



Max Upton, Director | Department of Economic and Community Development

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-716-4118 F 440-777-5889

October 13th, 2022

RE: Request for Qualifications for Grant Writing and Strategic Government Relations Services

1. PROJECT DESCRIPTION

The City of North Olmsted invites your proposal to provide professional services related to securing State, Federal and Philanthropic funding for priority projects within the City of North Olmsted

The City intends to retain an individual firm and/or a project team (under one agreement) team to provide strategic government relations at the State and Federal level as well as grant writing services for priority projects as identified by the City Administration and Sub-Department heads.

2. PROJECT COORDINATION

Max Upton, Director of Economic & Community Development, will be the overall project coordinator for this project. All inquiries relating to this request shall be addressed to:

Max Upton, Director of Economic & Community Development
City of North Olmsted
52000 Dover Center Road
(440) 716-4118
uptonm@north-olmsted.com

3. SUBMITTAL DATE AND LOCATION

All proposals must be submitted electronically to uptonm@north-olmsted.com with the subject line “GRANT WRITING AND STRATEGIC GOVERNMENT RELATIONS SERVICES” must be received by the Director of Economic & Community Development by 12:00 p.m., on Friday November 4th, 2022. Late proposals will not be accepted.

4. CONSIDERATION OF PROPOSALS

- A. The City does not obligate itself to accept any proposal.
- B. The City reserves the right to reject any and all proposals and will have no liability whatsoever to any Proposer whose proposal is not accepted.
- C. Any assumptions made by the Proposer in preparing the proposal must be listed separately and attached to the proposal in writing.
- D. Acceptance of a proposal will not constitute an agreement between the Proposer and the City. Any proposal will not be binding on the City unless and until an Agreement covering all conditions and provisions of the Design Services has been reduced to writing, executed by both the successful Proposer and the City.

5. PROPOSAL FORMAT

All proposals shall contain the following:

- A. **Cover Letter.** The cover letter should state the name, address, email and telephone number of the proposing firm. The proposal must be signed by the person having the authority to make the proposal for the firm.
- B. **Qualification.** Include the firm profile, information on the key personnel working on the project including their role in the project, and representative projects and references.
- C. **Project approach.** It is expected that the selected firm will work cooperatively with the City staff through the design process. Proposals should include a brief statement of the firm's approach to collaborating and communicating with the City.
- D. **Pricing.** Proposals shall contain the firm's billable ANNUAL RETAINER COST and an allowance for reimbursable expenses as mutually agreed upon between the City and selected consultant. Specific projects will be identified by the City throughout the contract.

6. EVALUATION AND CONSULTANT SELECTION

The City will assess the submissions based on the following criteria:

- A. Demonstrated past performance of securing funding for communities with similar demographic profiles as the City of North Olmsted work and experience of key personnel assigned to project.
- B. Understanding of the project and its objectives.
- C. Familiarity of previous experience with the City or region.
- D. Capacity of the firm to perform the work and meet project deadlines.
- E. Pricing.

Upon review of the proposals, the City may choose to conduct interviews with the top ranked firm(s).