

**RESOLUTION 03292021**

A RESOLUTION OF CITY OF PLUM GROVE, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACT FOR THE 2021-2022 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT FUND.

WHEREAS, the 2021-2022 TxCDBG Community Development Fund contract requires implementation by professionals experienced in the engineering of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for professional services;


NOW, THEREFORE, BE IT RESOLVED:

Section 1. That **LJA ENGINEERING** be awarded a contract to provide Texas CDBG application and project-related **engineering services** for the 2021-2022 Texas Community Development Block Grant Community Development Fund project.

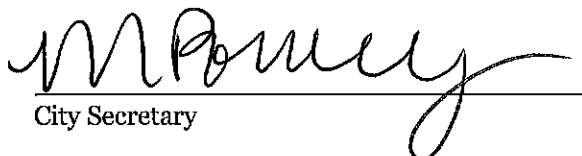
Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED ON 03/29/2021.

**APPROVED:**

  
\_\_\_\_\_  
City Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Secretary

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Plum Grove  
 Name of Respondent LJA  
 Evaluator's Name M Pouncey

TDA - 2021-2022 CD Fund  
 Date of Rating 3/29/21

**Experience** -- Rate the respondent for experience in the following areas:

Comments

	Factor	Max.Pts.	Score
1.	Has previously designed _____ type of projects	20	20
2.	Has worked on federally funded construction projects	10	10
3.	Has worked on projects that were located in this general region.  Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	10
4.	Extent of experience in project construction management	15	15
5.	Current Certification of TxCDBG Project Implementation Training	5	5
<b>Subtotal, Experience</b>		60	60

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	10
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	10
<b>Subtotal, Performance</b>		25	25

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	5
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>		15	15

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	60
<input type="checkbox"/>	Work Performance	25	25
<input type="checkbox"/>	Capacity to Perform	15	15
<b>Total Score</b>		100	100

initials: MP

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Plum Grove  
 Name of Respondent SPI  
 Evaluator's Name M. Bouncey

TDA - 2021-2022 CD Fund  
 Date of Rating 3/29/21

**Experience** -- Rate the respondent for experience in the following areas:  
 Comments

	Factor	Max.Pts.	Score
1.	Has previously designed <u>\$1100</u> type of projects	20	<u>20</u>
2.	Has worked on federally funded construction projects	10	<u>10</u>
3.	Has worked on projects that were located in this general region. Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	<u>10</u>
4.	Extent of experience in project construction management	15	<u>15</u>
5.	Current Certification of TxCDBG Project Implementation Training	5	<u>5</u>
<b>Subtotal, Experience</b>		<b>60</b>	<b><u>60</u></b>

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	<u>10</u>
2.	Manages projects within budgetary constraints	5	<u>5</u>
3.	Work product is of high quality	10	<u>10</u>
<b>Subtotal, Performance</b>		<b>25</b>	<b><u>25</u></b>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	<u>5</u>
2.	Adequacy of Resources	5	<u>5</u>
3.	Professional liability insurance is in force	5	<u>5</u>
<b>Subtotal, Capacity to Perform</b>		<b>15</b>	<b><u>15</u></b>

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	<u>60</u>
<input type="checkbox"/>	Work Performance	25	<u>25</u>
<input type="checkbox"/>	Capacity to Perform	15	<u>15</u>
<b>Total Score</b>		<b>100</b>	<b><u>100</u></b>

initials: MB

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Plum Grove  
 Name of Respondent LJA  
 Evaluator's Name Carly Sager

TDA - 2021-2022 CD Fund  
 Date of Rating 3/29/21

**Experience** -- Rate the respondent for experience in the following areas:

Comments

	Factor	Max.Pts.	Score
1.	Has previously designed _____ type of projects	20	20
2.	Has worked on federally funded construction projects	10	10
3.	Has worked on projects that were located in this general region.  Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	10
4.	Extent of experience in project construction management	15	15
5.	Current Certification of TxCDBG Project Implementation Training	5	5
<b>Subtotal, Experience</b>		60	60

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	10
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	10
<b>Subtotal, Performance</b>		25	25

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	5
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>		15	15

