

City of Friendswood, Texas

Request for Proposals



Grant Administrative Services – Houston-Galveston Area Council (H-GAC) Council of Governments (COG) Method of Distribution (MOD) Grant Administration  
For the City of Friendswood  
RFP 2022-18

**SUBMIT PROPOSALS TO:**

The City of Friendswood  
City Secretary's Office  
910 South Friendswood Drive  
Friendswood, TX 77546

Monday - Thursday: 8:00 AM to 5:30 PM  
Friday: 8:00 AM to 5:00 PM

**SUBMIT NO LATER THAN:**

Tuesday October 18, 2022  
2:00 PM (CDT)

**MARK ENVELOPE:**

RFP 2022-18

**SUBMIT QUESTIONS NO LATER THAN:**

Tuesday, Oct 11, 2022  
2:00 PM (CDT)

**SUBMIT QUESTIONS TO:**

Heather Van Dine, TRMC  
Office Manager  
Engineering Department  
City of Friendswood  
hvandine@friendswood.com  
(281) 993-3411

## I. PURPOSE

### ***INTRODUCTION:***

The City of Friendswood, Texas (the “City”) invites of proposals (“RFP”) from qualified individuals or firms (“Respondent”) experienced in providing grant application development, grant administration, and grant management services. The City of Friendswood will, in its sole discretion, determine the number of contracts awarded, and may decide not to award a contract as a result of this RFP. The City reserves the right to negotiate with all service providers submitting timely proposals. These projects will be applied through the State of Texas Community Development Block Grant – Mitigation (CDBG-MIT) program. The Houston-Galveston Area Council is overseeing the distribution of these funds through their Method of Distribution which has been funded and approved by the U.S. Department of Housing and Urban Development via the Community Development Block Grant Mitigation (CDBG-MIT) Regional Mitigation Program to counties and local jurisdictions for risk mitigation projects related to flooding, hurricanes, and other natural disasters.

### ***IMMEDIATE NEED:***

The Texas General Land Office (GLO) allocated \$488,762,000 to the Houston-Galveston Area Council (H-GAC) to develop a method of distribution (MOD) for the Regional Mitigation Program as part of the State of Texas Community Development Block Grant Mitigation (CDBG-MIT) Action Plan as amended. The City of Friendswood accepted funding in the amount of \$4,636,100 via the H-GAC’s distribution method. Due to the CDBG-MIT grant requirements, the state is required to reach a certain threshold tied to benefitting low- and moderate-income (LMI) persons within the community of Friendswood. Therefore, \$2,318,050 of \$4,636,100 must be used for projects that benefit LMI persons.

The City of Friendswood is seeking to enter into a professional service agreement with a competent administration/management firm to assist the City in the administration of the funds. Specifically, the City is seeking a professional consulting firm to provide expertise to augment staff’s capabilities to ensure compliance with federal regulations while maximizing the recovery of and beneficial uses of the CDBG-MIT funds in the local community. The selected Respondent shall have a demonstrated record of work experience in multiple disciplines related to this effort. Respondents should specifically detail their experience with federal and state grants for public safety, public works, infrastructure improvement, parks and recreation, technology, community development and capital assets. Contracts resulting from this RFQ may be awarded pursuant to the availability of funds and at the discretion of the City. **Project applications are due by Monday, January 9, 2023, at 5:00 PM. The applicant must be able to identify a project (or projects) and submit application(s) by this deadline.**

During and after a natural disaster or homeland security event, there may be a need for the City of Friendswood to access your business for products or services after normal business hours and/or holidays. For this purpose, a primary and secondary emergency contact name and phone number are required, and to be kept current.

For the CDBG-MIT program, pre-award administrative costs count towards the limit for subrecipient administrative costs. Pre-award costs must be identified as separate line items in the cost estimate of grant applications. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. Pre-award costs are to be reimbursed if the grant is approved and funded as allowed by the grant.

