
Sample Request for Proposals Professional Administration Services

The City of Phillips requests proposals for administration services from all qualified firms to assist in a proposed project financed with \$250,000 in CDBG funds. The remainder of the project is being financed by the city's \$300,000 bond issue. The project consists of replacement of 8,000 l.f. of 4" municipal water distribution line and construction of a 150,000 gallon elevated storage tank.

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

Information provided to the city shall include:

- 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 where the project is located.
- d) 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 last five years.

a), b) and d) above shall receive priority weighting in final selection.

The above information shall be submitted no later than _____, _____, 5 p.m., City Hall, 118 First St., Phillips, KS 66701. For more information contact the City Clerk at (573) 621-3686. The City of Phillips is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Sample Request for Qualifications Professional Engineering Services

The City of Phillips requests qualifications for engineering design and inspection services to assist in a proposed CDBG project financed with federal funds. The city intends to provide improvements to their municipal water distribution system. Information provided to the city must include:

- a) The specialized experience and technical competence of the firm with respect to water system improvements or related work.
- b) The capacity and capability of the firm to perform the work in question, including specialized services, within a period of six months beginning _____, ____.
- c) The past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules.
- d) The firm's proximity to and familiarity with the area where the project is located.
- e) References from previous clients of related work with the firm within the past five years.

Ability to begin work on a designated date and guarantee submittal to the KDHE within six months, plus c) above, shall receive primary consideration. For more information, contact G. B. Brown at (573) 621-3686. This information shall be received until 5:00 p.m., _____, _____, at Phillips City Hall.

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