

**REQUEST FOR PROPOSALS FOR CDBG ADMINISTRATIVE SERVICES  
FOR THE TOWN OF WAUSAU FOR A SMALL CITIES COMMUNITY  
DEVELOPMENT BLOCK NEIGHBORHOOD REVITALIZATION GRANT  
#22CV-S36.**

The Town of Wausau hereby requests proposals from qualified individuals or firms to provide Administration services for a Community Development Block Grant (CDBG) Neighborhood Revitalization Grant. The Town has been awarded CDBG grant #22CV-S36 in the amount of 600,000.00; therefore, procurement and contracting will follow CDBG regulations.

Administration services will include complete management and reporting for the project, with separate tracking for each funding source. A scope of work outlining the tasks to be performed and a proposed cost must be included in the proposal.

**PLEASE SUBMIT TWO (2) SEPARATE PROPOSALS ONE FOR EACH PROJECT**

The evaluation criteria that will be utilized in the selection of a grant administrator are as follows:

1. The staff's number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.  
20 pts.
2. The number of years of experience of the firm's management group with the State of Florida Small Cities Community Development Block Grant program.  
20 pts.
3. Proposed approach to administration of the grant (requires an outline of the proposed tasks to be performed).  
20 pts.
4. Number of favorable client reference letters dated 2015 or later provided from other communities. Please note, only one (1) letter per community will be accepted.  
20 pts.
5. The quality of the response from the client references

provided from other communities.

15 pts.

6. Fee or proposed fee basis.

5 pts.

In the event of a tie, if one of the businesses involved in the tie is minority or female owned, they shall be ranked above the other firm or firms involved in the tie.

Proposals for CDBG Administration Services should include a fee for the services and an explanation or a basis for the fees proposed. Fees shall be lump sum for CDBG services.

Respondents are required to submit **one (1)** original and **five (5)** copies **for each** project in a sealed envelope marked "SEALED PROPOSAL FOR CDBG GRANT ADMINISTRATION SERVICES". **Proposals must be received by 1:00 p.m. on April 14, 2025**, at the Town of Wausau City Hall Attention: Lynn Gothard, Town Clerk, Town of Wausau, PO. Box 39, Wausau, Florida 32463. Proposals will be publicly opened on **April 17, 2025**, at **5:00 p.m.** at the Wausau Town Hall.

The Town of Wausau reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the City. Administration service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

**THE TOWN OF WAUSAU SUPPORTS "EQUAL OPPORTUNITY  
EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS.**