## II. SCOPE OF SERVICES

A proposed detailed scope of services is attached (See, **Attachment A**). The non-exclusive grant application and administration services contract will encompass all grant application and administration services to the City under two funding sources (BRIC and FMA), including, but not limited to, the following services:

- Provide grant administration services, including but not limited to, grant availability monitoring, grant application preparation, grant reporting, and grant closeout.
- Develop and implement strategies designated to maximize federal and state grant assistance.
- Provide expert programmatic and policy advice on federal disaster relief programs, parks programs, infrastructure programs, public safety programs, and other applicable grant programs.
- Provide support for grant application and project development.
- Identify long term cost exposures and expenditures associated with grant applicants.
- Coordinate with the City and its consultants to obtain cost information and backup documentation.
- Review potential reimbursement cost eligibility and develop justifications for presentation to the City and its consultants, Federal, State, and other agencies involved in providing disaster recovery funds.
- Review contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal and state funds.
- Identify potential improvements or projects eligible for grant funding.
- Develop, revise, and submit expedited Project Worksheets (PW's) and grant applications, including subsequent revisions, on behalf of the City for successful approval, obligation, and reimbursement, including project identification, development, formulation, and processing as required for identified projects.
- Ensure that all eligible damages and mitigation have been identified, quantified, and presented to the City, Federal agencies, and State agencies.
- Perform insurance reconciliation, as well as other funding source coordination to avoid duplication of benefits (DOB).
- Assist with the development and revision of the City's Hazard Mitigation Plan by identifying opportunities to reduce or eliminate the risk from future events or to include projects being applied for as part of the CDBG-MIT grant that are not yet identified.
- Perform Cost-Benefit Analysis, when necessary, to support the City's determination of pursuing reimbursement.
- Consult with the City to ensure compliance with applicable regulations and requirements, including the Stafford Act, Environmental and Historic Preservation Management, Davis-Bacon, Section 3 of the HUD Act of 1968, etc.
- Provide oversight and guidance to guarantee compliance with OMB Uniform Guidance 2 CFR, Part 200, including performing internal control risk assessments as required.
- Review and assist with processing payment requests, determining allowable costs, with scope of review and assistance to be set by the City.
- Attend meetings with the City and its consultant, the City Council, Federal agencies, State agencies and County agencies to negotiate and present Project Worksheets and the obligation of eligible amounts.
- Coordinate with other consultants and vendors for related services such as accounting, legal, architecture, engineering, environmental, restoration, and construction contractors. Prepare draft correspondence to communicate with local, Federal, State, and County officials on behalf of the City, as necessary.
- Provide the City with any changes in policies, procedures, processes, or deadlines throughout the financial disaster recovery processes.
- Provide the City with grant/funding close-out services to ensure maximum funding is retained.
- Resolve any request for information, justification, audit findings, and eligibility appeals.
- Prepare formal audit responses and justifications; attend associated meetings and hearings, as needed.
- Streamline reporting process to ensure continued compliance and prove post-award grants administration.
- Aide the City in fulfilling State and Federal statutory responsibilities.
- Prepare and conduct the final cost reconciliation and close-out packaging, ensuring maximum recovery and retention of all eligible funding, satisfactory disposition of arbitration and appeals, and availability of supporting documents for future audits.
- Track, monitor, and report time and activities performed by Consulting Firm staff per project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs; and

- Provide monthly written performance and status reports to the City and its consultants on the status of activities completed under this contract, which performance and status reports shall include, but not be limited to, the following items:
  - Hours billed and amount invoiced by consulting firm staff,
  - PW and grant application development and revisions,
  - PW and grant application submissions and approvals,
  - Obligated amounts versus eligible estimates,
  - Issues with PW's and grant application submissions and resolutions,
  - Items requiring City assistance,
  - Amounts awarded to City per PW and grant applications,
  - Requests for Reimbursement submitted,
  - Estimated and actual costs,
  - Reimbursements received by the City,
  - Insurance deductions, and
  - PW's and grant application closeouts.
- The City intends the term of the contract with the successful respondent to be a for the duration of the grant through project completion.

