

Notice to Respondents

The City of Rosenberg is soliciting sealed proposals from qualified vendors for pre-award and post-award grant management services. Services will include the preparation of a Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) Grant application(s) and the management of the grant and project(s) if funded by FEMA through the Texas Division of Emergency Management (TDEM)

Sealed Proposals must be submitted electronically or received by the City Secretary's Office no later than:

2:00 pm, Thursday, March 20, 2025.

All sealed proposals must be received either electronically or at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable.

All proposals will be opened, and bidder's names publicly read aloud promptly in the City Hall Council Chamber, at 2110 4th Street, Rosenberg, Texas 77471, at 2:00 pm, Thursday, March 20, 2025.

To obtain a copy of the Request for Proposals or submit an electronic proposal please visit:

<https://procurement.opengov.com/portal/rosenbergtx>

If a Respondent chooses to submit a Hard Copy Proposal, it must be delivered in a sealed envelope with a return address and clearly marked "City of Rosenberg Request for Proposals (RFP No. 2025-55P). DO NOT OPEN IN THE MAIL ROOM." The respondent's firm name shall appear on the outside of the envelope.

Submit Hard Copy Proposals to:

City of Rosenberg

City Secretary's Office

2110 4th Street * P.O. Box 32

Rosenberg, Texas 77471

RFP No. 2025-55P – DO NOT OPEN IN MAIL ROOM

The point of contact for this solicitation is City of Rosenberg Procurement Manager Blake Skiles, CPPO, NIGP-CPP, CPPB, CPPM, CPP, CPC. Should you have any questions or require additional information or clarification on information contained in the RFP, please submit your questions via OpenGov Procurement at the website listed above no later than 5:00 pm on Friday, March 14, 2025.

The City reserves the right to reject any or all proposals and to waive informalities in proposals. In case of ambiguity or lack of clearness in stating the prices in any proposal, the City reserves the right to consider the most advantageous construction thereof, or to reject the proposal. The City reserves the right to negotiate with any and all individuals or firms that submit proposals and may award one or more contracts to one or more service provider(s). Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises, and Labor Surplus

Area firms are encouraged to submit proposals. The City of Rosenberg is an Affirmative Action/Equal Opportunity Employer.

Danyel Swint, TRMC, City Secretary