

REQUEST FOR QUALIFICATIONS
Chapter Administrator Services
American Public Works Association – Kansas City Metro Chapter

The American Public Works Association Kansas City Metro Chapter (“Chapter”) is soliciting qualifications and proposals from qualified independent contractors to provide part-time Chapter Administrator services beginning September 1, 2026.

The Chapter seeks a highly organized, responsive, and professional administrator to support the operations of one of the region’s leading public works professional organizations. The selected consultant will serve as an administrative partner to the Chapter Executive Committee and Standing Committees and will support member engagement, event coordination, communications, and organizational continuity.

About the Chapter

The Kansas City Metro Chapter of APWA supports public works professionals throughout the Kansas City metropolitan area through professional development, leadership opportunities, networking, education, and advocacy. The Chapter is led by volunteer leadership and committees and hosts numerous meetings, training opportunities, awards programs, and events throughout the year.

Scope of Services

The selected contractor will provide part-time administrative support services to the Chapter, including coordination with the Executive Committee and Standing Committees. Refer to Exhibit A for description of duties.

Services Not Included

This solicitation does not include:

- Accounting or bookkeeping services
- Strategic planning facilitation
- Dedicated marketing services
- Full-service conference management

Desired Qualifications

The ideal candidate or firm will demonstrate:

- Strong organizational and administrative skills
- Excellent written and verbal communication abilities
- Responsiveness and reliability
- Experience supporting nonprofit or professional organizations
- Familiarity with the public works industry

- Knowledge of APWA structure, operations, and events preferred
- Experience coordinating meetings, events, and member communications
- Proficiency with:
 - Microsoft Office products
 - Google Workspace tools
 - Constant Contact or similar communication platforms
 - Social media platforms
 - Website content management tools

Preference will be given to candidates residing within the Kansas City metropolitan region.

Contract Structure

The selected individual or firm will serve as an independent contractor under a professional services agreement with the Chapter.

The Chapter anticipates an average monthly workload with fluctuations based on seasonal events, conferences, and organizational activities. Work is expected to be performed primarily remotely, with attendance required at select meetings and events throughout the year.

Attendance at events, including PWI and PWX, is optional unless otherwise requested by the Chapter.

The Chapter will provide access to Chapter systems and resources necessary to perform the work. Mileage and expenses associated with approved Chapter business will be reimbursed with approval. Event registration fees and travel expenses are not anticipated to be reimbursed unless specifically authorized.

Compensation

Compensation will be negotiated with the selected contractor and will vary based on qualifications, experience, and proposed approach.

Respondents are requested to provide:

- Proposed hourly rate range or fee structure within range of \$50-\$100/hour
- Estimated average monthly hours anticipated
- Any additional reimbursable expense assumptions

Proposal Requirements

Interested candidates or firms should submit the following:

1. Cover Letter

Include a brief overview of qualifications, interest in the opportunity, and understanding of the requested services.

2. Experience & Qualifications

Provide:

- Relevant organizational or association administrative experience
- Experience with APWA or public works organizations
- Event coordination and administrative experience
- Description of current business structure and services offered

3. Proposed Approach

Describe:

- Approach to communication and responsiveness
- Availability and anticipated workload capacity
- Methods for organization and task management
- Experience supporting volunteer-led organizations

4. References

Provide at least three professional references from individuals or organizations for which similar services have been performed.

5. Compensation Proposal

Provide proposed rates and any assumptions regarding workload, reimbursable expenses, or additional staffing.

Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Familiarity with APWA and the public works profession
- Responsiveness and communication approach
- Organizational capabilities
- Quality and completeness of proposal
- Proposed fee structure
- References

Anticipated Schedule

Milestone	Date
RFQ Issued	By July 1, 2026
Questions Due	5 PM CST on July 15, 2026
Statement of Qualifications Due	5 PM CST on July 22, 2026
Interviews (Optional)	Week of July 27, 2026
Selection	August 19, 2026
Contract Start	September 1, 2026

Submission Information

Submit proposals electronically in PDF format to:

APWA Executive Committee

KCMetro.APWA@gmail.com

Questions regarding this solicitation should be directed to the contact above.

The Kansas City Metro Chapter of APWA reserves the right to reject any or all proposals, waive informalities, and negotiate modifications to proposals deemed in the best interest of the Chapter.

**EXHIBIT A - SCOPE OF SERVICES
APWA KC METRO
CHAPTER ADMINISTRATOR DUTIES**

The following is a summary of the job responsibilities to be performed by the Chapter Administrator for the KC Metro Chapter of American Public Works Association (APWA).

