



**REQUEST FOR PROPOSALS
FOR
CHOICE NEIGHBORHOOD PLANNING CONTRACTURAL GRANT
WRITING SERVICES**

Submittal Due Date: 5:00 p.m., March 19, 2020

Contact: **Kimberly Toon**, Purchasing Manager
City of Fayetteville
Finance Department - Purchasing Office
433 Hay Street
Fayetteville, NC 28301
ktoon@ci.fay.nc.us
910-433-1942

A message from the City of Fayetteville City Manager, Douglas J. Hewett, ICMA-CM

The City of Fayetteville is fully committed to provide Small Local Business Enterprises (SLBE's) an equal opportunity to participate in all aspects of City contracting including, but not limited to participation in the procurement of contracts relating to the construction of and improvements to facilities throughout the City. It is also the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, sex, color, religion or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination. The City is also committed to follow all applicable State and Federal law as they relate to procurement practices.

The City will actively seek and identify qualified SLBE's and offer them the opportunity to participate in the procurement of contracts for all City purchasing and service contracts as well as construction and repair contracts.

The City aspires to spend 40% of its eligible contract dollars with small local suppliers and contractors. Towards this end the City's Charter has been amended by the General Assembly (H.B. 198) to allow the City to establish a race and gender neutral small business enterprise program to promote the development of small local businesses. The City is authorized to establish bid and proposal specifications that include subcontracting goals and good-faith effort requirements to enhance participation by small business enterprises located in Cumberland and Hoke Counties.

For more information or questions about the SLBE policy, please contact the Purchasing Division at 910-433-1942.



Douglas J. Hewett
City Manager, ICMA-CM

NOTICE TO VENDORS

The City of Fayetteville, North Carolina, is now accepting Proposals for Contractual Grant Writing Services. The requirements for submitting a Proposal are stated in the attached Request for Proposals (the "RFP").

Sealed proposals endorsed Contractual Grant Writing Services to be furnished to the City of Fayetteville (the "City") will be received by the Finance Department, Purchasing Division at 433 Hay Street, Fayetteville, NC until **5:00 pm, March, 19, 2020**. The City reserves the right to reject any or all proposals.

This RFP outlines a description of the services sought and the documents interested firms will be required to submit as one (5) electronic copy of the Proposal on a CD or flash drive in PDF format and one (1) original Proposal signed in ink by a company official authorized to make a legal and binding offer. The RFP must be submitted in a sealed box or opaque envelope plainly marked with the Proposal number and service description as follows:

Request for Proposals
Attention: Kimberly Toon, Purchasing Manager
[Name of Company Submitting Proposal]
RFP - CONTRACTUAL GRANT WRITING SERVICES

It is the intent of the City to select a single firm to accomplish all the services outlined in this Request for Proposal. RFP questions must be directed to Kimberly Toon, Purchasing Manager, per the enclosed instructions.

City of Fayetteville
Kimberly Toon, CLGPO
Purchasing Manager

SECTION ONE: INSTRUCTIONS TO VENDORS

1.1 READ, REVIEW AND COMPLY: It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.

1.2 LATE PROPOSALS: Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.

1.3 ACCEPTANCE AND REJECTION: The City reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal.

1.4 WITHDRAWAL OF PROPOSAL: No proposal may be changed or withdrawn after the time of the proposal due date. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Financial Services Manager.

1.5 CONFLICT OF INTEREST: Each bidder shall affirm that no official or employee of the City of Fayetteville is directly or indirectly interested in this proposal for any reason of personal gain.

1.6 EQUAL EMPLOYMENT OPPORTUNITY: The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Fayetteville, N. C. by submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

1.7 SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM: It is the policy of the City of Fayetteville to provide small and local businesses equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Small, Local, Business Enterprise (SLBE) Plan and subsequent program.

All firms submitting bids agree to utilize small and local suppliers and service providers whenever possible. Questions regarding the City's SLBE Program should be directed to the Purchasing Office at (910) 433-1942.

