



**REQUEST FOR QUALIFICATIONS FOR
“GRANT WRITING AND MANAGEMENT SERVICES
OLD FITZHUGH ROAD PROJECT”
CITY OF DRIPPING SPRINGS, TEXAS**

Statement of Qualifications Due: October 30, 2020

CITY OF DRIPPING SPRINGS, TEXAS

**REQUEST FOR QUALIFICATIONS FOR
“GRANT WRITING SERVICES
OLD FITZHUGH ROAD PROJECT”
CITY OF DRIPPING SPRINGS, TEXAS**

PUBLIC NOTICE

Notice is hereby given that the City of Dripping Springs, Texas is soliciting **Statements of Qualifications for Grant Writing and Management Services Old Fitzhugh Road Project.**

Sealed Statements of Qualifications must be submitted in one (1) original, five (5) copies, and one (1) electronic copy in PDF format on a flash drive and shall be delivered to:

City of Dripping Springs, Texas
Attn: Ginger Faught, Deputy City Administrator
511 Mercer Street
Dripping Springs, Texas 78620

In lieu of paper submissions, submissions may be made through electronic submission by email to gfaught@cityofdrippingsprings.com with the subject line “OFR Grant Writing Services”. Documents should be submitted in PDF format. Statements of Qualifications must be submitted **by 4 p.m. on October 30, 2020**, at which time the statements will be publicly opened and read aloud. Statements received after the opening date and time will not be considered.

A pre-proposal meeting will be held on October 23, 2020 at 10 a.m. via Zoom Meeting. This meeting is optional. If interested in participating in the pre-proposal meeting please email kcampbell@cityofdrippingsprings.com by October 16, 2020. Information to participate in the Zoom Meeting will be provided prior to the meeting to any person who has requested to participate.

If additional information is requested, please email questions to Ginger Faught, Deputy City Administrator at gfaught@cityofdrippingsprings.com with “OFR Grant Writing Services” in the subject line. RFQs may be picked up at the above address or viewed online at the City’s website at www.cityofdrippingsprings.com.

Ginger Faught
Deputy City Administrator

Notice to be published on: October 8, 2020.

**PART I
GENERAL**

1. **PURPOSE:** The City of Dripping Springs, herein after "City", seeks proposals in response to this Request for Qualifications (RFQ) from qualified and experienced grant writing firms/individuals, herein "Proposer", to enter into a professional services agreement for the location and management for grant money and to prepare grant requests.

2. **CITY INFORMATION RELEVANT TO “OLD FITZHUGH ROAD PROJECT GRANT WRITING SERVICES”**

- 2.1 The City employs approximately 35 full-time employees and may have one or more part-time employees, contracted providers, etc.
- 2.2 The City’s population is approximately 3,200.

3. **GRANT WRITING REQUIREMENTS:** The Proposer selected will research and apply for grant applications applicable to the Old Fitzhugh Project that would include road and sidewalk improvements in a historic area.

4. **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Ginger Faught, Deputy City Administrator
Email: gfaught@cityofdrippingsprings.com

The individual listed above may be contacted by email for clarifications of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without written approval of the City of Dripping Springs.

5. **PROPOSER REQUIREMENTS:** The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

- 5.1 Have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City.
- 5.2 In order to assure the City does not encounter service delays or other unforeseen problems that can occur with out-of-area vendors, Proposer shall be located within Texas and proof of location shall be submitted with the proposal for audit services.

6. **QUALIFICATIONS OF GRANT WRITING FIRM/INDIVIDUAL:** The Proposer shall submit a statement of their qualifications with the proposal for grant writing services. The statement shall include the following:

- 6.1 Whether the firm is a national, regional, or local grant writing firm authorized to operate in the state of Texas.
- 6.2 Identify a minimum of three clients that the firm has provided grant writing services for within the last five years. Provide a contact person and email address for each client.
- 6.3 A resume for each person who will provide grant writing services under the contract.
- 6.4 Provide information as to the firm’s experience and qualifications regarding each category of selection criteria noted below under #7.

6.5 The cost for grant administration and project management services must be included in the proposal submission. Please note that cost is not the sole basis for selection of a service provider, see Selection Criteria below.

7. SELECTION CRITERIA

The City will select the "best qualified" grant writing individual/firm to provide the type of services needed by the City. The firm selected must have previous experience in grant writing. The evaluation criteria will include assessment of the following factors:

- 7.1 Years of experience of the persons whose resumes have been submitted under #6.3.
- 7.2 Qualifications of personnel who will work on the grant writing (not otherwise included in the resume).
- 7.3 Knowledge of grant resources and application processes for state, local, and private grants.
- 7.4 The overall satisfaction of other clients with the firm's services.
- 7.5 Cost for grant administration.

8. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:

The initial term of the resulting agreement shall be from the date of approval for one (1) calendar year. The agreement may be renewed for two (2) additional periods of time, not to exceed twelve (12) months each, provided both parties agree in writing.

The City reserves the right to review the Proposers' performance at the end of the initial term and at the end of each twelve (12) month period and cancel all or part of the agreement or continue the agreement through the next period.

The City will require a Professional Services Agreement signed by the Mayor and the Proposer prior to the commencement of work and then prior to the beginning of each succeeding twelve (12) month term, if any. Such Professional Services Agreement shall include the agreed-upon time frame(s) for completing services, the schedule for payment for services, and such lists as provided by the Proposer of the items and schedules required from City staff to perform services.

