

## Request for Proposals for *Tax Increment Reinvestment Zone Consultation Services*

RFP Closing Date: **October 2, 2020**

RFP Closing Time: **4:00 p.m.**

### **Introduction:**

The Greater Brownsville Incentives Corporation (GBIC) is requesting proposals from qualified firms and individuals to provide for **TIRZ Consulting Services** in the Brownsville, Cameron County, Texas area.

The Greater Brownsville Incentives Corporation (GBIC) is the “Type A” economic development organization for the City of Brownsville, Texas.

### **Description of Services:**

The selected firm will provide TIRZ Consulting Services, to include but not limited to:

- Act as liaison in representation of GBIC while working with local, State, and Federal agencies as well as non-profits, to determine the feasibility of creating a TIRZ.
- Represent GBIC while creating the TIRZ and advise GBIC accordingly.
- Support the development of a TIRZ Board.
- Support the creation of Bylaws that will govern the TIRZ Board.
- Data gathering and analysis includes but is not limited to:
  - » The creation of a Finance Plan
  - » The creation of a Project Plan
  - » The submission of Annual Reports

### **Submittal Requirements & Contents:**

1. Firm Name
2. Business Address
3. Telephone Number
4. Location of Branch Offices and Home Office
5. Year Business Established
6. Type of Organization (Individual, Partnership, Corporation)
  - a. **Executive Summary:** Describe your understanding of the scope of work to be performed and your firm’s ability to perform the work.
  - b. **Team Qualifications:** Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement. Provide their bios specifying experience relevant to the type of services requested.
  - c. **Fees:** Please provide an estimate of fees, billing rates for the anticipated services to be provided, and billing frequency. Please indicate whether you are willing to make a commitment to a fixed fee schedule.
  - d. **Client References:** Include a list of relevant clients that your firm has served within the past three years.

**Selection Criteria:**

|           |   |
|-----------|---|
| 25 Points | Qualifications, experience and expertise                          |
| 25 Points | Firm's profile, staff resources, its principals, current workload |
| 20 Points | Firm's approach to TIRZ consulting                                |
| 10 Points | Familiarity with the City of Brownsville and Economic Development |
| 10 Points | Firm's projects within last five years and references             |
| 10 Points | Firm's fee and billing policies                                   |

**100 Points Total**

**Submission Requirements:**

In order to be considered, submittals must be received no later than 4:00 p.m. on Friday, October 2, 2020.

**Mail or hand delivery submittals:**

Greater Brownsville Incentives Corporation  
Attn: Administration  
500 East Saint Charles  
Brownsville, Texas 78520

**An electronic file submittal is *required* to be sent to: [administration@greaterbrownsville.com](mailto:administration@greaterbrownsville.com)**

**Questions can be submitted in writing to:**

Ramiro Aleman, Director of Business Recruitment, Retention & Expansion  
Email: [mlozoya@greaterbrownsville.com](mailto:mlozoya@greaterbrownsville.com)  
Please use email subject head- RFP INQUIRY (TIRZ)