

The City of Arkansas City
118 W Central Ave. Arkansas City KS 67005
620-441-4400

6 July 2021

From: City of Arkansas City

To:

Subject: Requests for Proposal Certified Grant Administrator

The City of Arkansas City requests proposals for certified CDBG administrative services to assist in a proposed project to be financed up to \$300,000 in Housing Community Development Block Grant (CDBG) funds. The remainder of the project will be financed from funds by the City of Arkansas. The project consists of rehabilitation of approximately 12 rental and owner own homes in the City of Arkansas City. This project is estimated for completion on or before 30 August 2023.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance area: environmental review, financial management, procurement, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out. Additionally, the firm selected will assist the city with all aspects in the writing, preparation, and submission of the CDBG grant application.

If you are interested, please submit your proposal to The City of Arkansas City, Office of City Clerk, 118 W Central Ave. Arkansas City KS 67005 or by email at lshook@arkansascityks.gov prior to 20 July 2021 at 1:00 PM. The envelope should be clearly marked on the outside, "CDBG Administrative Proposals" at which time they will be opened and read aloud. All interested parties are invited to attend. The City of Arkansas City is requesting that four (4) copies of your response be submitted. The City of Arkansas City will be evaluating the responses and making a selection at the City Commission meeting at 5:30 PM on 20 July 2021.

Responses for administrative services shall include the following information:

- a) The specialized experience and technical competence of the firm with respect to grant administration and related work;
- b) 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;
- c) The firm's proximity to and familiarity with the area in which the project is located;
- d) The capability of carrying out all aspects of grant related activities;
- e) Cost of services;
- f) References from previous clients of related work with the firm within the past five years.

(a), (b) and (d) above shall receive priority weighting in the final selection. See attached addendum #1 for additional information.

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

For further information, please contact:

Please note that in order for the City of Arkansas City to consider your request for proposal to perform the administrative services, the proposal must include all items listed in the RFP. All submitted reports and documents must meet stated requirements.

City Manager
City of Arkansas City