

RFP 111723A



REQUEST FOR PROPOSAL 23RFP111723A

External Grant Writing & Support Services

For

City of Clarkston

RFP ISSUANCE DATE: Wednesday, November 22, 2023

RFP DUE DATE AND TIME: Friday, December 15, 2023 before 11:00 A.M.

CONTACT PERSON: Tammi Saddler Jones, Interim City Manager

E-MAIL: tsjones@cityofclarkston.com

LOCATION: <https://www.clarkstonga.gov/>



**THE CITY OF CLARKSTON
City Hall Annex
1055 Rowland Street
Clarkston, Georgia 30021**

**REQUEST FOR PROPOSALS 111723A
External Grant Writing & Support Services**

Sealed Proposals will be received before **11:00 AM on Friday, December 15, 2023**, at the City of Clarkston City Hall Annex, 1055 Rowland Street, Clarkston, GA 30021 for External Grant Writing & Support Services. Proposer names will be publicly read in the Conference Room at the City Hall Annex.

Through the issuance of this Request for Proposal (“RFP” and/or “Proposals”), the City of Clarkston is soliciting from qualified Proposers that can provide external grant writing & support services in the development of large scale federal, state and foundation grants and grants consultation that allows the City to leverage resources for expanded services and greater community impact.

Proposals provided in response to this RFP that comply with the submittal requirements set forth in Section III, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section IV. Based on the results of the evaluation, the City will award the external grant writing & support services to the most advantageous Proposer based on the cost and the evaluation factors set forth in the RFP.

All questions or request for additional information must reference RFP 111723A and must be submitted in writing by 12:00 noon, Friday, December 6, 2023. Questions must be submitted to Tammi Saddler Jones, City of Clarkston, via email at tsjones@cityofclarkston.com. Addenda will be posted on the City of Clarkston website. Inquiries about this request should be made to:

Tammi Saddler Jones, City of Clarkston, email: tsjones@cityofclarkston.com.

The City of Clarkston reserves the right to accept or reject any or all proposals and award in the best interest of the City.

Tammi Saddler Jones
City Manager

GENERAL INSTRUCTIONS

- 1) All Proposals must be delivered to the City of Clarkston, City Hall Annex, 1055 Rowland Street Clarkston, Georgia 30021, no later than the time and date indicated in the Request for Proposal. Any proposal received after that time will not be considered for award.
- 2) The City of Clarkston reserves the right to waive any and all technicalities, formalities, or irregularities. The City may also accept or reject any or all Proposals and award the proposal to the responsive and responsible proposer in the best interest of the City. The City may reject the proposal of any vendor that has previously failed to perform properly or complete on time, contracts of a similar nature. Proposals by a vendor that, in the sole opinion and discretion of the City of Clarkston, is not in the position to fulfill the contract may also be rejected.
- 3) No contact will be permitted between proposers and any City staff members or elected officials, except through the City Contact. The contact information is tsjones@cityofclarkston.com.
- 4) A “Sealed Proposal Label” has been enclosed to affix to the proposal. This label MUST be affixed to the outside of the envelope or package. Failure to attach the label may result in your proposal being opened in error or not routed to the appropriate department. This is a sealed proposal and electronic submissions are not accepted.
- 5) All proposers shall provide appropriate proof of a current and valid occupational license issued by an agency from within the State of Georgia or one of the contiguous United States.
- 6) Proposals may be withdrawn by written request, provided such withdrawals are received prior to the time and date of the opening of Proposals.
- 7) All Proposals must be submitted with one (1) original, one (1) copy and one (1) electronic copy.

PLEASE NOTE: We encourage you to save paper. It is not necessary to return this entire document with your response. Please return only the relevant pages on which your company has included a response, along with other required documentation.

I INTRODUCTION

The City of Clarkston (City) is a city in DeKalb County, Georgia. With a population of 14,538, Clarkston is often referred to as "the most diverse square mile in America" and "the Ellis Island of the South". The area is primarily comprised of the historic downtown and the East Ponce de Leon and Church Street corridor and surrounding land. It is bound to the north by State Highway 78, crosses 285 to the east, and to the west Brockett Road forms the new city boundaries. This includes the recently annexed parcels to the northeast and southeast.

The City is interested in identifying grant opportunities, determining resources needed to apply for and maintain the grants, and determining if the number of grant opportunities is manageable in-house.

To partner in this effort, the City seeks a qualified firm to provide grant facilitation, management, and administration services.

