



Beaumont-Cherry Valley Water District

Phone: (951) 845-9581 Fax: (951) 845-0159

Email: info@bcvwd.org

<http://www.bcvwd.org>

Board of Directors

David Hoffman
Division 5

John Covington
Division 4

Daniel Slawson
Division 3

Lona Williams
Division 2

Andy Ramirez
Division 1

February 04, 2022

Subject: Request for Proposal for Grant Writing Consulting Services

To Whom It May Concern:

The Beaumont-Cherry Valley Water District is requesting proposals for contractual grant writing services. The selected consultant shall perform the tasks specified in the "Scope of Work" section of the Request for Proposal (RFP). The consultant is encouraged to submit suggested additions or modifications of funding sources to the scope to enhance or clarify the study. The District seeks to enter into a Professional Services Agreement with the selected consultant to provide the services described in this Request for Proposal.

Submitted proposals are used to select the project consultant in conjunction with reviewing the consultant's ability to meet the District's schedule. The Consultant shall include a separate fee envelope for the cost of services related to the Grant Writing Consulting Services preparation as part of the proposal.

The proposal must be received by **4:00 P.M., March 10, 2022**

Proposal Submittal Requirements are as follows:

1. Submit a proposal for Grant Writing Consulting Services: One (1) original unbound copy, and six (6) copies in a sealed envelope marked – **Proposal for BCVWD Grant Writing Consulting Services** and one (1) digital copy in PDF format to the address below.
2. Submit not to Exceed Cost Estimate for Grant Writing Consulting Services: One (1) original unbound copy, and six (6) documents in a sealed envelope separate from the Technical Proposal marked **Cost Proposal for BCVWD Grant Writing Consulting Services** and one (1) digital copy in PDF format to the following:

Beaumont-Cherry Valley Water District
Attn: Dr. Kirene Manini
560 Magnolia Avenue, Beaumont, California 92223
Kirene.manini@bcvwd.org

Please see the RFP for more submission details and contact the Director of Finance and Administrative Services Kirene Manini, Ph.D. with any questions via email at kirene.manini@bcvwd.org



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The attached Request for Proposal describes the work required. Also attached is a sample of requirements for a Professional Service Agreement with BCVWD.

The District has provided PDF copies of the following information on the Beaumont-Cherry Valley Water Districts website at bcvwd.org.

1. District's Professional Service Agreement (example);
Prospective Consultants must comply with and agree to all Work generally as described hereafter and set forth by the District's attached Request for Proposal.

Prospective Consultants must comply with and agree to all instructions and requirements in this Notice.

- A. All proposals submitted must include the prescribed Scope of Work and associated completion schedule for all tasks set forth for the Grant Writing Consulting Services. The District reserves the right to modify the Scope of Work by adding or deleting individual line items during work.
- B. The successful Consultant shall execute a Professional Service Agreement within ten (10) days (not including Saturdays, Sundays, and Holidays) after the date of the Notice of Award.
- D. The successful Consultant shall furnish insurance per the Professional Service Agreement before executing the Contract Agreement.
- E. The Consultant shall start the Work within ten (10) days after the date of the Notice to Proceed.

Sincerely,

Kirene Manini, Ph.D.
Director of Finance and Administrative Services

Attachments:

- 1. Request for Proposal for Grant Writing Consulting Services
- 2. Professional Service Agreement Example



Beaumont-Cherry Valley Water District

Request for Proposals For Grant Writing Services

**Beaumont-Cherry Valley Water District
560 Magnolia Ave,
Beaumont, California 92223
(951) 845-9581**

RFP Posting Date
February 04, 2022

RFP Due Date
**March 10, 2022
at 4:00 P.M.**

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SECTION A BACKGROUND

I. INTRODUCTION

Beaumont-Cherry Valley Water District (District) invites qualified firms/consultants to submit contractual grant writing services proposals. The District is seeking to contract with an individual or firm that specializes in the management of the overall grant process and can assist the District to maximize the benefits of grant funding. The required services are herein described in the Scope of Work.

