



YOU ARE INVITED TO SUBMIT A PROPOSAL ON THE FOLLOWING PROJECT:

“Grant Writing Services”

Deadline: June 30, 2023 at 4:30 p.m.

OVERVIEW AND INTRODUCTION

The City of Mukilteo (“City”) invites qualified candidates to submit proposals for contractual grant writing services. The City is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the City to maximize the benefits of grant funding.

Mukilteo is a waterfront community situated on Puget Sound in southern Snohomish County, about 25 miles north of Seattle. This scenic area has views of the Olympic Mountains to the west and the Northern Cascade Mountains to the north and east.

The City provides police and fire services, street improvements and maintenance, community development services, general administrative services, and parks and recreation management. The City also owns and operates a stormwater utility.

BACKGROUND

It is the intention of the City to apply for grants which address documented City needs associated with service delivery and necessary capital infrastructure improvements. The City of Mukilteo intends to identify and select an experienced professional grant writing consultant or firm with a proven track record of researching, developing, writing, preparing, submitting and executing program administration of the successful grant proposals for federal and state government grants and private foundation grants. In addition, it is the intent of the City to apply for grants which not only are consistent with identified City needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the City’s grant program is to secure funding for services and projects which the City otherwise would be required to utilize local tax dollars.

PROPOSAL CONDITIONS AND INFORMATION

Issuance of RFP	June 7, 2023
Deadline for RFP Questions	June 23, 2023
Proposal Due Date	June 30, 2023
Interviews/Presentations (Not Earlier Than)	July 17, 2023
Notice of Award (Not Earlier Than)	August 21, 2023

The deadline for submittals to be **received** by the City is **June 30, 2023** at 4:30 p.m. **Only electronic submittals will be accepted.** Responses must be sent to clerk@mukilteowa.gov.

Please send your electronic mail addressed to City Clerk Asea Sandine (clerk@mukilteowa.gov)

if your firm wishes to be on a **notification list** for this project. Persons on the notification list will receive any project updates from the City.

Questions about this project should be submitted to clerk@mukilteowa.gov. Replies to questions will be sent via electronic mail to all firms on the notification list for this project. The deadline for submitting questions is June 23, 2023.

SCOPE OF WORK

The following are typical services and/or items that the successful consultant will be required to provide the City if it is awarded the contract and should be addressed in each proposal.

- **Services Required:** Services provided by the consultant will include data collection, preparation, submittal and administration of grant materials in accordance with grant requirements for both newly submitted and previously awarded grants to the City.
- **Funding Needs Analysis:** Work with the City's departments to assess the validity of current funding priority areas and identify new priority areas for funding.
- **Grant Funding Research:** 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:
 - Community/Economic Development
 - Public Safety Technology and Programs
 - Infrastructure Development and Maintenance
 - Parks and Recreation Facilities and Programs
 - Transportation Projects (motorized and non-motorized)
 - Geographic Information System (GIS)
 - Community and Municipal Planning
- **On-Call Grant Research:** In addition to the areas defined above, other areas may be also identified through the funding needs analysis process and throughout the duration of the contract. The Scope of Work may also include researching grant opportunities identified by the City.
- **Grant Proposal Development:** 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 to funding sources. A copy of each grant application submitted is to be provided to the City.
- **Monthly Reports:** The successful consultant shall submit monthly reports to the City summarizing the amount of time expended and describing activities undertaken during the previous month.
- **Additional Support:** Secure all required supplemental documentation, including drafting and collecting signed copies of letters of support, and other documents including

memoranda of understanding or articulation agreements that correspond to the project description in the proposal.

- Timeline: At the beginning of the proposal process, develop a timeline that is agreeable with the City management team for submission of proposal drafts and review.

PROPOSAL REQUIREMENTS

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

- Define the methodology/approach to be used to identify the needs of the City which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
- Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- Generally, detail the involvement and role of City staff and City resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants, government agencies, or foundations, amounts, and purposes of grants.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested, and amount funded.
- Describe the background, experience, and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience, and related qualifications)
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number, and email address.
- Describe in detail the fee structure you propose for providing grant writing services. The applicant must provide a detailed price breakdown including fees for other staff, if applicable.