This Request for Proposals ("RFP") describes the background, scope of services, material terms and conditions of engagement, submittal requirements, evaluation, administrative information consultant selection process, and the minimum information that must be included in the proposal. A form Agreement accompanies this RFP.

II. SCOPE OF WORK AND CONSULTANT TERMS

Scope of Work

The selected consultant will be responsible for the following grant-associated tasks:

1. **Grant Research and Identification:** The consultant will be responsible for researching and identifying grant opportunities in the public and private sector. The consultant should complete an analysis of City assets and identify potential grant opportunities. The following general areas of funding needs are listed below by way of illustration but not limitation:

- Technology
- Water Improvements
- Workforce Development
- Building/Code Enforcement
- Parks & Recreation & the Arts
- Plan-Making and Implementation
- Police and Fire Protection Services
- Community/Economic Development
- Infrastructure Development/Maintenance
- Transportation, Streetscape, Bike/Pedestrian Improvements

2. **Grant Proposal Development:** The consultant will develop and provide general 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 package submitted for funding, in its entirety, is to be provided to the City of Clarkston at the time of filing said application.
3. **Grant Administration:** If determined to be required by the City, the consultant will assist the City in administering ongoing grants, including period reporting, grant closeouts, disbursement requests, and general correspondence between the granting agency and City, where appropriate. The consultant will provide back-up support and respond in a timely manner to meet deadlines.
4. **Reporting:** The successful consultant shall provide monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month. The report shall be itemized.
5. **Term.** – Services will be for a term agreed upon and commencing on full execution of the Agreement.
6. **Payment.** – Payment to the consultant shall be for a fixed, all-inclusive monthly amount over the term of the agreement.
7. **Insurance.** – The consultant is required to provide evidence of general liability and professional liability insurance pursuant to City requirements.
8. **Termination.** – The City may terminate services on convenience on thirty (30) days’ written notice or on five days’ notice with an opportunity to cure on default for non- performance or breach.
9. **Work Product.** - All work product from the consultant shall be the property of the City.

CONSULTANT MATERIAL TERMS AND CONDITIONS

In addition to the scope of work above, the following material terms and conditions will apply:

III. SUBMITTAL REQUIREMENTS

Proposals must be submitted in the format described below and concisely describe the Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all respects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted become the property of the City of Clarkston.

PROPOSAL PRESENTATION

One (1) original, one (1) copy and one (1) electronic copy of the complete proposal must be received by the deadline. The original and all copies must be in a sealed envelope or container with the Sealed Proposal Label affixed to the outside of the envelope or package.

PROPOSAL CONTENT

1. Cover Page: Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the proposer that must include a statement that the proposal is submitted in response to RFP# 111723A for External Grant Writing & Support Services for the City of Clarkston.

2. Capacity and Team Structure: State whether the consultant organization(s) can provide all of the services requested. If the proposer is utilizing a team approach, state all members of the consultant team, and the roles of each team member.

3. Statement of Qualifications: Proposers should provide a Statement of Qualifications that includes the information below:

- a) General description of the Proposer, including size and length of time in business;
- b) A summary of the Proposer's background and specific experience on similar projects;
- c) Examples of completed projects similar in size and scope; and
- d) Any qualifications not previously described that make the Proposer unique.
- e) Experience securing (federal and/or state grants) in the amount of at least **\$1,000,000**
- f) Proven experience working with local government

4. Proposed Work Plan, Statement of Schedule and Fee Proposal. The proposal should include the anticipated schedule for activities to be performed hereunder, including a proposed work plan for services to be provided. Further, the proposing consultant organization(s) should indicate the anticipated number of hours and cost (in dollars) necessary to complete the project. Individual hourly rates should be provided as well. Costs shall include rates for development and administration. The schedule should also include provisions for City review, revision of draft deliverables, and preparation of final documents. Specify a fixed, all-inclusive amount per month over the term of the Agreement.

5. References: Provide three (3) references from other clients, especially public agencies, with whom the Proposer now works or have worked within the last three (3) years and have established a contract on a project of this nature or size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.

6. Insurance Requirements: Proposers must have the ability to provide insurances in accordance with city requirements.

IV. EVALUATION

1. Background: Each proposer will be evaluated based on the information submitted and on information gathered upon investigation into the proposer's integrity, reputation, and past performance.

2. Criteria: All proposals will be rated based upon the following additional criteria:

- Availability
- References
- Experience and Qualifications
- Completeness and quality of proposal
- Proposed Scope of Services, including schedule and fee proposal

3. Rights Reserved By the City of Clarkston: The City reserves the right to reject all proposals and make no award if determined to be in its best interest. Incomplete or non-responsive proposals will not be considered.

