REQUEST FOR PROPOSALS

PROFESSIONAL ADMINISTRATIVE SERVICES
TO SUPPORT THE
CITY OF MANCHESTER WATER TANK CONSTRUCTION

Published: Wednesday, September 9, 2026
Deadline: Wednesday, October 14, 2026

City of Manchester

Street address:
Mayor Steve Collins
Manchester City Hall
207 Church Street
Manchester, KY 40962

THE CITY OF MANCHESTER, KY
REQUEST FOR PROPOSALS

Grant Administration

The City of Manchester, Kentucky, (hereafter "City") is soliciting Proposals from individuals/agencies interested in providing General Administration, Coordination, and Management Services for a federal grant to fund a new 100,000-gallon clean water storage tank. Firms wishing to be considered should send an original and five (5) copies of their Proposal, not exceeding 20 pages each, to ***Mayor Steve Collins, City of Manchester, 207 Church Street, Manchester, KY 40962.*** Proposals must be received by ***4:00 p.m. on March 13, 2026***. Firms/individuals responding to this request will be ranked according to the information submitted, utilizing scoring defined elsewhere in this RFP. While cost will be an important element, the lowest bid from an individual/agency meeting the listed criteria will not automatically be selected.

Questions about the RFP should be submitted by *September 23, 2026.* Answers will be posted by *October 30, 2026*. Only questions seeking clarification of the RFP will be accepted; requests for additional information will not be answered. The proposals must be received in the Mayor's office at Manchester City Hall, 207 Church Street, Manchester, KY, 40962, *no later than 4 p.m. on Friday, October 14, 2026*. All will be stamped with the date to ensure they were received and acknowledged on the due date.

NO RFP WILL BE CONSIDERED
IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

Please place the RFP title and submission date on the outside of your submission envelope. Do not include the name of the applicant on the exterior of the submission envelope.

Applicants are not required to have experience working with projects in the City's geographic area but must be available for frequent site visits. Applicants are also not required to have experience with this exact type of project but must demonstrate the necessary skills and experience to administer grants of a similar complexity in an effective and timely manner. Minority and women-owned businesses are encouraged to apply.

Respondents to this Request for Proposal (RFP) must be prepared to meet all federal requirements for work funded by an EPA Community Facility Grant. Minority and Woman Owned Business Enterprises (MBE/WBE), Small Businesses and/or Small Businesses in rural areas are encouraged to apply. All services shall be performed in accordance with the Scope of Work outlined below and as set forth in the contract to be negotiated. The items listed in the Scope of Work are representative of the services and items that may be required of the Administrator but are not meant to comprise an exclusive list of services and items that may be required of the Administrator. The City requires the applicants to provide a fee schedule and/or hourly rate for activities needed for this project; this will be the basis for negotiation should additional or expanded activities be required.

The City of Manchester's grant is under the Environmental Protection Agency (EPA).

INSTRUCTIONS TO PROPOSERS

1. Proposals must be enclosed in a sealed plain envelope, with the RFP title and submission date written on the outside. The proposals may be mailed, sent by courier, or hand delivered, but they ***must*** be in Mayor Steve Collins' office at the Manchester City Hall at the time and date noted above. The office is located at 207 Church Street, Manchester, KY 40962.

2. The specifications and scope of work in this RFP represent the minimum performance requirements. Proposals submitted shall not be subject to correction or alteration after the RFP has been received by the City.

3. The proposer agrees that the City of Manchester reserves the right to reject any or all proposals and select an Administrator who can do the identified tasks at a reasonable cost considered to be in the best interests of the City.

4. Specifications and the scope of work referred to are the minimum; all proposals not meeting the specifications will be not be considered further.

ADMINISTRATIVE POSITION SCOPE OF WORK

The individual or firm retained for this position will be required to do the following:

- Manage project documents in a complete and accessible manner, as directed by the City.
- Ensure program and financial compliance requirements are met consistently in accordance with EPA requirements.
- Prepare and submit regular drawdown requests in the manner required by the granting agency, maintaining physical and digital files of all drawdowns, supporting invoices, and other relevant documents in the manner directed by the Mayor. Track project budget and maintain up to date budget amounts for each budget line.
- Prepare and submit in a timely manner all documentation, forms, and reports as required by the funding agency, including closeout.
- Report on project progress to the Mayor of Manchester no less than weekly and to the Manchester City Council as requested. Arrange and attend monthly meetings with the EPA project manager, the Engineer, and the Construction Supervisor as required by the grant guidelines; the Mayor may attend at his discretion. Record attendance and progress reported at each monthly meeting for permanent project files.
- Work closely with the Mayor of the City of Manchester and with the engineering firm which will be contracted to oversee and manage the technical and construction aspects of the project.
- Other support functions as required by **City of Manchester.**

A. SELECTION PROCESS AND SCHEDULE

The City will select an Administrator based on the history and experience of the individual/agency; qualifications of key staff assigned to the project; project approach; and demonstrated ability to effectively provide the services and deliverables as described in the Scope of Services for projects of similar complexity. The selected Administrator is not required to have experience with this specific type of project nor with projects within the City's geographical region as long as the Administrator selected has experience successfully managing and completing projects of similar complexity.

Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. Proposals should demonstrate knowledge and understanding of the objectives and goals of the City's project and details of how the submitting applicant will accomplish those objectives and goals.

All proposals will be evaluated by a committee selected by the Mayor of the City. Committee members will review the proposals individually and collectively to determine total points as outlined below and then rank them accordingly. The proposals will be opened and evaluated in a committee meeting called for that purpose and duly advertised to notify the public of the meeting details and the public's right to attend.

Responses to this Request for Proposals (RFP) shall include the following selection criteria which will form the basis to evaluate and rank the statements of qualification on a scale of 100 points:

1. Firm/Individual Description and Experience – 25 points
   Provide a description of company including legal name, business structure, location of parent firm and branches, total number of employees, and history (10 pts). Describe the firm's history and success with working on complex projects. If the applicant is an individual, please state this and provide relevant work history.

2. Key Staff Assigned to the Project – 25 points
   Identify specific personnel (name and title) who will be assigned to the project including their hourly billing rate. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Identify why these personnel were selected and what makes them appropriate for this project. Identify anticipated hours each person will work on the project. If the applicant is an individual, please state this and provide a resume, reasons why the applicant is appropriate to provide these services, and the number of hours the individual anticipates will be required to perform the Scope of Work.

3. Project Approach – 25 points
   Describe the approach/methodology that will be utilized to complete the tasks identified in the Scope of Services. Explain why that approach/methodology is a good fit for this project.

4. Cost – 20 points
   The City will strongly consider the cost to provide the requested work as a selection factor. While the applicant with the lowest bid will not necessarily be selected, the City will choose an applicant with clearly demonstrated ability to appropriately and successfully complete the project, at a reasonable cost, within a reasonable timeline, whose experience and expertise best match the needs of the project. "Experience and expertise" can include work on projects of similar complexity without having to be specifically with water tank projects.

5. Other – 5 points
   Describe the applicant's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project. If the applicant will not be utilizing such business enterprises, please express why. An applicant can earn full points even if they are not utilizing the described businesses, given the clarity and logic of their reason(s) why.

Responses to this RFP will be evaluated based on the applicant's response to all relevant criteria stated in the RFP. The City has the right to reject and/or honor any proposal. The winning firm/individual must affirm that they will comply with the following:

- The provisions of all applicable Federal Regulations including NEPA, 40 CFR Part 31, and 40 CFR Part 35 Subpart 0.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The Administrator must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Administrator shall take affirmative action, when involved in the hiring process and supervision, to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, and national origin.
- The Administrator must utilize the practices as required of Equal Employment Opportunity Employers pursuant of 24 CFR Part 130 regulations and Executive Order 11246, if the need arises to hire another individual or firm.
- The Administrator must comply with all relevant State, Federal, and Local laws and regulations, and is responsible for determining what those laws and regulations are. Ignorance of relevant laws and regulations is not sufficient reason for noncompliance.
- The Administrator is required to use the E-Verify Program and/or Federal Work Authorization Program.
- The successful individual/firm is anticipated to be selected within 30 working days of the RFP submittal date followed by budget negotiation. A contract should be executed within 30 working days of the completion of the negotiation process weather permitting. If the process lasts longer than 30 working days, the City will contact the applicants or the successful firm to provide details on the reason for the delay and the new timeline.

F. OTHER CONSIDERATIONS

1. Subcontracting

The Administrator shall not assign, sublet, or transfer any obligations, rights, or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with the City, without the prior written consent of the City. The City may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the Administrator from any duty or responsibility under its contract with the City.

2. Indemnification and Hold Harmless

It is contemplated that in the contract to be executed with the Administrator, the Administrator shall agree to indemnify, defend, save, and hold harmless the City, its council members, and employees from all claims, damages, demands, liabilities, and suits of any nature (and including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial, and appellate proceedings and post judgment proceedings in arbitration, bankruptcy, and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due to the extent caused by any negligent act, error, omission, default under the contract with the City, or negligence or other wrongdoing or other wrongful conduct, of the Administrator and any associated subcontractors, agents, or employees. The specific indemnification shall be set forth in the contract with the City and may differ from the foregoing.

