

## REQUEST FOR PROPOSALS

### PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES

The City of Dexter requests proposals for administrative services to assist in a proposed project financed with \$1,760,000 in Economic Development Authority (EDA) funds. The proposed project consists of the construction of a new radar facility in the City of Dexter.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following EDA compliance areas: environmental review, financial management, procurement, contract management, labor standards, equipment opportunity/civil rights, citizen participation, 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 EDA 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.

Items 2, 3 and 4 will receive priority weighting in the final selection. The city will then rate the proposals received using this criterion.

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 **4:00pm on Wednesday, September 10, 2025** to the City of Dexter, Attn: City Administrator, 301 East Stoddard, Dexter, MO 63841. Any questions can be directed to the City Administrator at (573) 624-5959.

The City of Dexter is an Equal Opportunity Employer, and invites the submission of proposals from minority, women, and Section 3-owned firms.