

KNOB NOSTER R-VIII SCHOOL DISTRICT

RESPONSE TO
REQUEST FOR PROPOSALS

GRANT WRITING & GRANT PROJECT MANAGEMENT SERVICES



1550 E. REPUBLIC ROAD | SPRINGFIELD, MO 65804
417.888.0645
TOTHASSOCIATES.COM



1550 East Republic Road
Springfield, MO 65804
tothassociates.com
417.888.0645

NOVEMBER 16, 2021

ATTN: DR. JERROD WHEELER, SUPERINTENDENT
KNOB NOSTER R-VIII SCHOOL DISTRICT
401 EAST WIMER STREET
KNOB NOSTER, MO 65336

RESPONDENT:

TOTH AND ASSOCIATES, INC.
1550 E. REPUBLIC ROAD
SPRINGFIELD, MO 65804

**PROJECT CONTACT PERSON & PROJECT
MANAGER:**

TERESA LEHMAN
GRANTS MANAGER/SENIOR FINANCIAL ANALYST
CELL: 417-848-9280 OFFICE: 417-888-0645
TLEHMAN@TOTHASSOCIATES.COM
MAILING ADDRESS: 1550 E. REPUBLIC ROAD
SPRINGFIELD, MO 65804

RE: RESPONSE TO REQUEST FOR PROPOSAL: GRANT WRITING/GRANT PROJECT MANAGEMENT SERVICES

Thank you for the opportunity to respond to this request for professional services for grant writing and grant project management services that may be partially funded with Federal Emergency Management Agency (FEMA) grant funds. TOTH will work with your team, as well as any required project consultants and outside agencies, for a successful application to SEMA by the due date. Contingent upon grant award, TOTH will provide grant project management services from project award through project closeout.

The employees at TOTH have been assisting grantees with grant writing and grant project management for many years. TOTH has a team of dedicated professionals to assist with all aspects of grant requirements. Our team has provided a wide range of public entities with grant writing and/or grant project management for over \$280,000,000 in grants in over 150 projects.

Please don't hesitate to contact us for any additional information.

Sincerely,

Teresa Lehman
Grants Manager/Senior Financial Analyst



FIRM PROFILE

COMPANY PROFILE

Toth & Associates, Inc. is a multi-disciplinary engineering consulting firm specializing in electric utility, structural, and civil engineering, utility rate studies and analysis, land surveying, grant writing and/or management, and GIS. TOTH is committed to providing high-caliber, professional expertise and endeavors to provide easy access to our team on each project. TOTH has experience in large-scale transmission & distribution line design, substation design, and construction projects, including multi-million-dollar wastewater systems and various buildings, including schools and FEMA safe rooms, and performing cost of service studies for as few as 500 meters to well over 100,000.

TOTH was founded in 2003 and has grown into a large consulting engineering company. While a large firm, TOTH is not a mega-firm, allowing us to provide clients with personalized attention from its top engineers, analysts, highly skilled and experienced field technicians, and the in-house capabilities of qualified personnel to pull from as projects require.

We invest our specialized knowledge and experience in building enduring relationships with clients for the good of our communities. We work to develop healthy working relationships with local utilities, contractors, engineers, regulatory agencies, and materials vendors. This collaborative approach to project design and administration demonstrates our firm's agility and willingness to understand and accommodate the requirements of other project stakeholders.

Legal Name

Toth and Associates, Incorporated

Point of Contact & Lead

Adam Toth, PE

Executive President

atoth@tothassociates.com

Phone: (417) 888-0645

Fax: (417) 888-0657

Web: tothassociates.com

Locations

1550 E. Republic Road
Springfield, MO 65804

107 SE Washington St
Suite 465

Portland, OR 97214

369 W. Hermiston Ave.
Hermiston, OR 97838

Years In Business

18

Claim/Litigation

No claims or litigation exist

Vision Statement

Our vision is stronger communities through reliable engineering



CAPABILITY IN PROVIDING OVERALL MANAGEMENT OF THE GRANT AND RELATED ACTIVITIES REQUIRED BY SEMA

At TOTH, the role as grant project manager is taken seriously and the goal is to simplify the process for the grantee. We will be in constant contact with the client to provide updates at any time. This allows the client to focus on their own duties with confidence that their grant project is being handled by professionals. One chief advantage of a multi-disciplinary consultant such as TOTH is that our project managers have a broad range of resources available in-house, which can be tapped for any given project. Our core team will include members of our structural engineering and grant writing and administration departments. TOTH assists clients through all stages of the grant process including but not limited to:

