

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 \$1,151,948 in Community Development Block Grant (CDBG) funds. This project aims to renovate the Buffalo Creek and Malcom Mosby Lift Stations in Neosho to improve wastewater management and reduce inflow and infiltration (I&I). Upgrades at Buffalo Creek will include new submersible pumps, updated pump controls, and a replacement influent line. At Malcom Mosby, outdated infrastructure will be replaced with a watertight manhole to prevent stormwater intrusion.

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 November 13th, 2024, by 5:00 pm to 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