

CITY OF BRAWLEY
REQUEST FOR PROPOSALS
for
COMPREHENSIVE GRANT WRITING SERVICES



Karla Romero
Finance Director
City of Brawley
400 Main Street
Brawley, CA 92227

July 1, 2021

1. PURPOSE OF REQUEST FOR PROPOSAL AND GENERAL TERMS AND CONDITIONS**1.a. Purpose of Request of Proposal**

The City of Brawley (hereinafter referred to as the “City”) is soliciting proposals from qualified candidates for comprehensive grant writing services. The City is seeking a contract with an individual or firm specializing in the management of the overall grant writing process including assisting the City to maximize the benefits of grant funding.

1.b. Questions Regarding the RFP

Any questions, interpretations, or clarifications, either administrative or technical, or contractual about this RFP must be requested via email by **Friday, July 16, 2021**.

Questions and additional information may be obtained by contacting:

Karla Romero, Finance Director/City Treasurer
City of Brawley
kromero@brawley-ca.gov
(760) 344-8941 Office

1.c. Delivery of Proposals and Selection Process

To be considered responsive to this RFP, Proposer must submit proposals in the format identified in this section. If you or your firm would like to be considered for this engagement, we invite your response due no later than **5 p.m. on Friday, July 23, 2021**. Late submission of responses shall not be considered. Submittal of response shall only be accepted by email. All other forms including (mail, fax, walk-in, etc.) are not acceptable. Late proposals will not be accepted.

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Proposed services and related pricing and warranties contained in the proposal must be valid for a period of 60 days after the submission of the proposal.

All proposals shall be submitted in a PDF file format by email only to:

finance@brawley-ca.gov and
kromero@brawley-ca.gov

A selection committee will evaluate, select and recommend a proposal to the City Council. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the City Council at its **Tuesday, September 7, 2021** meeting.

1.d. Rejection, Property of Proposals, Proposer’s Costs and Confidential Material

The City reserves the right without prejudice to reject any or all proposals submitted. During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Proposals become the property of the City and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award.

Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and

confirmed in the contract between the City and the individual or firm selected. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposer must notify City in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. City shall have sole discretion to disclose or not disclose such material subject to any protective order which Proposer may obtain.

1.e. Cancellation

This solicitation does not obligate the City to enter into an agreement. The City will endeavor to administer the proposal process in accordance with the terms and dates outlined in this RFP, however, the City reserves the right to cancel, modify the activities, time line, or any other aspect of the process at any time, as deemed necessary by City staff.

1.f. Term of Engagement

It is the intent of the City to contract for grant writing services presented herein for two fiscal years ending June 30, 2022 and 2023, with an optional extension of up to three additional years based on performance and mutual agreement. Additional years are subject to the satisfactory negotiation of terms, including a price acceptable to both the City and the selected individual or firm.

The proposal package presented shall be for the first two years and include a proposed rate for the extended three-year term subject to future negotiation and ratification, if extended.

2. NATURE OF SERVICES REQUIRED, MINIMUM QUALIFICATIONS, PROPOSAL REQUIREMENTS

2.a. Scope of the Work to be Performed

The following are typical services and/or items the successful consultant will be required to provide the City if it is awarded the contract and should be addressed in the proposal. Firms or individuals submitting a response to this RFP shall provide the City with a detailed description of the work that will be completed using this Scope of Work as a guide.

- Funding needs analysis – Working with the City’s departments to assess the validity of current funding propriety areas and identify new priority areas for funding.
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support the City’s funding needs and priorities in the following general areas by way of illustration but not limitation:
 - Community and Economic Development
 - Community and Municipal Planning
 - Criminal Justice Technology and Programs
 - Infrastructure Development and Maintenance
 - Parks and Recreation
 - Transportation and Transit Systems
 - Geographic Information System (GIS)
 - Information Technology
- Reviewing application guidelines and preparing a timeline and chart of tasks for grant submissions.
- Writing all sections of the grant application.

- Ensuring letters of support and other required certifications or documents are submitted with the grant as described on grant guidelines.
- On call grant research – Additional areas may be identified based on a needs analysis process and throughout the duration of the contract.
- Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of a City, including the preparation of funding abstracts, production and submittal of applications to funding sources. An electronic copy of each grant application submitted shall be provided to the City.
- Monthly Reports – The successful consultant shall submit monthly report to the City summarizing the amount of time expended and described activities undertaken during the previous month.

2.b. Minimum Qualifications

Proposers wishing to respond to this RFP should meet the following minimum qualifications.

1. Excellent written and verbal communication skills.
2. Highly organized with the ability to manage prospects, identify new grant opportunities, and evaluate eligibility criteria against City needs.
3. Proficient in research, interpreting research, and analyzing data.
4. Must demonstrate a proven track record of successful grant writing results for federal, state, and/or local grant applications.

