

RFQ No: 08-2020-02A
City of Mercedes
Request for Qualifications –Administrative Support Services
For the 1 Mile Road East Street Widening Project

General

The City of Mercedes is soliciting administrative support services qualifications from local firms or individuals,

The Professional Services qualifications sought entail direct administrative support for the office of the city manager with specific regard to the advancement and completion of the 1 Mile Road East Street Widening Project. These services, as they relate to the 1 Mile Road East Project, include:

- Administrative oversight of Federal, State and local programs administered by the City;
- Attend meetings, generate correspondence, and maximize communications between parties and/or entities, on the City Manager’s behalf as assigned for said project;
- Prepare and submit required reporting data as required by Federal, State and local funding entities;
- Develop incidental policies and procedures, as acceptable to TXDoT as needful for the project;
- Other duties as assigned by the City Manager

The City of Mercedes will post this RFQ for a period of two consecutive weeks in its main website page and in a newspaper of local circulation.

City point of contact: Mr. Sergio Zavala, City Manager, (956) 565-3114, [email-szavala@cityofmercedes.com](mailto:szavala@cityofmercedes.com)

Respondents shall submit one (1) original and two (2) copies of their proposals no later than 2:00 p.m. on August 28, 2020; on said time, the sealed envelopes will be opened in the Office of the City Manager, 400 S. Ohio, Mercedes, Texas. No electronic submissions will be allowed. Proposals are to be mailed or hand delivered to: **Sergio Zavala, City Manager, 400 S. Ohio, Mercedes, TX 78570.** Mailed proposals not received by the deadline will not be opened regardless of the timestamp. Sealed proposals must be identified as “**RFQ- Administrative Support Services**” on the exterior of the envelope.

Project Description

The City wishes to engage into a contract labor agreement with qualified firms/individuals under a part-time basis (20 hours per week). The selected firm/individual will not be a city employee and will not be eligible for any city benefits (retirement, health insurance etc.) The selected firm/individual will be responsible for all applicable Federal, State and local taxes

Proposal Requirements

Interested Parties should submit a resume detailing applicable work history and experience. At least 3 professional references are required. At minimum, the City is looking for qualifications in the following areas:

- At least 2 years experience in City or County Government in an administrative capacity;
- At least 5 years experience in Federal and State Grant Management;
- At least 5 years experience in oversight and development of municipal infrastructure projects, especially as it relates to TXDoT processes;
- At least 2 years experience in governmental planning and policy development.

City's Reservation of Rights

This Request for Qualifications does not constitute a commitment by the City to enter into any agreement or contract that is not in the City of Mercedes' best interests. City shall not be obligated to pay any costs associated with the preparation of responses, submittals or other documents or any related work by the Respondent. The City may require any Respondent to participate in negotiations and to submit such other information or documentation as it may deem necessary.

The City of Mercedes is an equal opportunity employer. The City strives to comply with State and Federal Laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of Mercedes complies with all other State and local laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job. Any employee or applicant for employment who perceives that he/she has been treated discriminatorily on the grounds of race, color,, religion, sex, age, national origin, disability, or veteran status should consult with or file a complaint with the Human Resources Representative at (956) 565-3114.

Sergio Zavala
City Manager
City of Mercedes, TX