDA EAA; Congressionally directed spending (CPF grants).

Answer 8: BPUB has application experience with the following agencies/programs as follows:

FEMA and/or TDEM Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), Public Assistance (PA) – BPUB has received an HMGP grant for the purpose of updating our Hazard Mitigation Plan. BPUB has applied for BRIC funding in the past, however, has not been awarded funding. The BPUB received Public Assistance funding for COVID related expenses and past weather events affecting our area.

TxCDBG – BPUB has applied for this program previously, however, was unsuccessful.

CDBG-DR, CDBG-MIT – N/A

TWDB Flood Infrastructure Fund (FIF), Economically Distressed Areas Program (EDAP), TWB – BPUB has received TWDB funding in the past and has applied for funding under their EDAP program as well.

EDA EAA – N/A

Congressionally directed spending (CPF grants) – BPUB has received congressional earmarks in the past and currently has a funding request that was submitted to Congressman Gonzalez.

Question 9: Has the PUB identified specific projects to pursue?

Answer 9: BPUB is currently looking to expand their ground water treatment facility. This project does have an expensive price tag that BPUB would want to supplement with grant funding. This project is considered high priority; however, other projects may be identified during the meetings with BPUB staff members.

Question 10: Can we follow the format listed on page 13-14, but also include a tab for forms and another for additional information? The additional information tab would be to include information related to the evaluation criteria.

For example, the layout would look like this:

- A. General Information
- B. Disclosure Requirements
- C. Ability to Meet the BPUB’s Schedule
- D. Conditions and Covenants
- E. Information Relating to the Respondent
- F. Additional Information (Professional Qualifications, Experience/References/Key Personnel, Proposed Methodology and Work Plan, and Proposed Cost)
- G. Forms

Answer 10: Yes, the format listed on pages 13-14 can be used as noted above.

Question 11: On Page 14, the RFP requests that proponents please list any offering documents or other types of disclosure requirements for all products. Would BPUB please clarify the requirement? For example, to which products would BPUB anticipate disclosure requirements might attach in relation to the services requested under the RFP?

Answer 11: See answer to question 5 above.

Question 12: Can BPUB clarify if the “Cashier Check or Bid Bond of 5% of the Total Amount of Bid” is required as noted on the Required Forms Checklist?

Answer 12: A cashier check or bid bond is not required for this RFP.

Question 13: Can BPUB clarify if the “OSHA 300 Log” is required as noted on the Required Forms Checklist?

Answer 13: The OSHA 300 Log is not required for this RFP.

Question 14: Can BPUB clarify if the “Contractor Pre-Bid Disclosure” form as noted on the Required Forms Checklist is required? If yes, can BPUB provide the form (it was not included in the bid package).

Answer 14: The Contractor Pre-Bid Disclosure form is not required for this RFP.

Question 15: Can BPUB clarify if the “Sub-Contractor Pre-Bid Disclosure” form as noted on the Required Forms Checklist is required? If yes, can BPUB provide the form (it was not included in the bid package).

Answer 15: The Sub-Contractor Pre-Bid Disclosure form is not required for this RFP.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: dsolitaire@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the RFP, call 956-983-6366.

BY: ***Diane Solitaire***
Purchasing