

# CITY OF PALMER

## Request for Proposal Grant Writing Consulting Services

Purpose of the Solicitation: The City of Palmer is requesting proposals from qualified consultants to assist the City of Palmer in general grant writing services associated with the completion and submission of grant applications to various state, federal and private non-profit agencies.

Solicitation Schedule: May 3, 2024

Deadline for Questions: Monday, May 20, 2024, by 2:00 PM

Closing Date & Time: Friday, May 31, 2024, by 12:00 PM. Proposals received after the time and date for receipt of proposals are late proposals, will not be considered. Persons needing accommodation to participate should contact John Moosey at (907) 761-1304. The City of Palmer reserves the right to accept or reject any or all proposals, waive all technicalities or informalities it deems appropriate. The award for this project is subject to the availability of funding. For more information call (907) 761-1304 or e-mail [jmoosey@palmerak.org](mailto:jmoosey@palmerak.org).

It shall be the responsibility of the Proposer to ensure that their proposal is received at or before the date and time fixed for closing. Proposers should include the following with their proposal:

- Signed Submittal Page (acknowledging Addenda if applicable)
- One signed Technical Proposal.
- One signed Fee Proposal.
- Any other items required within the Instructions to Proposers & Specifications/Scope of Services

# INSTRUCTIONS TO PROPOSERS GRANT WRITING CONSULTING SERVICES

## 1. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a proposal, the Proposer is encouraged to:

- Carefully examine and acquaint themselves with all portions of the proposal and specifications.
- Fully inform themselves of existing conditions and limitations.
- If material required for proposal purposes by these documents is absent, the Proposer is required to notify the City Manager.

## 2. INTERPRETATION

Should a Proposer find discrepancies in, or omissions from, the drawings or specifications, or be in doubt as to their meaning, they should at once notify the City Manager's office. The City Manager will not be responsible for oral interpretations. Questions must be received in writing. Questions received after May 20, 2024, at 2:00pm will not be answered. All addenda issued during the time of proposals shall become part of the Agreement Documents.

## 3. FORM OF PROPOSAL

Proposals should be submitted in accordance with the Section entitled Proposal Submission & Evaluation Criteria.

## 4. SIGNATURE

The Proposer shall sign the original proposal in longhand, preferably in blue ink, eSignature is an acceptable alternate.

## 5. SUBMISSION OF PROPOSAL

All copies of the technical proposal, fee proposal, if any, and any other documents required to be submitted with the Proposal will only be accepted through the City Manager's Office at 231 West Evergreen Avenue, Palmer AK 99645 or via email to [kelieff@palmerak.org](mailto:kelieff@palmerak.org).

## 6. SUBMITTAL PAGE

The submittal page must be completed, signed (or eSignature) and returned with the proposal. Proposers should acknowledge addenda, if any, on the submittal page. The bottom of the submittal page contains a list of documents that should be included as a part of the proposal. Unless otherwise stated elsewhere in this solicitation, the submittal page and any required licensing is not counted toward any stipulated page limitation(s).

## 7. WITHDRAWAL OF PROPOSAL

Proposers may withdraw their proposal by written request at any time prior to the time set for the proposal closing.

## 8. EVIDENCE OF QUALIFICATIONS

Upon request of the City of Palmer, a Proposer, whose proposal is under consideration for the award of the Agreement, shall submit promptly to the City satisfactory evidence of the Proposer's financial resources, their experience, their performance in completing other projects

of a similar nature and the organization and equipment they have available for the performance of the Agreement.

## 9. CITY'S RIGHT TO REJECT PROPOSAL

The right is reserved to reject any or all proposals and to waive any informalities.

## 10. PROTEST OF AWARD OF PROPOSAL

Within two business days of service of the City Manager's determination of the apparent successful proposal, a proposer who wishes to protest the determination shall lodge a protest with the City Manager's Office. The protest shall be in writing on a form provided by the City Manager's Office. The protest shall describe with particularity the alleged errors in the award recommendation. The City Manager shall conduct a review and, within three business days of receipt of the protest, issue a determination.

