



298 W. Washington, Stephenville, Texas 76401
254-918-1220 Phone. 254-918-1207 Fax.

November 22, 2016

Re: TxCDBG Program Year 2017-2018 Community Development Fund

Dear Sir or Madame:

Attached is a copy of the City's Request for Proposals for *application and administrative services* for its Texas Community Development Block Grant project to be submitted to the Texas Department of Agriculture - Office of Rural Affairs (TDA) under the 2017-2018 Community Development Fund to carry out *public infrastructure improvements* in the City of Stephenville. The submission requirements for this proposal are also included on the attached Request for Proposal (RFP) form. Firms and/or individuals should have past experience with Federally funded programs. Please submit a proposal of services and statement of qualifications to:

Jerry K. Weldon, II, Mayor
298 W Washington Street
Stephenville, Texas 76401

Along with your proposal, you must also include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Please include a print out of the search results.

The deadline for submission of proposals is 2 pm on December 2, 2016. The City of Stephenville reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

The City of Stephenville is an Affirmative Action/Equal Opportunity Employer.

Sincerely,


Jerry K. Weldon, II, Mayor