V. ADMINISTRATIVE INFORMATION

1. Release Date: The release date of this RFP is Wednesday, November 22, 2023.

2. Questions and Inquiries: Questions and inquiries will be accepted by the City, but must be submitted **in writing or via email:**

Tammi Saddler Jones
Interim City Manager
tsjones@cityofclarkston.com

A summary of all substantive questions and answers will be posted on the City of Clarkston website. The closing date for submitting written questions is noon on Friday, December 6, 2023.

3. Responses: Responses to all written questions received will be posted on or before Wednesday, December 20, 2023.

4. Closing Date for Proposals: To be eligible for consideration, all proposers must submit the following materials:

ONE (1) ORIGINAL, ONE (1) COPY AND ONE (1) ELECTRONIC VERSION OF THE PROPOSAL MUST BE IN A SEALED ENVELOPE AND RECEIVED BY THE CITY NO LATER THAN **11:00 AM ON WEDNESDAY, December 27, 2023**

Proposers who intend to submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted. All deliveries of documents must occur between the City's regular business hours of Monday to Friday, 8:30 a.m. to 4:30 p.m.

5. Where to Submit Proposals: All proposals, whether mailed or hand delivered, must be delivered to:

Tammi Saddler Jones, Interim City Manager
City Hall Annex
1055 Rowland Street
Clarkston, Georgia 30021

6. Expenses Incurred by Proposer: The City will not be responsible for any costs incurred by any proposer in preparing and submitting a proposal in response to this RFP.

All submittals upon receipt become the property of the City. Subject to the provisions of the State of Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91 (b) (1), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the City of Clarkston has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____/_____/_____
EEV/ Federal Work Authorization User Identification Number Date of Authorization

Name of Contractor _____

Name of Project _____ Public Employer _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: Authorized Officer or Agent

Printed Name and Title of Authorized Office or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____ / _____

Notary Public

My Commission Expires:

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is entered on this ____ day of _____, 2023 by and between _____, (hereinafter the “Consultant”), a _____ with office located at _____ and the City of Clarkston, Georgia, a municipal corporation with offices at City Hall Annex, 1055 Rowland Street, Clarkston, Georgia 30021, (hereinafter the “City”).

WHEREAS, the City of Clarkston desires External Grant Writing & Support Services; and

WHEREAS, the City engaged in a procurement process consistent with its Procurement Policy; and

WHEREAS, Consultant has represented that he/she/it possesses the requisite professional skills, background and experience sufficient to perform such services in a competent, complete and timely manner.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. Scope of Service

The Consultant agrees to provide the services set forth in the Request for Proposals (“R.F.P.”), copy of which is annexed hereto as Exhibit “A”.

2. Term

The term shall commence upon full execution of this Agreement and expire on December 31, 2026, unless sooner terminated in accordance with the provisions herein.

3. Compensation

The City shall pay the Consultant on a fixed, all-inclusive sum of \$ _____ per month over the term of the Agreement. No other compensation is due to the Consultant.

4. Payment.

The Consultant shall submit a timely invoice to the City upon grant award and acceptance by the City, subject to review and approval by the City. Each invoice must clearly describe the services rendered in sufficient detail for review and audit.

5. Independent Contractor

The Consultant's relationship to the City is that of an independent contractor, and not as an agent, employee servant. In the ordinary course of business, the Consultant may perform services for other parties and is not precluded from doing so by this Agreement. The Consultant shall have the sole and exclusive right and responsibility to control and determine the method, manner and means to perform the Services as required in this Agreement. The Consultant shall be solely responsible for providing whatever labor and materials necessary to perform the Services.

6. Standard of Care

The Consultant shall perform the Services in a professional and workmanlike manner exercising such skill and judgment with that degree of reasonable care appropriate for similarly situated professionals.

7. Work Product

All materials prepared by or on behalf of the Consultant (including, but not limited to, drawings, specifications, reports, information, data, or other work product) as part of the Services shall be the property of the City.

8. Confidentiality

For purposes of this Agreement, "Confidential Information" shall mean any confidential, proprietary or like information of the City that is disclosed and indicated as such to the Consultant. The Consultant shall hold all such Confidential Information in confidence and not to disclose same to any third party without the prior written consent of the City. The Consultant shall use Confidential Information solely for the purpose of performing its obligations under this Agreement and shall disseminate same only to those personnel requiring access to same and to whom have been made aware of this section of the Agreement and agree to be bound thereby. In the event that the Consultant is required by subpoena, court order or other lawful authority to disclose any Confidential information, it shall immediately notify the City.