2.c. Proposal Requirements

Proposers must submit a detailed proposal which includes, at minimum, the following:

- Define the methodology/approach to be used to identify the needs of the City which would be eligible for funding through grants.
- Detail the procedure you would utilize in identifying grants which would address the needs identified in the Scope of Work.
- Generally, detail the involvement and role of City staff and City resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants for public safety agencies (police and fire), infrastructure improvement (water, wastewater, and roads), parks, recreation, technology, community development and capital assets.
- List up to five (5) funded grants, which you developed detailing the funding source, amount requested and amount funded. A copy of a grant application submitted within the last two years may be provided to the City.
- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications)
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.

- Describe in detail the fee structure you propose for providing grant-writing services, including whether costs will be hourly or per grant written and submitted.

3. EVALUATION AND AWARD CRITERIA

3.a. Evaluation Method

The selection of the Consultant to provide grant writing services to the City will be based on a comprehensive review of the qualifications as presented in this proposal, overall price and cost to the City, the experience and success of the Consultant in providing similar services to similar clients, the firm’s ability to provide the services outlined in the RFP, and an evaluation of the firm’s ability to be a good business partner with the City.

Proposals will be reviewed and evaluated by a selection committee comprised of the City Manager, Finance Director, and Finance Analyst. Award will be made in the best interest of the City of Brawley.

3.b. Evaluation Criteria

The proposals will be evaluated and ranked in accordance with the evaluation criteria described below.

Overall cost to City and ability to guarantee pricing for contract period	30 points
Quality references and overall experience with public agencies including record of past performance	25 points
Qualifications, integrity, research and technical resources, and strength of the proposed assigned team.	25 points
Other qualitative characteristics as may be presented in the RFP including compliance with public policy and understanding of city operations and needs.	20 points

Discussions will be conducted with the most qualified bidders for the purpose of clarification to assure the full understanding of, and conformance to, the solicitation requirements.

4. DESCRIPTION OF THE GOVERNMENT

4.a. Background Information

The City of Brawley is located on the southeastern region of the State of California, in the center of the Imperial County. Although the region is a desert with arid conditions, it is also one of the most fertile agricultural areas in the United States. This is possible through water provided by the All American Canal from the nearby Colorado River in addition to an intricate system of canals throughout the region.

The City was incorporated on April 6, 1908, as a general law city which operates under the council/manager form of government. The City is governed by a five member City Council. Council members serve for a period of four years on staggered schedules. Every year, the City Council selects a Mayor from its members to serve for a one year term. The Brawley City Council hires a City Manager to act as the chief administrator for the City’s day to day operations.

The City is a full-service city. Services provided include police, fire, street maintenance, parks, recreation, library, water, sewer, solid waste, airport, housing, planning, building inspection, and general administrative services.

The City contracts with other government agencies and organizations for specific services, including electricity service, refuse collection, public transit, and street sweeping.

Brawley’s operating budget in fiscal year 2021/22 is approximately \$42.1 million for all its funds combined. The City’s General Fund budget is approximately \$17.3 million.

5. SCHEDULE OF EVENTS

EVENT	DATE
Advertisement & Release of Request for Proposals	Thursday, July 1, 2021
Deadline for inquiries and questions	Friday, July 16, 2021
Deadline for Receipt of Proposals	Friday, July 23, 2021
Evaluation Period	Monday, July 26 – Friday, August 6, 2021
One-hour Zoom or In-Person Interviews of Top 3 Qualified Proposers	Thursday, August 12, 2021
Reference Check and Final Selection	Friday, August 13 – Wednesday, August 18, 2021
Contract Negotiations	Thursday, August 19 – 31, 2021
Tentative Contract Award Date	Tuesday, September 7, 2021

5. INSURANCE AND BUSINESS LICNESE REQUIREMENTS

The City requires certificates of insurance prior to commencement of any work. An underwriter’s endorsement is also required with additional insured verbiage and must be an admitted surety in the State of California. General Insurance requirements are outlined below.

Commercial General Liability (at least as broad as ISO CG 0001)
 \$1,000,000 (per occurrence); \$2,000,000 aggregate
 Must include the following endorsements:
 General Liability Additional Insured
 General Liability Primary and Non-contributory

Commercial Auto Liability (at least as broad as ISO CA 0001)
 \$1,000,000 (per accident)
 Personal Auto Declaration Page if applicable
 Auto liability insurance may be waived if individual or firm will not be driving in support of the work being performed.

Errors and Omissions Liability
\$1,000,000 (per claim and aggregate)

Workers' Compensation (if applicable)
(per statutory requirements)

Must include the following endorsements:

Workers Compensation with Waiver of Subrogation

Workers Compensation Declaration of Sole Proprietor if applicable

The selected individual or firm must obtain and maintain a City of Brawley business license.