



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR ON-CALL GRANT WRITING SERVICES

PURPOSE

The City of Fort Bragg is seeking proposals from qualified candidates interested in contracting with the City of Fort Bragg to provide on-call grant writing services including grant management, and technical grant assistance. The City is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the City to maximize the benefits of grant funding.

BACKGROUND

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,000. The City employs approximately 70 regular full-time employees in five Departments including Administration, Public Safety, Finance, Community Development, and Public Works. Each Department is led by a Director, who reports to the City Manager and then to the City Council. With current staffing levels, not all departments have the resources or expertise to apply-for and manage grant opportunities.

The City, acting through the Public Works Department is soliciting proposals for on-call consultant services to assist with writing federal, state, local, emergency, and private grant applications and preparing the baseline and existing conditions studies and concept work to strengthen the applications. The primary purpose of this contract is to assist city staff with applications for grants, which address documented needs for capital infrastructure improvements including water, sewer, facilities, and streets projects. In addition, it is the intent of the City to apply for grants which not only are consistent with identified City needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the City's grant program is to secure funding for services and projects which the City otherwise would be required to utilize local tax dollars.

The selected grant writing firm(s) or individual(s) will work with the Public Works Department to identify potential grant opportunities and to develop a program specific to the details and timelines of each grant. Upon approval of a master contract and authorization for specific projects, funding for pre-work as well grant writing and application processes will be covered by the City. It is anticipated that ongoing grant management would be funded by the specific grant(s) being managed.

SCOPE OF WORK

This contract would consist of the following tasks:

1. Kick-Off Meeting with the Public Works Department Staff – To discuss potential projects and to align those projects with grant funding opportunities. This meeting will culminate with the preparation of a funding needs analysis. The analysis will assess and prioritize identified capital projects, match them with valid current funding sources, and identify staff timelines for successful project implementation.
2. Grant Funding Research – Conduct research to identify grant resources including federal, state, local, and private organizations that support the City’s funding needs and priorities. The following known areas of need include but are not limited to:
 - Water Infrastructure Development and Maintenance
 - Waste Water Infrastructure Development and Maintenance
 - Parks, Recreation, and Facilities
 - Transportation and Sustainability
 - CV Starr Facilities
3. On-call Grant Research – In addition to the areas defined above other areas may be also identified through the funding needs analysis process and throughout the duration of the contract.
4. Grant Proposal Development – Provide grant proposal writing services associated with the timely completion of grant applications on behalf of the City, including the preparation of funding abstracts, baseline and existing conditions studies, production, and submittal of applications to funding sources. A copy of each grant application to be approved by the City prior to submittal.
5. Grant Management and Grant Administration – Upon award of grant, provide grant management and administration services, including but not limited to:
 - Securing and finalizing agreements and monitoring funding compliance.
 - Develop schedules and timing for projects.
 - Budgeting, reporting, and fund reimbursement requests.
 - Implementation training (as needed).
6. Monthly reports – the successful consultant shall submit monthly reports to the City summarizing the amount of time expended and describing activities undertaken during the previous month.

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the completed proposals and cost bid so that it is received by the City no later than 2:00 p.m. on March 10, 2022 to:
City of Fort Bragg
Attention: June Lemos, MMC, City Clerk
416 North Franklin Street
Fort Bragg, CA 95437
jlemos@fortbragg.com
2. Format: Printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents.

3. Contents: Proposal shall contain the following information:
- A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience in preparation of grant applications for other public agencies.
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of at least three public agencies for whom similar work has been performed, where proposers grant received funding. Include name, title and phone number of a contact person as well as grant type and amount funded. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a schedule of charges including list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
 - G. Work Schedule
Provide a time schedule for completion of work. City shall request grant writing services on an as-needed basis for a two-year term. The selected proposer(s) is expected to respond to City requests within one week of the request confirming availability. The proposer(s) must adhere to the grant schedule listed in the grant details, including the application deadline and post grant reward requirements, such as reporting and training. Further details on project schedule will be provided per grant writing request.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**
 - I. Consultant Agreement
The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

- Demonstrated Success of grant applications for previous clients
- Qualifications and experience of key personnel and resources of the firm
- Work plan

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations, and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	February 14, 2023
Deadline for Written Questions	March 03, 2023
Proposals Due	March 10, 2023
Interviews (as needed)	March 15, 2023
Selection	March 27, 2023

QUESTIONS

Questions should be directed to:

Chantell O’Neal
 Assistant Director; Engineering
 City of Fort Bragg
 416 North Franklin Street
 Fort Bragg, CA 95437
 (707) 961-2823 ext. 133
 Email: coneal@fortbragg.com

ATTACHMENTS

Exhibit A – City’s standard Professional Services Agreement