



Columbia Spirit, Small Town Heart

REQUEST FOR MUNICIPAL GRANT WRITING, ADMINISTRATION, AND RELATED SERVICES

INTRODUCTION

The City of Irrigon, (hereinafter called "the City") invites proposals from individuals or firms that offer grant-writing, administration, and related services (hereinafter called "consultant") having sufficient governmental and grant-funded project experience in performing these services successfully on behalf of municipalities and other public entities.

It is the intent of the City to negotiate a five-year contract, with the second through fifth year's contingent on the successful, timely completion of the first year of the contract. A full RFP packet is available on the City of Irrigon website at <https://ci.irrigon.or.us/bids-and-rfps/> Submissions must be received by 4:00 p.m. November 28, 2025.

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I. CITY BACKGROUND

The City of Irrigon is operated under the Council – Manager form of government. Policy-making and legislative authority are vested in the City Council, consisting of an elected mayor and six council members. The City Manager is responsible for carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the City. Financial records are maintained by the Finance Officer. The population of the City of Irrigon is 2,414.

The City provides a full range of municipal services including but not limited to street, water, wastewater, planning, building and general administration. The City has 11 full-time employees under the direction of the City Manager.

The City regularly applies for state, federal, local, and foundation funding for a variety of projects, including, but not limited to: capital improvements and planning projects for City utilities, parks, public facilities, and economic development.

II. GENERAL INFORMATION AND SUBMISSION OF PROPOSALS

The City of Irrigon requires all consultants to comply with equal opportunity policies. The City of Irrigon's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without unlawful regard to race, religion, color, gender, sexual orientation, national origin, age, disability, genetic information, veterans' status, marital status, or any other status protected by applicable federal, Oregon or local law.

A. All proposals must be submitted to:

Aaron Palmquist, City Manager
City of Irrigon
500 NE Main Ave.
Irrigon, OR 97844

For questions or additional information contact Aaron Palmquist, 541-922-3047 or email: manager@ci.irrigon.or.us

All submissions must be emailed to the address below, and **received** by 4:00 p.m. November 28, 2025 – Aaron Palmquist [manager@ci.irrigon.or.us].

B. The City of Irrigon reserves the right to reject any and all proposals, with or without cause, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interests. The City reserves the right to seek clarification of any proposal submitted. The City also reserves the right to require other evidence of technical, financial, or other abilities prior to selection. The City of Irrigon may make an award based upon initial proposals received without discussion of such proposals with the submitting entity.

Proposal and Award Schedule:

- | | |
|-------------------------------|---|
| • October 26, 2025 | Publish notice and distribute RFP |
| • 4:00 p.m. November 28, 2025 | Proposal Due Date |
| • December 29, 2025 | Selection of Finalist |
| • January 20, 2026 | Contract Notice of Award Decision by City Council |

III. CONSULANT SERVICES TO BE PROVIDED

City is issuing this RFP to select a consultant to act as the City's Grant Writer and Administrator of Record for publicly-funded (federal and state) and privately-funded (foundations) Projects. City anticipates several projects over the next few years related to the expansion of water and sewer services, community facilities, and others. These projects will require grant administration, environmental review, and related services.

Notwithstanding anything contained in this RFP to the contrary, (a) City's award of a contract under this RFP is contingent upon City's receipt of grant funds related to projects, and (b) the Services (as defined below) will be performed subject to and in accordance with applicable funding requirements.

The selected consultant will meet with City's executive team prior to the commencement of Services for each project to discuss the planned approach to the Services needed, including, without limitation, specific deliverables. The consultant will draft a separate task order for each project and will work with, and report directly to, the city manager and council.

IV. PROPOSAL REQUIREMENTS

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals include the items noted below and be organized in the manner specified in this part.

1. **Title Page** – The name of the proposal's firm, firm address, telephone number, name of contact person, email address, and the date.
2. **Organization and Assigned Personnel** – State whether your organization is national, regional, or local. Provide the name of the point person assigned to our community.
3. **Experience** – with the City of Irrigon, regional municipalities, and federal/state grants.
4. **Rates** – What are your firm's hourly rates?

5. **Use of Subcontractors** – State whether subcontractors will be used and provide the above information for each subcontractor.
6. **References** – Proposers must demonstrate successful past performance of the firm’s ability to provide services as set for in this specification. Proposers must detail five (5) references to document experience with at least three (3) of the references being governmental entities.

V. PRICE

Provide a fee sheet and expected price increase annually over the five (5) years of the contract.

VI. EVALUTION CRITERIA AND SELECTION PROCEDURE

The City will screen all proposals. Procurement process is expected to be complete by January 21, 2026.

Proposals will be evaluated based on technical responses and price with the following points:

1. Title Page –	5%
2. Organization and Assigned Personnel –	5%
3. Experience –	50%
4. Rates –	10%
5. Use of Subcontractors –	10%
6. References –	20%
Total:	100%

Any proposal that scores a zero (unacceptable) in any category will be rejected, regardless of total score.

VI. MISCELLANEOUS

PROTESTS

Protests are subject to and must comply with OAR 137-047-0740.

Contract Termination

Either party may cancel the contract giving notice in writing to the other party at least ninety (90) days prior to July 1 of any year.

Attachment A

Authorized Signature and Attestation

I, the undersigned, an authorized representative of _____, whose address is _____ have read and thoroughly understand the specifications, instructions and all other conditions of the RFP – Grant Services issued by the City of Irrigon.

We, therefore, offer and make this proposal to furnish City of Irrigon the services detailed in this proposal, at the rates indicated.

Date: _____

Signature: _____

Printed Name: _____

Title: _____