

Town of Sullivan's Island, South Carolina
Request for Proposals (RFP 2020-06) – RE-BID
Grant Writing

In compliance with the Town's Procurement Ordinance, the Town of Sullivan's Island, 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 Town. The Town 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 Town 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 Town 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. **Experience applying for and securing grant funding in the state of South Carolina is a must.**

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 Town.
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 Town'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. Relevant grant application information, including fund source, and dollar amounts specifically awarded in South Carolina
 - iv. Client (unless confidential)
 - v. Scope of the firm's involvement (identify project manager and/or other roles held by your firm, timeframe of the project, deliverables produced, etc.)
 - vi. Completion date of the project
 - vii. Grant approval success rate for different areas of expertise
 - viii. Experience working with local government
 - ix. 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 Town's insurance and indemnification requirements, or any reservations the firm has with the requirements.

III. Proposal Evaluation

The Town 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 Town'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 Town 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:

Pamela Otto
Human Resources
Town of Sullivan's Island
2056 Middle Street
Post Office Box 427
Sullivan's Island, South Carolina 29482

Deadline for Submission: The deadline for submission is 4:00 p.m., October 30, 2020. Proposals must be received at 2056 Middle Street, Sullivan's Island, SC 29482 in a sealed envelope. Sealed envelopes must be clearly marked "Request for Proposals (RFP) 2020-06 Grant Writing RE-BID" 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 Town.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the Town at the place, date and time appointed by the Town and the Town 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 Town 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 Town'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 Town of Sullivan's Island will commit the Town 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 Town 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.