

CITY OF SELMA



REQUEST FOR QUALIFICATIONS (RFQ)

FOR

Grant Writing/Management Services and/or Legislative Advocacy

Released on September 20, 2022

PROPOSALS DUE October 11, 2022 by 4:00 p.m. Pacific Time

The City of Selma (hereinafter referred to as the “City”) is requesting qualification proposals for Grant Writing/Grant Management Services and Legislative Advocacy. All proposals will be reviewed for the most complete and maximized value for both services combined as a total package of benefit to the City.

ABOUT US

The City of Selma, population 24,807, is located approximately 15 miles south of the Fresno metropolitan area along California State Highway 99 in Fresno County. The City is seeking professional consultant services to assist the City in leveraging funding opportunities for any and all city departments with an emphasis on infrastructure, critical municipal services and economic enrichment.

1. RFQ TIMELINE

This RFQ will be governed by the following schedule:

- Release of RFQ: Tuesday, September 20, 2022
- Proposals are Due: Tuesday, October 11, 2022 by 4:00 p.m. Pacific Time
- Review of Submittals: Week of October 10, 2022
- Contract Negotiations with Selected Firm: October 17, 2022
- Approval of Contract: November 7, 2022 (*tentative*)

*All dates are subject to change at the discretion of the City

2. SCOPE OF WORK

The City invites you to submit a proposal for related services for both Parts A & B, though candidate firms may submit for either Part as a standalone proposal, or for both Parts, as noted below. The scope of work includes, but is not limited to, the following:

Part A: Grant Writing/Grant Management Services

1. Conduct detailed orientation
2. Craft a Strategic Funding Plan
3. Identify, research, and monitor grant funding opportunities in line with the City’s stated strategic goals and objectives
4. Grant application development and submittal

5. Post-grant submittal advocacy
6. Post-award grant administration and compliance (including inter-departmental coordination)
7. Comprehensive follow-up on unsuccessful applications
8. Provide monthly progress reports

Part B: Legislative Advocacy

1. Identify, analyze, and monitor legislation at Federal and State levels
2. Develop and implement a legislative strategy for the City
3. Represent Selma as the City’s legislative advocate at all levels of government
4. Build and leverage relevant relationships with elected representatives, agency officials, and other partners
5. Help position Selma for federal and state funds through grants and appropriations
6. Draft bill language and testimony and position letters as needed
7. Provide monthly progress reports, specific to Selma’s legislative strategy and positions
8. Prepare and file lobbying disclosure reports
9. Must be registered to lobby at State and Federal levels

3. PROPOSAL FORMAT GUIDELINES

Consultants are to provide the City with a proposal using the guidelines listed below. Each proposal must adhere to the following order and content of sections.

A. Qualifications and Experience

Provide a brief history of your business entity and project team. Identify legal form, ownership, and senior officials of company. Identify the name and email of the main contact, including phone number and e-mail address. Include the website address (if applicable). If proposing a sub-consultant, describe the division of responsibilities between participating parties, and offices (location) that would be the primary participants.

Describe professional experience and number of employees (licensed professionals, technical support, etc.) on the proposed project team.

B. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFQ. The Methodology Section should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages projects of the type sought by this RFQ.

2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
3. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
4. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize time and cost effective operations or increased performance capabilities. In addition, the City will consider proposals that offer alternative service delivery means and methods for services desired.

C. Staffing

Provide a list and resumes of individual(s) who will be working on this project, their relevant experience, and indicate the functions that each will perform and anticipated hours of service of each individual.

D. Similar Projects

Provide a list of at least three (3) municipal/public agency references for similar services provided by your firm. The City reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

E. Fee Proposal

All proposers shall submit a fee proposal which delineates tasks, hours and cost for all staff working on the project. Proposals shall be valid for a minimum of 180 days following submission. Proposals will be considered for both Part A and B combined if submitted as such. Please provide cost a breakdown for each section separately.

4. PROCESS FOR SUBMITTING PROPOSALS

Responses to this RFQ shall be filed with the City Clerk of the City of Selma, California, on or before **4:00 p.m. Pacific Time on Tuesday, October 11, 2022**, using the contact information listed for submissions in Section 8 below. No late submissions will be accepted. The City of Selma will accept submissions in one of two forms:

- Digital-only submissions: Digital submissions must be emailed to the City Clerk on or before the submission deadline; and will receive a confirmation of receipt. If the City is unable to view your digital proposal, you may be contacted on or after the deadline to mail hard copies.

- Hard copy submission: Hard copies may be mailed, if desired. Such submissions must be received before the deadline in order to be eligible for review. Delivery confirmation is the full responsibility of the responding/proposing firm.

The City reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFQ process at any time, for any reason, without notice and with no obligations.

5. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City will screen and review all received proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration; as quality of services, experience of firm/individuals, and efficiency of services all also play a major role in the selection process.

The review and scoring criteria will be as follows:

Criteria Categories	Points Possible	Points Awarded
Qualifications of Key Personnel: Include ability to provide the requested scope of services, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.	25	
Approach to Providing the Requested Scope of Services: Includes an understanding of the RFQ and of the project’s scope of services, knowledge of applicable laws and regulations related to the scope of services.	25	
Price Proposal	25	
Innovation/Creative Approach: Innovative and/or creative approaches to providing the services that provide additional efficiencies, expedited timing or increased performance capabilities.	10	
References	15	
Total Points	100	

Please note that this RFQ pertains to professional services, and the above referenced scoring rubric will be used as guidance only. Given the nature of the services, the City reserves the right to utilize its discretion in awarding the project. The City also reserves the right to negotiate pricing and contract terms. After reviewing the proposals, City Staff may conduct interviews with the top scoring firms. Staff will forward a recommendation to the City Council for final selection.

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFQ if the proposals received are deemed to be inadequate.

A. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFQ. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFQ. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. Proposal Review

The Committee will review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The City may contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, the Committee will rank all Proposers according to the evaluation criteria set forth above. The Committee will conclude the evaluation process at this point, and make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFQ.

6. EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives cannot communicate with the City Council members about this RFQ. In addition, Proposers and Proposers' representatives cannot communicate outside the procedures set forth in this RFQ with an officer, employee or agent of the City,

including any member of the evaluation panel, with the exception of the RFQ Facilitator, regarding this RFQ until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

7. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., or associated sections, during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

8. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend or supplement this RFQ prior to the proposal due date.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Professional Services Agreement

The City will require a professional services agreement from the consultant found most qualified. A copy of the City's standard PSA is attached hereto. Please be advised the following provisions of the City's PSA are non-negotiable:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law

If an agreement cannot be reached, negotiations with an alternate consultant may commence.

Please direct any questions regarding this RFQ to:

Rob Terry
Deputy City Manager, City of Selma
1710 Tucker Street
Selma, CA 93662
(559) 891-2200 Ext. 2248
robt@cityofselma.com

Proposals should be submitted to:

Reyna Rivera
City Clerk, City of Selma
1710 Tucker Street
Selma, CA 93662
(559) 891-2200 Ext. 3104
reynar@cityofselma.com