



CITY OF HOMESTEAD
Procurement & Contract Services Division
450 S.E. 6th Avenue
Homestead, FL 33030



RFP NOTICE

The City of Homestead is announcing the availability of the following Request for Proposals (RFP):

RFP #202201
ADMINISTRATION AND PROJECT DELIVERY SERVICES 2021-2022
COMMUNITY DEVELOPMENT BLOCK GRANT AND OTHER RELATED PROGRAMS

Interested proposers may obtain a copy of the RFP package by visiting our website at <http://www.cityofhomestead.com/bids.aspx> or Onvia Demandstar at <https://network.demandstar.com/for-business/>.

RFP Notice Date: October 15, 2021

Scope of Work: The City of Homestead is requesting sealed proposals from qualified individuals or firms to provide grant administration services for the City's Community Development Block Grant (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD). The firm shall be required to work closely with the City of Homestead management and staff and provide updates and reports to the Finance Department.

The City of Homestead has been awarded Community Development Block Grant Entitlement Funding in the amount of \$769,583.00 for fiscal year 2021-2022.

All procurement and contracting for these services shall follow CDBG guidelines and regulations as well as the state and federal regulations including 2 CFR, Part 200; 24 CFR Part 85; 24 CFR Part 570.489, 570.490, 570.502, 570.506, 570.508 & 570.509. The City of Homestead is an Equal Opportunity Employer and encourages participation from MBE/WBE/DBE businesses.

Pre-Proposal Meeting: NON-MANDATORY
Wednesday, October 27, 2021 at 10:00 a.m.
Location: Procurement & Contract Services Division
450 SE 6th Avenue
Homestead, FL 33030

Last Day for Questions: Tuesday, November 9, 2021 by close of business day, 5:00 p.m. EST.

Proposal Due Date: Tuesday, November 16, 2021 at 2:00 p.m.
City of Homestead, City Hall
City Clerk's Office
c/o Bids Department
100 Civic Court
Homestead, FL 33030

Proposals received after the above-specified date and time will not be accepted. Proposals submitted by fax or email will not be accepted.

Pursuant to Ordinance 2002-09-27, a Cone of Silence is hereby imposed on the project identified above.

Disclosure: A Cone of Silence shall be imposed upon each RFP, RFQ and bid after the advertisement of said RFP, RFQ or bid. At the time of imposition of the Cone of Silence, the City Manager or his or her designee shall provide for public notice of the Cone of Silence by posting a notice at the City Hall. The City Manager shall issue a written notice thereof to the affected departments, file a copy of such notice with the City Clerk, with a copy thereof to each City Councilmember, and shall include in any public solicitation for goods or services a statement disclosing the requirements of this section.

The details of the Cone of Silence restriction upon communications are set forth in **Section IX** of the RFP documents.