



## Request for Proposals (RFP)

RFP NO. E&CD  
2018-009

### GRANT WRITING AND ADMINISTRATION SERVICES

The City of Brunswick, hereinafter referred to as the City, is soliciting proposals to retain a Consultant(s) to assist the City in researching and identifying potential grant opportunities and to provide strategic grant writing services associated with the completion and submission of grant applications including Technical Assistance and Program Administration services.

The City reserves the right to enter into non-exclusive agreements with multiple respondents, waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City. All interested parties must register by email to the RFP contact their name, email address, address and telephone number to receive any future changes, additions, addendums or notices concerning this RFP.

**Advertisement Date:** September 24<sup>th</sup> 2018

**Due Date:** **October 24<sup>th</sup> 2018**

**Pre-proposal Meeting:** n/a

**Contact:** Travis Stegall  
601 Gloucester St  
Brunswick, GA 31521  
[tstegall@cityofbrunswick-ga.gov](mailto:tstegall@cityofbrunswick-ga.gov)  
(912) 689-8082

Submittals: Respondents shall submit their proposal to the City Clerk's Office at 601 Gloucester St, Brunswick, GA 31521 in a **SEALED** envelope or container and marked clearly: "SEALED PROPOSAL FOR **RFP E&CD 2018-009 Grant Writing and Administrative Services**", no later than **October 24<sup>th</sup> 2018** at 3:00 p.m.

Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the selection review members, proposers may be asked to give a short presentation/interview as part of the selection process. Oral presentations are not required and will not be scored separately. The City supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Disability Accessibility.

## I. GENERAL SCOPE OF WORK:

The City of Brunswick recognizes that obtaining grant funding is a critical and important function to enable the City to leverage local public funds to help the City find and apply for funding for a variety of uses, including technology, affordable housing, transportation, parks and recreations, arts and culture, community planning, technical assistance, research, and capital infrastructure projects. The City of Brunswick is seeking a Consultant to assist the City in researching and identifying potential grant opportunities and to provide strategic grant writing and administration services associated with the completion and submission of grant funded projects.

The types of improvements the grant funding may be utilized for include, but may not be limited to potable water system improvements, sanitary sewer system improvements, storm water drainage improvements, streetscape improvements, the development of public off street parking, community facility and other public improvements.

Procurement and contracting for all services shall conform to state and when appropriate, federal guidelines as well as the state and when appropriate federal regulations. All records shall be maintained in accordance with state and when appropriate federal record keeping requirements.

Technical Assistance and Program Administration services shall include, but not be limited to: Grant application assistance, conducting required environmental review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, developing required public record systems, preparing for and assisting with agency audits and site visits, insuring Davis-Bacon management and record-keeping requirements are met, coordinating any property or easement acquisition to meet Uniform Relocation Act compliance when required, managing any bid/contract grant requirements, technical support on any other requirements or criteria required for project implementation, developing appropriate agency reports, schedules and certifications, coordinating and conducting any required community and public input meetings, providing agency reports, and developing any annual and closeout agency submissions.

## II. SERVICES REQUESTED/CONSULTANT RESPONSIBILITIES:

1. **Funding Needs Analysis/Strategic Outreach.** Work with City staff to review grant needs identified by City departments; assess the validity of current funding priority areas; identify changes in funding priority areas and identify new priority areas for funding/grant proposals based on funding viability. Assist City staff in providing strategic outreach to relevant agency staff in determining how to competitively structure the City's funding request.
2. **Grant Funding Research.** Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities including but not limited to the following areas: road improvements; water quality and other environmental initiatives; community/economic development; health and human services; housing programs; infrastructure (i.e. storm, potable water, sanitary sewer, streets) development and maintenance; technology; parks, recreation and trail development. On a quarterly basis, provide the City with summaries of potential funding opportunities related to priority areas. Summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available. In addition, when requested, provide summaries of potential grants and financing resources including, but not limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.
3. **Grant Proposal Development and Review.** Provide general grant proposal writing services associated with the completion of grant applications annually on the behalf of the City of Brunswick, including the preparation of funding abstracts, production and submittal of applications to funding sources. In addition, provide ongoing technical review of grant applications prepared and submitted by staff when requested. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City of Brunswick. Fees for grant applications prepared b

Consultant annually will be negotiated on a case by case basis.

4. **Annual Report.** Provide an annual summary of grants the City of Brunswick has applied for with the grant writer's assistance and the outcome of each grant request.

### III. MINIMUM QUALIFICATIONS

1. The Consultant must be actively in business performing grant writing and administrative services for at least the past two (2) years.
2. The Consultant must have a minimum of two (2) years of experience writing and/or administering Federal and/or State government grant and/or loan programs.
3. The Consultant must have a minimum of two (2) years of experience working with local governments in Georgia writing and/or administering State and/or Federal grant and/or loan programs.
4. The Consultant must have a minimum of five (5) years of experience writing grant and/or loan proposals.

### IV. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score.

1. Demonstrated knowledge of sources of grant funds available to similarly situated municipal government – **15 points**
2. Demonstrated proficiency in obtaining funds for similarly situated communities – **15 points**
3. Demonstrated capability of proposed project management team – **15 points**
4. Firm years of experience writing and managing grants and/or loans for local governments in Georgia– **20 points**
5. Number of local government reference letters provided (only one reference letter may be provided from each community. Reference letters must be dated 2016 or later) – **10 points**
6. Quality of local government reference letters provided – **15 points**
7. Demonstrate participation of MBE under HUD Sec 3 standards – **10 points**

The highest ranked firm shall be determined by a tally of the total number of points given to each firm by each review selection committee member. If the City determines that multiple grant consultants is in the best interest of the City respondents will be ranked based upon their previous performance obtaining and administering specific grant programs for similarly situated local governments including but not limited to; USDA, DEO, US EPA, FDEP DHR and FHC, . The selection process shall be open to the public and records maintained in accordance with all grant requirements.

