



Public Notice

REQUEST FOR PROPOSAL (RFP)

Citrus Heights Comprehensive Grant Strategy

**City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
(916) 725-2448**

REQUEST FOR PROPOSAL

City of Citrus Heights Comprehensive Grant Strategy & Consultant Support

RELEASE DATE: Monday, November 14, 2022

CLOSING DATE: Friday, December 16, 2022

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City of Citrus Heights
6360 Fountain Square Drive
Citrus Heights, CA 95621-5577
Hours: Monday –Friday 8:00AM – 5:00PM

Purpose

The purpose of this solicitation is to improve the City's ability to pursue and secure an increased volume of grants with the ultimate goal of advancing City priorities through the maximization of local funds.

The City

The City incorporated as a General Law city with a Council/Manager form of government in January 1997. It is located approximately 10 miles east of downtown Sacramento on Interstate 80 between Sacramento and Roseville, California. The City has a population of almost 90,000 residing in a 14 square mile area in a mature, urbanized area estimated to be approximately 98% built out.

The City currently employs over 190 full-time employees providing services in the areas of community development, general services, general administration, economic development, finance and police services. Citrus Heights is not a full-service city. Various special districts within Citrus Heights provide such services as water, fire, schools, and parks & recreation. The City Council priorities include maintain fiscal stability, improving streets and infrastructure, diversifying for a resilient economy, enhancing and expanding public safety, and improving community vibrancy and engagement.

Scope of Work

In partnership with City staff, the Consultant will be responsible for developing a comprehensive grant strategy to enhance and support the City Council approved priority focus areas of Community Image (including Public Safety), Economic Development, Community Connection and Infrastructure. The strategy will identify priority projects and match them to state, federal, regional and private funding opportunities. The consultant will also provide support to help staff prepare application packages to be as competitive as possible for funding opportunities. Additionally, staff will work with the consultant on an ongoing basis to stay abreast of upcoming grant opportunities by compiling and providing lists of grants and pertinent information related to priority projects. The consultant should offer independent peer review of grant applications for priority projects to ensure the highest level of competitiveness.

An action plan and timeline for creation and implementation is as follows:

January 2023: Interview and select finalist for recommendation

February 2023: Present consultant contract to City Council for consideration

March 2023 – June 2023: Work product research and creation with cross departmental staff team from Community Development, General Services, Police Department and Economic Development & Community Engagement

June 2023: Department report to preview the three-year Comprehensive Grant Strategy with City Council

July 2023 – June 2026: Launch and execute three-year Comprehensive Grant Strategy

Deliverables

- Three-year Comprehensive Grant Strategy prioritizing funding opportunities in alignment with the City's approved focused areas using a comprehensive funding plan;
- Inventory of existing and planned projects matching them to identified funding opportunities
- Development of a grants tracking tool (to show grants the city applied for, received and those denied)
- Review of existing City policies and plans ex: General Plan, Auburn Specific Plan, Greenhouse Gas (GHG) to support grant applications
- As needed staff support to ensure accurate and complete applications are submitted per deadlines

Proposal Format

1. **Statement of Qualifications:** In a maximum of two (2) pages, please include a description of your firm and its qualifications for performing the scope of services outlined above. In the statement, please identify which area(s) of expertise your firm possesses.

2. **Key Personnel:** In a maximum of five (5) pages, provide an organizational chart, and for each employee assigned to assist the City, provide the following:
 - Experience writing/preparing grant strategies and applications
 - Anticipated roles and responsibilities
 - Address of home office (if different than the principal place of business indicated in the cover letter)
3. **Grant Award List:** In a maximum of five (5) pages, provide a list of previous grant strategies prepared and grant awards secured.

For each grant award, please include the following:

- Grant award amount
- Year awarded
- Agency receiving the award
- Funding agency
- Grant program name
- Project description
- Description of your firm's role in preparing the grant application

When possible, use examples of public grant awards, where the firm served as the primary writer on behalf of a California local government and link the examples to the staff identified in the Key Personnel section.

