

CITY OF HALLSVILLE, MISSOURI
REQUEST FOR QUALIFICATIONS & PROPOSALS
25-10



Generator Installation – Public Works Building

SUBMITTAL DEADLINE

June 4, 2025 at 3:00p.m.

**Request for Qualifications/Proposals (RFQ/RFP)
Generator Installation – Public Works Building**

Issue Date: May 8, 2025

Proposal Deadline: June 4, 2025 at 3:00 p.m.

Project Overview

The City of Hallsville is requesting qualifications and proposals from qualified contractors for the purchase and installation of a generator at the Public Works building, located at:

14620 Allison Industrial Drive
Hallsville, MO 65255

The Public Works building is approximately 9,600 square feet and is divided into four separate units. The generator is intended to serve three connected units. The generator must be capable of running, at a minimum:

- All interior and exterior lighting within the three units
- Five overhead garage doors used by Public Works

Scope of Work

Proposals must include:

- Selection and provision of an appropriately sized generator
- All installation services
- Any required electrical upgrades or modifications to accommodate the system
- Testing and verification of full functionality
- Applicable warranty and service information

Proposal Submission Instructions

All proposals must be received by 3:00 p.m. on Wednesday, June 4, 2025.

Submissions may be delivered or mailed to:

City of Hallsville
Attn: Public Works Generator Proposal
202 Hwy 124-E
P.O. Box 170
Hallsville, MO 65255

Alternatively, proposals may be submitted via email to:
cityhall@hallvillemo.org

Additional Information

This project is intended to be incorporated into the City of Hallsville's 2025–2026 budget. The City reserves the right to reject any or all proposals and to waive informalities or irregularities in the selection process.

To request a tour of the facility or to ask questions related to the RFQ/RFP, please contact:

Kenyetta Ridgway-Sample
City Administrator
at cityhall@hallsvillemo.org

CITY OF HALLSVILLE
REQUEST FOR QUALIFICATIONS AND PROPOSALS
PROFESSIONAL GRANT WRITING AND ADMINISTRATION SERVICES

The City of Hallsville is requesting proposals for professional grant writing and administrative services to assist in a proposed project that may be financed with Community Development Block Grant (CDBG) funds.

These services will include but are not limited to:

- Preparing grant applications
- Coordinating with funding agency
- Managing and administering awarded grant funds
- Ensuring compliance with applicable CDBG regulations including, but not limited to:
 - Financial management
 - Environmental review compliance
 - Procurement
 - Equal opportunity and Section 3 requirements
 - Labor standards compliance
 - Recordkeeping and reporting

Submission Requirements:

Each proposal should include, at a minimum:

1. Specialized experience and technical competence of the firm with respect to CDBG grant administration. If applicable, include related experience with USDA Rural Development (RD) and Missouri Department of Natural Resources (DNR) funded projects.
2. Past record of performance, including accessibility to clients, quality of work, and ability to meet schedules.
3. Capability to carry out all aspects of grant-related activities.
4. Cost of services, broken down as follows:
 - Cost of grant writing services
 - Cost of grant administration services
5. References from previous clients with similar projects completed within the past five years.
6. Documentation of compliance with federal E-Verify requirements.

Please identify which of the above criteria will be given priority weighting in your proposal.

Important Notes:

- Contracts for grant writing and administration shall be executed separately.
- Contracts for administration services will be contingent upon grant award and full funding commitment.
- The selected firm must adhere to all applicable federal and state grant requirements.

Deadline for Submission:

All proposals must be received no later than May 27, 2025, at 3:00 p.m.

Submit To:

City of Hallsville

Attn: RFQ/RFP – Grant Services

202 Hwy 124-E.

P.O. Box 170

Hallsville, MO 65255

Questions:

Email: cityhall@hallsvillemo.org

The City of Hallsville is an Equal Opportunity Employer and encourages proposals from minority-owned, women-owned, and Section 3 businesses.