1.8 REHABILITATION ACT AND ADA: Federal law prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

1.9 TAXES: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.

1.10 CITY RIGHTS AND OPTIONS: The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFP at any time.
- To cancel this RFP with or without the substitution of another RFP.
- To take any action affecting this RFP, this RFP process, or the Services subject to this RFP that would be in the best interests of the City.
- To issue additional requests for information or clarification from Offerors or to allow corrections of errors or omissions.
- To require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the Responses submitted.
- To negotiate a contract with a Service Provider based on the information provided in response to this RFP.

1.11 PUBLIC RECORDS: Any material submitted in response to this RFP will become a “public record.” Proposers must claim any applicable exemptions to disclosure provided by law in their response to this RFP. Proposers must identify materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

1.12 ACCURACY OF RFP AND RELATED DOCUMENTS: Each Company must independently evaluate all information provided by the City. The City makes no representations or warranties regarding any information presented in this RFP, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. In addition, the City will not be bound by or be responsible for any explanation or conclusions regarding this RFP or any related documents other than those provided by an addendum issued by the City. Companies may not rely on any oral statement by the City or its agents, advisors, or consultants.

If a Company identifies potential errors or omissions in this RFP or any other related documents, the Company should immediately notify the City of such potential discrepancy in writing. The City may issue a written addendum if the City determines clarification necessary. Each Company requesting an interpretation will be responsible for delivering such requests to the City's designated representative as directed in RFP Section Three.

1.13 EXPENSE OF SUBMITTAL PREPARATION: The City accepts no liability, and Companies will have no actionable claims, for reimbursement of any costs or expenses incurred in participating in this solicitation process. This includes expenses and costs related to Proposal submission, submission of written questions, attendance at pre-proposal meetings or evaluation interviews, contract negotiations, or activities required for contract execution.

1.14 PROPOSAL BINDING: This proposal is binding for a period of ninety (90) days.

SECTION TWO: GENERAL TERMS AND CONDITIONS

2.1 NON-DISCRIMINATION: The City of Fayetteville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.

2.2 NON-COLLUSION: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.

2.3 PAYMENT TERMS: The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

2.4 GOVERNING LAW: Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.

2.5 SERVICES PERFORMED: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Fayetteville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.

2.6 INDEPENDENT CONTRACTOR: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Fayetteville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, worker's compensation, pension or retirement benefits.

2.7 VERBAL AGREEMENT: The City will not be bound by any verbal agreements.

2.8 INSURANCE REQUIREMENTS: Vendor shall maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Fayetteville, 433 Hay Street. Fayetteville, NC 28301 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

2.9 E-VERIFY COMPLIANCE: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

2.10 IRAN DIVESTMENT ACT: By submitting a proposal, the Vendor certifies that: (i) it is not on the Iran Final Divestment listed created by the N.C. State Treasurer pursuant to N.C.G.S. 147- 86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

SECTION THREE: PROCUREMENT PROCESS

3.1 SCHEDULE AND PROCESS

The following chart shows the schedule of events for the conduct of this RFP. The key events and deadlines for this process are as follows:

Event	Date and Time
Issuance of RFP	Day, February 14, 2020
Deadline to submit questions	Day, February 27, 2020 at 5:00 p.m.
Answers to questions provided	Day, March 3 2020 at Noon
Proposal Due	Day, March 19, 2020 at 5:00 p.m.

Upon review of the RFP documents, firms may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to ktoon@ci.fay.nc.us by the date and time specified above. The email subject line must be as follows: "Questions RFP – "Contractual Grant Writing Services."

Responses will be posted in the form of an addendum to the RFP on the City's website at <https://www.fayettevillenc.gov/government/financial-services/current-bid-opportunities> and on the State's IPS website www.ips.state.nc.us. No information, instruction or advice provided orally or informally, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding.

No contact regarding this RFP will be allowed between Proposers or potential Proposers and employees of the CITY staff after issuance of the RFP with the exception of the CITY contact person named on the cover page. Any such contact may disqualify a firm from further consideration. Requests for clarification from Proposers will be allowed provided that such requests are made through the Purchasing Manager in writing.

