

MONTROSE REDEVELOPMENT AUTHORITY

ISSUE DATE: September 18, 2020
TO: Grants Management Firms
FROM: Knudson, LP (Authority Administrator)
SUBJECT: Request for Statements of Qualifications for Grants Administrator

Montrose Redevelopment Authority (the “Authority”) is requesting Statement of Qualifications (SOQ) from qualified grants management firms for a professional grants administrator for grant management, acquisition, and compliance procedures for the Authority. Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 4 p.m. on October 2, 2020 via e-mail**, and the submission date for questions, clarifications, or requests for general information is **2 p.m. on September 25, 2020, via e-mail**, to the Authority Administrator. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via email** to the Authority Administrator identified below.

A committee consisting of the Authority’s Project and Planning Committee (the “Committee”) will rate the SOQs using the evaluation criteria developed for this RFQ. Said evaluation criteria are attached to this RFQ. The Committee may interview one or more firms to further evaluate qualifications. The Committee will present their recommendations to the Authority Board of Directors who will select the consultant for this project.

Any questions and correspondence should be directed to the address and e-mail below (“Authority Administrator”):

Knudson, LP
Authority Administrator
Attn: Christina Cornelius
8588 Katy Freeway, Suite 441
Houston, TX 77024
christina@montrosehtx.org

Contact regarding this RFQ with any Authority personnel or officials other than the Authority Administrator or another designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

SCOPE OF SERVICES

The scope of services required by the Authority in connection with this RFQ covers the entire spectrum of services customarily provided to governmental entities by grants administrators. The services provided should include, but need not necessarily be limited to, the following:

Services Related to Grants Administration

1. Provide written analysis and recommendation related to all available grant management options, including administrative compliance with applicable statutes and regulations.
2. Performance of other related services relating to the development of a multi-year grant award planning.
3. Implement appropriate systems to assess applicants, review and document applications related to content, budget, and costs related therein. Grants administrator will need to manage and monitor funds and program objectives.
4. Maintain effective records, compliance with terms and conditions, and timely closeout procedures and policies.
5. Grants administrator will be required to be available for consultation with Authority Board Members, Committee Members, City of Houston staff and other designated parties in regard to any outstanding or proposed grants.

REQUIRED PROPOSAL CONTENTS

A. Qualifications

The written proposal submitted should, at a minimum, include the following information:

1. Transmittal Letter, not to exceed two pages, which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources. The transmittal letter shall include the following:
 - Name of the firm submitting the proposal
 - Name and title of primary contact with responsibility for the response
 - Mailing address
 - Telephone and e-mail address of firm's primary contact
 - Brief narrative of the firm's qualifications to provide grants administration services to the Authority

2. A list of the grants obtained for City of Houston TIRZs, Municipal Management Districts, or other governmental entities for which the lead individual served as grants administrator during the past five (5) years. Provide the following for each issue:
 - Grant application
 - Application Date
 - Award of funds
3. A description of grants administration services, which the with an explanation of how these services might best assist the Authority.
4. A summary of innovative grants management services which have been developed and/or implemented in connection with previous engagements. Include a brief description of project type, project size, concept considered (regardless of final method used), as well as brief comments concerning the concept's applicability to the Authority .
5. The experience of your firm in assisting government entities in the development and implementation of comprehensive grants management.
6. A description of the history of your firm in dealing with federal, state, and local grants.
7. A list of at least three (3) references the Authority may contact in order to assist in the evaluation of the lead individuals' past performance as grants administrator. Limit these references to City of Houston TIRZs, Municipal Management Districts, or government entities that the lead individual has provided grants administration services over the past three (3) years. For each reference listed, the following information should be provided:
 - Name and mailing address of the entity.
 - Name of contact person, telephone number and email for the contact person.
8. A written statement on why the Authority should select your firm and the individual(s) assigned to the account as well as any additional information which you feel will be beneficial to the Authority in evaluating your qualifications to serve as a grants administrator.

B. Personnel

For each member of the professional staff proposed to be assigned to this engagement please provide, at a minimum, the following information:

1. A brief résumé of professional experience and qualifications, including office location to which the individual is assigned.

2. An outline of the proposed function of the individual in the proposed engagement.
3. A description of the accessibility and availability of the individual during the course of the engagement.

C. Firm's Approach to Providing Services and Support

State how the firm will approach providing services outlined in this request and how it will schedule key personnel availability.

SELECTION CRITERIA

Proposers will be evaluated according to the following criteria:

1. Qualifications of all the individual(s) to be assigned.
2. Experience of the firm in providing the services outlined in this RFQ.
3. Responsiveness of the proposal to this RFQ.
4. Other considerations the Authority deems relevant.