

REQUEST FOR PROPOSALS – ADMINISTRATION/PROFESSIONAL SERVICES

The City of Montgomery seeks to develop an application to the Texas General Land Office for the 2017/2018 Community Development Fund for eligible activities associated to the Texas Community Development Block Grant- Disaster Recovery Fund. Accordingly, the City is separately soliciting proposals from Administrative Consultants for Application Preparation and Project Administration to provide with Application Preparation and Project Implementation.

Firms and/or individuals should have past experience with federally funded programs.

Please submit 15 copies of a sealed proposal of services and/or a statement of qualifications to:

City of Montgomery

Attn: Susan Hensley, City Secretary

By Mail: City of Montgomery, P.O. Box 708, Montgomery, Texas 77356.

Hand delivery: 101 Old Plantersville Road, Montgomery, Texas 77316.

Submittals for these services shall be received by the City no later than 3:00 pm on August 3, 2017. Submittals received after the date and time shown will not be accepted.

The same firm will not be awarded contracts to provide both services. The City reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards. Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises are encouraged to submit proposals. The City reserves the right to refuse any, or all, submittals. The City of Montgomery is an Affirmative Action/Equal Opportunity Employer.

Susan Hensley, City Secretary

shensley@ci.montgomery.tx.us