

**PUBLIC NOTICE**  
**BID # 2021-02-05-A**

The City of Mercedes, Texas, is accepting Sealed Proposals for **Grant Writing, Funding Development and Related Consulting Services** until 10:00 am, March 20, 2021. Bid product specification criteria is available and can be obtained on the City's website at [www.cityofmercedes.com](http://www.cityofmercedes.com) or at the Office of the City Secretary, 400 South Ohio, Mercedes, Texas 78570. Please note "RFQ: Grant Writing, Funding Development, and Related Consulting Services" in front of the sealed envelope.

Posted on this 5<sup>th</sup> day of February, 2021.  
/s/ Joselynn Castillo, City Secretary  
City of Mercedes, Texas



REQUEST FOR QUALIFICATIONS (RFQ)

GRANT WRITING, FUNDING DEVELOPMENT, AND RELATED CONSULTING SERVICES

CITY OF MERCEDES, TEXAS

SUBMISSION DEADLINE:

MARCH 20, 2021 @ 10:00 AM

SUBMISSION CONTACT AND ADDRESS:

CITY SECRETARY OFFICE  
JOSELYNN CASTILLO, CITY SECRETARY  
400 S OHIO AVE  
MERCEDES, TEXAS 78570  
(956)565-3114  
[jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

## Introduction

The City of Mercedes is seeking qualified individuals, firms or organizations to assist the City in its efforts to: apply, coordinate, develop contracts, request, and track and manage grants; develop funding sources, including, but not limited to, local, State, and Federal funds; and general consulting services related to the above, in accordance with the specifications contained in this Request for Qualifications (RFQ).

## Background

The City of Mercedes, Texas has a population of approximately 16,604 (as of the U.S. Census Bureau data), located in Hidalgo County. It is part of the McAllen-Edinburg-Mission and Reynosa-McAllen metropolitan areas.

The City of Mercedes has a Commission-Manager form of government. Under this form of government, the elected City Commission sets the policies for the operation of the city's government. The administrative responsibility rests with the City Manager who is appointed by the City Commission. The Commission enacts policies, adopts ordinances and resolutions, establishes the annual budget to provide services to the public, and sets the city tax rate and water and wastewater rates for Mercedes. All Commission meetings are open to the public. Citizens are encouraged to attend and participate in City Government.

## Services Desired

The City of Mercedes recognizes that obtaining grant and external funding is a critical and important function to enable the City to leverage local public funds to help the City find and apply for funding for a variety of uses, including community planning, technical assistance, research, and capital infrastructure projects. The City is seeking a Consultant to assist researching and identifying potential grant and other funding opportunities and to provide strategic grant writing and administration services associated with the completion and submission of grant funded projects. In addition, the City is seeking general consulting services related to these objectives and services.

## Qualifications

Consultants must possess the following qualifications:

- The Consultant must be actively in business performing the requested services for at least the past two (2) years.
- Demonstrated experience and success in grant writing for federal, state, local or private funding
- Demonstrated ability to identify and map grant guidelines to data, needs, expertise, feasibility, and fiscal priorities

- The consultant must have a minimum of two (2) years of experience working with local governments in writing and/or administering State and/or Federal grants and/or loan programs
- Ability to build strong, positive working relationships with diverse staff and stakeholders in order to gather and synthesize complex information
- Skilled project management skills with ability to establish and meet tight deadlines
- Ability to work with staff to clarify proposed project impacts, outcomes, and activities, including development of strong and integrated formative and summative assessment procedures involving internal and external evaluators Personal dedication to fulfilling project objectives beyond client expectations
- Accustomed to performing in a deadline-driven environment while working within set budget requirements
- Work with community based partners and agency staff to develop successful winning proposals

### Submission Information

The documents delivered shall provide sufficient information to allow the City of Mercedes to evaluate a consultant’s approach, experience, and availability by including the following sections:

1. Summary of Qualifications: Please provide a brief summary within the listed categories.
2. Relevant Grant Writing Experience: Provide a detailed overview of successful projects written within the last 5 years, including awarded amount.
3. List of Clients and References: Provide the names and contact information (email and telephone) of the three recent clients. These contacts will be used as references and by submitting them you authorize the City of Mercedes to contact these individuals and discuss your work.
4. Education: Brief background of individual or staff.
5. Grant Writing Capabilities: Specify your expertise in the field.
6. A general outline of the desired relationship with the City of Mercedes.

### Evaluation Criteria

Evaluation will be based on all elements of the response to the request. It is the purpose of this request to obtain data as complete as possible from each candidate that will enable the City to determine which candidate(s) is best able to serve all the criteria mentioned in this document. All packages will be ranked in accordance with the considerations listed in the evaluation criteria.

Evaluation Criteria	Assigned Points
<b>Qualifications and Expertise</b>	30
<b>Past Performance and Experience</b>	30
<b>References</b>	25
<b>Capabilities</b>	15
<b>Maximum Total Score</b>	100

## Submission Instructions

All RFQ responses may either be submitted electronically or non-electronically with the following information stated clearly on the outside:

- Respondent's name or company name (if applicable)
- Respondent's address
- Submission Marked "RFQ: Grant Writing, Funding Development, and Related Consulting Services"

Qualifications are to be submitted to:

City Secretary Office  
Joselynn Castillo, City Secretary  
400 S Ohio Ave  
Mercedes, Texas 78570  
[jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)