

# *Village of Claycomo*

115 NE US 69 Hwy  
Claycomo, MO 64119  
(816) 452-5539

## **REQUEST FOR PROPOSALS**

### **PRESELECTION OF PROFESSIONAL ADMINISTRATION SERVICES**

The Village of Claycomo requests proposals for administrative services to assist in a proposed project financed with Five Hundred Thousand (\$500,000.00) Dollars in Community Development Block Grant (CDBG) funds. Project scope: Preparation, completion and finalization of application, necessary paperwork to establish grant with scope of administering the planning grant.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance areas: Environmental review documentation (abbreviated based upon planning activity), Project Administration, Citizen Participation, Procurement; Contract Management; Civil Rights and Reporting and Closeout.

Information provided to the city shall include at a minimum:

1. The specialized experience and technical competence of the firm with respect to CDBG grant administration, and related work
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 (clearly separate the cost associated with grant preparation and administration 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
7. Date available to start the project

The criteria listed above shall receive priority weighting in the final selection as follows:

Cost - 50 points

Experience – 20 points

Capability – 20 points

Past Performance – 10 points

The above information should be submitted no later than Friday, November 2, 2018, by 5:00PM, to the Village Clerk, Village of Claycomo, 115 NE US 69 Highway, Claycomo, MO 64119. For more information, contact the Village Clerk at [villageclerk@claycomo.org](mailto:villageclerk@claycomo.org) or phone at 816-452-5539, ext. 7.

The Village of Claycomo is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.