



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES
FOR**

**GRANT WRITING AND TECHNICAL
STUDY ASSISTANCE**

PROJECT NO. SEB-23-002

Issued by:

City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, CA 95202

Date Issued: Monday, February 6, 2023

Written Questions Due: Tuesday, February 28, 2023

Statement of Qualifications Due: Wednesday, March 8, 2023

LATE SUBMITTALS WILL NOT BE ACCEPTED

1.0 INTRODUCTION

The City of Stockton (City) is requesting statements of qualifications (SOQ) from qualified firms to provide on-call grant writing assistance for various local, state, and federal funding programs. In addition, Stockton is requesting assistance in the preparation of various technical studies. Stockton is in the Central San Joaquin Valley approximately 45 miles south of Sacramento. Stockton has a population of approximately 307,000. The City wishes to establish a list of at least three (3) firms to provide professional grant writing assistance for grant calls for projects in various programs on an as-needed basis.

2.0 BACKGROUND

Each year multiple competitive grant programs have calls for projects for various types of public projects. The City of Stockton has many needs for improvements and wish to take advantage of the funds available whenever possible. The grant programs that are typically targeted by the City include, but are not limited to:

- Active Transportation Program (ATP)
- Congestion Mitigation Air Quality (CMAQ)
- Highway Safety Improvement Program (HSIP)
- Safe Routes to School (SRTS)
- Measure K bicycle, Pedestrian, Safe Routes to School, Smart Growth
- Urban Greening
- Affordable Housing Sustainable Communities (AHSC)
- Trade Corridor Improvement Fund (TCIF)
- Highway-Railroad Crossing Safety Account (HRCSA)
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)
- Bridge Investment Program (BIP)
- Water, Sanitary Sewer, Water Supply
- Groundwater recharge
- Water treatment, conveyance, and automation of infrastructure

In addition to grant writing services the City also will experience times when technical studies, planning studies, fee related studies, traffic and engineering surveys, and nexus-type analyses are needed.

3.0 PROJECT DESCRIPTION

Grant Writing

The City of Stockton often pursues grant funds from various programs for capital projects. The City sometimes requires assistance by consulting firms in the preparation of grant applications for the various programs and calls for projects. The goal of this SOQ is to establish a vendor pool list of at least three firms who can assist the City with this effort for the calendar years of 2023-2026. When grant writing assistance is needed, the City

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will solicit proposals from the established vendor pool short list or select a firm or firms based on specific experience with a program or project(s). The City will negotiate an individual project scope and fee and enter a professional services contract or purchase order with the selected firm(s). Depending on the grant program and the number of applications being submitted, multiple firms may be asked to prepare applications.

Studies

The City sometimes needs assistance in the preparation of various types of studies, including, but not limited to planning studies, technical studies, traffic studies, nexus-type analyses, fee studies, etc.

With this SOQ, the City is seeking assistance with various traffic studies including traffic index calculations as well as conducting speed surveys and preparing engineering and traffic survey reports. In addition, familiarity with reviewing and commenting on the transportation element of NEPA or CEQA documents, and Specific Road Plans are essential. Other forms of reviews may include but not limited to roadway design elements such as roadway structural sections, geometric design for pedestrian, bicycle and vehicular traffic, signal design, and minor structures.

Please indicate if your firm has the experience and the desire to provide these services. If so, provide examples of the types of studies and analyses your firm has performed for other government agencies.

4.0 SCOPE OF WORK

The scope of work for each individual grant application will vary depending upon the requirements of the grant program. Typically, services will include, but not be limited to the following:

- Preliminary project definition/strength of project analysis
- Data gathering
 - Accident history for a project area
 - Historical information from City files
 - Other information needed to prepare application
- Performing pedestrian, bicycle, and vehicular counts
- Preparation of graphic displays, maps, drawings, cross sections to support application.
- Public Outreach
 - Stakeholder meetings
 - Letters of support
- Cost estimating
- Calculation of emissions reductions, greenhouse gas production
- Cost benefit analysis
- Preliminary design (if grant guidelines call for it)

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- Preparation of application narrative in accordance with the grant program guidelines

Emphasis is placed on working with the City staff to appropriately scope projects and determine the best strategy to proceed with the applications.

4.1 Data Gathering

Consultants are expected to collect all data necessary for the grant program or study such as traffic counts and crash data. The City will provide information as it exists in our files.

4.2 Public Outreach

The Consultant shall provide outreach if the grant program calls for it. Schedule meetings with stakeholders as needed to support the applications, obtaining letters of support, etc.

4.3 Coordination/Meetings

Consultant will coordinate throughout the project with the City's Project Manager. The consultant will be expected to hold meetings as necessary and obtain all data and information necessary to prepare the grant application.

5.0 PROJECT GENERAL INFORMATION

5.1 SOQ Submissions:

Five copies of the SOQ shall be submitted no later than 3:00 PM on Wednesday, ~~March 8, 2023~~ **March 15, 2023** (*Date Extended, LOC No. 3, February 27, 2023*) to:

WES JOHNSON
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The SOQ should be firmly sealed in an envelope and clearly be marked on the outside with "**GRANT WRITING AND TECHNICAL STUDY ASSISTANCE**" for the City of Stockton. Late SOQ's will not be accepted and will be returned to the proposer unopened. **An electronic copy should also be submitted** to Wes Johnson at Wes.Johnson@stocktonca.gov by 3:00 pm.

