

**NOTICE  
REQUEST FOR PROPOSALS  
RFP # 2019-02**

The City of Rosenberg (City) is seeking written Proposals for a service contract with a competent administration/management firm/professional services provider in connection with preparing an application for and in the overall management of its proposed Community Development Block Grant – Disaster Recovery [CDBG-DR] Administration/ Professional Services.

**One “Original” and three (3) copies of the completed Proposal must be received by the Purchasing Agent for the City of Rosenberg no later than 2:00 p.m., Wednesday, September 26, 2018.** Three (3) copies and clearly marked “Original” are to be bound. Response must include an electronic pdf. format (i.e. CD, etc.) of the entire Response.

The City of Rosenberg City Hall is located at 2110 4th Street, Rosenberg, Texas 77471-0032. Proposals should be directed to the attention of the Purchasing Agent, and clearly marked, **“Community Development Block Grant – Disaster Recovery [CDBG-DR] Administration/Professional Services – RFP No. 2019-02, Do not open in mail room”**.

Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide the City of Rosenberg with a printed and executed original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City’s inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission’s website at <https://www.ethics.state.tx.us>. The City’s Identification Number under Item No. 3 on Form 1295 for RFP No. 2019-02 will be TXE 2019-02.

The City of Rosenberg requests that you submit your written Proposal by **2:00 p.m., Wednesday, September 26, 2018**, to:

**Purchasing Agent  
City of Rosenberg  
P.O. Box 32  
2110 4th Street  
Rosenberg, Texas 77471-0032**

To obtain a copy of the Request for Proposals, please visit the State of Texas Electronic State Business Daily or the DemandStar sites ( <http://www.txsmartbuy.com/sp> or <https://www.demandstar.com/>). The Request for Proposals is also available at the City of Rosenberg website: [www.rosenbergtx.gov](http://www.rosenbergtx.gov).

Electronic, faxed or late proposals will not be considered.

The City reserves the right to reject and/or accept all submittals as it so deems is in its best interest.

Danyel Swint, City Secretary, TRMC