II. DISTRICT PROFILE

The District was formed in 1919 as the Beaumont Irrigation District under California Irrigation District Law, Water Code Section §20500 *et seq.* The name was changed to the Beaumont-Cherry Valley Water District in 1973. Beaumont-Cherry Valley Water District (BCVWD) is a California Special District that provides potable and non-potable water service within its 28 square mile service area.

The District is located in the foothills of the San Bernardino Mountains, approximately 75 miles east of Los Angeles along interstate 10. With a service area encompassing about 28 square miles, the District provides potable water and non-potable water service to over 48,000 residents within the City of Beaumont and the unincorporated Community of Cherry Valley in Riverside and San Bernardino Counties in Southern California.

III. BACKGROUND AND OBJECTIVE (BCVWD)

A five-member Board of Directors governs the District elected at-large to four-year terms by BCVWD's constituents. The General Manager administers the District's day-to-day operations by policies and procedures established by the Board of Directors.

The District intends to apply for grants which address documented District needs associated with services delivery and necessary capital infrastructure improvements. In addition, the District plans to apply for grants consistent with identified District needs and those grants that can be adequately and efficiently administered by staff, taking into account existing duties and responsibilities. The District's grant program aims to secure funding for services and projects that the District otherwise would be required to utilize Capital Replacement funds.

SECTION B SCOPE OF WORK

I. SCOPE OF SERVICES

The following are specific services and items that the successful consultant will be required to provide the District if awarded the contract and should be addressed in each proposal.

- Special Water District Funding needs analysis – Work with the District's departments to assess the validity of current funding priority areas and identify new priority areas for funding.

- Special Water District Grant Funding Research – Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies, and organizations that support the District’s funding needs and priorities in the following general areas by way of illustration by not limitation:
 - Special Water District Infrastructure Development and Maintenance
 - Recycled/Non-Potable Water
 - Storm Water
 - Special Water District Water Conservation Initiatives
 - Special Water District Watershed Restoration
 - Special Water District GIS Geographic Information System

- On-call Special Water District Grant Research – In addition to the areas defined above, other sites may also be identified through the Funding needs analysis process and throughout the contract.

- Grant proposal for Special Water District Development – Provide grant proposal writing services associated with completing grant applications on behalf of the District, including preparing funding abstracts, production, and submittal of applications to funding sources. A copy of each grant application submitted will be provided to the Beaumont-Cherry Valley Water District.

- Monthly reports – the successful consultant shall submit monthly reports to the District summarizing the time expended and describing activities undertaken during the previous month.

II. PROPOSAL REQUIREMENTS

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

1. Define the methodology/approach to identify the needs of the Special Water District that would be eligible for funding through Special Water District grants, including whether costs will be hourly or per grant written and submitted.
2. Detail the procedure used to identify Special Water District grants that would address the needs identified as above.
3. Generally, detail the involvement and role of Special Water District staff and District resources in the grant writing process. Describe, in detail, the method used to prepare for Special Water District grant applications.
4. List your experience in identifying and preparing Special Water District grants. Specifically, detail your experience with federal and state grants for infrastructure improvement and maintenance, stormwater, water conservation initiatives, watershed restoration, GIS Geographic Information systems, technology community development, and capital assets.
5. List up to five Special Water District (5) funded grants you developed detailing the funding source, amount requested, and amount funded.

6. Describe the background, experience, and qualifications of the person(s) who will act as the grant writer and the capabilities of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience, and related qualifications).
7. Provide at least three (3) references, including the contact's name, affiliation, address, direct telephone number, and email address.
8. Describe the fee structure proposed for providing grant writing services.

SELECTION

The District will select based on its review of the proposal submitted. The criteria will include qualifications, experience, fee structure, and the ability to meet the needs of the District.

III. PROPOSAL CONDITIONS AND FORMAT INFORMATION

So that competing proposals can be compared equally, firms/consultants must assemble their proposals in strict adherence to the layout requirements. Failure to follow all proposal layout requirements may disqualify your proposal for non-responsive.

All Questions should be in writing and directed to Dr. Kirene Manini, Director of Finance and Administrative Services.

