



**2019
Comal County
Park Project Selection Process
(PPSP)**

**As Adopted by the Comal County Commissioners Court
April 12, 2018**

Request for Applications

**Comal County Engineers Office
195 David Jonas Drive
New Braunfels, Texas 78132
(830) 608-2090
Fax: (830) 608-2009**

REQUEST FOR APPLICATIONS

2019 COMAL COUNTY PARK PROJECT SELECTION PROCESS (PPSP)

This is a Request for Applications for Comal County's PPSP. Included in this application package are the following:

- Comal County 2019 Announcement including conditions for funding projects
- Comal County 2019 PPSP Application Form
- Important Notes for 2019

The Comal County Commissioners Court will be budgeting funds for Comal County Parks Projects during the 2019 Budget Hearings. These Park Project Applications will be considered and prioritized by the Parks Maintenance and Improvement Committee (PMAIC) and then presented to the Comal County Commissioners Court when establishing the budget for the Property Improvements Line Item.

2019 PPSP Schedule

Comal County staff will be available to answer any questions concerning the PPSP application package through an individual appointment. For projects to be considered by Comal County for 2019 funding, the application must be received at the Comal County Engineer's Office **no later than 4:30 p.m. CST, Friday, May 25, 2018**. No late applications will be accepted. Additionally, no faxed and/or emailed applications will be accepted.

Note: Mail or hand-deliver a hard copy of each application as well as an electronic version of each application on a disk or thumb drive (no faxed or emailed applications) to:

*Comal County Engineer's Office
195 David Jonas Drive
New Braunfels, Texas 78132*

The Comal County PMAIC will meet on **June 7, 2018 (6:00 PM – 9:00 PM)** at the Comal County Engineer's Office to prioritize applications. The applications will be initially prioritized based on the Initial Screening Criteria and PMAIC Scoring Criteria found in Definitions. The PMAIC will prioritize the final list of projects which will then be presented to the Comal County Commissioner's Court as part of the 2019 Budget Schedule.

Definitions.

Alternate Project: The Comal County Commissioners Court will select Alternate Projects for situations where an Entity cannot provide the Entity Funding or cover the Budget Shortfall, when applicable. The list of Alternate Projects will be based on the prioritized list of projects presented by the PMAIC. If an Alternate Project is selected, that Entity will need to provide the proper Entity Funding, if utilized, and Budget Shortfall, as applicable. Project scope and available time in the calendar year will be considerations when determining the possibility of awarding funding to an Alternate Project. In general, an Alternate Project may not start after October 1, 2019.

Budget Shortfall: The actual cost of a Project less the budgeted amount. Entities are required to cover all Budget Shortfalls within 30 days of notification of a Budget Shortfall. If an Entity is not able to cover the Budget Shortfall, a portion of the project will be constructed, if possible. Otherwise, Entity Funding, if utilized, will be returned to the Entity and an Alternate Project will be selected, if available.

Conflict of Interest: A Conflict of Interest exists if a person has an association through employment, contract, subcontract, or as a consultant, owner, board member, or committee member with any entity that has a project being reviewed or discussed. A PMAIC member may discuss a project, but shall not score any park project with which a Conflict of Interest exists.

Eligible Entity: An Entity that has executed a Facilities Use Agreement with Comal County.

Entity Funding: If utilized, Entity Funding, or an Instrument of Guarantee, will be required to be submitted to the County no later than January 1, 2019. Entity Funding will be placed in a non-interest bearing line item, separate from the Parks Property Improvements Line Item. If an Entity is unable to provide the Entity Funding or an Instrument of Guarantee by January 1, 2019, the requested project is cancelled and an Alternate Project will be selected, if available.

Initial Screening Criteria: In order for any proposed project to be considered, the following screening criteria must be met. If these screening criteria are not met, the proposed project will receive no further consideration for funding.

The application must be complete and all application requirements and procedures followed. A complete application includes:

- A copy of a valid insurance certificate in accordance with Section 9 of the Facility Use Agreement.
- Current Signed Acknowledgement Form in accordance with Section 27 of the Facility Use Agreement.
- Record of funds spent and collected in 2016 in accordance with Sections 5, 7 and 12 of the Facility Use Agreement.

Instrument of Guarantee: A certification that funds will be available if the project is constructed. For example, a grant obtained by an Eligible Entity that provides funding on a reimbursement basis would provide a certification that a specific fund amount will be provided once the project is constructed.

