

Request for Proposals

Flood Mitigation Grant Administrator for City of Waterville

The City of Waterville is requesting proposals to administer State and Federal funded flood mitigation grant Project 4182.06-R. The project consists of the elevation of 4 structures and one land acquisition and demolition. Grant Application available upon request.

Grant Administrator Services include but are not limited to the following items:

- Property inspections
- Oversight of bidding and contract awards
- Coordination of other leverage funds
- Assisting City Attorney with Preparation of loan documents and completion of loan closing, including mortgage recording
- Construction and contract oversight, including inspections prior to payment and closeout
- Project closeout
- Communication with property owner throughout process
- Monthly status and fiscal report to City of Waterville
- Compliance with all applicable regulations

Proposals must be submitted no later than May 17, 2015 at 1:00 pm to:

City of Waterville
200 Third Street South
Waterville MN 56096

Dated: May 3, 2015