

Application to Prequalify Grant Administrators

TxCDBG Cycle Type: _____

Program Year 2019

Firm Name: Resource Management & Consulting Co.	DUNS Number: 964263073	Federal EIN: 27-0493496
Prequalification Contact First, Last Name and Title: Charles Edwards, Vice President	Phone Number: +1 (903) 784-6439	Prequalification Contact E-mail Address: charles@grant-consultant.com
Firm Web Address www.resourcemgmt.org	Firm Mailing Address P.O. Box 6038, Paris, Texas 75461	Name of Firm's President/Managing Officer: Rachel Edwards, President

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Resource Management & Consulting Co. (RMCC) is a family owned business founded in 1993 by Denise Dority of Paris, Texas. The firm was established in order to meet the needs of small rural communities and counties of obtaining funding for infrastructure and housing. In 2007, Charles and Rachel Edwards relocated to Paris to work full time after several years of contracted work for the company. Charles and Rachel purchased the company in 2009. The company has steadily grown to serve many communities primarily across North and Northeast Texas. The firm specializes in the administration of State and Federal programs in conjunction with or on behalf of local jurisdictions.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

RMCC has successfully managed CDBG program grants for the past 26 years.

3. Describe the respondent's experience with the following:

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

Throughout our history, RMCC has assisted communities with the application and successful administration of many different styles of projects.

We have administered city wide infrastructure projects for new water and waste water treatment facilities and major roadways. These projects have utilized a variety of funding sources which include local, TxCDBG, Texas Water Development Board (TWDB), Texas Department of Transportation (TxDOT) and the United States Department of Agriculture (USDA).

We work regularly with direct beneficiary programs including the TxCDBG fund for first time water and sewer service. The HOME program offered through the Texas Department of Housing and Community Affairs provides housing rehabilitation/reconstruction through which we have assisted over 165 households.

We have managed several economic development projects, including those for job creation through the Texas Capital Fund.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

Resource Management & Consulting Co. provides all necessary application and administrative services in-house for the TxCDBG program.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input checked="" type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
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<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input checked="" type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input checked="" type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input checked="" type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input checked="" type="checkbox"/> Statewide

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

We would review our current and projected workload prior to submitting a response to a request for proposal. We would only submit a proposal if we could give the proper service required and expected to fulfill the contractual duties.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2018
 If "No", provide most recent year of certification: No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
<input type="button" value="Remove Project"/>	Project Name	City of Honey Grove
Facility Type and Use		Residential City Streets
Project Location (Jurisdiction)		City of Honey Grove, along 5 city streets
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		The City reconstructed approximately four thousand three hundred forty two linear feet (4,342 l.f.) of street utilizing a two-inch (2") and three-inch (3") HMAC and sub-grade, three hundred seventy four linear feet (374 l.f.) culvert, and all associated appurtenances.
Role & Responsibilities		Responsible for successful application, administration and closeout
Project Cost		\$322,266.00
Financing/Funding Source		TxCDBG/Local
Method of Documenting Beneficiaries		Door to door income surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review - Started 12/1/17 - Completed 2/22/18 Construction - Started June 2018- Completed September 2018 Project complete in 9 months.
Monitoring and Verification Methods		RMCC provides regular monitoring of the project.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights/Fair Housing, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.		Claude Caffee, Mayor Jaci Garner, City Secretary (903) 378-3033 jaci@cityofhoneygrove.orf
<input type="button" value="Remove Project"/>	Project Name	City of Edgewood TxCDBG 7216150 Radio Read Meters/Sewer Plant Improvements

Facility Type and Use	Municipal water system - Upgrade to radio read meter system Municipal sewer system - Waste Water Treatment Plant improvements
Project Location (Jurisdiction)	City of Edgewood, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of approximately 656 radio read water meters throughout the City. Replacement of sludge and master lift station pumps and motors at the waste water treatment plant.
Role & Responsibilities	Responsible for successful application, administration and closeout
Project Cost	\$289,010
Financing/Funding Source	TxCDBG/Local funds
Method of Documenting Beneficiaries	Door to door survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review - Started 11/30/16 - Completed 6/27/17 Construction (Meters) - Started October 2017 - Completed December 2017 Construction (WWTP) - Started August 2018 - Completed August 2018 Budget allowed additional work able to be completed within original schedule
Monitoring and Verification Methods	RMCC provides regular monitoring of the project. TDA is currently monitoring the project for closeout.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights/Fair Housing, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mayor Steve Steadham Petra Marley, City Administrator (903) 896-4448 marley.cityofedgewood@hotmail.com
Remove Project	Project Name Windom Sewer/Water System Improvements
Facility Type and Use	Sewer Lift Station/Force Main, Water Tower Rehab
Project Location (Jurisdiction)	Town of Windom, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Rehabilitation of one lift station including 1,122 linear feet of force main. Rehabilitation of Town water tower including painting interior and exterior, install roof hatches and ventilation, new ladders, etc.
Role & Responsibilities	Responsible for successful application, administration and closeout
Project Cost	\$300,781.25
Financing/Funding Source	TxCDBG/Local Funds
Method of Documenting Beneficiaries	Door to door surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental review - Start April 2018 - Complete August 2018 Construction Start (Lift Station)- November 2018 - Complete January 2019 Construction Start (Water Tower) - January 2019 Construction completion anticipated by March 2019 - 7 months ahead of schedule.
Monitoring and Verification Methods	RMCC provides regular monitoring of the project.

