

**City of Gonzales
Request for Proposals
For Grant Writing Services**

CITY OF GONZALES



COME AND TAKE IT

Tim Patek
City Manager
(830) 672-2815
tpatek@gonzales.texas.gov
City of Gonzales
820 St. Joseph
Gonzales, Texas 78629

INTRODUCTION

The City of Gonzales (“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.

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. 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.

SUBMITTAL OF PROPOSAL

RFP’s shall be submitted in sealed envelopes as referenced on the attached solicitation. One (1) signed original marked “**ORIGINAL**”, **five (5)** complete sets marked “**COPY 1, COPY 2, etc.**” and **(1) DVD or USB** of the response is to be submitted complete with all supporting documentation. RFP’s submitted by facsimile (fax) or electronically **WILL NOT** be accepted. Submittal of a response to this Request for Proposals (RFP) constitutes an offer by the respondent. Once submitted, RFP’s become the property of the City and as such the City reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the successful respondent. RFP’s which do not comply with these requirements may be rejected at the option of the City. RFP’s must be filed with the City before the deadline day and hour. No late RFP’s will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying your Proposal. Proposals must be received by the City of Gonzales by 2:00 PM on February 28, 2019. Late proposals will not be considered. The City highly encourages early submission of proposals.

Submittal Address: City Manager, 820 St. Joseph Street, Gonzales, TX 78629

PREPARATION OF PROPOSAL

Responses MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your submittal. Person signing the response must show title or **AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT**. The legal status of the Respondent/Bidder whether corporation, partnership, or individual, shall also be stated in the submittal. A corporation shall execute the submittal by its duly authorized officers in accordance with its corporate by-laws and shall also list the state in which it is incorporated. A partnership Respondent/Bidder shall give full names and business addresses of all partners. All partners shall execute the submittal. Partnership and Individual Respondent/Bidder shall state in the submittal the names and addresses of all persons with a vested interest therein. The place of residence of each respondent/ bidder, or the office address in the case of a firm or company, with county and state and telephone number, shall be given after the signature. Any costs associated with assembling this submittal will be at the sole expense of the respondent.

INTERPRETATIONS

Any questions concerning the requirements or scope of work with regards to this solicitation for Requests for Proposals shall be submitted to Tim Patek, City Manager at: tpatek@gonzales.texas.gov. Interpretations, regarding this request for Request for Proposals, shall be furnished via email to all Respondents. No interpretation shall be considered binding unless provided in writing by the City in accordance with paragraph entitled “**Addenda and Modifications**”

CLARIFICATION OF REQUIREMENTS

All requests for additional information or clarification concerning this RFP must be submitted, **in writing**, no later than **10:00 A.M., February 21, 2019**.

ADDENDA AND MODIFICATIONS

Any changes, additions, or clarifications to the RFP are made by amendments (addenda) and will be posted on the City’s website. Any respondent in doubt as to the true meaning of any part of the RFP or other documents may request an interpretation from the City Manager. At the request of the respondent, or in the event the City Manager deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the City Manager. Such addendum will be attached to the original RFP and will become part of the RFP package having the same binding effect as provisions of the original RFP. It shall be the respondent(s) responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, respondents are advised that they must recognize, comply with, and attach a signed copy of each Addendum which shall be made part of their Submittal. Respondent(s) signature on Addenda shall be interpreted as the respondent’s “recognition and compliance to” official changes as outlined by the City and as such are made part of the original RFP documents. Failure of any respondent to receive any such addendum or interpretation shall not relieve such Respondent from its terms and requirements. Addendums are available online at www.gonzales.texas.gov, no verbal explanations or interpretations will be binding. In order to

have a request for interpretation considered, submit the request in writing via email. The request must be received by the City Manager no later than **10:00 A.M., February 21, 2019**. The City does not assume responsibility for the receipt of any addendum sent to respondents.

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.

- 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
 - Criminal Justice Technology and Programs
 - Infrastructure Development and Maintenance
 - Parks and Recreation
 - Transportation/Highway /Sustainability/Transit
 - GIS Geographic Information System
 - 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.
- 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 of Gonzales.
- Monthly reports – the successful consultant shall submit monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month.

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 for public safety agencies, infrastructure improvement, parks and recreation, technology, community development and capital assets.
- 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.

EVALUATION PROCESS

After the deadline for receipt of RFP's, an evaluation committee will review all submissions utilizing the evaluation criteria noted below.

EVALUATION CRITERIA

The following criteria and weight factors will generally be used to evaluate the RFQ:

1. Understanding of the requirement (0-25)
2. Experience in providing similar services to the City of Gonzales or any other governmental entity and success in performing this service (0-25)
3. Samples and references (0-25)
4. Key personnel professional background, certifications, and experience in providing the requested services (0-25)

SELECTION PROCESS

Based on the Evaluation Committee review, several companies may be short-listed, for further consideration, and may be required to submit supplemental information and/or an interview or presentation. The City reserves the right to reject all submissions.

SELECTION

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

The City of Gonzales reserves the right to reject any or all the proposals, to waive informalities in the proposals or the proposal process. The City may interview selected proposer. The City of Gonzales further reserves the right to award the contract to other than the lowest proposer if such action is deemed to be in the best interest of the City.

