



**REQUEST FOR PROPOSALS (RFP)**  
**RFP 2022-02A**  
**Grant Consultant Services**

The City of Charlotte is issuing a Request for Proposals (RFP) from qualified professional Grant Consultant Service providers to assist with the identification of grant opportunities to meet needs related to government operations; to provide general grant opportunity awareness; to develop grant applications on behalf of the City with the assistance of the relevant City department; and to advocate for the City's grant application with the appropriate funding agency. 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.

**SCOPE**

The City is looking for a comprehensive and aggressive approach to grant research, grant writing and grant management. It is the intention of the City to apply for grants which address documented city needs, including those associated with necessary capital infrastructure improvements. In addition, it is the intent of the City to apply for 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. In general, grants will be to advance the city's efforts in areas including, but not limited to: public works infrastructure (i.e. roads and water/sewer), fire prevention and emergency services, public safety and law enforcement, economic and community development, downtown revitalization, public recreation, local government efficiency, and other essential areas of city operations. Providers must include all labor, materials, personnel and equipment needed to provide grant consulting service support to the City. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost effective manner.

**INSTRUCTIONS**

Proposals will be received until **4:00 pm local time on Thursday, April 14, 2022** at the Charlotte City Hall, City Clerk's Office, 111 E Lawrence Ave, Charlotte, MI 48813. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the Consultant and "RFP – Grant Consultant Services".

Submittals shall consist of one (1) clearly marked original and two (2) copies of your response which shall be signed and submitted to the Clerk's Office no later than the time and dates specified in this solicitation. Timely submission of the response is the responsibility of the

bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Questions regarding this Request for Proposals shall be directed to Erin LaPere, City Manager, 111 East Lawrence Avenue, Charlotte MI 48813; 517-543-8850 (phone); 517-543-8851 (fax); [elapere@charlottemi.org](mailto:elapere@charlottemi.org) (email).

### **GENERAL PROPOSAL REQUIREMENTS**

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, especially the “Scope” and “Services Requested”, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder’s education background, training, and experience in grant writing and working with State and Federal agencies. A list of all Consultant's staff who will be participating in the projects should be provided. This should include a description of their responsibilities, qualifications and experience history 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, 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.
3. Grant Funding Research: Provide a narrative that explains how your organization conducts grant funding research. Include details on the process, information sources, end product, and turn-around time for completing grant research. Consultant should include description of how they determine grant readiness and under what circumstances would you recommend an agency not pursue a given grant program.
4. Methodology: The consultant should submit a detailed plan of the procedure for assessing the availability of grants and how a typical grant project would proceed, including other services requested. Describe 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 by the City; the involvement and role of City staff and resources in the grant writing process; and the process you would utilize to prepare the actual grant application. Please include a sample monthly progress report that the City would expect to receive.

5. Consultant's References: Provide at least three but not more than five government entities that you have provided grant writing services for in the last five years. Please include the following information: Name of governmental entity, including current contact information; Description of service provided to each entity; and Length of service that was provided or will be provided (for current contracts) to each stated governmental entity.
6. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Describe in detail the fee structure you propose for providing grant writing services: hourly, per grant, by position, per element, etc. The Consultant should submit a per hour fee for additional services. Any additional fees performed by authorized subcontractors shall be detailed. Project expenses such as legal fees, engineering fees, market studies, photographs, land surveys, etc, to be performed by authorized subcontractors shall be detailed.
7. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge. Please include a response to one or more of the following: The vendor has no exceptions to the City's scope of work; The vendor has proposed modifications to the City's scope of work; The vendor has exceptions to the City's scope of work.
8. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider and any value-added goods or services that City might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

### **SERVICES REQUESTED**

The City is seeking a grant writing consultant to assist City agencies with all aspects of the grant writing process. The City will rely upon the grant writing consultant's expertise and experience, as City departments do not have dedicated grant writing staff. The proposed services must include, but need not be limited to, the following:

1. **Create a Strategic Plan:** The consultant will create a Strategic Plan for grant research and funding to be pursued in keeping with the City's budget, capital plan and other identified objectives. This process will include coordination with the City Manager and Department Heads, division supervisors, or other key personnel to assess the validity of current funding priority areas and to determine future funding goals and how best to achieve them.
2. **Research Available Opportunities:** The consultant will conduct research to identify grant resources that support the City's funding needs and priorities, including but not limited to the following areas:
  - a. Infrastructure Development and Maintenance
  - b. Transportation/Highway /Sustainability/Transit
  - c. Public Safety First Responder Technology and Programs
  - d. Parks and Recreation
  - e. Community/Economic Development
  - f. Community and Municipal Planning

Research will include all available governmental and nongovernmental grant opportunities that support the City's priorities on an ongoing basis for the duration of the contract period. Detailed written grant summaries will be provided to the City Manager that outline prospective grant opportunities and include an evaluation of these opportunities including, but not limited to, an explanation of the program, due dates, the amount of funding available, key requirements of the grantor, cash match requirements, the level of competitiveness of the program, and an assessment of the readiness of the City to take on the program, if awarded.