If the Proposer fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Proposer of the deficiencies and the Proposer shall have ten (10) working days to correct such deficiencies. If the Proposer fails to correct the deficiencies within thirty (30) days, the City may terminate the agreement by giving the Proposer written notice of termination and the reason for the termination.

If the agreement is terminated, for any reason, the Proposer shall turn over all records to the City within ten (10) working days.

9. **RESPONSE ACCEPTANCE:** Responses to this solicitation shall be valid for a period of ninety (90) days.

10. **AWARD:** The City reserves the right to enter into an agreement or a purchase order with

a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement.

11. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving the Proposer a written notice of termination at the end of its then current fiscal year.

PART II SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

Solicitation released	October 8, 2020
Pre-proposal meeting (optional)	October 23, 2020
Deadline for questions	October 26, 2020
City responses to all questions	October 28, 2020
Responses for solicitation due by 4:00 p.m.	October 30, 2020

All questions regarding the solicitation shall be submitted in writing by 4:00 p.m. on the due date noted above. A copy of all of the questions submitted and the City's response to the questions shall be sent to all persons who obtain a copy of this RFQ from the City of Dripping Springs and who have submitted their contact information to Ginger Faught as an interested person. Questions shall be submitted to the City contact named herein.

The City reserves the right to modify these dates. Notice of date change will be made available to all persons who request to be notified in the event of a date change. Requests for notification shall be made in writing to the Deputy City Administrator.

2. **RESPONSE DUE DATE:** Signed and sealed responses (the Proposer's statement of its qualifications and the Proposer's proposal for services) are due no later than 4:00 p.m. on the date noted above to the Deputy City Administrator. Responses shall include the original and (5) copies and one electronic copy on a flash drive of the statement of qualifications and proposal. Mail or carry sealed responses to:

By Mail: City of Dripping Springs
Attn: Deputy City Administrator
P.O. Box 384
Dripping Springs, TX 78620

By FedEx, UPS or Hand Deliver to the front desk to:

City of Dripping Springs
Attn: Deputy City Administrator
511 Mercer Street
Dripping Springs, TX 78620

By Electronic Mail:

gfaught@cityofdrippingsprings.com
"OFR Grant Writing Services"
PDF format

- 2.1. Responses received after this time and date shall not be considered.
 - 2.2. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, due date and "DO NOT OPEN".
 - 2.3. Facsimile or electronically transmitted responses are not acceptable.
 - 2.4. Late responses will be returned to Proposer unopened if return address is provided.
 - 2.5. Responses cannot be altered or amended after opening.
 - 2.6. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 2.7. The City will not be bound by any oral statement or offer made contrary to the written specifications.
3. AGREEMENT NEGOTIATIONS: In establishing an agreement as a result of the solicitation process, the City may:
- 3.1. Review all submittals and determine which Proposers are reasonably qualified for award of the agreement.
 - 3.2. Determine the Proposer whose submittal is most advantageous to the City considering the evaluation criteria.
 - 3.3. Attempt to negotiate with the most responsive Proposer an agreement at fair and reasonable terms, conditions and cost.
 - 3.4. If negotiations are successful, enter into an agreement after approval from the City Council.
 - 3.5. If not successful, formally end negotiations with that Proposer. The City may then select the next most highly qualified Proposer and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Proposer. The City shall continue this process until an agreement is entered into or all negotiations are terminated.
 - 3.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to request additional information if needed. Furthermore, the Proposer selected will be the firm which, in the opinion of City personnel and the City Council, best meets the needs of the City. The decision of the City Council shall be final.

**PART III
SPECIFICATIONS**

1. **SCOPE OF WORK:** Proposer shall provide the following grant writing and management services:
 - 1.1 Review the City’s current approved concept plan for the Old Fitzhugh Road Project attached as Attachment “A” including a Shared Use Trail, Pedestrian Amenities; Street Improvements, and Drainage/Stormwater improvements on Old Fitzhugh Road in Dripping Springs, Texas;
 - 1.2 Attend meetings and workshops at City Hall and at any agency that has open grant applications related to this project;
 - 1.3 Assist City staff and project engineer in design of the applications for grants for design services, construction, project management, and engineering grant funds for the project;
 - 1.4 Secure demographic or other data needed for grant applications for this project;
 - 1.5 Provide final Pre-Application and Application Packages to City for review and approval for grants applicable to this project;
 - 1.6 Make presentations to City Council to secure approval of required resolutions to allow submission to any agency with potential grants related to this project;
 - 1.7 Make any revisions required prior to submission of applications to agencies;
 - 1.8 Meet all grant deadlines;
 - 1.9 Provide management of any grants received.

2. **REQUIRED ITEMS, SCHEDULES AND IMPACT TO CITY STAFF:** The Deputy City Administrator will be available to assist the successful Proposer by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the City and the Proposer.

3. **DELIVERABLES:** The successful Proposer shall provide, but not be limited, to the City the following work:
 - 3.1 List of possible grant application from public and private sources related to this project.
 - 3.2 Grant application packages.
 - 3.3 All data and information necessary to apply to complete grant applications.

4. **FINAL REPORT:** The successful Proposer shall prepare the substantially complete grant applications by January 31, 2022 with the potential for renewal of services.