4. **References:** In a maximum of one (1) page, please include the names, emails, and telephone numbers of at least three (3) of your firm's previous clients whom City staff may contact for references regarding the past performance of your firm, project managers, team members, and/or sub-consultants.
5. **Fee Schedule:** Fee schedules must include:
 - a. Hourly billing rate schedule for all proposed staff
 - b. Types and estimated amount of expenses to be billed
 - c. Total estimate for scope of work

Evaluation Criteria

Proposals will be evaluated based on qualifications and ability to execute quality work product within the defined timeline.

General Terms & Conditions

Limitation: The Request for Proposals (RFP) does not commit the City of Citrus Heights (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Insurance: The consultant shall maintain in full force and effect the insurance as outlined in **Attachment A**. The City reserves the right to waive or modify such insurance coverage. However, consultants meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement, acceptable to the Risk Manager, prior to execution of a contract. The consultant shall state their ability to meet the City's insurance requirements within their submittal.

Signature: The consultant's RFP response shall provide the following the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Submission Instructions

Proposals must be received **no later than 5pm, Friday December 16, 2022** via email to criddle@citrusheights.net

Attachments: Attachment A – Standard Insurance Requirements

Attachment A

Standard Insurance Requirements

To the fullest extent permitted by law, Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers (collectively, "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs, including without limitation, attorney's fees, costs and fees of litigation, (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services under this Agreement, or its failure to comply with any of its obligations contained in this Agreement, or its failure to comply with any applicable law or regulation, except such Liability caused by the sole negligence or willful misconduct of City.

In order to comply with the bonding and insurance requirements contained in your contract with the City of Citrus Heights there are several things that we require. It is our intent to facilitate consideration of every project, so we are including here a **summary** checklist for your convenience.

All bonds and insurance requirements need to be complete and submitted prior to your contract being approved.

I. GENERAL

- A. Send these requirement sheets to your insurance broker for immediate compliance.**
- B. NO CONTRACTS WILL BE APPROVED UNTIL ALL BONDS AND CERTIFICATES ARE IN ORDER.**
- C.** New and renewal Certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.
- D.** All contractors and subcontractors working on a project or jobsite must meet the same insurance requirements you do, prior to starting work on the project or site.
- E.** All insurance companies must have an AM Best rating of A:VII or better.
- F.** Any deductibles must be declared to and approved by the City.
- G.** All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.
- H.** A 30-day cancellation notice is required, and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.
- I.** Expiration dates are required on all certificates.
- J.** All Bonds and Certificates must have an original signature.

II. GENERAL LIABILITY/AUTOMOBILE LIABILITY

A. GENERAL LIABILITY

\$4,000,000 General Aggregate

\$2,000,000 Products and/or Completed Operations

\$2,000,000 Each Occurrence

AUTOMOBILE LIABILITY

\$1,000,000 Combined Single Limit

B. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

STATUTORY Workers' Compensation

C. PROFESSIONAL LIABILITY

Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$1,000,000 per occurrence or claim covering the Consultant's errors and omissions.

III. ENDORSEMENTS

A. The GENERAL LIABILITY AND AUTOMOBILE LIABILITY policies are to be endorsed to contain, the following provisions:

1. The Entity, its officers, officials, employees, and agents are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an **Additional Insured endorsement** (CG 20 10 11 85 or equivalent) to the contractor's insurance policy, or as a separate owner's policy.
2. There must be an **endorsement** indicating that coverage is primary and non-contributory with respect to additional insureds.
3. There must be an **endorsement** that includes a severability of interest clause. (cross liability).
4. Where applicable, the General Liability policy shall contain an endorsement or provision stating that such insurance applies to the liability assumed by any subcontractor. (Owners and Contractors Protective)
5. The General Liability coverage shall be at least as broad as ISO form CG 00 01 (ed. 10/01).
6. The auto coverage shall be provided for owned, hired, and non-owned autos.
7. The auto coverage shall be as broad as ISO form CA 00 01.

B. The WORKERS COMPENSATION/EMPLOYERS LIABILITY policy must contain an endorsement with a waiver of subrogation in favor of the City of Citrus Heights for all work performed by the contractor, its employees, agents and subcontractors.

C. Acceptance of any bond, certificate of insurance, or endorsement showing proof of insurance required by your contract does not constitute approval or agreement by the City of Citrus Heights that the insurance requirements have been met or that the bond or insurance policies referenced on any certificates and endorsements are in compliance with your contractual requirements.