

REQUEST FOR PROPOSALS
#PW2018-02: COMMUNITY DEVELOPMENT BLOCK GRANT
ADMINISTRATION SERVICES

The City of St. Augustine is soliciting written proposals from qualified firms or individuals to provide program administration services for two separate Florida Small Cities Community Development Block Grant (CDBG) funding opportunities: #18DB-OM-04-65-02-N25, in the Neighborhood Revitalization category in the amount of \$750,000.00, and #18DB-OM-04-65-02-NE1 in Emergency Set-Aside Funding in the amount of \$602,716.00. Both grants are being funded as part of the FFY 2016 CDBG application cycle. An award of these CDBG projects is anticipated; therefore procurement and contracting will follow CDBG regulations. Grant administration services will include complete management and reporting for each of the two programs, with separate tracking for each funding source. Additional services may be requested of the selected consultant on an ongoing basis to research and make application for funding and to manage awarded projects from other public grant or loan sources at the discretion of the City Commission.

Proposals will be received at the Office of the City Manager until 2:00 P.M. EST, Wednesday, February 28, 2018. Any proposal received after the above time and date will be rejected and returned unopened. The proposals shall be mailed or delivered in person to:

Mailing Address

City of St. Augustine
Office of the City Manager
Attn: Timothy W. Fleming
P.O. Box 210
St. Augustine, FL 32085-0210

Physical Address

City of St. Augustine
Office of the City Manager
Attn: Timothy W. Fleming
75 King Street, 4th Floor, Lobby C
St. Augustine, FL 32084

Request for Proposals and Qualification Requirements may be obtained from: City of St. Augustine, General Services Department; Lobby "D" 4th Floor; 75 King Street; St. Augustine, FL 32084 or by contacting Ms. Vicki Wilder, General Services Administrative Coordinator, at (904) 825-1010 or, via email, at vwilder@citystaug.com. Vendors registered with DemandStar.com, Inc. can download RFP Package No. RFP-PW2018-02-0-2018/TF at no cost from their website - www.demandstar.com

The City of St. Augustine reserves the right, which is understood and agreed to by all respondents, to reject any or all proposals submitted, and to waive any informality or irregularity in proposals received. The City also reserves the right to award a contract on such material(s) as the City deems to be in its best interest.

The City of St. Augustine is an Equal Opportunity employer. MBE/WBE/DBE businesses are encouraged to participate. The City of St. Augustine supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

CITY OF ST. AUGUSTINE
DEPARTMENT OF GENERAL SERVICES
Timothy W. Fleming, Deputy Director