**AD FOR THE NEWSPAPER AND FOR DIRECT MAILINGS –**

**Advertising criteria:**

* **NOTE: ADVERTISEMENT TO BE PUBLISHED IS PAGE 1 ONLY – THE REMAINING PAGES ARE FOR RFP AND RFQ REQUEST DOCUMENTS AND ARE NOT PART OF THE ADVERTISEMENT TO BE PUBLISHED.**
* **The advertising template below can be utilized to meet the procurement criteria for the mitigation grant application development process and services contingent on grant funding.**
* **This (or one of your choosing) should be run to meet your procurement policy or the state’s – whichever is more restrictive – an example of advertising criteria may be:**
* **Once per week for two consecutive weeks in two separate publications (affidavits required)**
* **The due date should be set at minimum 5 days from the last day of advertisement**

**PUBLIC NOTICE REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND/OR ENGINEERING SERVICES AND REQUEST FOR PROPOSALS FOR GRANT WRITING/MANAGEMENT SERVICES FOR XYZ.**

XYZ is requesting Statements of Qualifications for Architectural and/or Engineering Services for grant application assistance, and design, construction documents and construction administration services that are contingent upon award of a grant for a FEMA mitigation grant.

XYZ is also requesting Proposals for a grant writer for grant application development and grant management contingent upon award of a grant for a FEMA mitigation grant.

XYZ is currently attempting to obtain grant funding for a FEMA mitigation grant.  This project is contingent upon award of a grant.

Companies interested in submitting qualifications or proposals should contact NAME, TITLE, at XXX-XXX-XXXX or XXX@XXXX for a formal copy of the Request for Qualifications **OR** forthe Request for Proposal. Submissions will be due no later than Time am/pm, XXXXday, Month Day, Year, in the XXX Office located at ADDRESS, CITY, MO ZIP CODE.

XYZ reserves the right to reject any or all submittals and to waive any informality and irregularity in the qualifications/proposals and to select the firm(s) that are in the best interest of XYZ and in compliance with the terms set herein. XYZ is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

**Request for Proposals**

**Grant Writing and Grant Management Services**

XYZ is requesting professional services for Grant Writing and Grant Management Services that may be partially funded with Federal Emergency Management Agency Hazard Mitigation Assistance Grant funds. Please submit your proposed fee in two parts 1) grant writing and 2) grant management services contingent on grant approval for funding.

XYZ has not yet submitted an application for the grant to fund this project. This project is contingent upon award of the grant. The award of a contract to provide Grant Management Services is contingent on the receipt of the grant. To that end, the first duty of the individual or firm selected to provide grant management services will be to assist XYZ in creating and submitting the grant application by Month Day, Year. Grant management services that are contingent on funding shall consist of the overall management of the grant and related activities required by SEMA. These include, but are not limited to:

* Monthly grant application update
* Detailed cost estimates
* Benefit cost analysis updates
* Preparation of request for funds
* Financial Management
* Preparation of a development plan to be approved by SEMA and FEMA
* Assistance and documentation for procurement of materials and services
* Project close-out activities

Interested firms or individuals must provide XYZ with the following information:

* Relevant experience and technical competence with respect to FEMA funded projects
* Evidence of past performance on similar projects that demonstrates the quality of the work performed, the ability to meet schedules and the amount of time spent onsite
* A list of the personnel who will be assigned to this project, their titles and prospective roles
* Familiarity with the geographic location of the project
* A list of current FEMA grant-funded projects with which the individual or firm is currently involved
* A list of any completed FEMA grant-funded projects from the past two years
* A complete list of fees
* References

Per the State of Missouri Office of Administration guidelines for requests for proposals (RFP), the proposal shall be submitted in a sealed format and received in XYZ’s Office at the address below no later than Time am/pm, XXXXday, Month Day, Year.  Except for the list of individuals or firms submitting bids in response to this RFP, details about each submitted proposal will not be available for public review until after a contract has been awarded or all proposals have been rejected.

Submit two copies of the proposal to Name, Title, in a sealed envelope, clearly marked "Proposal for Grant Management Services."

Submittals shall be mailed or delivered to:

Name, Title

XYZ

Proposal for Grant Management Services

Address

City, MO Zip Code

XYZ reserves the right to reject any or all proposal submittals and to waive informality and irregularities in the proposals and to select the firm that is in the best interest of XYZ and in compliance with the terms set forth herein.

XYZ is an Equal Opportunity Employer and invites the submission of proposals from Minority and/or Women-Owned Firms.

**Request for Qualifications**

**Architectural and/or Engineering Services**

XYZ is requesting professional services for Architectural and/or Engineering Services that may be partially funded with Federal Emergency Management Agency Hazard Mitigation Assistance grant funds. This project is contingent on upon award of the grant.

The selected firm will have responsibility for some grant writing backup documentation and for the design components of the project as determined by XYZ. The successful firm may provide the following services including, but not limited to:

1. Assisting in obtaining any permits, waivers or reviews necessary to proceed with the project.
2. Preliminary drawings, cost estimates or other services required for the grant application being prepared on behalf of XYZ.
3. Preparation of design development.
4. Preparation of construction documents including: 1. Final Designs, 2. Cost Estimates 3. Specifications, 4. Contracts, 5. Peer review letters and other items required by the FEMA Grant.
5. Administration and observation of the bid and construction process, interpretation of drawings, the incorporation of substitutions or changes requested by XYZ and updating of any and all cost estimates.

Information provided to XYZ shall include:

1. Description of Firm – Provide information regarding the company’s size, location, nature of work performed, years in the business, and the company’s approach to meeting XYZ’s needs for each necessary team discipline. Provide the firm’s experience with projects of a similar nature.
2. Work Experience – Compile a list of projects, especially those related to transportation construction and storm water diversion and FEMA Mitigation Projects. Contact information for references for these projects should be included.
3. Specialized FEMA Experience – List your team’s technical knowledge and experience with regard to design using FEMA Mitigation Funds.
4. Project Team – Include the proposed Engineer of Record for the proposed project and other individuals of the firm who will be working on the project. This should include definition of individuals who are working on the project related to their Authorization to Practice Engineering in Missouri.
5. Legal Identification – Identify any legal proceeding (e.g. arbitration, complaints, court actions) filed against your firm for any project for which you have provided professional services during the past five years.
6. Site Management – Highlight company polices/philosophies related to how projects are managed (e.g. number of visits to construction sites, who attends the site visits, defining of roles during the construction phase, approach to ensuring quality control).
7. Insurance Types and Limits.

Two copies of the RFQ should be submitted in a sealed envelope labeled “Engineering Services” Time am/pm, XXXXday, Month Day, Year.

Submittals shall be mailed or delivered to:

Name, Title

XYZ

Qualifications for Engineering Services

Address

City, MO Zip Code

XYZ reserves the right to reject any or all proposal submittals and to waive informality and irregularities in the proposals and to select the firm that is in the best interest of XYZ and in compliance with the terms set forth herein.

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