

**City of Isle of Palms, South Carolina
Request for Proposals (RFP 2019-07)
Grant Writing**

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals from on-call grant writers to assist in applying for a variety of state and local funding sources on an as-needed basis. Consultants will assist in researching and identifying potential grant opportunities and provide strategic grant writing and administration services associated with proposal development.

I. Scope of Work

This Request for Proposals (RFP) is being widely distributed to attract a diverse group of firms that are most suited to performing work for the City. The City is seeking firms who are known for their quality of work and cost effectiveness. It is preferable that firms have successfully completed similar projects for similar government entities.

The City has upcoming projects for which grant-writing services are needed that require more staff time than currently available to handle the workload. Through this RFP process, the City seeks to engage the services of one or more consulting firms with proven track records for identifying, writing, submitting and securing public grants of \$100,000 and above.

Preferred areas of subject matter expertise include the following:

- Parks and Recreation
- Transportation/ Sustainability/Transit
- Beach Preservation
- Stormwater Management and Drainage Infrastructure
- Expansion of Sanitary Sewer Facilities
- Community and Economic Development
- Infrastructure Development and Maintenance
- GIS Geographic Information System
- Community and Municipal Planning

II. Submission Requirements

Proposals will be reviewed for their completeness, attention to detail, content, qualifications, cost effectiveness, and overall presentation. The proposal should describe how the proposing firm is specially qualified to effectively perform the work. Interested firms should submit, and structure the response with, the following sections:

1. **Cover letter**

2. **Areas of Expertise** - Please describe the areas of expertise for which your firm would like to be considered (see categories listed above). Describe competencies in any of these areas as well as expertise pertaining to grant applications for state funding.
3. **Project Team Composition and Structure** (*Please limit to one double-sided page)
Provide an organizational chart, including a description of the probable work team including the names and roles of the key personnel assigned and any sub-consultants. Include all key project team members and explain their roles and responsibilities. Identify the project team leader who is the primary contact for day-to-day correspondence with the City.
4. **Resumes** (Please limit to one double-sided page per team member) For each team member please provide a resume including the items listed below:
 - a. Professional Qualifications - Individuals shall provide any permits, licenses, professional memberships, awards, offices held, etc., which make your firm uniquely qualified to be considered for grant writing services.
 - b. Educational Experience - Indicate degrees obtained, date obtained and from what institutions. Please indicate relevant coursework and/or projects, and any awards or scholarships.
 - c. Relevant Work Experience - Please indicate previous employers, positions held, years at each position, prior projects, project locations, and project ownership. Indicate experience that most closely aligns with the City's anticipated grant-writing needs. For each project submitted please include the following:
 - i. Identify the relevant professional service with accompanying descriptive information
 - ii. Relevant grant application information, including fund source and dollar amounts
 - iii. Client (unless confidential)
 - iv. Scope of the firm's involvement (identify project manager and/or other roles held by your firm, timeframe of the project, deliverables produced, etc.)
 - v. Completion date of the project
 - vi. Grant approval success rate for different areas of expertise
 - vii. Experience working with local government
 - viii. Example grant application that was written by you and successfully funded
5. **References** - Provide a list of at least three current references that have relevant knowledge concerning the person's individual or firm's ability to work on similar projects, including names, affiliations, addresses, and current telephone numbers. At least two references should be a person at an agency or entity outside of the person's current employer. For the firm's primary contact, please provide references that can attest to the primary contact person's ability to manage similar projects and communicate effectively with their clients. Please indicate any specific projects for which each person is a reference.

6. **Fee Proposal** (Please limit to one double-sided page) - The fee proposal should include the charge rates of the people who would perform the work (please identify tasks to be performed by sub-consultants), and a standard hourly rate schedule. Please also include a list of anticipated reimbursable expenses and their associated rates as a separate line item.
7. **Insurance and Indemnification** - A statement of the firm's acceptance of the City's insurance and indemnification requirements, or any reservations the firm has with the requirements.

III. Proposal Evaluation

The City will select a consultant(s) based on the responsiveness of the firm or individual to the RFP and information contained in the proposal, including:

- Demonstrated knowledge of sources of grant funds specific to the City's mission
- Demonstrated proficiency in obtaining funds
- Demonstrated capability of project management and completion
- Consultant's qualifications and experience
- Consultant's staff qualifications
- Cost of services
- Other information provided by the Consultant
- References

The City reserves the right to reject any or all proposals received and to request additional information as deemed necessary and appropriate.

IV. Proposal Requirements

Proposals should be submitted to the following:

Desirée Fragoso
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Submission: The deadline for submission is 2:00 p.m., January 30th, 2020. Proposals must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked "Request for Proposals (RFP) 2019-07 Grant Writing" and include one (1) hard copy and one electronic copy in PDF format. It will be the responsibility of the proposers to verify and confirm receipt by the City.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be

responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any particular means of delivery of bids.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their bids.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes to such bid, or due to the City's acceptance or non-acceptance of the bid or the rejection of any and all bids. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFB, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFB have been met.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

If the Proposer is a corporation, state your correct corporate name and State of incorporation. If Proposer is a partnership, state names and addresses of partners. If Proposer is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

STATE OF SOUTH CAROLINA) AGREEMENT FOR ON-CALL
COUNTY OF CHARLESTON) GRANT WRITER

THIS AGREEMENT is made and entered into this ____ day of _____, 2019, by and between the City of Isle of Palms, S.C. (“City”) and _____ (“Consultant”).

