



February 14th, 2023

Request for Qualifications

Grant Writing and Strategic Government Relations Services

1. PROJECT DESCRIPTION

It is the intention of the City to apply for grants which address documented City needs associated with service delivery and necessary capital infrastructure improvements. 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 property 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 City is also seeking the services of a firm with a demonstrated track record of securing congressionally directed funding, more commonly known as "earmarks". Firms must demonstrate a strong working knowledge of the State and Federal legislative process. Demonstration of existing relationships with key decision makers with state and federal program administrators is strongly desired.

2. Scope of Work

The following are typical services and/or items that the successful consultant will be required to provide the City if it is awarded the contract and should be addressed in each proposal.

- a. Funding needs analysis – Work with the City's departments to assess the validity of current funding priority areas and identify new priority areas for funding. The successful firm will also work with the City to identify fund leveraging opportunities to maximize the impact of grant requests.
- b. 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 by not limitation:
 - a. Community/Economic Development
 - b. Criminal Justice Technology and Programs
 - c. Infrastructure Development and Maintenance
 - d. Parks and Recreation

- e. Transportation/Highway /Sustainability/Transit
 - f. GIS Geographic Information Systems/ smart government
 - g. Community and Municipal Planning
- c. 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.
- d. Grant proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the City, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the City of North Olmsted.
- e. Monthly reports – the successful consultant shall submit monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month.

3. PROPOSAL REQUIREMENTS

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

- a. Define the methodology/approach to be used to identify the needs of the City which would be eligible for funding through grants.
- b. Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- c. 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.
- d. 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, infrastructure improvement, parks, recreation, technology/ smart government, Economic and community development and capital assets.
- e. List up to five (5) funded grants which you developed detailing the funding source, amount requested and amount funded.

- f. 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)
- g. Provide at least three (3) references including the name of contact, preferably of a similarly situated municipality, address, direct telephone number and email address.
- h. Describe in detail the fee structure you propose for providing grant writing services.
 - i. Note: The City STRONGLY PREFERS a fixed fee annual contract.

4. 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
5200 Dover Center Road
(440) 716-4118
uptonm@north-olmsted.com

5. SUBMITTAL DATE AND LOCATION

Respondents must submit (6) HARD COPY PROPOSALS and one USB thumb drive containing the PDF File to the attention of Max Upton, Director of Economic and Community Development at the above address. Proposals must be received by the Director of Economic and Community Development by 3:00 p.m., on Friday March 3th, 2023. Late proposals will not be accepted.

6. 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.

7. 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.

8. METHOD OF SELECTION AND AWARD

Pursuant to the section 112.07 of the Codified Ordinances of the City of North Olmsted the following process will be used to select the most qualified firm.

- a. Following completion of the time period for receipt of RFQ, the selection committee established by the director of Community and Economic

Development pursuant to Section 112.04 above will evaluate all SOQs timely received based upon the evaluation criteria specified above. On the basis of these evaluations, the selection committee will select three (3) or more of the highest qualified firms for further consideration.

- b. If the committee has received less than three (3) SOQs for evaluation, or determines that fewer than three (3) firms are qualified to perform the required personal services, then the committee may select less than three (3) firms for further consideration.
- c. The selection committee will rank all remaining firms based upon the quality and feasibility of their proposals, including any authorized revisions. The Director of Economic and Community Development, on behalf of the selection committee and the City of North Olmsted, will identify the highest rated and ranked firm and determine the terms and conditions of the proposed personal services contract, including the compensation to be paid by the City to the firm.
- d. Upon review of the proposals, the City may choose to conduct interviews with the top ranked firm(s).