## 11. EXECUTION OF AGREEMENT

The Proposer whose proposal is accepted shall execute the Agreement and furnish the required insurance within five (5) business days after notice of Intent to Award is issued. The Agreement shall be considered executed by the successful Proposer when an authorized representative of the company or firm signs the Agreement and the insurance certificate(s) are received by the City Manager. Failure or neglect of the proposer to execute the Agreement within the time specified may result in the award of the Agreement to the next highest rated proposer.

## 12. QUALIFIED AND RESPONSIBLE PROPOSER

The City of Palmer reserves the right to require the Proposer to submit information pertaining to its products, service, reputation, or experience, to determine, at the City of Palmer's sole discretion if the Proposer is qualified. Past dealings with the City of Palmer and other government agencies will be considered in determining if the Proposer is responsible.

## 13. CONSULTANT'S VIOLATION OF TAX OBLIGATIONS

- A. No agreement shall be awarded to any individual, firm, corporation, or business who is found to be delinquent in any area of taxation, lease or rental agreement with the City of Palmer which has not been remedied within ten (10) calendar days of receipt of written notice.
- B. This Agreement can be terminated for cause if it is determined that the individual, firm, corporation, or business is in arrears of any taxation, lease or rental agreement that is due to the City of Palmer that is not remedied within ten (10) calendar days of notification by regular mail.
- C. The City of Palmer reserves any right it may have to offset amounts owed by an individual, firm, corporation, or business for delinquent City of Palmer taxes against any amount owing to the same under a contract between the City of Palmer and the same.

## 14. ACCEPTANCE OF CONTRACT/AGREEMENT TERMS AND CONDITIONS

By signing the Proposal Form/Proposal Submittal Form, the proposer certifies that they have examined and accept the terms and conditions of the Agreement contained in this solicitation. The acceptance is inclusive of, but not limited to, all AGREEMENT REQUIREMENTS, TERMS AND CONDITIONS, GENERAL PROVISIONS, AND SUPPLEMENTAL CONDITIONS along with any or all conditions contained in the INSTRUCTIONS TO PROPOSERS associated with

this solicitation. Submission of a proposal in response to this solicitation certifies that the proposer is willing to accept these terms and understands that failure to accept these terms will subject the proposer to forfeiture of the contract/agreement and loss of any bid guarantee as liquidated damages.

# SCOPE OF SERVICES, GRANT WRITING CONSULTING SERVICES

The City of Palmer has several projects and programs ranging from plans and studies to design and construction of public safety buildings, roads, trails, and public facilities, all of which need funding.

The City of Palmer is seeking to develop term contracts with a pool of experienced grant writer consultants to assist the City of Palmer in general grant writing services associated with the completion and submission of grant applications to various state, federal and private non-profit agencies.

In addition, the grant writer consultants may be asked to research other funding sources and develop a funding matrix for a specific project that would result in the writing and submittal of multiple grant applications for a project.

Responses should include the following information:

1. Provide an outline of grant writing experience that includes at a minimum the following:
  - a. Number of year's firm has been in existence.
  - b. Information on successful grant writing efforts including benefitting party, type of project, grant source, year of award, and dollar amount of grant award.
  - c. Describe experience providing grant writing services for local governmental entities.
  - d. Describe the type of project and grants you have the most experience with; for example, if your agency has successfully written and received grants for capital projects such as roads, bridges, port facilities, parking lots, parks, trails and other recreation facilities, drainage structures, water supply and distribution systems, wastewater collection and waste treatment systems, solid waste facilities and other structures and facilities; or for any planning or program related activities.
  - e. Describe experience working with online grant portals, and use of the Grants.gov workspace system for completing federal grant applications.
2. Identify individuals who will be assigned to work with the City of Palmer, and provide their background, directly related experience, resumes and past successes.
3. Describe your agency's experience and methods of performing grant research and in developing a funding matrix and associated funding strategy with the intent to develop a full funding package for a multi-million dollar project.
4. Provide a detailed description of how your organization will perform the following grant writing services, if requested by the City of Palmer:
  - a. Funding needs analysis.
  - b. Grant preparation process.
  - c. Grant review and approval process; and
  - d. Detailed time frame of whole process