TIME ALLOWED FOR ACTION TAKEN

The City of Gonzales may hold RFQ responses 120 days after submittal deadline without taking action. Respondents are required to hold their submittal firm for same period of time.

EQUAL EMPLOYMENT OPPORTUNITY

Respondent agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability, or in any way violate Title VII of 1964 Civil Rights Act and amendments, except as permitted by said laws.

ANTI-LOBBYING PROVISION

During the period between RFP submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their RFP with any member of the City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations. Violation of this provision shall result in the rejection of the respondent's RFP and disqualification from future consideration of similar RFP's.

INDEMNIFICATION CLAUSE

THE RESPONDENT HEREBY AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE CITY AND ITS EMPLOYEES, AGENTS, OFFICERS AND SERVANTS FREE AND HARMLESS FROM ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER INCLUDING, BUT NOT LIMITED TO, THE AMOUNTS OF JUDGMENTS, PENALTIES, INTERESTS, COURT COSTS, LEGAL FEES, AND ALL OTHER EXPENSES INCURRED BY THE CITY ARISING IN FAVOR OF ANY PARTY, INCLUDING CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING EMPLOYEES OF THE CITY, DEATH OR DAMAGES TO PROPERTY (INCLUDING PROPERTY OF THE CITY) AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAYS INCIDENT TO, IN CONNECTION WITH OR ARISING DIRECTLY OR INDIRECTLY OUT OF THIS CONTRACT. THE RESPONDENT AGREES TO INVESTIGATE, HANDLE, RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY SUCH CLAIMS, DEMAND, OR SUIT AT THE SOLE EXPENSE OF THE RESPONDENT. IN ADDITION, THE RESPONDENT AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE CITY AND ITS EMPLOYEES, AGENTS, OFFICERS AND SERVANTS FREE AND HARMLESS FROM ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF

ACTION RELATING TO, FOR, OR ON ACCOUNT OF THE USE OF PATENTED APPLIANCES, PRODUCTS OR PROCESSES, AND THE RESPONDENT SHALL PAY ALL ROYALTIES AND CHARGES WHICH ARE LEGAL AND EQUITABLE. EVIDENCE OF SUCH PAYMENT OR SATISFACTION SHALL BE SUBMITTED UPON REQUEST OF THE DIRECTOR OF FINANCE AND ASSET MANAGEMENT AS A NECESSARY REQUIREMENT IN CONNECTION WITH THE FINAL ESTIMATE FOR PAYMENT IN WHICH SUCH PATENTED APPLIANCE, PRODUCTS OR PROCESSES ARE USED. RESPONDENT ALSO AGREES TO BEAR ALL OTHER COSTS AND EXPENSES RELATED THERETO, EVEN IF THE CLAIM OR CLAIMS ALLEGED ARE GROUNDLESS, FALSE OR FRAUDULENT. THIS PROVISION IS NOT INTENDED TO CREATE ANY CAUSE OF ACTION IN FAVOR OF ANY THIRD PARTY AGAINST RESPONDENT OR THE CITY OR TO ENLARGE IN ANY WAY THE RESPONDENT'S LIABILITY BUT IS INTENDED SOLELY TO PROVIDE FOR INDEMNIFICATION OF THE CITY FROM LIABILITY FROM DAMAGES OR INJURIES TO THIRD PERSONS OR PROPERTY ARISING FROM RESPONDENT'S PERFORMANCE HEREUNDER.

HUB CERTIFICATION

State Certified “HUB Vendor(s)” are required to provide a copy of their certification.

CONFIDENTIAL INFORMATION

Any information deemed to be confidential by the respondent should be clearly annotated on the pages where confidential information is contained. The City cannot guarantee that it will not be required to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the bidder may not be confidential under Texas Law, or pursuant to a Court order.

JURISDICTION

Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and performable and payable in Gonzales County, Texas.

VENUE

The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Gonzales County, Texas.

CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity must disclose in the Questionnaire Form CIQ, the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. This questionnaire must be filed, by law, with the City

Secretary not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. For more information or to obtain the Questionnaire CIQ go to the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf. Proposer further represents that they are in compliance with the applicable filing and disclosure requirements of Chapter 2252 of the Texas Government Code, Form 1295 Certificate of interested Parties online filing with the Texas Ethics Commission.

CONFIDENTIALITY OF INFORMATION AND SECURITY

Should the successful respondent be awarded a contract and become the holder of, and have access to, confidential information, (in the process of fulfilling its responsibilities in connection with the contract), the successful respondent agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the City, and any applicable federal laws and regulations relating to confidentiality.

SUBSTITUTIONS/CANCELLATIONS OF QUALIFICATIONS

No substitutions or cancellations are permitted without written approval of City of Gonzales.

TIME ALLOWED FOR EXECUTION OF CONTRACT

Number of days required for the successful respondent to execute a contract after receiving notification of award of contract shall be thirty (30) days.

PERSONNEL

The successful respondent shall ensure that the work being performed in response to an executed agreement shall be performed by competent and qualified personnel.

CONTRACT

Successful Bidder shall be required to execute a contract with the City.

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