9. Insurance

The Consultant shall, at its own expense, procure and maintain the following insurance in the following types and minimum limits and with insurers licensed and rated satisfactory to the City:

1. General Liability \$1,000,000 each occurrence/\$2,000,000 aggregate
2. Automobile liability \$1,000,000
3. Professional Liability \$1,000,000
- 3.1 Employee Liability and Statutory
Workers Compensation/Disability Benefits

Prior to commencing the Services, the Consultant shall furnish the City with a certificate of insurance evidencing all such insurance. The City shall be named an additional insured on the General Liability Policy. The certificate (s) shall provide that the policy is primary and non-contributory and contains a waiver of subrogation. The certificate shall also provide for a minimum of thirty days written notice to the City prior to cancellation. All such certificate(s) shall be kept current, with new certificates provided to the City at each policy renewal date.

10. Indemnification

The Consultant shall protect, defend, and indemnify and hold harmless the City its officers and employees and agents from and against any claims, demands, suits, actions or proceedings damages or costs, to the fullest extent permitted by law, arising out of the Consultant's (including any subcontractors) performance of the Services. The Consultant's indemnity obligations in this section are separate and apart from the insurance provisions of this Agreement, with the Consultant assuming the liability therefor whether or not there is insurance coverage over a particular matter.

11. Assignment/Subcontract

The Consultant shall not assign or transfer its interest in this Agreement without the prior written consent of the City. Nor shall the Consultant subcontract any of the

services without such approval. The Consultant shall not subcontract the Services without the prior written consent of the City. Subcontracting shall not relieve the Consultant for its proper performance of the services.

12. Compliance with Law

The Consultant shall comply with all applicable laws and regulations regarding the performance of the services.

13. Additional Services

If the Consultant believes that it has been directed to do perform a matter outside the scope of this Agreement, the Consultant shall promptly notify the City in writing prior to beginning such matter. In the event that the City determines that such matter constitutes extra work, the City shall pay additional compensation to the Consultant based on what is requested.

14. Termination

A. For Convenience

The City has the right to terminate this Agreement for convenience by 30 days' written notice to the Consultant. Upon receipt of such notice, the Consultant shall discontinue any further performance of the Services. In such event, the City shall pay the Consultant for all Services satisfactorily completed to date.

B. Termination for Cause

The City has the right to terminate this Agreement for breach if the Consultant fails to satisfactorily perform its obligations or if the Consultant shall fail to give the City adequate assurance of same within five (5) days after written notice of default and opportunity to cure.

15. Dispute Resolution

Any dispute by the parties shall be adjudicated in a court of competent jurisdiction and venue in the State of Georgia. The parties do not have to invoke mediation or arbitration as a condition precedent to such process.

16. Notices

Any notice given pursuant this Agreement shall be in writing and shall be made either by service in-person or by pre-paid regular and certified/registered U.S. mail or U.P.S overnight delivery. Any such notice given shall be delivered as follows:

If to the City:

Tammi Saddler Jones

Interim City Manager

City of Clarkston

City Hall Annex

1055 Rowland Street

Clarkston, Georgia 30021

17. Waiver

No waiver of any provision of this Agreement, or any right or remedy arising out of same, shall be effective unless such waiver is in writing and signed by an authorized representative of the waiving party.

18. Choice of Law

This Agreement shall be governed by the laws of the State of Georgia.

19. Severability

If any term or condition of this Agreement is found by a court to be invalid, void, or unenforceable, all other provisions shall remain in full force and effect.

20. Entire Agreement

This Agreement constitutes the entire agreement between the parties. There are no other terms and conditions other than those contained herein. No modification or amendment to this Agreement is valid unless made in a subsequent writing signed by the parties.

IN WITNESS WHEREOF, the parties herein have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.
CITY OF CLARKSTON

Beverly Burks, Mayor

Dated

CONSULTANT

Name/Title

Signature

Dated

Approved as to Form:

Stephen Quinn, City Attorney

Sealed Proposal Label

This label **MUST** be affixed to the outside of the envelope or package. Failure to attach the label may result in your quote being opened in error or not routed to the Finance Department.

SEALED PROPOSAL

DO NOT OPEN

Deliver to:

City of Clarkston

City Hall Annex

1055 Rowland Street

Clarkston, Georgia 30021

Vendor: _____

RFP# 111723A External Grant Writing & Support Services

Due Date: December 15, 2023 at 11:00 A.M.