EVALUATION CRITERIA

Proposals received by **June 30, 2023** at 4:30 p.m., will be considered but shall not be limited to the following review criteria:

- Firm Information (5 Points)
- Project Team/Qualifications (20 Points)
- Experience (10 Points)

- Project Specific Expertise (15 Points)
- Approach to Work (15 Points)
- References (15 Points)
- Proposed Cost (20 Points)

CONTENT OF SUBMITTAL

Each Request for Proposal shall be submitted as outlined in this section. Please include a cover and/or first page, containing the name of the project (Grant Writing Services), name of the respondent, contact information, and submittal date. In addition, provide an opening letter indicating your interest in this project, and briefly describe what you believe makes your company a suitable candidate to be selected as the grant writer and grant administrator for City projects (limit this introduction to two (2) pages). A table of contents should be next, followed by title pages separating each section. Please provide the following information in the sequence and format prescribed below. Supplemental materials providing additional information may be attached, if limited to three (3) pages, but the information requested below is to be provided in this format.

Section 1: Firm Information (5 Points)

- a. Firm name, address, and telephone numbers of all firm offices.
- b. Names of principals in the firm.
- c. Primary individual to contact.
- d. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- e. Years firm has been in business.
- f. Organizational description.

Section 2: Project Team/Qualifications (20 Points)

- a. A brief history of the services routinely provided in-house on municipal or civic projects.
- b. An organizational chart that explains team member responsibilities.
- c. The resumes of all persons to be assigned to the project with their prospective roles identified. State if the proposed personnel have worked on similar type projects.
- d. Briefly describe the rationale for the key team members for this project, and what qualities and attributes they possess that will ensure the success of this project.
- e. List other state/federal agency funded projects key team members have worked on.

Section 3: Experience (10 Points)

- a. Discussion of the firm's experience in working with state/federal agencies.
- b. List and describe representative examples of the municipal projects you have provided grant writing and grant administration services for, whether ongoing or completed, over the last five (5) years that are comparable in size and complexity.

Section 4: Municipal Projects Specific Expertise (15 Points)

- a. Experience includes preparation, submission of applications, and administration of grant-funded projects.
- b. Previous experience on municipal projects with the City of Mukilteo, if any.

Section 5: Approach to Work (15 Points)

- a. Describe how the firm will organize to perform the services-developing and submitting

- grant applications and tasks performed in administering a grant.
- b. Provide procedures for assisting in the development of project scheduling, coordination with clients, quality, and cost control.
 - c. Description of firm's approach to providing clients with administrative services in implementing grant-funded projects, list specific tasks you will provide.

Section 6: References (15 Points)

References from five (5) clients for which you have provided grant services. Preferably, these references will be clients from the last five (5) years. Letters of reference may also be submitted.

Section 7: Proposed Cost (20 Points)

- a. Provide the proposed cost for grant application development, preparation, and submittal.
- b. Provide the proposed cost for grant administration services.

SELECTION

The City will make its selection based on a review of the proposals submitted. The criteria will include qualifications, experience, fee structure, and ability to meet the needs of the City.

The City also reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the City of Mukilteo officials an understanding of how specific services will be furnished.

STATEMENT OF NON-COMMITMENT

The City of Mukilteo reserves the right to reject any or all proposals and waive informalities in the proposals or proposal process. The City further reserves the right to award the contract to an individual or firm other than the lowest proposer if such action is deemed to be in the best interest of the City. Issuance of this RFP does not obligate the City of Mukilteo to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

INSURANCE REQUIREMENTS

All vendors, companies and individuals shall procure and maintain during the term of the contract the following insurance policies:

- General Liability
- Automobile Liability
- Workers Compensation & Employers Liability
- Professional Liability and Errors and Omissions

CITY CONTACT

For questions or additional information, please contact City Clerk Asea Sandine at clerk@mukilteowa.gov.