3. Insurance

The Administrator selected under this RFP shall continuously maintain at their expense during the life of any contract with the City: Comprehensive General Liability insurance, Workers' Compensation/Employer's Liability Insurance, Automobile Liability Insurance, Professional Liability Insurance, Environmental Impairment (Pollution) Insurance, and other insurance as may be required by the City or the EPA. Such insurance shall be maintained with such companies, with such coverages (including various required endorsements), and such amounts and subject to such other terms and conditions as shall be set forth in the contract between the City and the Administrator. The specific insurance coverages required will further be agreed upon and included in the contract between the Administrator and the City; should a listed form of insurance be deemed unnecessary based on the Scope of Work in this RFP, the City at its sole discretion may release the selected Administrator from the requirement to maintain coverage with that insurance type.

4. Contract

The selected Administrator will be expected to execute a contract with the City for professional services and other items, in such form as may be required by the City. This contract will incorporate contract clauses required from Appendix II to 2 CFR Part 200. Search for eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

5. Lobbying

The Administrator must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit required certification and disclosure forms accordingly.

6. Non-Discrimination

The selected Administrator (individual or agency) and the City agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties associated with the City's water tank construction project. This stipulation must also be met by any subcontractors associated with the selected Administrator who will work on this project. The Administrator must, as relevant, abide by the DBE clause Appendix A to Part 33, Title 40. Search for: eCFR :: Appendix A to Part 33, Title 40 -- Term and Condition.

B. Submittal Deadline and RFP Questions Submission Deadline:

Questions **about the RFP and its requirements should be submitted by September 23*, 2026 by 5 p.m.*. to Mayor Steve Collins (scollins615@yahoo.com) and Sarah Gregory, City Clerk (clerk@cityofmanchesterky.org). Answers will be posted or emailed to all applicants (including those that did not submit questions) by *September 30, 2026*. The proposals must be received in the Mayor's office at Manchester City Hall, 207 Church Street, Manchester, KY, 40962, *no later than 4 p.m. on Friday, October 14, 2026***. Responses received after that date and time will not be accepted. Proposals may be delivered by mail, courier, or hand delivery during regular business hours. The City will not accept proposals submitted outside of regular business hours.

Except as provided above, all prospective proposers, individuals or agencies/employees, are hereby prohibited from contacting any public officials, employees, or facilitators associated with the City of

Manchester in any respect regarding this RFP or the associated project during the bid process. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

Submittal Requirements:
Respondents to this RFP are required to furnish one (1) signed original and five (5) copies of their proposal to Mayor Steve Collins, 207 Church Street, Manchester, KY, 40962, with the following:

I. A clearly articulated Letter of Interest – one-page limit. The letter should include project approach and show an understanding of the proposed project and its administrative requirements.

II. The firm's legal name, business structure, location of parent firm and branches, and total number of employees. If the applicant is an individual, say so and provide the listed information that is relevant to the applicant.

III. A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if any team member or key personnel will be a subconsultant or subcontractor, this shall be clearly indicated in the submittal of this RFP. If the applicant is an individual, say so.

IV. Resumes of key individuals assigned. Provide a maximum of three (3) resumes for the personnel assigned as liaisons to the City. Each resume shall not exceed two pages in length. Resumes should include identification of projects of similar complexity completed by the respective staff person, including the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. If the applicant is an individual, he/she must provide their own resume that incorporates the above requirements.

V. Provide five (5) verifiable references of projects of similar complexity completed in the last five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client. If the applicant has not completed five projects in the past five years because of the length of one or more of the projects, say so and provide at least two verifiable references from each project completed in that time period.

VI. Provide information and documentation as to whether the individual/firm is an MBE, WBE, or small business, or is a small business located in a rural area in accordance with EPA requirements.

VII. Cost Proposals should be submitted in a sealed envelope.

VIII. The proposal should be organized and bound in the same order that the information is requested in this RFP. Responders should not submit standard marketing materials. Submittals should be concise and should not contain any unnecessary attachments, enclosures, or exhibits. The response text and graphics must be duplex (two-sided) printed. Cover materials must also be recyclable.

All responses to this RFP are to be submitted to:

If mailed via USPS or delivery service: Steve Collins, Mayor, City of Manchester, 207 Church Street, Manchester, KY, 40962.

If hand delivered: Steve Collins, Mayor, City of Manchester, 207 Church Street, Manchester, KY, 40962

RFP packets may be submitted by hand delivery, U.S. Mail, or overnight delivery service at the appropriate address listed above; the City will not make exceptions to the deadline regardless of the cause of delay. *Responses will not be accepted by facsimile or e-mail.* Packets should be marked "Request for Proposals – Administrator – City of Manchester Water Tank Project" and include the RFP title. Proposals will be opened by Mayor Collins and a select committee of officials and/or employees at a public meeting to be scheduled. This RFP and any resulting contract shall be governed by and construed according to the laws of the State of Kentucky, including KRS Chapter 45A.