5. Detail the basis of compensation for services. The fee basis should be all-inclusive. You must provide a detailed price breakdown including fees itemized for each staff member, supplies and overhead. The City of Palmer has several departments and divisions that may be using these services for a variety of potential grant applications. The following are typical services and deliverables that a successful grant writing consultant may be asked to provide to the City of Palmer.
  - a. Grant Funding Research – Conduct research to identify grant resources based on specific project scope. Develop and provide the City of Palmer a funding matrix and recommended funding strategy for the specific project, which includes:
    - i. Granting agencies, and associated programs that the City of Palmer is eligible to apply for.
    - ii. Application due dates.
    - iii. Estimated Award dates.
    - iv. Maximum/recommended funding amount and associated match requirements.
  - b. Grant Proposal Development – Provide general and technical grant proposal writing services associated with the completion of grant applications on behalf of the City of Palmer. This includes:
    - i. Preparation of Grant Narrative that addresses each of the application requirements.
    - ii. Preparation of Grant Budget and Budget Narrative.
    - iii. Work with project staff to obtain the required support documents, including: cost estimates, cost-benefit analyses, graphics developed using available GIS data, aerial imagery, topographic surveys, and engineering concepts.
    - iv. Work with the City of Palmer to assemble the full grant package and route for appropriate signatures.

## PROPOSAL SUBMISSION & EVALUATION CRITERIA, GRANT WRITING CONSULTING SERVICES PROPOSAL SUBMISSION:

1. Each proposer shall submit one clearly marked proposal, to include the signed "Submittal Page", "Technical Proposal" and "Fee Proposal" and any other documents requested in the RFP. Each requested document shall be its own document in adobe pdf format. Please do not embed any documents within your uploaded files, as they will not be accessible. See submission instructions in the instructions to proposers. Proposers should not include cover letters or resumes.
2. The proposals shall be organized in sections as indicated within the evaluation criteria below. The technical proposal should be limited to five single-sided, single spaced pages in length. There is no page limit to the fee proposal. It is requested that a minimum font size of 10 be used wherever practical. The use of photos and graphics within the technical proposal page limit should be kept to a minimum. Photos and/or graphics can be used to demonstrate a process/method but should be limited to generic photos or tied to projects contained in the Relevant Project Experience section. Use of photos depicting specific projects not named in the Relevant Project Experience section may cause a proposal to be rejected.
3. The City of Palmer expressly reserves the right to waive minor informalities, negotiate changes or reject any or all proposals and to not award the proposed contract, if in the best interest of the City of Palmer. "Minor Informalities" means matters of form rather than substance which are evident from the submittal or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
4. All scored proposals submitted shall be open for inspection upon execution of an agreement resulting from this solicitation. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded. Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the City of Palmer.
5. Technical Proposal (section 1) response shall be arranged in the following order: #1 Objective & Services, #2 Relevant Project Experience, #3 Proposed Project Staff, #4 Methods, #5 Management. Maximum points equal 100.
6. Fee Proposal response shall include all tasks to perform the contract.

# SUBMITTAL PAGE:

## Section I: Technical Proposal

1. Objectives and Services
2. Relevant Project Experience
3. Proposed Project Staff
4. Methods

## Section II: Fee Proposal

1. Provide an hourly rates sheet for all disciplines to be involved in the project for the work specified in this RFP. Please place your firm's proposal fee form in a separate file.
2. Direct Costs of Direct Labor (DCDL). Provide a table with the following columns (Names required only for key staff and persons "in-responsible-charge"): Job Classification, Name, Total Hours, Rate (\$/hr.), Estimated Cost per person (\$). Include a total of DCDL.

By signing below, the Proposer hereby certifies to the following –

1. The individual signing below, or the firm, association, or corporation of which they are a member, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of a free competitive process in connection with this solicitation.
2. The individual signing below is authorized by the firm, association, or corporation to bind such association or corporation to a legal contract.
3. The individual signing below, or the firm, association, or corporation of which they are a member, is not debarred or suspended from doing business with the City of Palmer.
4. They are acknowledging receipt of the following Addenda Numbers (if no addenda have been issued, either leave blank or write "N/A" or "None"). \_\_\_\_\_

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Company Name

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Contact Person (printed or typed)

Title (printed or typed)

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Mailing Address

City

State

Zip Code

---

Phone Number

Email Address

---

Signature

Date