### III. PROPOSAL

Each response shall be submitted as outlined in this section. Respondents shall include an outside cover and/or first page containing the following information:

**Submittal for RFP 2022-18**  
**Grant Administrative Services Houston-Galveston Area Council (H-GAC) Council of Governments (COG) Method of Distribution MOD Grant Administration**

Respondent Firm or Individual Name  
 Submittal Date

A table of contents shall follow next, followed by tabbed dividers separating each of the successive six (6) sections:

- A. Cover Letter
 

The first page following the divider shall be a one-page letter transmitting the response to the City of Friendswood. The transmittal letter shall contain the original, in ink, by a person having authority to bind the vendor in a contract. Cover letter shall include company name, address, phone number, project contract number, and principal signature. Cover letter shall express interest in the project and certify that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- B. Qualifications
 

Briefly introduce your firm, providing a summary of the administration, structure, organization and staffing of your firm. Identify the project manager and everyone who will work as part of this engagement. Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications, and licenses, etc. This includes identifying any proposed subcontractors. These persons may not be withdrawn from the project or personnel substitutions made without consent of the City of Friendswood.
- C. Experience
 

List comparable projects for federal, state, or local governments, whether ongoing or completed, including references. Please include, at a minimum, details for each Texas project listed in III.C.1. For each, please provide:

- a. Project name and location
- b. Year completed
- c. Short description of project  
Overall amount of grant award dollar amount for the firm's role on the identified project
- d. Names, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project.
- e. Names, addresses, and telephone numbers of clients.

D. Project Methodology

The strategies and methods by which the work is performed must be included in the proposal and detailed sufficiently to allow the City to determine compatibility of the approach to the City's overall goals. Explain how your firm would assist with approach, monitoring, reporting, and closeout. Identify any streamlining methods that have been adopted, quality control methods, assessments, etc.

E. References

Include names and telephone numbers of persons whom the City can contact for references regarding the firm's past performance on similar projects.

F. Proposed Cost of Services

Provide costs to complete the work as identified in the project methodology. Provide hourly rates for each type of activity and each level of personnel, as well as the estimated total to complete the work. Cost for developing Proposals is entirely the responsibility of Proposers and shall not be charged to the City of Friendswood.

In its Proposal, each Grant Administrator shall provide a cost proposal to accomplish the scope of work outlined in this solicitation and for any additional services required by the City. The final grant funding amount is yet to be determined and any grant administrator's contract award is contingent upon funding of the (BRIC and FMA) grant. Grant Administrator's Proposal must include all costs that are necessary to successfully complete these activities. Grant Administrators may submit Proposals for any or all contemplated activities. Please note that the cost proposal will not be used as the sole basis for awarding a contract.

**Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the Proposer must disclose and certify in its Proposal the percentage of profit being used.** "Cost plus percentage of cost" type proposals are prohibited.

#### IV. ADDITIONAL SUBMISSIONS REQUIREMENTS

In addition to the proposal documents, the following items must be submitted with the sealed proposal.

- Certification Regarding Lobbying
- Disclosure of Lobbying Activities
- System for Award Management (SAM): Consultant/Firm, and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the company as well as the principals are not listed (are not debarred) through the SAM ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date.
- Form CIQ (Conflict of Interest Questionnaire) – Every vendor doing business with the City or seeking to do business with the City must complete this form.
- Non-Disclosure Agreement
- Senate Bill SB252
- Federal / State Contract Provisions
- Anti-Collusion Affidavit

**V. SELECTION PROCESS**

Contract(s), if any, will be awarded to the responsible Respondent(s) whose qualifications are determined to be the most advantageous to the City considering the relative importance of evaluation factors included in this request for proposals. Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The firm selected, if any, shall be required to assume responsibility for all services offered regardless of whether they are produced "in-house" or performed under a joint venture or sub-contract. The firm selected will be the sole point of contact with regard to this project.