### V. CONTRACT

It is the City's intent to enter into a one (1) year contract with the highest ranked Consultant(s) with an option to renew the Contract for two additional one (1) year terms for a total maximum contract period of three (3) years. Negotiation of contracts for services shall follow the initial selection process. Should a satisfactory contract not be achievable with the number one ranked proposing firm or individual then that proposal shall be rejected and negotiations shall begin with the number two ranked firm and so on. Procurement and contracting of all services shall conform to state, and federal regulation guidelines. The City reserves the right to enter into contracts with multiple respondents.

## VI. RFP REQUIREMENTS

1. Proposal to be provided in the order below:
  - a. Cover letter / statement of interest *including e-mail address of person to be notified of award*, manually and duly signed by an authorized corporate officer, principal, or partner. Include physical address of primary proposer. *(2 page limit)*
  - b. Provide an outline of your experience with grant writing services, to include at a minimum the following. *(10 page limit)*
    - Number of years the firm has been in business
    - Examples of grant writing efforts which have been conducted, including examples of successful (funded) proposals from the past two (2) years.
    - Examples of successful proposals in the areas listed in the Scope of Services.
    - A minimum of three (3) references from Cities, Counties or other municipalities/governmental entities for which you have provided grant writing services. Include the name of the organization, brief description of the project, name of contact person and telephone number.
  - c. Provide resumes of individuals who will be assigned to work with the City including their background, directly related experiences and past successes *(1 page limit per person)*
  - d. Provide a detailed description of how your organization will perform the following grant writing services. *(5 page limit)*
    - Funding needs analysis/strategic outreach
    - Grant funding research
    - Grant proposal development and review
2. Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered. One (1) paper original, three (3) copies and one (1) electronic copy of submittal on CD in PDF format to be submitted. Paper submittal shall be bound by either wire bound or ring binder. Submittals will not be evaluated on the aesthetic of the package.
3. The Selection Committee will evaluate the proposals and may require some or all of the Respondents to provide additional information in the form of a presentation and question and answer session with the Committee.
4. Other Required Documents:
  - Proposers Certification (Attachment A)
  - Public Entity Crimes Statement (Attachment B)
  - Drug Free Workplace Certification (Attachment C)
  - Insurance Proof
  - MBE/WBE/DBE Certification (applicable)

## VII. RFP REQUIREMENTS

1. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. All proposals become the property of the City of Brunswick. The City is an Equal Opportunity Employer, Fair Housing and Disability Accessible Jurisdiction. In compliance with the Georgia Sunshine Amendment and Code of Ethics, the City strictly enforces open and fair competition in its RFP's. Vendors shall not contact, lobby, or otherwise communicate with any City employee, including any member of the City Commission, other than the referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendors list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. The City supports a drug-free work place. Evidence of a drug-free work place policy is required. The City does not allow for collusion among bidders, suppliers, subcontractors or other RFP interested parties. Each proposer shall certify in the letter of transmittal 'that no collusion has taken place during the RFP process with any other RFP interested parties.' The City does not allow for lobbying of selection committee members or City Commission members during the RFP process. Ethical conduct and professional silence will be maintained concerning this RFP during the RFP process until the Commission hears the recommendation as to the top ranked firm(s) and contracts are executed. The City supports Section 3 and MBE hiring.
2. The City requires general liability insurance as follows, and is required to be in place by the time of contract: Commercial General Liability - coverage shall provide minimum limits of liability of \$1,000,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. Insurance documentation shall be provided under and Insurance Tab.
3. During the RFP process, questions or requests for additional information concerning this RFP shall be submitted in writing to Travis Stegall, [email: tstegall@cityofbrunswick-ga.gov](mailto:tstegall@cityofbrunswick-ga.gov) and not to (other) selection review members or elected officials and shall be in written email format. The City reserves the right to request clarification of any information submitted by firms or individuals. The City Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process. Violation of any of these requirements can be grounds for rejection of a proposal.
4. The City reserves the right to reject any and all submittals with or without cause, to waive technicalities, or to accept those submittals which best serve the interests of the City. Cost of the submittals is considered an operational cost of the Respondent and shall not be passed on to or borne by the City. All submittals shall become public records upon receipt by the City.
5. Submittals may be withdrawn prior to due date by written request dispatched by the Vendor and received by the City Clerk before the time for receiving Submittals has expired.
6. The City reserves the right to request clarification of information submitted and to request additional information of one or more Respondent after the deadline for receipt of Submittals.
7. Costs for preparation of a response to this request are solely those of the Vendor and the City assumes no responsibility for any such costs incurred by the Vendor. The City will not be liable for any costs incurred by the Vendor prior to execution of the contract by the parties.

8. Submittals shall be on letter sized paper and shall be printed with a minimum 12 point font.
9. Respondents are instructed NOT to fax or email their submittal. Faxed or emailed submittals shall be rejected as non-responsive.
10. The Respondent understands that this RFP does not constitute an agreement or contract with the Respondent. City contracts are awarded only when a fully executed written agreement has been returned to the Respondent by the City.



**ATTACHMENT "C"**

**CITY OF BRUNSWICK**

**DRUG-FREE WORKPLACE CERTIFICATION**

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction, require a fine or require satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_