- Notice of Interest (NOI) - completed
- Grant Application – including detailed cost estimates, benefit cost analysis (BCA) updates, submission of forms to SHPO and MDC, and any application updates needed
- Grant Project Manager identification letter & project contact list
- Project updates, in coordination with the design team
- Monthly Progress Reports (MPR) - by the 10th of each month – shared with client
- Procurement worksheets and contract coordination
- Designation of Depository form submission (if required)
- Sound accounting practices and set-up for financial document filing system
- Request for Funds (RFF) and project checkbook
- Construction design document submittal
- Preparation of an Operation and Maintenance Plan to be approved by SEMA and FEMA
- Project closeout documentation and coordination
- Completed project notebook supplied to grantee at closeout

The experienced grant professionals at TOTH know that our busy clients don't have time to navigate complex and ever-changing grant regulations that can create costly mistakes or time-consuming delays if not handled correctly. Our team has many years of experience with numerous grant funding sources. We complete training on an ongoing basis to keep up with changing federal regulations and to stay current on new potential funding sources for our clients.

RELEVANT EXPERIENCE AND TECHNICAL COMPETENCE OF THE FIRM WITH RESPECT TO FEMA FUNDED PROJECTS

Toth & Associates, Inc. (TOTH) is a multi-disciplinary engineering consulting firm, including a dedicated grant writing and/or grant project management team with extensive experience that begins with the grant proposal or application through successful project completion.

TOTH is a leader with respect to FEMA funded projects. Our team of grant professionals, along with our engineers, GIS professionals, and other support staff, work together to help school districts, local governments, electric cooperatives, and other clients in Missouri and other states achieve their goals to secure grant project funding. TOTH has been successful in securing funding in excess of \$280,000,000 for over 150 grant projects, including numerous repeat clients, with just a few shown below:

• Joplin Schools	16 Grants	\$24,500,000+
• Webb City R-VII School District	7 Grants	\$14,000,000+
• Nixa Public Schools	5 Grants	\$ 9,600,000+
• Three Rivers Community College	4 Grants	\$ 9,600,000+
• Springfield Public Schools	4 Grants	\$ 9,200,000+
• Neosho School District	4 Grants	\$ 9,100,000+
• Monett R-I School District	3 Grants	\$ 6,700,000+
• Logan-Rogersville R-VIII School District	3 Grants	\$ 3,900,000+
• Fredericktown R-I School District	2 Grants	\$ 3,600,000+

We are well known for our work with FEMA grants and have secured funding for both HMGP and PDM (now BRIC) Grants, but our grant team also has experience with many other sources of funding. These include the Economic Development Administration (EDA), Department of Labor, (DOL), Department of Health and Human Services (HHS), and others. Our grant team does grant writing, grant project management, grant funding research, and program evaluation. We are currently providing services for for over 30 FEMA-funded grants in various stages of grant writing, design, construction, and pre-closeout. We have successfully closed out over 100 FEMA projects that are now providing benefit to our friends and neighbors throughout Missouri.

PAST PERFORMANCE ON SIMILAR PROJECTS THAT DEMONSTRATES THE QUALITY OF THE WORK PERFORMED AND THE ABILITY TO MEET SCHEDULES AND DEADLINES

The key to successful FEMA grant management is documentation. In addition, accurate financial record-keeping is imperative. That is why the team includes both professional engineers and accountants. The team will follow all aspects of the strict guidelines set forth by FEMA. Current files are maintained and readily available for inspection by SEMA, FEMA, or the client. The team's proven methods of management allow for successful projects from beginning to end. We check emails on a regular basis, even when out of the office, and provide our clients with both office and cell phone contact for our Grant Project Manager.

A main objective of the grant project management process is to get the grantee reimbursed when pay applications are submitted. Requests for funds will be processed in a timely manner so our client can be reimbursed as soon as possible.