Friendswood will use an Evaluation Panel to evaluate the proposals and interviews. The responses received will be part of the selection process utilized by the City together with an interview. The preferred firm then will negotiate with the City on fee and contract conditions. If, in the opinion of the City, a reasonable fee cannot be achieved with the firm of choice, negotiations will proceed with the second-choice firm until a mutually agreed contract can be negotiated.

Certified Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Historically Underutilized Businesses (HUB) are encouraged to submit proposals.

**VI. EVALUATION CRITERIA**

Dept.	Reviewer	Qualifications	Experience on Similar Projects	Project Methodology	Pricing	References	Totals
<b>Total Points</b>		0	0	0	0	0	
<b>Weight</b>		20%	15%	10%	50%	5%	
<b>Weighted Total</b>		0	0	0	0	0	
<b>Conversion to Points</b>		0	0	0	0	0	

The criteria used to evaluate the RFP will include, but not be limited to, the following (items listed below are not listed in order of importance):

- **Qualifications.** Qualifications of individual or firm in executing similar projects, qualifications related to collaborating with partners. (20 points)
- **Experience on Similar Projects** (emphasis on last 10 years). Related project experience, including work in Texas, as well as completed and ongoing projects of the firm and the individuals who would be assigned to this project. (15 points)
- **Project Methodology.** This criterion would include personnel, resources, and methodologies commonly used by the individual or firm that may be applicable to the project categories. (10 points)
- **Pricing.** Cost effectiveness and reasonableness of Respondent's proposed fee. (50 points)
- **References.** (5 points)

**VII. SUBMITTAL PROCESS**

Please submit two (2) electronic copies, each copy on one flash drive or CD. Each flash drive/CD must contain only one (1) file in PDF format and must match identically. The PDF files must include the ink signature of a person with the authority to bind the vendor into a contract. All submitted materials must be clearly marked with **RFP NO. 2022-18**, the vendor's name and addressed as shown below before the RFP opening time of 2:00 PM on Tuesday, October 18, 2022. Submittals that are limited to 25 pages (excluding resumes or sample documents) or less are preferred.

The City of Friendswood  
City Secretary's Office  
910 South Friendswood Drive  
Friendswood, TX 77546  
Monday - Thursday: 8:00 AM to 5:30 PM  
Friday: 8:00 AM to 5:00 PM

Proposals sent via courier must be sealed in a separate envelope inside of the mailer. External envelope must be marked: RFP 2022-18.

To enable the City to efficiently evaluate the responses, it is IMPORTANT that Respondents follow the required format in preparing their responses.

**Each Offeror is responsible for obtaining any/all addenda prior to submitting a proposal. Acknowledge receipt of each addendum (if issued) in writing as part of the submission. Note that the City qualifies for exemption from state and local tax pursuant to Section 151.311 of the Texas Tax Code for material incorporated into the project.**

#### **VIII. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION**

- A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Friendswood for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.
- B. All Information True – Respondents represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.
- C. Interviews – If the City, as a result of the initial evaluation of the proposals, develops a “short list,” Respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.
- D. Inquiries – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. Cost of Responses – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff

is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.

- G. No Obligation – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) reject any or all Respondents submitting responses, should it be deemed in Friendswood’s best interest; or (5) cancel the entire process.
- H. Insurance – The Respondent shall have the appropriate insurance policies and limits as determined by the City and such policies shall be written by an insurer licensed and admitted to do business in the State of Texas.
- I. Proposals – All information submitted in response to this RFP shall become the property of the City, and as such may be used by the City in any manner.
- J. Confidentiality – If any Respondent considers any portion of the proposal to be confidential and/or proprietary and that disclosure of its contents to competitors would cause substantial competitive harm, said Respondent must clearly identify those portions of the proposal by putting the term “**CONFIDENTIAL OR PROPRIETARY**” in bold letters on the applicable page(s). If such information is requested pursuant to the Texas Public Information Act, the Respondent will be given notice of the public information request and may make arguments before the Texas Attorney General as to why the information should not be disclosed. The City will have no obligation to make any arguments to and will abide by the decision of the Texas Attorney General.
- K. Expiration of Proposals – Any response to this RFP will remain in effect for 120 days after the date of submission.
- L. Collusion – The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Respondent’s submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- M. All responses submitted must be the original work product of the Respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

**IX. RFP Schedule**

Provided below is the anticipated schedule of events:

Milestone	Date
Advertisement of RFP	Friday, September 23, 2022 & September 30, 2022
Deadline for RFP Inquiries	Tuesday, October 11, 2022, at 2:00 PM
Due Date & Time for Submittal	Tuesday, October 18, 2022, at 2:00 PM
Proposal Evaluation	October 19, 2022, to October 25, 2022
Council Award	November 7, 2022
Deadline for Grant Application Submittals	January 9, 2023



## Attachment A: Scope of Grant Application and Administration Services

### The Vendor shall provide the following scope of services:

Proposers must be qualified to provide Grant Administration services for mitigation project(s). Grant administrative services must be performed in compliance with the guidelines issued by the Houston-Galveston Area Council (H-GAC) the Texas General Land Office (TX GLO), and the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant Mitigation (CDBG-MIT) funds.

**Description of Services and Special Conditions.** Grant Administrator must be able to perform the tasks listed herein to be considered eligible for an award under this solicitation. Grant Administrators should provide a detailed narrative of their experience as it relates to each of the items below. Grant Administrators should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant administration services will be provided in conformance with the guidance documents and use forms provided to the City regarding the (CDBG-MIT). Grant Administrators shall furnish pre-funding and post-funding grant application and administration services to complete the disaster recovery projects, including, but not limited to the following:

**Pre-Award Services.** Grant administrators will develop project scope and complete the (CDBG-MIT) application, if applicable. The provider will work with the City and its Engineer(s), if applicable, to provide the concise information needed for submission of complete application and supporting documents. The required information shall be submitted in a format to be described by (BRIC and FMA); and,

Post-Award Services. Grant administrators will manage, and complete eligible projects approved for funding. The selected administrative firm must follow all requirements of the program as specified by (CDBG-MIT).

#### **Grant Application Development.**

- Develop and implement local criteria to prioritize applicants

- Identify and evaluate candidate projects suitable for grant funding

- Provide engineering support and design services as needed to develop public infrastructure project grant applications

- Provide written overview of drainage project evaluations to include list of data needs

- Conduct water surface reduction analysis for potential drainage project areas

- Provide written report summarizing results of water surface reduction analysis with estimated benefit calculations for each reduction scenario

- Complete Benefit Cost Analysis per FEMA's Guidance for candidate drainage projects if needed

- Complete Low to Moderate Income socioeconomic analysis based on existing data or via surveys if needed

- Complete project scope of work, cost estimate, schedule and justifications and all other elements of grant application

- Complete Benefit Cost Analysis calculations per FEMA guidance for properties to be included in grant application if needed

- Provide recommendation to the City of which properties or projects to include in grant application based on CDBG-MIT guidance and City of Friendswood needs

Conduct review and analysis of FEMA, NFIP, HUD and other data to validate property classification and cost estimates

Assist the City with execution of required certifications and other documents

Assist the City with the completion and submittal of grant applications

Respond to any H-GAC, TX GLO or HUD requests for information post-application submittal General Grant Administration

**Grant Administration.** Fully administer all aspects of CDBG-MIT grants according to any contractual agreement with Houston-Galveston Area Council (H-GAC), Texas General Land Office (TX GLO), other State Agencies and the US Department of Housing and Urban Development (HUD).