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights/Fair Housing, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Donald Cobb, Mayor Liena Fox, City Secretary (903) 623-3425 windomcity@yahoo.com
<input type="checkbox"/> Remove Project	Project Name East Tawakoni Library/Shelter
Facility Type and Use	Hazardous Weather Shelter/City Library
Project Location (Jurisdiction)	City of East Tawakoni
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Approximately 1200 square foot shelter/library
Role & Responsibilities	Responsible for successful application, administration and closeout
Project Cost	\$540,000
Financing/Funding Source	TxCDBG/Local Funds
Method of Documenting Beneficiaries	Door to door income surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review - Start March 2017 - Complete August 2017 Construction - Start October 2017 - Complete January 2018 Complex project completed 10 months ahead of schedule
Monitoring and Verification Methods	RMCC provides regular monitoring of the project.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights/Fair Housing, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Pam Patterson, Mayor Pro Tem Elinka Harper, City Secretary (903) 447-2444 citysecretary@cityofeasttawakoni.com
<input type="checkbox"/> Remove Project	Project Name Quinlan Downtown Revitalization Sidewalks Project
Facility Type and Use	Downtown sidewalks and parking
Project Location (Jurisdiction)	City of Quinlan - Downtown District
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of approximately 670 linear feet of sidewalk improvements, 1,143 linear feet of curb and gutter, ADA ramping, traffic islands, etc.
Role & Responsibilities	Responsible for successful application, administration and closeout
Project Cost	\$325,000
Financing/Funding Source	TxCDBG/Local Funds
Method of Documenting	Slum and Blighted areas of downtown by way of resolution

Method of Documenting	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review - Start May 2018 - Completed August 2018 Construction Start - Final stages of plan review, bid to begin this month.
Monitoring and Verification Methods	RMCC provides regular monitoring of the project.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Charles Edwards - Project Management Cathy Shufeldt - Environmental Review, Civil Rights/Fair Housing, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	John Adel, City Manager (903)356-3306 jadel@cityofquinlan.net

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

Employees are current with all training and certifications necessary to effectively and efficiently manage TxCDBG program offerings.

Personnel Profile(s)		Add Personnel
<input type="button" value="Remove Personnel"/>	Full Name	Charles Edwards
Potential Role	Base Location	Project Manager Paris, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Vice President responsible day to day operations of the company including site visits and project management. Full time employment with the company for 12 years. Part-time/ subcontract for 5 years prior.
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Senior Project Manager/South DFW Kimball Hill Homes Responsible for oversight of construction managers and warranty in six new home subdivisions. Duties included the assurance of timely delivery of new home construction, oversight of warranty representatives, and coordination between sales/construction divisions. 7 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Bachelor of Science Texas A&M - Commerce Texas Department of Agriculture - Certified TxCDBG Administrator Attendance in webinar trainings offered by Texas Department of Agriculture related to TxCDBG Texas Department of Housing and Community Affairs/General Land Office- HUD Foundations of Environmental Review Certification
Overall Total Years or relevant experience Other relevant experience or accomplishments		17

Remove Personnel	Full Name	Rachel Edwards
Potential Role Base Location	Project Manager - All Duties Paris, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	President/Consultant Responsible for company financials and project oversight 12 years full time, five years of part-time prior.	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Self-employed (primary client D2 Studio) Producer (Commercial photography) Managed numerous jobs invoicing in excess of one million dollars. Liaison between advertiser and studio, hired all personnel, responsible for all aspects of the production including coordinating logistics of: people, places and time, job estimates, purchasing, inventory, and invoicing. Provided all oversight.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science Texas A&M Commerce Implementation workshops, environmental workshops, and webinars as provided by various agencies	
Overall Total Years or relevant experience Other relevant experience or accomplishments	17 years of relevant experience.	
Remove Personnel	Full Name	Cathy Shufeldt
Potential Role Base Location	Office Manager/Environmental Review/Labor Standards Paris, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Responsibilities include assisting with applications, preparing environmental reviews, and assuring labor standards and civil rights compliance. She reviews and verifies information for applicants in accordance with local program policies and state and federal rules, guidelines and regulations. Other experience includes working comprehensively with the HOME Housing Rehabilitation Assistance program; offered through The Texas Department of Housing and Community Affairs. 9 years	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Supervisor of Revenue Accounting, Customer Service and Dispatching Kiamichi Railroad Supervising all revenue accounting, customer service and dispatching 8 years	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Administrator Attendance in TxCDBG webinars as provided. TDHCA Implementation workshops, income training and webinars as provided	
Overall Total Years or relevant experience	9 years of relevant experience	

Other relevant experience or accomplishments

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Our firm is available and committed to the successful completion of each project we manage.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No

12. State the respondent's policy regarding affirmative action.

It is the policy of Resource Management & Consulting Co. not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy includes but is not limited to: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

We operate a small firm that is service oriented. The success of our firm is based on the personal relationship we have with our clients and the personal service we provide them.