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	60
<input type="checkbox"/>	Work Performance	25	25
<input type="checkbox"/>	Capacity to Perform	15	15
<b>Total Score</b>		100	100

initials: CS

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient City of Plum Grove  
 Name of Respondent SPI  
 Evaluator's Name Carly Sager

TDA - 2021-2022 CD Fund  
 Date of Rating 3/29/21

**Experience** -- Rate the respondent for experience in the following areas:  
 Comments

	Factor	Max.Pts.	Score
1.	Has previously designed _____ type of projects	20	20
2.	Has worked on federally funded construction projects	10	10
3.	Has worked on projects that were located in this general region.  Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	10
4.	Extent of experience in project construction management	15	15
5.	Current Certification of TxCDBG Project Implementation Training	5	5
<b>Subtotal, Experience</b>		60	60

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	10
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	10
<b>Subtotal, Performance</b>		25	25

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	5
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
<b>Subtotal, Capacity to Perform</b>		15	15

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	60
<input type="checkbox"/>	Work Performance	25	25
<input type="checkbox"/>	Capacity to Perform	15	15
<b>Total Score</b>		100	100

initials: CS

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient *City of Plum Grove  
Schaumburg + Polk, Inc*  
 Name of Respondent *Diana Chunn*  
 Evaluator's Name

TDA - 2021-2022 CD Fund  
 Date of Rating

**Experience** -- Rate the respondent for experience in the following areas:  
 Comments

	Factor	Max.Pts.	Score
1.	Has previously designed <i>+ 1000</i> type of projects	20	<i>20</i>
2.	Has worked on federally funded construction projects	10	<i>10</i>
3.	Has worked on projects that were located in this general region.  Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	<i>10</i>
4.	Extent of experience in project construction management	15	<i>15</i>
5.	Current Certification of TxCDBG Project Implementation Training	5	<i>5</i>
<b>Subtotal, Experience</b>		60	<i>60</i>

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	<i>10</i>
2.	Manages projects within budgetary constraints	5	<i>5</i>
3.	Work product is of high quality	10	<i>10</i>
<b>Subtotal, Performance</b>		25	<i>25</i>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	<i>5</i>
2.	Adequacy of Resources	5	<i>5</i>
3.	Professional liability insurance is in force	5	<i>5</i>
<b>Subtotal, Capacity to Perform</b>		15	<i>15</i>

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	<i>60</i>
<input type="checkbox"/>	Work Performance	25	<i>25</i>
<input type="checkbox"/>	Capacity to Perform	15	<i>15</i>
<b>Total Score</b>		100	<i>100</i>

initials: *DC*

## Engineer/Architect/Surveyor Rating Sheet

Grant Recipient *City of Plum Grove*  
 Name of Respondent *LSR*  
 Evaluator's Name *Diana Chunn*

TDA - 2021-2022 CD Fund  
 Date of Rating

**Experience** -- Rate the respondent for experience in the following areas:

Comments

	Factor	Max.Pts.	Score
1.	Has previously designed _____ type of projects	20	<i>20</i>
2.	Has worked on federally funded construction projects	10	<i>10</i>
3.	Has worked on projects that were located in this general region.  Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)	10	<i>10</i>
4.	Extent of experience in project construction management	15	<i>15</i>
5.	Current Certification of TxCDBG Project Implementation Training	5	<i>5</i>
<b>Subtotal, Experience</b>		60	<i>60</i>

**Work Performance**

	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	<i>10</i>
2.	Manages projects within budgetary constraints	5	<i>5</i>
3.	Work product is of high quality	10	<i>10</i>
<b>Subtotal, Performance</b>		25	<i>25</i>

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

**Capacity to Perform**

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	<i>5</i>
2.	Adequacy of Resources	5	<i>5</i>
3.	Professional liability insurance is in force	5	<i>5</i>
<b>Subtotal, Capacity to Perform</b>		15	<i>15</i>

**TOTAL SCORE**

	Factor	Max.Pts.	Score
<input type="checkbox"/>	Experience	60	<i>60</i>
<input type="checkbox"/>	Work Performance	25	<i>25</i>
<input type="checkbox"/>	Capacity to Perform	15	<i>15</i>
<b>Total Score</b>		100	<i>100</i>

initials: *DC*