5.2 Acceptance or Rejection of SOQ

The City reserves the right to reject any and all SOQ or to waive any irregularity in a SOQ if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the SOQ.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Wes.Johnson@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the SOQ due date. If a response warrants a clarification to the SOQ, such clarification will be posted on Bid Flash no less than two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addenda or responses to questions. The website address is as follows: www.stocktonca.gov/pwbid

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify an SOQ:

- A. Evidence of collusion among Proposers
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the solicitation process will, and shall be, just cause for disqualification/rejection of Proposer's response/Proposer's bid submittal and considered non-responsive.
- D. A Proposer's default or breach of contract in previous work that resulted in termination of that agreement and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the Proposer. A City of Stockton business license is required and is to remain active during the entire of an agreement with the City. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The Proposer must obtain and maintain the required insurance at the minimum limits set by the City's Risk Management Division. Proposers should review **Attachment B**, Instructions to Proposers for information regarding insurance, indemnification, prevailing wages requirements, and labor compliance, as may be deemed appropriate for the work to be performed. Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Department of Industrial Relations

Please refer to **Attachment B**, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.8 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by sub-consultants.

6.0 REQUIRED SOQ CONTENT

The SOQ shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Resumes
- Examples of experience with similar types of work
- References (at least three (3))

The body of the SOQ shall not exceed ten (10) pages in no less than font size of 10 and no greater than font size 12. Proposers shall submit five (5) bound sets of the SOQ. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than 20 pages, including resumes and the cover letter. Double-sided pages count as two single pages.

Consultants are encouraged to submit SOQ's reflecting strengths and successful grant programs. If a firm wishes to be considered exclusively for certain program(s) they are encouraged to include narrative for this request in their cover letter and/or the SOQ. Consultants should also indicate capacity in terms of number of applications per program that can be successfully completed in a typical call for projects.

6.1 Cover Letter

The letter must be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The SOQ must include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the SOQ, emphasizing the qualifications and capabilities of the consultant and sub-consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub-consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience writing grants in each of the grant programs mentioned in this SOQ. This should include a description of prior experience in working with public agencies in grant writing.
- Ability for project team to perform the proposed work within the time limits of the grant program, considering their current and projected workload/assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Ability to provide technical studies described above.
- Provide project team resumes.

6.5 Project Understanding

Describe your understanding of the various grant programs your firm proposes to work on. Indicate preferences of programs if needed. Also, indicate if your firm is capable and/or interested in providing the type of study requested above under project description.

6.6 Examples of Experience with Similar Types of Work

Provide examples of successful grant applications your firm has completed for public agencies. Projects in this section should be those that the proposed project team was involved with. Also, if your firm is interested in providing studies as described above, please indicate similar types of studies your firm has provided for other agencies.

6.7 References

Provide three (3) client references for which the proposed team has completed similar work. Provide agency name, contact information, and description of related work that was provided to the client.

7.0 SOQ EVALUATION

The City intends to establish a vendor pool list of at least three (3) consultants who will be utilized as needed and according to each firm's strengths. Depending on the number of firms submitting SOQ's, the City may short list to a manageable number of firms with the minimum being three. At the City's discretion the shortlisted firms may be invited to an interview.

The City will follow the consultant selection schedule below and reserves the right to modify the schedule below in any manner necessary to serve the best interests of the City. Dates are tentative for the 2023 calendar year and are subject to change. Also, City reserves the right to cancel this solicitation and not make any award based on the RFP.

<u>Key Event</u>	<u>Date</u>
Post Request for Qualifications	February 6, 2023
Written Questions submitted by	February 28, 2023
Responses to Written Questions	March 6, 2023
SOQ's due	March 8, 2023
Evaluation period	March 9 – March 15, 2023
Anticipated City Council Approval	June 2023

The selection committee will evaluate all SOQ's. This is a qualification-based selection, so selection to the list will be in accordance with the attached Evaluation Scoring Worksheet (See **Attachment A**). Consultant should make every effort to employ local firms if possible.

The City intends to establish a list of at least three (3) firms that will be used over a 3-year period to provide grant writing assistance and/or technical study preparation. Depending on how many SOQ's are submitted, the City may short list down to manageable number of firms for the final list. Each time there is an upcoming call for projects, or a study needed, proposals will be solicited from each

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firm on the established list. Depending on how many applications the City intends to make for a grant program, City may choose to use **one or more** firms for each solicitation.

7.1 Negotiations

Once the City has selected a consultant(s) to provide grant writing assistance, negotiations will begin with one or more of the firms from the vendor pool list. Grant writing projects will be assigned to firms based on the City's evaluation of best fit and the firm's ability to successfully complete the grant application on the needed timeline. Cost for each project will be negotiated based on the complexity of and time commitment required by the grant program.

Each firm selected to prepare grant proposals will be expected to enter into a Professional Services Contract or a purchase order agreement with the City. Proposers should direct their attention to **Attachment B**, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

ATTACHMENTS:

Attachment A – Evaluation Scoring Sheet

Attachment B – Instructions to Proposers