A. Meetings

1. Attend the Executive Committee monthly meetings, as directed.
2. Coordinate annual Standing Committee Workshop, possibly including:
 - a. Coordinate logistics.
 - b. Assemble the documents for distribution.
 - c. Attend the workshop and record the meeting minutes.
 - d. Distribute the meeting minutes and follow up information.
3. Attend other Chapter committee meetings, as directed.

B. Events

1. Support the Executive Committee and Standing Committees with planning and organizing events, possibly including:
 - a. Coordinate initial review of contracts and approval by APWA National.
 - b. Assist with the planning and logistics, as directed.
 - c. Coordinate the registrations for events, as directed.
2. Assist with managing the registration platform and tracking registrations and payments.

C. Website

1. Support maintenance of website content and event pages, as directed.
2. Maintain member rosters for the Executive Committee and various committees, as directed.
3. Post the Executive Committee and Standing Committees' agendas, agenda packets, and meeting minutes to the website.
4. Maintain and post the meeting dates of upcoming events, Executive Committee meetings and Standing Committees to the Chapter's event calendar.
5. Post and maintain job openings.

D. Chapter Communications

1. Assist the Executive Committee and the Standing Committees in the preparation of Chapter communications to members.
2. Manage the Chapter calendar by monitoring Chapter availability, other organization events, and APWA National events.
3. Prepare communications for newsletters and social media in cooperation with the Communications Committee.
4. Post Chapter-related news and share relevant posts from others on Chapter social media accounts, currently LinkedIn and Facebook.

E. Partnership Program

1. Maintain the annual partnership database and contact list.
2. Assist with the communication for requesting annual partners, as directed.
3. Communicate the confirmation of partners with the Executive Committee, specifically the Treasurer.
4. Prepare and send letters acknowledging receipt of partnership payments.
5. Acknowledge each partner via social media posts upon payment..
6. Maintain PowerPoint slides with logos of partners and share with the Standing Committee chairs as requested.
7. Manage the partnership page on the website, including the presentation of logos.

F. Awards

1. Assist in preparing the call for submittals for annual awards.
2. Assist with managing submittals for annual awards.
3. Assist with submitting the National award entries to APWA National.
4. Assist with the annual Chapter awards program, including promoting and ordering awards.
5. Assist with the annual APWA Snow & Ice Award submittal.
6. Assist with preparing the annual PACE Award submittal to APWA National.
7. Assist with providing content and managing the Awards webpage.

G. PWI

1. Support with the planning of module content, as directed.
2. Support with the logistics of each module, possibly including:
 - a. Reserve the venue.
 - b. Coordinate the food and drink for attendees.
 - c. Coordinate the printing of content.
 - d. Email reminders to the attendees.
3. Prepare a draft announcement for distribution via the Chapter newsletter prior to each module.
4. Assist with the attendee registration process, as directed.
5. Support with day-of activities, as directed.
6. Prepare a draft summary for distribution via the Chapter newsletter after each module.

H. PWX Conference

1. Coordinate and plan the Chapter dinner with the Vice President, possibly including:
 - a. Research venues and make recommendations for the Executive Committee's approval.
 - b. Assist with the advertisement of the event to members.
 - c. Coordinate registrations and payment.
 - d. Coordinate day-of activities if in attendance, as directed.
2. Prepare a summary of the PWX presentations by Chapter members for the Communications Committee.
3. Coordinate the Awards Ceremony attendance and details with Chapter members in attendance of PWX.
4. Provide a summary of PWX to the Communications Committee.

I. Ongoing

1. Retrieve the membership roster from APWA's website monthly and update the distribution list on Constant Contact or current provider.
 - a. Notify the Executive Committee of new members.
 - b. Manage and distribute the membership list to Executive Committee and Standing Committee Chairs, as directed.
2. Communicate with Standing Committee Chairs on a monthly basis to coordinate past and upcoming events.
3. Maintain the Chapter's Google drive and electronic files, as directed.
4. Assist with the maintenance and update to the Chapter bylaws, as directed.
 - a. Assist with the annual voting process for amended bylaws.
 - b. Forward approved and signed bylaws to APWA National for certification.
 - c. Update approved bylaws on the Chapter website.
5. Assist with the maintenance and updates to the Strategic Plan and Leadership Manual on a three-year cycle.
6. Monitor the Chapter email address and distribute emails to the Executive Committee and Standing Committee Chairs, as appropriate.
7. Provide administrative support to Standing Committees, as directed.
8. Provide information to National APWA, as directed.
9. Maintain and update list of administrator duties.