

CITY OF STEPHENVILLE
 REQUEST FOR PROPOSAL (RFP)
 FOR FINANCIAL AND PROJECT MANAGEMENT SERVICES

The City of Stephenville will conduct a project, assisted by the Clean Water State Revolving Fund of the Texas Water Development Board (TWDB), for sanitary sewer system improvements in this community. This project is described in the accompanying Project Information Form. Accordingly, the City of Stephenville is seeking to contract with a qualified Financial and Project Management Services firm to provide services including, but not limited to, TWDB compliance in the areas of procurement, outlay requests, reporting, environmental assessments, acquisition, Davis-Bacon requirements, project closeouts and TWDB monitoring and audits. The firm will also coordinate efforts of other professional services firms during the course of these projects, act as liaison for the City with TWDB personnel and in general, expedite the project to completion.

Five copies of the proposal, plainly marked "Proposal for Financial and Project Management Services to the City of Stephenville", shall be submitted no later than **2:30 pm, December 8, 2016**. Proposals may be mailed or delivered to **Jerry K. Weldon II, Mayor, 298 W. Washington Street, Stephenville, Texas 76401**. You may also direct questions about the RFP to Nick Williams at 254-918-1223 or nwilliams@stephenvilletx.gov.

The City of Stephenville reserves the right to negotiate with any and all Financial and Project Management Services firms submitting proposals, according to the Texas Professional Services Procurement Act and Office of Management and Budget Circular A-102.

The City of Stephenville is an Affirmative Action/Equal Opportunity Employer. This contract is subject to the Environmental Protection Agency's (EPA) "fair share policy", which includes EPA-approved "fair share goals" for Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms in the Construction, Supplies, Equipment, and Services procurement categories. EPA's policy requires that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to Minority Business Enterprise and Women-Owned Business Enterprise firms. Although EPA's policy does not mandate that the fair share goals be achieved, it does require applicants and prime contractors to demonstrate use of the six affirmative steps. The current fair share goals for the State of Texas are as follows:

<u>CATEGORY</u>	<u>MBE</u>	<u>WBE</u>
CONSTRUCTION	12.94%	8.72%
EQUIPMENT	7.12%	5.39%
SERVICES	10.84%	5.72%
SUPPLIES	9.68%	9.34%

Any loan award is contingent upon release of funds from the Texas Water Development Board (TWDB).