TOTH will work in cooperation with the architectural and/or engineering and construction teams to help keep the project moving smoothly through design, construction, and closeout. We will prepare and disseminate monthly progress reports to SEMA, with a copy to school representatives. TOTH will be available for on-site visits or board meetings as needed or requested during each phase of the grant.

When the project is ready for closeout, we will coordinate the process to make sure that all documentation is complete and ready for the SEMA final site inspection visit. We will personally attend on-site closeout or will coordinate remote closeout with SEMA to make sure that school representatives are free to enjoy the final inspection and the new project without worrying about details. After closeout, we send our client an organized and fully documented notebook for the project.

LIST OF PERSONNEL WHO WILL BE ASSIGNED TO THIS PROJECT, THEIR TITLES AND PROSPECTIVE ROLES

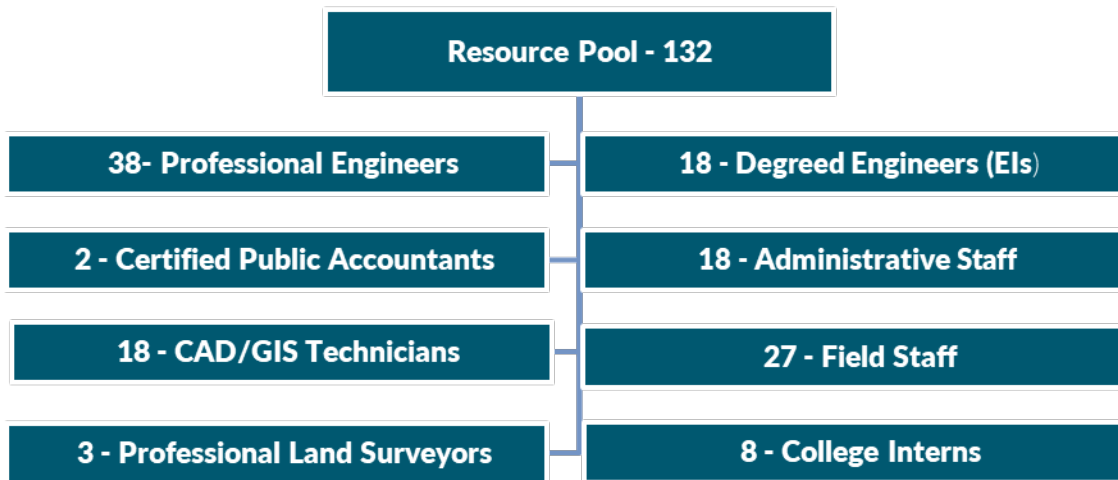
The individuals listed below would be the main points of contact for grant writing and/or grant project management. Additional personnel may be used as required under their supervision.

Teresa Lehman
Grants Manager/Senior Financial Analyst
tlehman@tothassociates.com

Betty Denson, CPA, CGFM
Senior Grant Project Manager
bdenson@tothassociates.com

Paul Ruban
Grants Specialist
pruban@tothassociates.com

The grant team has access to the full resources provided by TOTH and the capability to apply these resources effectively to meet the requirements of our clients.



FAMILIARITY WITH THE GEOGRAPHIC LOCATION OF THE PROJECT

TOTH is a locally-owned consulting engineering firm based in Springfield, Missouri. We invest our specialized knowledge and experience in building enduring relationships with clients for the good of our communities. Since the establishment of our company, a significant portion of our work has been service to clients across Missouri. We have a vested interest in nurturing positive relationships within the local community. In the surrounding area alone, we have assisted:

- Cass County – Archie R-V School District
- Cass County – Belton School District
- Jackson County – Oak Grove R-VI School District
- Morgan County – Morgan County R-I School District - Stover
- Morgan County – Morgan County R-II School District- Versailles
- Ray County – Excelsior Springs School District #40
- Ray County – Lawson R-IV School District
- St. Clair County – Lakeland R-III School District

On a more technical level, we have developed healthy working relationships with local architects, construction testing providers, geotechnical engineers, and even materials vendors such as steel fabricators. This collaborative approach to project design and administration demonstrates our firm's agility and willingness to understand and accommodate the requirements of other project stakeholders.

LIST OF CURRENT FEMA GRANT-FUNDED PROJECTS BEING MANAGED BY TOTH

- Potosi R-III School District
- Rockwood R-VI School District
- Holcomb R-III School District
- Lakeland R-II School District
- Summersville R-II School District
- Excelsior Springs School District No. 40
- Lawson School R-IV District
- Bowling Green R-I School District*
- Sikeston R-VI School District
- City of Buffalo
- Delta R-V School District
- Fordland R-III School District
- Hickory County R-I School District*
- New Madrid County R-I Schools
- Waynesville R-VI School District
- Woodland R-IV School District
- Bolivar Schools
- Kennett #39 School District
- Lebanon R-III School District
- City of Lockwood
- Monett R-I School District
- Neosho School District
- Nixa Public Schools
- Richland R-IV School District
- School of the Osage R-II School District
- Strafford R-VI School District
- Walnut Grove R-V School District
- High Point R-III School District

**The project management for this project is being completed in conjunction with another firm.*

LIST OF COMPLETED FEMA FUNDED PROJECTS MANAGED BY TOTH IN PREVIOUS TWO YEARS

- Jackson R-II Schools
- Carthage R-IX School District
- Laclede C-5 School District
- Laclede County R-I School District
- Purdy R-II School District*
- Northwest School District*
- Gascosage Electric Cooperative
- Climax Springs R-IV School District
- Bollinger County Health Center
- Dunklin R-V School District
- Perry County School District No. 32
- McDonald County R-I School District*
- Liberal R-II School District*
- Miller R-II School District
- Neosho R-V School District
- Sparta R-III School District
- South Pemiscot R-V School District

**The project management for this project was completed in conjunction with another firm.*

FEE PROPOSED

TOTH proposes to provide grant application preparation and project management for the proposed FEMA grant for the school district:

- Grant Application Preparation Cost: No Charge
- Project Management Services: 5% of Eligible Grant Expenses
(75% Federal Grant Funds; 25% Local Match Funds)

Note: Proposed price structure assumes that TOTH is selected for both grant application preparation and grant project management services.

REFERENCES FROM PREVIOUS CLIENTS OF FEMA FUNDED PROJECTS AND RELATED WORK

1. Dr. Dustin Storm, Superintendent
Miller School District
110 West Sixth Street, Suite 1
Miller, MO 65707
(417) 452-3515
Date of engagement: Project completed in 2021.
Services provided: Grant writing and grant administration for FEMA PDM (now BRIC) grant.
2. Mr. Paul Northington, CFO
Rockwood School District
111 East North Street
Eureka, MO 63025
(636) 733-2020
Date of engagement: Project completed in 2021.
Services provided: Grant writing and grant administration for FEMA PDM (now BRIC) grant.
3. Dr. Kevin Cooper, Assistant Superintendent
Webb City School District
411 North Madison
Webb City, MO 64870
(417) 673-6000
Date of engagement: Various, including current application in 2021.
Services provided: Grant writing and grant administration for several FEMA HMGP grants.
4. Ms. Carmen Hartwell, General Manager
Gascosage Electric Cooperative
PO Drawer G
Dixon, MO 65459
(573) 759-7146
Date of engagement: Project completed in 2020.
Services provided: Grant writing and grant administration for FEMA HMGP grant.

Letters of Support are attached.



Miller R-2 School District



110 W. Sixth Street, Suite 1, Miller, MO 65707

Dr. Dustin Storm, Superintendent
dstorm@millerschools.org
District Office: 417-452-3515
District Fax: 417-452-2709

John Knight, EL Principal
jknight@millerschools.org
EL Phone: 417-452-3512
EL Fax: 417-452-3264

Dennis Kimzey, 7-12 Principal
dkimzey@millerschools.org
JH/HS Phone: 417-452-3271
JH/HS Fax: 417-452-2310

Tuesday, December 15, 2020

To Whom It May Concern:

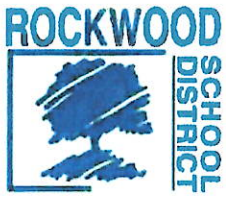
It is my pleasure to recommend Toth & Associates to provide project management services. Toth & Associates has provided their services to the Miller R-II School District as we built a FEMA Community Safe room that also serves as a band room for Miller High School.

