

**CITY OF TRACY – REQUEST FOR PROPOSALS
NOTICE OF REQUEST FOR PROPOSALS**

1. NOTICE IS HEREBY GIVEN that the CITY OF TRACY (hereinafter "CITY") requests proposals for **Grant Research/Writing Services** (hereinafter "Project"), and will receive proposals in the Office of Economic Development, 333 Civic Center Drive, Tracy, California 95376, up to the hour of 5 p.m., on the 8th day of September, 2008.
2. The services to be performed by the successful proposer are described in the Request for Proposals. Copies of the Request for Proposals are available from (and any questions should be directed to) Amie Parker, at the Office of Economic Development, 333 Civic Center Plaza, Tracy, California 95376. The general scope of services includes grant research services for various departments of the City of Tracy. In addition, the scope of services may include assistance related to grant writing, as well as grant management.
3. Proposals shall be submitted and clearly marked as follows: "SEALED PROPOSAL FOR TRACY GRANT RESEARCH/WRITING SERVICES – DO NOT OPEN WITH REGULAR MAIL."
4. All responsive proposals shall be reviewed and evaluated by the CITY in order to determine which proposer best meets the CITY's needs for this Project by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the CITY shall evaluate proposals are set forth in the Request for Proposals.
5. The CITY reserves the right to reject any and all proposals or waive any irregularities in any proposal or the proposal process.

1. **DELIVERY OF PROPOSALS.** It is the Proposer's responsibility alone to ensure that the proposal is received by the OFFICE OF ECONOMIC DEVELOPMENT prior to the hour and date for the opening of proposals specified in the Notice of Request for Proposals. Any proposals received by the OFFICE OF ECONOMIC DEVELOPMENT after that hour and date shall be returned unopened.
2. **FORMAT OF PROPOSALS.** All proposals shall be typewritten or printed in ink clearly and legibly, in conformance with the Request for Proposals and submitted in a sealed envelope plainly marked on the outside: "SEALED PROPOSAL FOR TRACY GRANT RESEARCH/WRITING SERVICES -- DO NOT OPEN WITH REGULAR MAIL."
3. **QUALITY OF PROPOSAL.** Unnecessarily elaborate or glossy proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this Request for Proposals.
4. **CONTENTS OF PROPOSAL.** The Proposer shall include in its proposal, at a minimum, the following information presented in a clear and concise format, in order to demonstrate the Proposer's competence and professional qualifications for the satisfactory performance of the services outlined in the "Scope of Services" [Section 8] of this Request for Proposals.
 - 4.1 A list of the most recent projects for which the Proposer has performed similar services of similar size, scope and complexity.
 - 4.2 A list of the Proposer's principals, employees, agents and subconsultants which the proposer anticipates assigning to this Project. This list shall include a summary of the qualifications, licenses and experience of each individual; the approximate number of hours each will devote to the Project; and the type of work to be performed by each individual. The CITY will retain under its agreement with the successful Proposer the right of approval of all persons performing under the agreement.
 - 4.3. A detailed description of the methods by which the Proposer intends to perform the work set forth in the Scope of Services. The description shall include, at a minimum, the following items:
 - 4.3.1. A performance and cost schedule for all services necessary to complete this Project. The proposal should specify the major components, the cost breakdown by major component or phase, and the expected time of completion for each component based on the scope of services outlined in the proposal.
 - 4.3.2. The Proposer should specifically indicate in its proposal any clauses in the CITY's proposed Agreement which are unacceptable to the Proposer. The CITY's proposed

Professional Services Agreement is attached to this Request for Proposals.