WHEREAS, City desires to engage the services of Consultant to provide certain professional services to assist in researching and applying for a variety of state and local funding sources on an as-needed basis. Consultants will assist in researching and identifying potential grant opportunities and provide strategic grant writing and administration services associated with proposal development. (the “Services”); and

WHEREAS, Consultant agrees to perform the services pursuant to the terms and conditions hereinafter set forth.

THEREFORE, in consideration of the mutual covenants and promises set forth herein, City and Consultant agree as follows:

1. Scope of Services

A. Assist in applying for a variety of state and local funding sources on an as-needed basis. Consultants will assist in researching and identifying potential grant opportunities and provide strategic grant writing and administration services associated with proposal development, attached hereto as Exhibit I.

B. In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Upon notice to the Consultant and by mutual agreement between

the parties, the Consultant will, without additional compensation, correct those services not meeting such a standard. Consultant agrees to comply with all applicable federal, state and local laws, rules and regulations regarding all services performed by Consultant pursuant to this Agreement.

2. Contract Price. For all services to be performed by Consultant, City agrees to pay to Consultant upon completion as detailed Exhibit I, on an hourly basis which includes anticipated expenses.

3. Time of Performance. Consultant understands that some requests may be time sensitive and agrees to complete the services in a timely manner. Provided, however, that if performance by the Consultant is delayed for reasons or causes beyond the control of Consultant (including but not limited to, acts of God, weather conditions, site conditions, labor or material shortages, delays caused by City, and casualty losses) the deadline for completion of services shall be extended accordingly.

4. Breach. In the event that either party breaches any provision of this Agreement, and the same continues for a period of seven (7) days after receipt of written notice thereof, then the non-breaching party may exercise any and all remedies at law or in equity regarding the breach of this Agreement. City may terminate for any reason upon thirty (30) days' written notice. Without prejudice to any other rights or remedies available for the said breach, the non-breaching party may terminate this Agreement and cease further performance under this Agreement.

5. Notices. All notices, consents, and approvals required by any provision of this Agreement shall be in writing and shall be deemed to be properly given and received when personally delivered to the representatives of each party or when deposited in the

United States mail, registered or certified, with return receipt requested, postage prepaid, and addressed to:

City of Isle of Palms:

Representative: Desirée Fragoso, Interim City Administrator

Address: PO Box 508, Isle of Palms, SC 29451

(Consultant):

Representative:

Address:

6. Mediation. Any claim, dispute, or controversy arising under or in connection with this Agreement shall be subject to mediation as a condition precedent to litigation. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the proposed mediator. Mediation shall be conducted in Charleston County, South Carolina. The mediator shall be a member of the South Carolina Bar and shall be selected by mutual consent and agreement of the parties. If a party fails to object to the mediator proposed by the party requesting mediation within 30 days of the initial request for mediation, the mediator shall be deemed selected as proposed. If the parties fail to agree upon a mutually acceptable mediator within 60 days of the initial request for mediation, the mediator shall be selected from the official roster of active certified mediators in Charleston County, as provided by the South Carolina Supreme Court's Commission on Alternative Dispute Resolution and Board of Arbitrator and Mediator Certification, by choosing in alphabetical order the first available circuit court mediator from the roster. The parties shall equally divide the mediator's fee and any filing fees. Agreements reached in mediation shall be enforceable as settlement agreements in any court of competent jurisdiction. Nothing

contained herein shall preclude either party from seeking enforcement of the terms of mediation pursuant to this Paragraph through a court of competent jurisdiction, and the prevailing party shall also be entitled to reimbursement by the losing party for all reasonable fees and costs, including attorney's fees, incurred in the proceedings seeking enforcement.

7. Entire Agreement; Amendments. This Agreement constitutes the entire Agreement between the parties and supersedes and nullifies all prior or contemporaneous agreements or representations by either party which are not expressly stated in this agreement. Neither party is relying upon any representation not expressly contained herein. This Agreement may be amended only by a written agreement signed by each party.

8. Effect of Waiver or Consent. A waiver or consent, express or implied, to or of any breach or default by a party in the performance of its obligations under this Agreement is not a consent or waiver to or of any other breach or default in the performance by that party of the same or any other obligations of that party with respect to this Agreement. Failure on the part of a party to complain of any act of the other party or to declare a party in default with respect to this Agreement, irrespective of how long that failure continues, does not constitute a waiver by that party of its rights with respect to that default until the applicable statute-of-limitation period has run.

9. Governing Law; Severability. This Agreement is governed by and shall be Construed and interpreted in accordance with the laws of the State of South Carolina, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this Agreement to the law of another jurisdiction. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the greatest

extent permitted by law.

10. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

11. Section Headings. The headings of Sections or paragraphs used in this Agreement have been inserted for convenience only and are not to be used in determining the contents contained herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, by and through the undersigned officers, as of the date stated above.

WITNESS:

The City of Isle of Palms, S.C.

By: _____

Title: _____

(as to City)

_____ (Consultant)

By: _____

Title: _____

(as to Consultant)

EXHIBIT I

(Attached Contract's Proposal, dated _____)