3. **Grant Writing:** The consultant will complete all grant applications presented to and identified by the City in accordance with the guidelines established by the funding agencies. Grant writing will be on a continuing basis for the duration of the contract period. This includes all necessary follow up with governmental, non-governmental, and legislative agencies in support of applications submitted on behalf of the City as well as advising of technical requirements and criteria associated with grants. Consultant will assist with developing logic models, evaluation plans, and obtaining data needed to support proposals. A copy of each grant application submitted is to be provided to the City Manager. When grant applications are required to be submitted by the City directly, the Consultant shall provide a complete application package ready for signature and final submission by the City.
4. **Grant Review:** The consultant may be requested to provide review services for grant applications that are prepared by City personnel. The purpose of such a review process is to improve the grant document and give constructive criticism or improvement. This review may extend to proper grammar and syntax used within grant narratives.
5. **Monthly Reporting:** The consultant will submit a monthly report to the City Manager detailing all activities undertaken by the consultant's team on behalf of the City. The monthly report will summarize the amount of time expended and describe activities

undertaken during the previous month. The report should include all grants recommended, grants awarded, grants submitted and pending approval, grant applications-in-progress, and any grants denied.

The Consultant will be expected to assign a primary point-of-contact/liaison to respond to questions by the City Manager or city staff. The liaison may be required to attend City Council meetings upon request by the City.

### **SELECTION PROCESS**

The 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 Charlotte reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview selected bidder(s). The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision.

Proposals will be evaluated on the following criteria utilizing a points system as outlined below:

- |    |                                    |           |
|----|------------------------------------|-----------|
| 1. | Management Capabilities            | 20 Points |
| 2. | Fee/Compensation Arrangement       | 25 Points |
| 3. | Qualifications/Experience          | 25 Points |
| 4. | Ability to Meet City's Needs       | 30 Points |
| 5. | Other information provided (Bonus) | 5 Points  |

The City may also take into account any other factors it deems necessary in evaluating each proposal. Submission of a proposal indicates acceptance by the firm of 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 firm selected. The selection of a firm will not guarantee any minimum hours of service unless explicitly agreed to in the contract.

### **INTERVIEWS**

Interviews may be scheduled with selected prospective consultants to permit further evaluation and to allow the City to inquire further into experience, willingness to work closely with City staff, thorough understanding of the various aspects grant writing, and other pertinent matters. Interviews, if deemed necessary by the City, will be scheduled with selected prospective consultants as soon as possible after the proposal opening.

### **CONTRACT TERM**

The term of this contract is for an initial period of one (1) year, anticipated dates of July 1, 2022 through June 30, 2023. The City and the consultant may mutually agree to renew and continue this agreement for additional periods of one year at the same prices, terms, and conditions. However, no more than two (2) yearly extensions shall be made to the original agreement.

### **SUBCONTRACTS**

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder

shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the consultant will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

### **CONSULTANT STATUS**

The Consultant agrees that its relationship to the City, or any of its departments or units, is that of an independent contractor and said Consultant covenants. The Consultant agrees that it will conduct itself in a manner consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the City by reason hereof, and that it will not make any claim, demand or application to, or for any right or privilege applicable to an officer or employee of the City, including but not limited to, workers compensation coverage, disability, unemployment insurance benefits, social security coverage, or retirement membership or credit.

Upon request by the City's FOIA Coordinator, the Consultant will furnish any documents or records in its possession which are subject to disclosure under FOIA.

### **REPORTING AND INVOICING REQUIREMENTS**

Activity reports as detailed in the scope of services must accompany the monthly invoice and shall be designed to ensure accountability and performance. At a minimum, the monthly report should include the following details:

- Number of grant applications started, written, pending, and awarded;
- Description of the technical assistance provided to City, if any; and
- Status of funding research activities to-date.

Funds are distributed to the successful bidder on a reimbursement basis only. Billings submitted for reimbursement must be accompanied by adequate documentation. All costs must be supported by properly executed payrolls, time sheets, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Only those budget items approved in the final contract will be reimbursed. Each billing shall include, but not be limited to, documentation and/or reports as required to support appropriate program expenses. Recipients of City funds must agree to comply with all regulations governing contracts with the City and all applicable state or federal regulations.

### **QUESTIONS**

Any interested party may submit, in writing via email to [elapere@charlottemi.org](mailto:elapere@charlottemi.org), questions regarding this RFP and proposed services not later than Thursday, April 7<sup>th</sup> at 4:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

## INDEMNITY AND INSURANCE AGREEMENT

IT IS HEREBY AGREED by \_\_\_\_\_, the PROFESSIONAL, as follows:

### **INSURANCE** **PROFESSIONAL'S LIABILITY INSURANCE**

The Professional shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the Professional's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Professional may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Professional, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City must be named and included as an additional insured under the Professional's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City Attorney.

The Professional's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Professional's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Professional shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Professional's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Professional's obligation to indemnify the City.

### **Attorney's Approval**

All documents submitted shall be subject to the approval of the City Attorney as to form and content.

**HOLD HARMLESS**

The Professional shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Charlotte from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Professional, any person employed by the Professional, or anyone for whom the Professional is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the PROFESSIONAL has set its hand this \_\_day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE\_\_\_\_\_

NAME & TITLE\_\_\_\_\_



**VENDOR INFORMATION FOR THE CITY OF CHARLOTTE**

Please complete the following information for the City of Charlotte to track vendor applicant information and for the City's purchasing process.

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Business Type (Sole Proprietorship, Corporation, LLC, etc.) \_\_\_\_\_

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes**    **No**

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes**    **No**

Does your business have a small business status? **Yes**    **No**

Any other business status, please provide information: \_\_\_\_\_

Provide the name of the Certifying Entity (ties): \_\_\_\_\_

Have you conducted business with the City before? **Yes**    **No**

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : \_\_\_\_\_

How did you discover this Bid opportunity? \_\_\_\_\_

Do you use the MITN Purchasing Group Website (BidNet)? **Yes**    **No**

If Yes, do you find it useful (explain) or if No, why? \_\_\_\_\_

**Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.  
Thank you.**