



Parks & Recreation Department  
107 West Sears Avenue  
Owensville, MO 65066

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573-437-8231 – Voice  
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[www.cityofowensville.com](http://www.cityofowensville.com)

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January 19, 2021

To: Interested Consultants  
From: Angela Lairmore, Parks & Recreation Director  
RE: Request for Proposals

The City of Owensville is soliciting a request for proposals for consultants for the Active Living Community of Practice (CoP) grant. The chosen provider will be retained through the entire CoP grant project. The City will be selecting a consultant provider through the process of negotiations below:

1. Prior experience in other municipalities and expertise related to the City's specifications.
2. Appropriate references.

***Specifications pertaining to the scope of the City's needs are listed below:***

1. Owensville, Missouri is a fourth-class city operating under Mayor, four (4) Board of Alderman and City Administrator.
2. The City of Owensville's population is currently estimated at around 2,600 and the budget for the year ending 06/30/21 is \$5,758,866.00.
3. \$4,900 available for project through grant; possible 2<sup>nd</sup> year grant to extend work up to an additional \$4,900.

***Assistance Available to Vendor:***

1. Informational assistance from Angela Lairmore, Parks & Recreation Director, and Chrysa Niewald, Grant Writer

***Selection Process:***

The submitted proposals will be reviewed by the Parks & Recreation Director and Grant Writer with recommendation provided to Board of Aldermen for final approval.

Questions or comments may be addressed to Angela Lairmore, Parks & Recreation Director, at 573-437-8231 or [parkrec@cityofowensville.com](mailto:parkrec@cityofowensville.com).

***Information to be submitted with Proposals:***

1. Scope, fee, and schedule for services to identify opportunities for safe routes for walking and bicycling to complement a future *Community Livable Streets Plan*.
2. Letter of interest with a summary of methodology.
3. Past record of performance of the firm with respect to such factors as cost controls, quality of work and ability to meet schedules.
4. Firm's proximity to and familiarity with the area.
5. References from all government clients involved within the past two years.
6. Specify if the firm is local, regional, national or international.
7. Mail or deliver two (2) copies of completed proposals marked on the outside *ALCP RFP, Attention: Angela Lairmore* to City of Owensville, 107 W. Sears Ave., Owensville, MO 65066.

The City of Owensville reserves the right to reject any and all proposals submitted or to request additional information. The firm selected will be chosen on the basis of best qualified, not necessarily lowest proposal. Proposals will be accepted through Wednesday, February 10 at 5:00pm.