Plans and Specifications: Plans and Specifications may be provided by an Eligible Entity if prepared by a designer/engineer/architect that is pre-approved by the Comal County Purchasing Department. Otherwise, Plans and Specifications will be prepared by Comal County.

PMAIC Scoring Criteria: The PMAIC Scoring Criteria will be based on the following criteria for a maximum score of 100 points:

- A. Promoted public benefit in accordance with the intent of the Facility Use Agreement.
- B. Entity Funding (Optional)
- C. First Effort/Past Performance
- D. Project Description
- E. Project Impact / Accessibility

The PMAIC will establish maximum points for each of the five categories (totaling 100 points) prior to scoring the projects on June 7, 2018.

Project Agreement: An agreement entered into between Comal County and an Eligible Entity that describes the conditions for each specific project.

Project Funding Requests: The financial request being made by the Entity from Comal County.

Project Selection: The Comal County Commissioners Court has final authority and discretion on the selection of all Projects and Alternate Projects.

Purchasing: All projects will be performed using the Comal County Purchasing Policy.

Total Project Amount: Project Funding plus Entity Funding, if utilized. The Total Project Amount shall include costs for design and construction, including, but not limited to, engineering, surveying, architecture, and all aspects of construction.

HOW TO APPLY

An application form is available from Comal County at the address below. A separate application form must be submitted for each individual project proposed. Each entity may submit a maximum of 3 projects.

The Comal County Engineer's Office is available to assist interested parties during the application process and may be contacted at the following telephone number:

Robert Boyd, P.E.
Comal County Parks Manager
(830) 608-2090
8:00 a.m. – 4:30 p.m., M-F

*Return your completed application form(s) to
the following address:*

**Comal County Engineer's Office
ATTN: Robert Boyd, P.E.
195 David Jonas Drive
New Braunfels, TX 78132**

APPLICATION DEADLINE: To be considered for funding,
submit application on:

May 25, 2018 by 4:30 p.m.

**COMAL COUNTY PARK PROJECT SELECTION COMMITTEE
2019 APPLICATION FOR PARK PROJECT FUNDING**

FORM 1. APPLICATION INFORMATION AND SIGNATURE PAGE

Please Type or Legibly Print the Application. Typing is Preferred

Applicant:	Phone/Fax:
Address:	Email:
Contact Person:	Date Submitted:
Project Name:	

Project Funding

Project Funding Request: \$0.00 Entity Funding (if utilized): \$0.00 Total Project Amount (Project Funding Request plus Entity Funding): \$0.00
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Signature

By the following signature, the Applicant certifies that it has reviewed the deliverables included in this application, that all certifications are true and correct, that assurances have been reviewed and understood, and that all required deliverables are included with this application.	
Signature	Title:
Typed/Printed Name:	Date Signed:

- Copy of Valid Insurance Certificate in accordance with Section 9 of the Facility Use Agreement
- Current Signed Acknowledgement Form in accordance with Section 27 of the Facility Use Agreement
- Record of funds spent and collected in 2017 in accordance with Sections 5, 7 and 12 of the Facility Use Agreement

For Use by Comal County

Date application was received: _____

FORM 2. OVERALL BUDGET SUMMARY

Please provide the following breakdown of the total amount of grant funding being requested:

<u>Budget Category</u>	<u>Funding Amount</u>
1. Construction Expenses	
2. Consulting Expenses	
3. Total (<i>sum of 1 – 2; Must Equal Total Project Amount</i>)	

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FORM 3A: DETAILED CONSTRUCTION EXPENSES

Types of Construction	Estimated Cost
	\$
	\$
	\$
	\$
	\$
TOTAL <i>(Must equal Line 1 of the Overall Budget Summary)</i>	\$

FORM 3B: DETAILED CONSULTING EXPENSES

Purpose	Estimated Cost
TOTAL <i>(Must equal Line 2 of the Overall Budget Summary)</i>	\$

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FORM 4: PROJECT DESCRIPTION

What is the project?

Where will this project be located?

Why is this project needed?

Who will this project serve?

Does this project comply with the Park's Contributing Zone Plan?

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FORM 5: PROJECT IMPACT / ACCESSIBILITY

Number of Participants Served by Project: _____

Registration Fees: _____

Scholarships Available: ___ yes ___ no
If yes, number of scholarships awarded in 2017: _____
Total Value of Scholarships: _____

Additional Comments:

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