

NOTICE TO RESPONDENTS

Sealed statements of qualifications, consisting of at least one (1) original, six (6) copies and electronically as a PDF saved to a flash drive, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **2:00 p.m.** on **Wednesday, April 1, 2020**, for the following:

RFQ: 2020-09Q
Public Protection Classification (PPC) Consultant
TXE2020-09Q
“Do Not Open In Mailroom”

All statements of qualifications must be submitted at the time and place in the manner prescribed above. Statements of Qualifications must be delivered in a sealed envelope with a return address and clearly marked **“City of Rosenberg, RFQ No. 2020-09Q, Public Protection Classification (PPC) Consultant, Do Not Open in Mailroom”**. The Respondent's firm name shall appear on the outside of the envelope. Statements of Qualifications received after the closing time will be returned unopened.

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 (Item 3 on Form 1295) for the successful proposer to fill out Texas Ethics Commission Form 1295 for **RFQ No. 2020-09Q** will be **TXE2020-09Q**.

Request for Qualifications documents may be viewed and downloaded free of charge from the City of Rosenberg Website, www.rosenbergtx.gov or a hardcopy requested from the City of Rosenberg Fire Chief. Said documents may be examined without charge in the City Secretary's office for the City of Rosenberg at 2110 4th Street, Rosenberg, Texas 77471.

The City reserves the right to reject any or all statements of qualifications and to waive informalities as it so deems in its best interest.

Danyel Swint, TRMC, City Secretary