



125 S Second Street | PO Box 128 | Odessa, MO 64076
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**REQUEST FOR PROPOSALS # 09-18
PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES**

The City of Odessa requests proposals for preparation of a grant application and subsequent administration services to assist in a proposed project to be partially financed with Community Development Block Grant (CDBG) funds projected to be \$500,000.00. The remainder of the project is being financed by City funds as well as in-kind contribution; the value of the City's projected contribution is approximately \$250,000.00. The project consists of widening an approximately one-half mile of road by 4-5 feet, rebuilding the road base, paving approximately one-half mile of road, storm water drainage work (storm sewer boxes, storm sewer pipe, and widening of culvert), and approximately one-half mile of curb and guttering.

Grant application preparation shall include, but is not limited to, preparation and submittal of all completed grant forms by the appropriate deadline, LMI determination, coordination with preliminary engineering report, etc.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance areas: environmental review, financial management, procurement, contract management, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out.

Information provided to the City shall include:

1. The specialized experience and technical competence of the firm with respect to CDBG grant preparation and administration and related work on jointly funded projects; and
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; and
3. The firm's familiarity with the area in which the project is located; and
4. Capability of carrying out all aspects of grant related activities; and
5. Cost of services (clearly separate the cost associated with grant preparation and administration services); and

6. References from previous clients of related work with the firm within the past five years; and
7. Documentation of compliance with E-Verify requirements.

1, 2, 3 and 5 above shall receive priority weighting in final selection.

Proposals should be submitted no later than August 13, 2018 at 5:00 p.m. to the City of Odessa, Missouri. Sealed envelopes should be clearly marked "RFP # 09-18, Grant Writing and Administration Services." For more information contact Nici Wilson, City Administrator – 816.230.5577.

General Instructions

1. The City of Odessa reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposals as may be deemed in the best interest of the City, in its sole discretion.
2. Any submission may be withdrawn at any time prior to the time specified herein for the opening of submissions, but no submission may be withdrawn for a period of ninety (90) days thereafter.
3. The City of Odessa will not be liable for any costs that a firm may incur in the preparation of or presentation of the proposal.
4. The City of Odessa shall not be obligated to return the firm's proposal once submitted, whether the proposal is withdrawn or not.

General Contract Terms

The costs agreed to are to be firm, fixed prices for the entire contract period and are not subject to increases unless mutually agreeable to both parties. Should an increase be needed, the firm shall be responsible for providing proof of price increase in writing to the City of Odessa not less than thirty (30) days prior to said requested increase.

The City shall not make any advance deposits. Payment for all equipment, supplies and/or services required herein shall be made in arrears.

The City assumes no obligation for equipment, products, materials, supplies and/or services shipped or provided in excess of the quantity ordered or stated hereunder. Any unauthorized quantity is subject to the City's rejection and shall be returned at the firm's expense.

The firm shall provide all equipment, products, materials, supplies and services necessary for the proper execution and implementation of the agreement.

The City of Odessa reserves the right to waive any informality, reject any or all proposals and/or cancel this RFQ, all without any obligation to the City. When the City identifies a project requiring engineering services, the City will evaluate the responses on file and shall select three. From those three, the City shall select the firm which, based upon its response to this RFQ, it regards to be the best qualified and capable of performing the desired work. The City shall prepare a written description of the scope of the proposed services and shall enter into negotiations with the firms so selected. If not successful in negotiating a contract with the selected firm, the City shall initiate negotiations with the second of the three and with the third if unable to negotiate a contract with the second. If unsuccessful with the third, the City shall reevaluate the necessary services, including reasonable fee, and select another three firms and start the process anew.

Minority & Women Business Enterprise Participation

It is the practice of the City of Odessa to ensure full and equitable economic opportunities to persons and businesses that compete for business with the City, including Minority and Women Business Enterprises (M/WBEs).

The City of Odessa encourages M/WBE participation in contracts for goods and services by firms that are certified. This may either be by the primary firm being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation.

M/WBE means a business that is a sole proprietorship, partnership, joint venture or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration.

STATEMENT OF QUALIFICATIONS PROPOSAL SIGNATURE FORM

By signing below, I am certifying that I am submitting this proposal as an authorized representative of the below-named firm, have thoroughly reviewed and understand

the terms and conditions of the RFQ, and am submitting the proposal accordingly.

Dated this _____ day of _____, 2018.

(Authorized Representative Signature)

(Authorized Representative Name/Title)

(Company Name)

(Address)

(City, State, Zip)

(Phone Number/Fax Number)

(Email Address)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

General Terms and Conditions

1. Contract Documents. This Request for Proposals for Professional Grant Writing and Administration Services, including without limitation any completed forms as required by the applicant under the Request for Proposals, and Owner's Notice of Award letter shall form a binding agreement and shall be made a part of any Agreement (the Agreement) executed between Owner and the winning Grant Writer/Administrative Professional regarding the subject matter herein.

2. Grant Writer/Administrative Services. The Grant Writer/Administrative Service Professional agrees, when requested by Owner, to provide professional grant writing and grant administration services to Owner, which may include but are not limited to: environmental review, financial management, procurement, contract management, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out, as well as any other professional or consulting services related to administration of the project. The scope of the services performed by the Grant Writer/Administrative Service Professional shall be agreed upon and shall be documented in a written Project Work Authorization signed by the parties.

3. Non-Exclusivity. Engineer acknowledges that this is a non-exclusive arrangement and that Owner may from time to time enter into similar arrangements with other Grant Writers/Administrative Services Professionals. Owner reserves the right to contract with others to perform similar services for other projects.

4. Insurance. During the course of performing its services, the Grant Writer/Administrative Service Professional will maintain the following minimum insurance coverage:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation Employers' Liability	Statutory \$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim
Errors & Omissions	\$1,000,000

Owner will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of Owner as an additional insured shall not in any way nullify coverage for claims or actions Owner may have against the Grant Writer/Administrative Service Professional. The Grant Writer/Administrative Service Professional will provide to Owner certificates evidencing the required coverage prior to commencing services.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (Company)

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

For Contracts with the City of Odessa, Missouri:

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri political subdivision must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the City (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in in connection with the services being provided, or to be provided, to the City.

Accordingly, your company:

- (a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” and deliver the same to the City prior to or contemporaneously with the execution of its contract;
- (b) Affirms it is enrolled in the “E-Verify” work authorization program in the United States, and is participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided;
- (c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the district.
- (d) Affirms you will notify the City if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- (e) Agrees to provide documentation of your participation in E-Verify to the City prior to or contemporaneously with the execution of its contract with the City (or at any time thereafter upon request), by providing an E-Verify screen print out (or equivalent documentation) confirming your participation in E-Verify;
- (f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

(g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the City of Odessa.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (Company)

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

- 1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2. I am employed by _____ (“Company”) and have authority to issue this affidavit on its behalf.
- 3. Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company’s employees working in connection with the services Company is providing to, or will provide to the City of Odessa, to the extent allowed by E-Verify.
- 4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the City.

FURTHER AFFIANT SAYETH NOT.

By: _____ (Signature)

Print Name/Title: _____

On Behalf of: _____ (Company)

STATE OF _____)
) ss.
COUNTY OF _____)

Submitted and sworn to before me this ____ day of _____, 2018.

Notary Public

Print Notary Name

My commission expires:

THIS FORM MUST BE SUBMITTED WITH THE QUALIFICATIONS