3.2 PROPOSAL SUBMITTAL

One (5) signed, executed copy and one (1) digital copy of the proposal on a flash drive or CD in PDF format submitted in a sealed envelope shall be received as shown on the schedule above.

Mailing & Hand Delivery Address:
City of Fayetteville
Attn: Kimberly Toon, Purchasing Manager
433 Hay Street
Fayetteville, NC 28301
RFP – Contractual Grant Writing Services

All proposals should be clearly marked on the outside of the package with the Vendor's name, Attention: Kimberly Toon, and the title "Contractual Grant Writing Services".

PLEASE NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE THAT PROPOSALS ARE RECEIVED BY THE PURCHASING DIVISION BY THE STATED DAY and TIME. No late proposals will be accepted.

All proposals must be signed by an authorized official of the firm. The vendor shall insert the required responses and supply all the information, as requested, on the enclosed Forms. The prices inserted shall be net and shall be the full cost, including all factors whatsoever. Any information not submitted on forms provided will be considered unresponsive.

SECTION FOUR: SCOPE OF CONTRACTUAL GRANT WRITING SERVICES

4.1 BACKGROUND INFORMATION

The City of Fayetteville seeks proposals from qualified consulting firms or individuals to prepare and submit a Choice Neighborhoods Planning Grant application to the U.S. Department of Housing and Urban Development under the Choice Neighborhoods Initiative Program for 2020, **which is due sometime on or around June 10th, 2020**. The prior year Notice of Funding Availability (NOFA) was posted on April 10, 2019 and applications were due by June 10th, 2019. A similar timeline is expected for 2020.

Solicited services will be provided in cooperation with the City of Fayetteville, community not for profit agencies, public housing authorities, private developers, neighborhood organizations, community stakeholders, and various elected or appointed government officials.

The Choice Neighborhoods program leverages significant public and private dollars to support locally driven strategies that address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and stakeholders, such as public housing authorities, cities, schools, police, business owners, nonprofits, and private developers, come together to create and implement a plan that revitalizes distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program helps communities transform neighborhoods by revitalizing

severely distressed public and/or assisted housing and catalyzing critical improvements in the neighborhood, including vacant property, housing, businesses, services and schools.

Choice Neighborhoods is focused on three core goals:

1. Housing: Replace distressed public and assisted housing with high-quality mixed-income housing that is well-managed and responsive to the needs of the surrounding neighborhood;
2. People: Improve outcomes of households living in the target housing related to employment and income, health, and children's education; and
3. Neighborhood: Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community.

To achieve these core goals, successful applicants have in place a comprehensive neighborhood revitalization strategy, or "Transformation Plan." This Transformation Plan is the guiding document for the revitalization of the public and/or assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood and creating positive outcomes for families.

4.2 SCOPE OF PROFESSIONAL SERVICES

The selected consultant shall provide all necessary services on behalf of the City of Fayetteville related to developing, preparing, and submitting a Choice Neighborhood Planning Grant application.

Choice Neighborhoods Planning Grants support the development of comprehensive neighborhood revitalization plans which focused on directing resources to address three core goals: Housing, People and Neighborhoods. To achieve these core goals, communities must develop and implement a comprehensive neighborhood revitalization strategy, or Transformation Plan. The Transformation Plan will become the guiding document for the revitalization of the public and/or assisted housing units while simultaneously directing the transformation of the surrounding neighborhood and positive outcomes for families.

4.3 PREFERRED QUALIFICATIONS

- Respondent should have proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful federal and state government grant proposals – preferably in the \$1 million plus range – documented by summary of funding source, date, amount.
- Respondent should have experience preparing grant proposals for a city in federal, state, and private foundation funding areas.
- Respondent should have excellent writing skills and ability to write persuasive proposals aligned with requirements as demonstrated by clear and compelling proposal samples.
- Respondent should have excellent budget preparation skills and be able to prepare budgets and budget narratives to sufficiently fund the activities of the project in compliance with all government regulations.