- 4.4. A statement which discloses any past ongoing or potential conflicts of interest which the Proposer may have as a result of performing the work for this Project.
 - 4.5. A copy of an insurance certificate or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) may also be submitted.
 - 4.6. The proposal must be signed by an authorized representative of the Proposer.
5. **INTERPRETATIONS OF THE REQUEST FOR PROPOSALS.** If the Proposer is in doubt as to the meaning of any part of the Request for Proposals, or finds discrepancies in or omissions from the Request for Proposals, the Proposer shall contact Amie Parker at (209) 831-6110 or via email Amie.Parker@ci.tracy.ca.us.
6. **REVIEW OF PROPOSALS.** After the proposals are received and opened by the CITY, the CITY shall review and evaluate all proposals for responsiveness to the Request for Proposals to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The CITY shall also investigate qualifications of all Proposers to whom the award is contemplated, and the CITY may request clarifications of proposals directly from one or more Proposers. It is anticipated that this review period will last up to approximately fourteen (14) days. In reviewing the proposals, the CITY may consider the following:
- 6.1. The experience and past performance of the Proposer and its agents, employees, and subconsultants in completing projects of a similar type, size, and complexity. The CITY may consider Proposer's timely and accurate completion of similar projects within budget.
 - 6.2. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the Proposer.
 - 6.3. Proposer's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this Request for Proposals.
 - 6.4. Any requested changes to the City's standard Professional Services Agreement.
7. **AWARD OF AGREEMENT.** Upon completion of the review period, the CITY shall notify those Proposers whose proposals will be considered for further evaluation and negotiation. All Proposers so notified may be required to make presentations and negotiate in good faith in accordance with direction from the CITY. Any delay caused by Proposer's failure to respond to direction from the CITY may lead to a rejection of the Proposal.

- 7.1. If the CITY determines, after further evaluation and negotiation, to award the Agreement, a Professional Services Agreement shall be sent to the successful Proposer for the Proposer's signature. No proposal shall be binding upon the CITY until after the Agreement is signed by duly authorized representatives of both the CONSULTANT and the CITY.
- 7.2. The CITY reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the CITY, will be based upon a total review and analysis of each proposal and projected costs.

8. **SCOPE OF SERVICES.** The scope of services set forth in this Request For Proposals represents an outline of the services which the CITY anticipates the successful proposer to perform, and is presented for the primary purpose of allowing the CITY to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the CITY and the successful Proposer. The CITY requests that the Proposer suggest changes to the scope of services (as a part of the proposal) in order to achieve the CITY's stated Project Objectives.

8.1. **Project Objectives.** There are essentially three parts that the CITY is focusing on in relation to this contract:

- (1) Grant Research – Research and identify potential funding sources, public grants, private foundation grants and possible corporate sponsorships;
- (2) Grant Writing – Provide grant writing services on behalf of the various City departments; and
- (3) Grant Management – Provide tracking and management of individual grant programs upon award.

8.2. **Project Restrictions.**

8.2.1. **Budget.** The proposal should include a cost breakdown for services as described in the following three scenarios:

- 1) A flat fee for the Proposer to provide Grant Research services only, for a period of one year;
- 2) A fee structure for the Proposer to provide Grant Writing services only, for a period of one year;
- 3) A fee structure for the Proposer to provide Grant Management services only, for a period of one year;
- 4) A total compensation package for the Proposer to provide Grant Research, Grant Writing, and Grant Management (as described in Section 8.1 above), for a period of one year.

8.3. **Background Information.**

In November of 2007 the City of Tracy City Council adopted a city wide work program which established specific long-term and short-term goals for staff to focus on. One of the projects targeted was the

hiring of a grant writer to assist staff with identifying and procuring funding sources for the City. In the past, staff has been solely responsible for this task, but with limited human capital dedicated to this function, many grants have been overlooked.

Departments interested in grant funding include:

- Public Works
- Parks & Community Services
- Economic Development
- Development & Engineering Services
- Mayor's Community Youth Support Network
- Police Department
- Fire Department

8.4. Project Tasks.

Initial Needs Assessment – Facilitate and conduct an initial onsite assessment meeting with individual departments to review and assess grant funding priority areas for the City.

Research – Research and identify potential funding sources through federal, state, and private foundations. In addition, explore opportunities to obtain corporate sponsorships from the local business community. Research shall include grant requirements and criteria; matching fund requirements; reporting requirements; and terms and conditions of grant.

Grant Writing – Conduct and facilitate responses to all grant proposals including narratives and other writing services, statistical gathering, letters of support, budgets and final submissions. The applicable City staff person will have the opportunity to review and approve any application prior to submission.

Grant Management – Prepare written summaries of all grant reporting requirements and evaluation criteria prior to submission. Advise City, based on the grant management requirement of each proposal, whether the grant amount is equitable to the required grant management. As part of the contract, the Proposer may be required to continue the administration of all successful grants funded; and shall work with the City to manage the applicable grants.