



REQUEST FOR Proposals: RFP0025 - WCTCOG
Community & Economic Development
Housing Feasibility Study

Date Released: July 1, 2024

Deadline for questions July 12, 2024, 5:00PM (CST)
Email Questions about proposal to tmoreno@westcentraltexas.org

Proposal Due: August 1, 2024
Time Due: 5:00PM (CST)
Email proposals to tmoreno@westcentraltexas.org

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Community and Economic Development Department

INTRODUCTION

West Central Texas Council of Governments (WCTCOG) was organized under state law for the purpose of orderly planning and development of the Big Country Region. Currently WCTCOG serves a 19-county area including Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchel, Nolan, Runnells, Scurry, Shackelford, Stephens, Stonewall, Taylor and Throckmorton Counties and its member Governments are comprised of counties, cities, school districts, and special purpose districts. WCTCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, WCTCOG provides programs and services for Big Country seniors, employers, and job seekers. WCTCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training, and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services, and environmental grant funding for the region.

PURPOSE

WCTCOG is seeking proposals from qualified consultants to conduct a Housing Feasibility Study for the 18 rural counties within the WCTCOG region. Those counties encompass Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan, Runnells, Scurry, Shackelford, Stephens, Stonewall, and Throckmorton Counties. This RFP is for a formal feasibility study to determine the housing conditions in the counties and is not a request for architectural or development services.

SELECTION

Proposals will be evaluated according to their responsiveness to the goals and objectives of this project, with consideration of experience and cost. WCTCOG expects proposers to be knowledgeable of and experienced in the following areas:

1. Research related to Multi-County Regions, Small-Urban, and Rural Areas
2. Grant funded projects
3. Experience researching and analyzing qualitative and quantitative data

PROPOSAL DUE DATE

Proposals may be submitted any time before the deadline listed on the cover page.

PAYMENT

Payment terms are NET 30 upon receipt of invoice by email to tmoreno@westcentraltexas.org, attention Community & Economic Development Department.

SCOPE OF WORK

Geographic Area:

Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchel, Nolan, Runnells, Scurry, Shackelford, Stephens, Stonewall, and Throckmorton Counties

Research Goals:

Provide an in-depth documentation and analysis of the housing landscape for each individual rural county as well as strategy recommendations at both regional and local levels responsive to quantitative and qualitative evidence.

Suggested Tasks Include:

- Current housing conditions
- Affordability
- Housing Equity
- Recommendations

Proposal Requirements:

- Cover letter including name, phone number, and email of authorized person to contact regarding all matters related to the proposal.
- Provide a resume including a brief history of skills, experience, and knowledge related to experience like the proposal project.
- Provide a statement on availability and time commitment to the project.
- Provide a proposed scope of work and timeline.
- Provide an estimation of project cost.

Criteria 1 – Proposer Experience (35 pts.)

- Cover letter including name, phone number, and email of authorized person to contact regarding all matters related to the proposal.
- Provide a resume including a brief history of skills, experience, and knowledge related to experience like the proposal project.
- Description of any projects worked on which were in Texas and, more specifically, the Big Country region.

Criteria 2 – Previous Work Performance (20 pts.)

- References for three clients for whom the consultant has provided similar services and including entity name, address, service, provided, contact person, and telephone number.
- Describe any contracts or services awarded to you completed on schedule and any projects not completed on time.
- Describe any cancelled or terminated projects due to unsatisfactory performance.

Criteria 3 – Capacity to Perform (20 pts.)

- Provide a statement on availability and time commitment to the project.
- Provide a proposed scope of work and timeline.

Criteria 4 – Cost Reasonableness (25 pts.)

- Provide an estimation of project cost.

PROPOSAL EVALUATION & AWARD

Proposals will be evaluated using a pre-determined point method to rank which proposers are most likely to meet/exceed RFP requirements. In addition, WCTCOG reserves the right to contact any source regarding vendor reputation, product/service quality, work history, and past performance or any other factor to best evaluate/award the proposal that best meet WCTCOG program needs and clients served. Proposals will be reviewed for responsiveness and will be numerically rated by an evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary for the best possible results.

AWARD TERMS:

- WCTCOG reserves the right to ask questions and hold individual interviews with Proposers at WCTCOG's sole discretion at any given time during the evaluation process to determine the proposal which best meets the procurement needs being sought to best benefit WCTCOG and programs served.
- WCTCOG reserves the right to request additional information or clarifications from Proposers or to allow corrections of non-material errors or omissions at WCTCOG's sole discretion.
- WCTCOG reserves the right, should contract negotiations fail, to begin negotiations with the next highest ranked Proposer and shall continue in like manner until successful negotiations have been reached to the best benefit of WCTCOG with the lowest bidder deemed the most reliable, and qualified of Proposer(s).
- WCTCOG reserves the right to negotiate the final terms of any potential agreement or contract as a result of this RFP with Proposers, to include but not limited to, the RFP document encompassing (i.e. program requirements), Proposer responsibilities, terms & conditions, signed pages, and essential clauses or certifications in the RFP and the successful Proposer(s) submitted bid/proposal, both acting as binding documents to said contract or service agreement.
- Submission of a proposal indicates Proposer's acceptance of the evaluation and award process, and the Proposer agrees that the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit WCTCOG and programs served.