

**PUBLIC NOTICE
REQUEST FOR PROPOSALS
PROJECT ADMINISTRATION AND MANAGEMENT SERVICES
COUNTY OF NACOGDOCHES
HIGH SCHOOL VOCATIONAL-TECHNICAL SCHOOL**

The County of Nacogdoches has a pending Contract from the Nacogdoches Independent School District for a Vocational/Technical Center Project. Accordingly, the County is seeking to contract with a Grant Management & Administrative Consulting Firm/individual to administer the contract and to coordinate said Project with the GLO Ike Round II Nacogdoches County Vocational-Technical School for Angelina College.

Please contact the Honorable Joe English, County Judge, at 936-560-7755 for a Request for Proposal packet.

Submit your proposal for these proposed services to the address below:

The Honorable Joe English
County Judge
COUNTY OF NACOGDOCHES
101 West Main Street, Suite 170
Nacogdoches, Texas 75961

Proposals must be received by the County no later than 10:00 a.m. on the 25th day of October, 2013 to be considered. The County reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County of Nacogdoches is an Affirmative Action/Equal Opportunity Employer.

**RE: REQUEST FOR PROPOSALS
PROJECT ADMINISTRATION AND MANAGEMENT SERVICES
HIGH SCHOOL VOCATIONAL-TECHNICAL SCHOOL**

Attached is a copy of the County's request for proposals for Program Administration and Management Services under its contract with Nacogdoches Independent School District to carry out a Vocational-Technical School Project in the County of Nacogdoches. The submission requirements for this proposal are also included on the attached format.

The deadline for submission of proposals is October 25, 2013 at 10:00 a.m. The County of Nacogdoches reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The County of Nacogdoches is an Affirmative Action/ Equal Opportunity Employer.

**REQUEST FOR PROPOSALS
PROJECT ADMINISTRATION AND MANAGEMENT SERVICES
COUNTY OF NACOGDOCHES
HIGH SCHOOL VOCATIONAL-TECHNICAL SCHOOL**

The County of Nacogdoches is seeking to enter into a professional services contract with a Program Management/Consulting firm to assist the County in the overall management of its contract pending from the Nacogdoches Independent School District for a Vocational-Technical School Project. The following outlines the request for proposals.

- I. Scope of Work- The management consultant or firm to be hired is to provide contract related management services to the County of Nacogdoches, including, but not limited to the following areas:

- Project coordination with Nacogdoches County Vocational Technical Building for Angelina College and the Nacogdoches Independent School District
- Financial Management
- Recordkeeping requirements
- Environmental clearance procedures as required
- Real property acquisition procedures under Uniform Act – N/A
- Equal employment opportunity/Section 504 requirements
- Labor Standards monitoring and related Acts
- Contract close-out assistance

Please specify actual tasks to be performed under each of these categories. A copy of the project description and budget for building renovation is attached as Attachment A and Attachment B.

II. Statement of Qualifications - The County is seeking to contract with a competent management/consultant firm that has had experience in grant/contracts administration. Specifically, it is seeking those persons or firms with the following qualifications:

- Experience in managing federally-funded local public works building construction projects.
- Experience with the Federal Community Development Block Grant Program, through either the HUD Entitlement/Small Cities of Texas Community Development Program and for GLO Disaster Projects.
- Jointly funded Projects.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all employees who will or may be assigned to provide technical assistance to the County of this project.

III. Proposed cost of Services – The County of Nacogdoches will not use the lowest cost as a sole basis for entering into this contract. Cost of services shall be broken down by Major Activity including both cost and percentage of total contract price.

IV. Evaluation Criteria – The proposals received will be evaluated and ranked

According to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	50
Work Performance	25
Capacity to Perform	20
Proposed Cost	5
Total	100

The County Judge and the Nacogdoches Independent School District Superintendent shall serve as a Committee and shall evaluate each Proposal received. If the County desires, the firms will be notified to make a presentation before the selection process is completed. The Commissioner's Court will vote on any recommendation made by the Review Committee and their decision is final.

V. Deadline for Submission –The proposals received will be received no later than **October 25, 2013 at 10:00 a.m.**

VI. Address your proposal to:

The Honorable Joe English
County Judge
COUNTY OF NACOGDOCHES
101 West Main Street, Suite 170
Nacogdoches, Texas 75961

ATTENTION: Project Administration and Management Services
Request for Proposals
Nacogdoches Independent School District
Vocational-Technical School

Please provide the City with one (1) original and four (4) copies of your proposal.



Nacogdoches Independent School District
TO EDUCATE AND INSPIRE EVERYONE TO ACHIEVE EXCELLENCE

Exhibit A
Project Description

The Nacogdoches Independent School District (“NISD”) and Nacogdoches County (the “County”) are investigating the development of a Technical Training Center.

The vision is for the Technical Training Center (“TTC”) to be a collaborative effort between NISD, the County, and Angelina College that provides career and technical training to Nacogdoches County students. As a result, NISD would educate students in a portion of the building throughout the school day and in a manner that accommodates a flexible and non-traditional learning schedule, while Angelina College would conduct course work in a similar portion of the building. Through a separate agreement, NISD students would access Angelina College technical programs and training while enrolled in NISD and attending classes at the TTC. After initial implementation, the program could be expanded to include students from other Nacogdoches County school districts.

Current plans include renovating the County owned building into a facility with career and technical education classroom space designated for NISD, a similar space for Angelina College, and common areas designed to serve the building.

Through grant funding, the County plans to renovate the building structure and Angelina College portion of the project. The NISD administration is preparing to recommend to the Board of Trustees that NISD allocate \$500,000 to implement the program and build-out the NISD portion of the facility as part of a long term lease agreement with the County.

As of the date of this publication, the NISD Board of Trustees have not formally considered the project, and the project is contingent upon approval from the NISD Board of Trustees.

Attachment B

Project Budget:

Construction Budget is estimated at \$500,000.00. This may change based on design requirements, changes in scope of work or actual bids.

ADMINISTRATION RATING SYSTEM

COUNTY OF NACOGDOCHES

NACOGDOCHES INDEPENDENT SCHOOL DISTRICT

VOCATIONAL-TECHNICAL SCHOOL

Firm: _____

<u>Criteria</u>	<u>Maximum Points</u>	<u>Rating Points</u>
Experience	50	_____
Work Performance	25	_____
Capacity to Perform	20	_____
Proposed Cost	5	
TOTAL	100	

Comments: _____

Signature

Date