The signature of an authorized representative must appear on the cover sheet of the firm's/consultant's proposal. The signature shall be interpreted to indicate the firm's/consultant's willingness to comply with all the terms and conditions outlined in this solicitation unless specific written exceptions are noted.

Proposals should be brief and concise, devoid of extraneous material and promotional information. Sufficient detail is expected to allow a thorough evaluation of the work plan and its correlated costs. The proposal must be assembled in the following order, with tabs separating each section.

1. A description of the organization's/consultant's professional qualifications.
2. A statement indicating the number of employees, by level, will perform the grant writing and related services.
3. A resume for each employee who will be assigned to the District's grant writing services, including:
 - a. Name of individual
 - b. Education/professional credentials
 - c. Experience with grant writing services
 - d. Hourly rates to be charged
4. A separate listing of current and prior clients indicating the following:
 - a. Types of service performed; and

- b. Names, addresses, and telephone numbers of persons who may be contacted by BCVWD staff as references.
5. Indicate availability to proceed with work on or about April 04, 2022 and include a tentative schedule for completing the grant availability research, grant applications, and deliverables.
6. In a separate sealed envelope, provide a not-to-exceed cost estimate adequate to cover the scope of the service. The cost estimate should be itemized by task and include a list of charge out rates related to the names of key personnel used by the firm/consultant for this service. Include time, materials, travel, and other expenses, which may be associated with the duties and obligations under this Request for Proposal. All costs must be identified. This process is not considered a bid, nor will cost alone decide who is selected. Please note that BCVWD relies heavily on the not-to-exceed amount and is reluctant to grant further increases unless substantial reasons are made for the overage. A requested payment schedule should accompany the work schedule.

IV. CONTRACT AWARD

Issuing the Request for Proposal (RFP) and receiving proposals does not commit BCVWD to award a contract. BCVWD reserves the right to postpone the RFP process for its convenience, accept or reject any or all bids received in response to this RFP, and negotiate with other than the selected company should negotiations with the company chosen to be terminated to cancel any section of this RFP. BCVWD also reserves the right to apportion the award among more than one company.

Any agreement resulting from this RFP will be signed only after successfully negotiating contract terms and conditions, and all applicable procedural requirements have been met.

An award under this RFP will not be based solely on the lowest price. If an award is made, it will go to the respondent(s) with the best overall proposal. The successful bidder will be competitively priced and provide adequate service to meet BCVWD's needs.

Staff will review and evaluate all qualified proposals utilizing a forced ranking system. BCVWD may conduct telephonic interviews with top-ranked candidates as well as reference checks.

V. EVALUATION PROCESS AND SELECTION CRITERIA

The District will review all submittals and recommend based upon the established evaluation criteria. After the proposals have been evaluated, the highest-ranked firm/consultant may be interviewed. All firms/consultants submitting a bid will be notified in writing about their selection process status.

The criteria for selection will be based on, but not limited to, the following:

- Experience and qualifications of personnel assigned to provide the grant writing services and their availability.
- References from clients with similar services provided.
- Price proposal (including expenses)

The final selection will be based on the written proposals and the interview. Information contained in the cost envelope will be secondary and will be opened after the submissions have been reviewed; how that information is used is at the discretion of the District.

VI. DISCRETION AND LIABILITY WAIVER

The District reserves the right to reject all proposals or requests and obtain from one or more of the firms/consultants submitting proposals supplementary information as necessary for District staff to analyze the recommendations under the firm's/consultant's selection criteria.

The District is not liable for costs incurred by the firm/consultant for the proposal's cost. The firm/consultant, by submitting a response to this RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

All proposals shall be binding for 90 days after the submission due date. The District also reserves the following rights and options concerning this RFP:

- To re-issue this RFP with or without change or modification, at any time before the District executed a Professional Services Agreement under this RFP;
- To cancel this RFP with or without issuing another request for proposals;
- To supplement, amend, substitute, or otherwise modify this RFP at any time before the District executes a Professional Services Agreement under this RFP;
- To waive informality, defect, non-responsiveness, and deviation from this RFP that is not, in the District's sole judgment, material to the proposal;
- To request a modification of some or all of the proposals following evaluation by the District;
- To request clarifications of any proposals;
- To negotiate simultaneously, or otherwise, with one or more Respondents; and
- To discontinue and resume negotiations with one or more Respondents.

VII. INSURANCE REQUIREMENTS

The chosen firm/consultant will be required to maintain insurance coverage throughout the Professional Services Agreement and provide BCVWD with evidence of said coverage as outlined in the Professional Services Agreement. The requirement is subject to change and modification under review by the District Attorney. Please review contract language and insurance requirements before submitting a proposal and note any proposed exceptions to the Agreement tenets in your proposal. The Professional Services Agreement is attached.

VIII. PROPOSAL SCHEDULE

**This is a tentative schedule and may be modified at the District's discretion.

Notice Inviting Proposals for Grant Writing Services February 04, 2022

Proposals Due	March 10, 2022, at 4:00 p.m.
Evaluation & Possible Interview	March 14 – March 16, 2022
Board of Directors Approval	March 24, 2022

IX. DIRECTIONS FOR SUBMITTING PROPOSAL

Closing Date: All proposals must be received by 4:00 p.m. on Thursday, March 10, 2022.

Proposals: Please submit one (1) original unbound copy and three (3) documents in a sealed envelope marked – **Proposal for BCVWD Grant Writing Services** and one (1) digital copy in PDF format to the address below.

Not to Exceed Cost Estimate: Please submit one (1) original unbound copy, and three (3) documents in a sealed envelope separate from the Technical Proposal marked **Cost Proposal for BCVWD Grant Writing Services**, and one (1) digital document in pdf format to the following:

Beaumont-Cherry Valley Water District
 Attn: Dr. Kirene Manini
 560 Magnolia Ave
 Beaumont, CA 92223
kirene.manini@bcvwd.org

Each sealed envelope containing a bid proposal must have, on the outside:

- The name of the bidder
- The bidder’s address
- The statement “GRANT WRITING SERVICES: DO NOT OPEN UNTIL THE TIME OF BID OPENING.”

The proposal must be received at the specified address by the closing date and time indicated above. Firms/consultants mailing or shipping their recommendations must allow sufficient delivery time to ensure timely receipt of their proposals. Late proposals will not be accepted.

Beaumont-Cherry Valley Water District reserves the right to reject any or all proposals, waive any informality or irregularity in any proposal received, and be the sole judge of the merits of the respective proposal received.

SECTION C
 SPECIAL PROVISIONS

I. ACCURACY OF THIS SPECIFICATION. This specification is believed by the District to be accurate and contain no affirmative misrepresentation or concealment of fact. In preparing its bid, the bidder and all subcontractors named in its bid shall bear sole responsibility for bid preparation errors resulting from any misstatements or omissions in this specification which could easily have been ascertained. Although the effect of ambiguities or defects in this specification will be as determined by law, any patent ambiguity or defect shall give rise to the bidder’s duty to

inquire before bid submittal. Failure to examine shall cause any ambiguity or defect to be construed against the bidder. An ambiguity or defect shall be considered patent if it is of such a nature that the bidder, assuming reasonable skill, ability, and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the bidder or subcontractors to notify the District in writing of specification defects or ambiguities before bid submittal shall waive any right to assert said flaws or ambiguities after the submittal of the bid.

II. QUESTIONS AND INQUIRIES

Questions concerning this RFP may be submitted in writing no later than Monday, March 07, 2022, to:

Beaumont-Cherry Valley Water District
Attn: Dr. Kirene Manini, Director of Finance and Administrative Svc.
560 Magnolia Avenue
Beaumont, CA 92333
E-mail: Kirene.manini@bcvwd.org

All questions and responses will be published with the RFP document on the BCVWD website. This information will be located on the Home Page on the *Current Solicitations* Tab.

SECTION D DISTRICT'S SERVICES AGREEMENT

A **sample** of the District's Services Agreement is provided for review (attached). Submission of a Proposal is the Contractor's willingness to accept the terms of the agreement. **Please identify the firm/consultant stance of the unwillingness to comply with any portion of the RFP, therefore.**