

# **REQUEST FOR PROPOSALS**

## **PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES**

The City of Neosho requests proposals for grant writing and administrative services to assist in a proposed project financed with \$2,385,956.14 in Community Development Block Grant (CDBG) funds. This project aims to improve critical infrastructure on Freeman Road by addressing stormwater management and enhancing pedestrian safety. The scope of work includes the installation of an advanced stormwater management system to mitigate flooding risks and improve drainage efficiency. In addition, new sidewalks will be constructed to provide safer pedestrian pathways and better connectivity, linking existing infrastructure such as the sidewalks recently installed by MoDOT and access points to Morse Park.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance area:

Citizen Participation, Environmental Review, Contract Management, Labor Standards, Civil Rights, Acquisition, and CDBG Closeout

Information provided to the City of Neosho shall include at a minimum:

1. The specialized experience and technical competence of the firm with respect to CDBG grant administration.
2. The past record of performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules
3. The capability of carrying out all aspects of grant related activities
4. Cost of services
5. References from previous clients of related work with the firm within the past five years
6. Documentation of compliance with E-Verify requirements

*The criteria above that shall receive priority weighting in the final selection.*

A cost for grant writing services should be identified separately from the cost for administrative services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for administrative service shall be contingent upon the award of the grant and commitment of all project funds.

The above information should be submitted no later than December 2<sup>nd</sup>, 2024, by 5:00 pm to [rleavens@neoshomo.gov](mailto:rleavens@neoshomo.gov) or by mail to: City Hall located at 203 E Main Street Neosho, MO 64850. For more information, contact Richard Leavens, Development Services Director at (417) 451-8050.

The City of Neosho is an Equal Opportunity Employer and invites the submission of proposals from minority, women, and Section 3-owned firms.

**A Spanish translation of this RFP is available at [hstcc.org](http://hstcc.org)**

November 14<sup>th</sup>, 2024

Date