- Respondent should be able to effectively work – and maintain superb interpersonal skills – under pressure, use excellent judgment, and produce a high quality work product within tight time constraints.
- Respondent should state previous experience to demonstrate a proven track record in securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.
- Respondent should have experience in working on grant proposals/submissions.

PROPOSAL REQUIREMENTS

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

- 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. Include whether costs will be hourly or per grant written and submitted.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants for community development.
- 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

SECTION FIVE: CONTRACT TERM

The term for any contract resulting from this Request for Proposal (RFP) is for one (1) year with the City of Fayetteville retaining the ability to extend the contract should the City not be awarded a Choice Neighborhood Planning Grant in 2020. Provided that both parties are in agreement and funds are made available.

SECTION SIX: PROPOSAL CONTENT AND FORMAT

The City desires all Proposals to be identical in format in order to facilitate comparison. While the City's format may represent departure from the Company's preference, the City requires strict adherence to the format. The Proposal will be in the format described below:

- A. Cover letter;
- B. Approach to providing contractual grant writing services and accomplishing the required scope of work;
- C. Qualifications including background and experience;
- D. Past and current clients;
- E. Pricing

Companies are required to organize the information requested in this RFP in accordance with the format and instructions outlines above and detailed below. Failure to do so may result in the City, at its sole discretion, deeming the Proposal non-responsive.

All Proposals must be:

- No greater than five (5) pages, single-sided, single spaced;
- Printed on 8 1/2" x 11" paper with standard text no smaller than eleven (11) points;
- Unless necessary, all Proposal originals should minimize or eliminate use of non-recyclable or non-reusable materials such as 3- ring binders, plastic report covers, plastic dividers, and vinyl sleeves.

6.1 Proposal Content:

A. Cover letter

The Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents. The cover letter shall provide the name, address, telephone and facsimile numbers of the Company along with the name, title, address, email address, telephone and facsimile numbers of the executive that has the authority to contract with the City. The cover letter shall present the Company's understanding of the Project and a summary of the approach to perform the Services. The Company must also identify if it is certified as a Historically Underutilized Business (HUB) through the State of NC. All addenda must be acknowledged in this letter.

B. Approach to providing Contractual Grant Writing Services and accomplishing the required scope of work

For each component of the Scope of Work described in Section Four, state how your company plans to provide the best approach to meeting stated goals. Describe the key individuals along with their qualifications, professional certifications and experience that would comprise your company's team for providing Contractual Grant Writing Services. Identify any sub- consultants who would be retained to provide services, the percentage of work assigned, and whether or not they are HUB certified. How many Grant Writers would be assigned to the City?

C. Qualifications including background and experience

How many years has your company been in business? Provide a brief overview and history of your company. Describe your experience writing grants on behalf of local government particularly those listed in the Scope of Services.

D. Past and current clients

Provide a listing of current and past public sector (cities or counties) clients and the general services provided. Identify clients that are similar to the City of Fayetteville (e.g.: in size, complexity, location). Provide contact information (i.e.: name, phone number, email address) for those that will serve as a reference.

E. Pricing

Provide a detailed fee schedule of expenses. Express your administrative fee in a lump sum payable monthly over the course of the year. Expenses not specifically listed will not be considered. All Proposals must include a maximum not-to-exceed amount and separate price for travel and related (if applicable). Firm shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. The actual contract amount will be negotiated after the consultant has been selected and the scope of work finalized.

SECTION SEVEN: EVALUATION CRITERIA

Proposals will be assessed to determine the most comprehensive, competitive and best value solution for the City based on, but not limited to, the criteria below. The City reserves the right to modify the evaluation criteria or waive portions thereof.

Proposals will be evaluated on the following major categories:

1. Understanding of the requirement (0-25)
2. Experience in providing similar services to the City of Fayetteville 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)

SECTION EIGHT: 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

VENDOR INFORMATION

Company Name (including DBA)	
List Type of Organization (Corporation, Partnership, etc.)	
Name and Title of Person Authorized to Contract with City of Fayetteville	
Name and Title of Person Submitting Quote	
Company Address	
Company Phone Number	
Email Address of Person Submitting	