

REQUEST FOR PROPOSALS

PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES

The City of Noel requests proposals for grant writing and administrative services to assist in a proposed project financed with \$2,344,550 in Community Development Block Grant (CDBG) funds. This project aims to enhance wastewater management for the city by constructing or upgrading a lift station facility. This lift station is designed to manage the collection, movement, and disposal of wastewater to meet growing population needs and environmental standards. The project addresses current infrastructure challenges, providing reliable sewage handling and improving overall sanitation for the community. Key elements include installation of pumps, pipes, and control systems to ensure efficient wastewater flow, minimizing risk of overflow or contamination.

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 Noel 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 November 25th, 2024, by 5:00 pm to CityofNoel@gmail.com or by mail to: City Hall located at PO Box 1010 Noel, MO 64854. For more information, contact Gayla Clay, City Clerk at (417) 475-3696.

The City of Noel 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