

**REQUEST FOR PROPOSALS (RFP)
ON-CALL GRANT WRITING SERVICES**

CITY OF OAKLEY, CA



ISSUE DATE: June 21, 2022

DEADLINE FOR SUBMISSIONS: July 13, 2022, 5 PM

Introduction

The City of Oakley (“City”) invites qualified consultants to submit proposals for on-call professional grant writing services. The City is seeking a firm an experienced grant writing firm with a proven track record of researching, developing, writing, preparing and submitting successful grant proposals for state and federal grants. Primary responsibilities include identifying and responding to grant opportunities, and providing guidance to assist the City with securing funding for City projects and programs.

Background

The City of Oakley was incorporated in 1999 and is located in Contra Costa County, a growing region in the eastern portion of the San Francisco Bay Area. The City has a staff of approximately 100 employees and serves approximately 43,000 residents. The City is adjacent to Highways 4 and 160 and is bordered by the Cities of Antioch and Brentwood.

The City operates under a council-manager form of government. Currently, five at-large council members are elected to staggered four-year terms to govern the City. The City anticipates converting to district-based city council elections beginning in the 2022 election cycle.

The Mayor and Vice Mayor are selected by the Council each year from their membership and serve one-year terms. The City Council is responsible for adopting City ordinances, resolutions, the annual budget, appointing commissions and committees, and hiring the City Manager and City Attorney, among other key duties.

The City Manager is responsible for implementing the Council's policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the heads and directors of the City's departments. The City previously contracted with the Contra Costa Sheriff's Office for police services; but in 2016, the City began providing its own Police Department. Fire, sewer, and water service are provided to city residents by independent special districts.

In April 2022, the City Council adopted [Strategic Plan 2022-2027](#) (SP 27+) to set a new vision, mission, values, goals, and objectives for the City. The need to seek and secure grant funding is referenced in several sections of SP 27+ and speaks to the magnitude of upcoming projects including the development of a 55 acre park, building of the City's first standalone library, and construction of new roadways.

It is the intention of the City to apply for grants which supplement funding for services and projects which the City otherwise would be required to utilize local tax dollars.

Schedule of Events

The process will be governed by the following schedule:

Release of RFP	June 21, 2022
Deadline for Written Questions	July 8, 2022
Responses to Questions Posted Online	July 11, 2022
Proposals due by 5:00 PM	July 13, 2022
Proposal Evaluation Completed	July 2022
Award of Contract	August 2022

The above scheduled dates are tentative and City retains the sole discretion to adjust the above schedule. Nothing set forth herein shall be deemed to bind City to award a contract for the above-described Professional Services and City retains the sole discretion to cancel or modify any part of or all of this RFP at any time.

Scope of Work

The firm will provide professional grant writing services, which includes, but is not limited to:

- Grant Funding Needs Assessment
 - Meet with City staff to identify grant fundings needs and priorities; developing overall grant outline and strategy
- Grant Funding Research and Support Services
 - 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:
 - Public Safety
 - Infrastructure Development and Maintenance
 - Parks and Recreation
 - Community and Economic Development
- Grant Application Development
 - Prepare a strategic work plan for the development of the proposed program underlying the grant application, and for production of the application itself, including key dates, responsible personnel, and specific deliverables.
 - 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.
 - Ensure that all required components of each proposal are included in

submission; ensuring adherence to grant evaluation criteria, and ensuring each entire grant package is timely and correctly prepared in accordance with the requirements and restrictions of its respective funders' portal and technical submission requirements.

- Edit draft proposals for consistency of messaging, ensuring integration of grant requirements and succinctness prior to City final review and submittal to funder.
- Organize facts, data, statistics and narrative collected and written as part of assigned projects, developing tabular or graphic data displays as appropriate, and make those items available to the City for future use.
- Ongoing Communication
 - Communicate with City staff regarding the work undertaken and upcoming grant opportunities

Proposal Requirements

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

- A. **Background information** on the firm, including details of the firm's experience with grant writing services; a brief resume of the individual(s) assigned to this project; contact information for at least three references. The proposal could include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- B. **Services to be provided and overview of the firm's approach** for each phase of the grant process, including development of the needs analysis, research, and grant application development
- C. **A cost proposal** for the services, including consulting fees and reimbursable expenses. The payment terms and fee structure should also be addressed.
- D. **A list of up to five funded grants** which you developed detailing the funding source, amount requested, and amount funded.

Selection Process

The City may consider, at minimum, the following criteria when evaluating proposals:

- a. Clarity, responsiveness, and compliance with RFP requirements.
- b. Understanding of the project.
- c. Recent experience in conducting similar scope and complexity of work.
- d. Team members' experience and performance in conducting similar scope of work, including educational background.
- e. Fee proposal.
- f. Comments by references, including the City of Oakley related to any conflict of interest.

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, or to allow corrections of errors or omissions.

It is the City's intent to select a Proposer best evidencing demonstrated competence and professional qualification to perform the Services. The City reserves the right to reject all proposals, select by proposal review only or interview as needed. Certain Proposers may be selected to make a brief presentation and oral interview after which a final selection will be made. The successful Proposer will be selected on the basis of information provided in the RFP, in-person presentations, and the results of the City's research and investigation. Upon selection of a Proposer, the City will endeavor to negotiate a mutually agreeable Agreement with the selected Proposer. In the event that the City is unable to reach agreement, the City will proceed, at its sole discretion, to negotiate with the next Proposer selected by the City. The City reserves the right to contract for services in the manner that most benefits the City including awarding more than one contract if desired.

Proposal Submission Information

One original of the proposal must be submitted and received by no later than **5:00 p.m. on Wednesday, July 13, 2022** to:

Felicia Escover
Assistant to the City Manager
City of Oakley
3231 Main Street
Oakley, CA 94561

An electronic version of the proposal in portable document format (.pdf) must also be submitted before the same time, **5:00 p.m. on Wednesday, July 13, 2022**, by email to:

escover@ci.oakley.ca.us

Proposals received after this deadline will not be accepted.

Questions about this Request for Proposals may be submitted email to escover@ci.oakley.ca.us no later than July 8, 2022. Formal written responses will be placed on the City's website on July 11, 2022.

General Conditions

- Confidentiality of Proposal: All responses to this Request for Proposals become the property of the City and, as such, may be subject to the Public Records Act.
- Amendments to RFP: The City reserves the right to amend the RFP and issue to all Proposers an addendum.
- Amendments to Proposals: Unless specifically requested by the City, no amendment, addendum or modification shall be accepted after a proposal has been submitted to City. If a change to a proposal that has been submitted is

desired, the submitted proposal must be withdrawn and the replacement proposal submitted prior to the deadline stated herein for receiving proposals.

- Non-Responsive Proposals: A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
- Costs for Preparing: The City shall not compensate any Proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of the City. The City will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.
- Cancellation of RFP: City reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.
- Price Validity: Prices provided by Proposers in response to this RFP are valid for 180 days from the proposal due date. The City intends to award the contract within this time but may request an extension from the Proposers to hold pricing, until negotiations are complete and the contract is awarded.
- No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit the City to award a contract. City expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.
- Right to Negotiate and/or Reject Proposals: City reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of City, such action shall serve its best interests and those of the tax-paying public. The Proposers are encouraged to submit their best prices in their proposals, and City intends to negotiate only with the Proposer(s) whose proposal most closely meets City's requirements at the lowest estimated cost. The Agreement, if any is awarded, shall go to the Proposer whose proposal best meets City's requirements.
- Agreement: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the City's Standard Agreement Template. As such, Proposer is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein.