

**CITY OF HUMBLE
REQUEST FOR PROPOSALS – RFP 2021-02**

THE CITY OF HUMBLE IS SOLICITING SEALED REQUEST FOR PROPOSALS FOR WELL-QUALIFIED ADMINISTRATION/MANAGEMENT FIRM/PROFESSIONAL SERVICE PROVIDER(S) TO ASSIST THE CITY IN THE OVERALL APPLICATION AND MANAGEMENT OF ITS GRANT FUNDING INCLUDING BUT NOT LIMITED TO HUD AND CONGRESSIONAL ALLOCATIONS, INCLUDING ALL COVID19, AMERICAN RESCUE PLAN ACT, AND OTHER ECONOMIC RECOVERY RELATED FUNDING AND PROGRAMS, CDBG-MITIGATION, CDBG-DR, HMA/BRIC, 404 HMGP, TXDOT GRANTS, EMERGENCY MANAGEMENT GRANTS, TWDB GRANTS, AND FEMA RELATED PROJECT GRANTS. FURTHER PROPOSAL INSTRUCTIONS AND SUBMISSION REQUIREMENTS WILL BE INCLUDED IN THE DETAILED REQUEST FOR PROPOSALS. THE REQUEST FOR PROPOSALS WILL BE AVAILABLE BEGINNING WEDNESDAY, SEPTEMBER 29, 2021 BY CONTACTING AIMEE PHILLIPS, CFO, AT APHILLIPS@CITYOFHUMBLE.NET.

SEALED RESPONSES, IN TRIPLICATE, SHOULD BE ADDRESSED TO THE CHIEF FINANCIAL OFFICER, CITY OF HUMBLE, 114 WEST HIGGINS, HUMBLE, TEXAS 77338 AND SHALL BE LABELED “RFP 2021-02 GRANT ADMINISTRATIVE AND MANAGEMENT SERVICES DO NOT OPEN” AND SHOULD BE RECEIVED NO LATER THAN 2:00 P.M. ON OCTOBER 20, 2021. ONE DIGITAL COPY OF THE PROPOSAL SHALL BE SUBMITTED VIA EMAIL TO APHILLIPS@CITYOFHUMBLE.NET. RFP’S WILL BE OPENED PUBLICLY AT THAT TIME AT 114 WEST HIGGINS, HUMBLE, TEXAS, 77338.

IT IS THE SOLE RESPONSIBILITY OF THE RESPONDING PARTY TO ENSURE THAT HIS/HER PROPOSAL IS ACTUALLY IN THE CITY OF HUMBLE’S CHIEF FINANCIAL OFFICER’S OFFICE PRIOR TO THE EXPIRATION OF THE TIME AND DATE ABOVE FIRST WRITTEN.

ANY QUESTIONS OR REQUESTS FOR CLARIFICATION MUST BE SUBMITTED IN WRITING VIA EMAIL AT THE ABOVE ADDRESS AT LEAST THREE (3) DAYS PRIOR TO THE DEADLINE.

UPON CONSIDERATION OF THE PROPOSALS, THE CITY COUNCIL PLANS TO AWARD A CONTRACT; HOWEVER, THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY AND ALL FORMALITIES AND TECHNICALITIES, AND TO ACCEPT ANY BID WHICH IT DEEMS ADVANTAGEOUS TO THE CITY. EACH PROPOSER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST THE CITY AND THEIR RESPECTIVE AGENTS AND/OR EMPLOYEES ARISING OUT OF OR IN CONNECTION TO WITH THE ADMINISTRATION, EVALUATION OR RECOMMENDATION OF ANY PROPOSAL.