**Texas Community Development Block Grant**

**2017 Downtown Revitalization & Main Street Fund**

**Phase Two Solicitation for Administrative Services**

**Request for Project-Specific Proposal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DRP-MS Applicant Community: |  | | | | | |
| Name of Firm Solicited: |  | | | | | |
| Firm Address: |  | | | | | |
| Date Phase 2 Solicitation Sent: |  | | Date Response Due: | |  | |
|  |  | | | | | |
| Description of Anticipated Project: |  | | | | | |
| Anticipated Scope of Work:  (check services requested) | * Application Preparation Services * Basic Contract Implementation Services * Assistance for Acquisition of Real Property * Compliance with federal Labor Standards (for construction contracts) * Section 106 compliance * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  |  | | | | | |
| Evaluation Criteria  (provide for each):   * the maximum number of points; * categories such as Very Important, Somewhat Important, or Minor Importance; or * other indication of the relative importance of the criteria | **Criteria** | | | **Maximum Score or**  **Relative Importance** | | **Not Used** |
| Experience | | |  | |  |
| Prior Work Performance | | |  | |  |
| Capacity to Perform | | |  | |  |
| Proposed Cost (required) | | |  | |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |  |
|  | | | | | |
|  |  | | | | | |
| Send Response to: | Name |  | | | | |
| Address |  | | | | |

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**Phase Two Solicitation for Administrative Services**

**Evaluation of Proposals**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DRP-MS Applicant Community: |  | | | | | | | | | | |
| Evaluation Team:  (at least three persons required, including one local official) | **Name of Evaluator** | | | | | | | | | **Title** | |
|  | | | | | | | | |  | |
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|  | | | | | | | | |  | |
| Description of Anticipated Project: |  | | | | | | | | | | |
| Date Solicitation Sent: |  | | | | | | | | | | |
| Responses received: | **Name of Firm** | | | | | | | | **Date Response Received** | | |
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| Evaluation of Proposals: | Enter for each criterion and proposal:   * Points awarded (if scoring was used on Form P506), or * Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U). | | | | | | | | | | |
| Name of Firm | Experience | Prior Work Performance | Capacity to Perform | Proposed Cost | Other \_\_\_\_\_\_ | | Other \_\_\_\_\_\_ | Notes | | | | |
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| Firm Recommended: |  | | | | | | | | | | |
| Firm Selected: |  | | | | | | | | | | |
|  | \* If Firm Selected differs from Firm recommended by Evaluators, provide explanation | | | | | | | | | | |
| Conflict of Interest Evaluated by: |  | | | | | * No conflict exists | | | | | * Request for waiver submitted to TDA |
| Date Awarded by Governing Body: |  | | | | | | | | | | |
| Signature of Lead Evaluator: |  | | | | | | | | | | |