With the help of Toth & Associates, the Miller R-II School District was able to obtain a 90/10 grant and was awarded \$924,750 of the \$1,027,500 for the construction of the FEMA Community Safe Room. The Miller R-II School District appreciates the partnership that we have with Toth & Associates. I would highly recommend Toth & Associates without reservation.

If you have any additional questions in regards to my recommendation, please feel free to contact me at 417-452-3515.

Sincerely,

Dr. Dustin Storm
Superintendent of Schools
Miller R-II School District



Central Services
Administrative Center
111 East North Street
Eureka, MO 63025-1229

636.733.2020
636.733.8865 Fax
northingtonpaul@rsdmo.org

Paul Northington, SFO
Chief Financial Officer

December 15, 2020

To Whom It May Concern:

This letter shall serve as a reference on behalf of Toth & Associates. The Rockwood School District utilized the services of Toth and Associates for our current construction of a Tornado Safe Room at our Wildwood Middle School.

Toth & Associates provided the necessary grant writing skills to enable the District to receive a substantial FEMA grant award for this project. In addition, they have continued to work directly with FEMA, our architects and District staff throughout the entire construction process.

The process has been extremely smooth and we are happy with the services provided by Betty Denson and Toth & Associates.

Don't hesitate to contact me if you have further questions. My office number is 636-733-2020.

Sincerely,

Paul Northington, SFO
Chief Financial Officer



WEBB CITY School District

411 North Madison Street
Webb City, MO 64870
P: (417)673-6000 F: (417)673-6007
www.wcr7.org

November, 1, 2021

To whom it May Concern,

It is with great honor I have the opportunity to recommend Toth & Associates to serve as grant writers and grant managers for any projects you may have. The Webb City School District has completed seven FEMA Safe Room projects and Toth & Associates served as our grant manager in each of those projects. We have also continued to use their services for various other projects in our district.

When I first received news our district was receiving multiple FEMA grants, I can honestly say it was an overwhelming feeling. However, with the partnership that was developed with Toth & Associates, I am pleased to say the entire process was successful and all grants were closed out without any delays or problems. What I believed really helped with the process, was the team concept we developed with our grant managers. That team partnership led to outstanding communication, easy to follow timelines and provided a stress-free atmosphere in the FEMA grant process.

Following proper procedure and guidelines are key factors in a successful FEMA grant process. With Toth & Associates serving as our grant manager, no deadlines were missed and all reimbursements to our district through the grant were handled quickly and efficiently. As their customer, I felt they were diligent in ensuring that the district's needs were met and our best interests were their primary mission.

I could not give a stronger recommendation to Toth & Associates to serve as grant writers or grant managers for any project that your district or community may be seeking. Their professionalism, their diligence and their expertise will ensure that your grant process will be a smooth one. If I can be of further assistance, please do not hesitate to contact me at 417-673-6000 or kcooper@wcr7.org.

Thank you for your consideration.

Kevin Cooper, EdD.
Assistant Superintendent for Business Operations



**Gascosage Electric
Cooperative**

P O Drawer G
Dixon, MO 65459
Phone (573) 759-7146
FAX (573) 759-6020
<http://www.gascosage.com>

October 20, 2021

To Whom It May Concern:

We are pleased to recommend Toth & Associates, Inc. for any services you may need for grant writing or administration. Toth was able to secure a FEMA grant for our electric line relocation project, as well as serve as our grant project manager.

We were very satisfied with our decision to have Toth & Associates manage our project, as it allowed our team to concentrate on our own core functions and busy schedules, while the Toth team handled the numerous, detailed tasks required to make the grant proceed smoothly. Our project was successfully completed on time thanks to the teamwork of both our Gascosage staff and the staff at Toth & Associates, Inc.

Please feel free to contact me if you have any further questions at 573-759-7146, ext. 205 or carmen.hartwell@gascosage.coop.

Respectfully,

Carmen Hartwell,
General Manager

