

NOTICE OF REQUEST FOR PROPOSALS FOR HOUSING CONSULTANT SERVICES

NOTICE IS HEREBY GIVEN that the City of El Monte (City) will receive proposals for consultant services for the City's housing programs.

Proposals can be submitted in two (2) ways in person or electronically.

Proposal can be received at El Monte City Hall, City Clerk's Office, City Hall East, 11333 Valley Blvd, El Monte, California 91731 until 4:30 p.m. on Thursday November 13, 2025. All proposals must be clearly marked, "**CITY OF EL MONTE HOUSING CONSULTANT SERVICES PROPOSAL – ATTN: VANESSA SEDANO**" and shall be delivered to the City Clerk's Office during the business hours of 7:30 a.m. to 5:30 p.m., Monday through Thursday, except holidays.

Proposal can also be submitted via email at housing@elmonteca.gov or email Vanessa Sedano, Housing Manager directly at vsedano@elmonteca.gov It is the Respondent(s) responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded.

One (1) electronic copy of Respondent's proposal and any supporting documentation must be submitted by no later than the time and date indicated in the Timeline/Schedule. All information received by the City in response to this solicitation will be subject to the California Public Records Act and may be subject to the California Brown Act. Additionally, all submissions may be subject to review in the event of an audit.

POSTMARKS WILL NOT BE ACCEPTED. Failure of, or disturbances in any mail service is not a legitimate reason for proposals submitted after the above due date. Electronic mail or facsimiles will not be accepted. The City may extend the deadline at its option.

It should be understood that the final fee will be negotiated with the City. All submitted proposals will be reviewed and analyzed by City staff and the proposals which best meet the City's needs will be selected for further analysis and negotiation. The City reserves the right, in its sole discretion during the selection process, to reject any or all proposals or any portion without exception or explanation.

Parties interested in obtaining a Request for Proposals (RFP) Package (at no cost) should contact the:

Economic Development Department – Housing Division
City Hall West
11333 Valley Blvd,
El Monte, CA 91731
(626) 580-2070

A copy of the RFP can also be downloaded from the City's website at:

<https://www.ci.el-monte.ca.us/236/Housing>

For questions regarding this RFP, you may contact Vanessa Sedano, Housing Program Manager, at (626) 580-8831 or vsedano@elmonteca.gov