



On May 9, 2023, Fort Bend County Commissioners Court approved the reallocation of \$2.5 million in federal funds for an affordable housing program. This collaborative program will be implemented in multiple phases to complete the integration of housing and wrap-around supports for Fort Bend County's most vulnerable families.

Contingent upon this award, the collaborative organizations, with Attack Poverty acting as fiduciary agent, seek proposals for project management services to assist in the implementation administration of this project in compliance with all applicable requirements under HUD, ARPA, Home ARPA, ERA2 and Housing Program requirements. Payment terms will be negotiated with the selected offeror.

The services to be provided will include:

1. Responsible for leading and coordinating efforts to develop a continuum of housing options and wraparound services compliance with federal and state requirements;
2. Develop short-, mid, and long-term prioritized implementation plans, in partnership with key collaborative stakeholders and funders;
3. Preparing all written reports, checklists, or legal notices required to assure compliance with federal and state requirements;
4. Drafting a management plan and contracts for review and approval by the Collaborative;
5. Establish and maintain project files and preparing all documentation and reports required for reporting and compliance with federal and state requirements;
6. Assist the collaborative with the selection of a project architect, in conformance with applicable procurement requirements, including the preparation of a request for qualifications;
7. Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;
8. Participating in the pre-construction conference and periodic construction progress meetings in your capacity as consultant to ensure compliance with federal and state requirements;
9. Assuring compliance with all applicable civil rights requirements, including preparation of an equal employment opportunity plan and a fair housing resolution;
10. Attend Collaborative meetings to provide project status reports and representing the Housing and Service center project at any other public meetings deemed necessary; and
11. Preparing all required performance reports and closeout documents and assisting the Collaborative with the determination of applicable audit requirements.

The services will not include the disbursement or accounting of funds distributed by the Collaborative or Attack Poverty's financial officer, legal advice, fiscal audits, or assistance with activities not related to the Housing and Service Center project.

Fort Bend Housing and Service Center Project

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to the project
4. a description of firm's prior experience, including any similar projects (in particular those funded by HUD, ARPA, Home ARPA, ESG or CDBG), size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
5. a description of the firm's current work activities, how these would be coordinated with the project, and the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

1. Quality of the Proposal
2. Consultant Qualifications and Experience (including reference checks)
3. Availability and Capacity of the Consultant

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Fort Bend Housing and Service Center Collaborative; all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Questions and responses should be directed to Attack Poverty, Attn: Aaron Groff, 3727 Greenbriar Dr #100, Stafford, TX 77477 or via email to agroff@attackpoverty.org or (832) 449-0250. All responses must be postmarked no later than August 10, 2023. Please state "Fort Bend Housing and Service Center" on the outside of the response package.

Respondents may review the Fort Bend Housing and Service Center Proposal which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting <http://www.parksyouthranch.org/housing-and-service-center>

This solicitation is being offered in accordance with federal and state requirements governing procurement of professional services. Accordingly, the Collaborative reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject all responses deemed unqualified, unsatisfactory or inappropriate.