Report to local officials on progress of grant applications and projects

Prepare required reports to the H-GAC, TX GLO, or HUD.

Prepare requests for advances or reimbursements from the City to the H-GAC or the TX GLO.

Assist the City in evaluating options for the procurement of qualified Proposers in accordance with 2 CFR Part 200 and State of Texas procurement standards.

Provide Grant administration and compliances support for public infrastructure projects or buyout programs.

Prepare reconciliation with H-GAC and TXGLO on all grant funds.

Prepare all reports and forms required for grant closeout.

Participate in any review or audit of grant by H-GAC, TX GLO, HUD, other State or Federal agencies or their assignee and address any questions, findings or deficiencies noted.

Assist the City in managing budget to ensure that all projects are completed with the available Federal funding.

Assist the City in ensuring that the project contract specifications meet the CDBG-MIT grant requirements.

Assist the City in developing process to ensure that construction is performed in compliance with engineering specifications.

Assist the City in ensuring a professional engineer reviews all construction specifications.

Assist the City in soliciting project Proposers in accordance with Federal and State procurement standards.

**Ancillary services** that may be necessary to satisfactorily complete the above-listed scope of work categories include ongoing document preparation, ongoing coordination of grant and local match funds, creation and submittal of grant payment requests to state agency, technical assistance and advice, coordination and liaison services, assistance with project modifications and amendments, real property acquisition assistance and advice.

Per Parcel Project Management Services for Home Acquisition/Demolition

For each parcel that is approved for acquisition, the consultant will perform the following services:

Review and Oversight of Title Company Activities. The Proposer will ensure that the Title Company activities are performed in a timely manner and in accordance with the terms of the contract.

Review and Oversight of Appraisal Firm. The Proposer will ensure that the appraisals are completed in a timely manner and in compliance with the Uniform Standards for Professional Appraisal Practices (USPAP) and Grant agency requirements.

Develop Data for Determining Compensation. Information provided by the community will be reviewed and an amount of compensation for each parcel will be recommended. The Proposer will analyze the appraisal and/or community information to extract the needed information for the preparation of the Statement of Determination of Compensation and Offer to Sell Real Property. Duplication of Benefits information will be reviewed and proper deductions from value will be made. Note: Duplication of Benefits data will be provided by the Community.

Prepare Contract for Sale. Utilizing the data developed or obtained in Tasks above, Proposer will prepare the voluntary offer documents. This will be provided to the City for review and approval prior to presentation to the owner.

Meet with Owners. Each parcel owner will be scheduled for a meeting at which time the letter from the City explaining the acquisition process and the owner's rights and options will be reviewed. The offer documents will also be explained to each parcel owner. If duplication of benefits deductions are made and the owner has documentation to support a revision to the deductions or to support a reimbursement, appropriate adjustments will be made. The meetings will be conducted in facilities provided by the City. Following this meeting, the offer to sell will be presented to the owner by the City's authorized representative.

Deeds. The Proposer will provide the Title Company a sample Deed for each parcel in a form that meets the requirements of the FEMA Section 404 program and/or the appropriate Grant agency. The Deed will be suitable for recording with the Recorder of Deeds in the appropriate County and will have the appropriate deed restrictions as directed by FEMA and/or the Grant agency.

Oversee and Coordinate Settlements. The title company will be responsible for scheduling closing with each parcel owner and for the preparation of all documents necessary for closing. These activities will be monitored by Proposer to ensure that they are performed in a timely manner and that all matters are properly coordinated. A listing will be prepared and provided to the Client prior to each closing which identifies the amount needed for disbursement by the title company at the closing. The listing will identify each parcel-by-parcel number, owner name, address of property and amount of compensation. The client will be advised to deposit the needed funds in the Title Company escrow prior to closing.

Prepare and Maintain Hard Copy Case Files. A hard copy case file for each parcel purchased will be prepared and submitted to the client.