



Plan Holders

Project: CDBG Administration Services FY 2011 Small City Community Development Block Grant Program

RFQ Number: RFQ-CD-11-01

Date:

Firm:

Representative:

Address:

City, State, Zip:

Phone Number:

Fax Number:

E-mail:

Please fill out the Plan Holders form and e-mail it to dklages@ci.palm-coast.fl.us or fax it to 386-986-3724 in order to be added to the Plan Holders list. Please also be sure to include the project name and bid number when filling out this form.



City of Palm Coast

160 Cypress Point Parkway, Suite B-106
Palm Coast, FL 32164
Tel (386) 986-3730

The City of Palm Coast, FL will receive **Sealed RFQ submittals up to 2:00pm on October 27, 2010** at the Purchasing Office of the City of Palm Coast, 160 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164 for the following:

**REQUEST FOR QUALIFICATIONS
RFQ-CD-11-01 – CDBG ADMINISTRATION SERVICES
FY 2011 SMALL CITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

This Request for Qualifications is issued for the purpose of establishing a three (3) year contract with a firm(s) capable of providing services for Florida Small Cities Community Development Block Grant (CDBG) Regular (HR/CR/NR) Category and Economic Development (ED) CDBG Grants administration (a.k.a. grants management or contracts management) to rehabilitate and preserve existing housing stock in the original Palm Coast.

RFQ Submittals must be addressed as follows for both Mail and Hand Deliveries:

City of Palm Coast
Purchasing & Contracts Management Division
160 Cypress Point Parkway, Suite B-106
Palm Coast, FL 32164

Responses to this RFQ must be submitted utilizing the Required Submittals packet in order to be accepted. Copies of the RFQ and the Required Submittals packet may be obtained from Brian Rothwell, Purchasing Manager, City of Palm Coast, 160 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164, telephone 386-986-3730 or from the City's website: www.ci.palm-coast.fl.us/government/departments/purchasing.

Please be sure to include your company's name, address and phone number, as well as the RFQ name and number, on the outermost envelope.

RFQ submittals received after **2:00pm on October 27, 2010** will be returned to the sender unopened. FAX or telegraphic submittals will not be accepted.

The City reserves the right to accept or reject any or all submittals with or without cause, to waive technicalities, or to accept the submittal which, in its judgment, best serves the interest of the City. Persons with disabilities needing assistance to participate in any of the proceedings should contact the City Personnel Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance.