



CITY *of* CALABASAS

REQUEST FOR PROPOSALS

GRANT FUNDING AND WRITING
CONSULTING SERVICES

PROPOSALS DUE BY:
4:00 P.M. ON NOVEMBER 28, 2024

CITY OF CALABASAS
ADMINISTRATIVE SERVICES DEPARTMENT
100 CIVIC CENTER WAY
CALABASAS, CA 91302

SECTION 1 - INTRODUCTION

Situated approximately 25 miles west of downtown Los Angeles (8 miles east of the Ventura County line), the City of Calabasas (City) is located in western Los Angeles County in the foothills of the Santa Monica Mountains National Recreation Area and adjacent to the San Fernando Valley. While the newest city in Los Angeles County, the first recorded occupation in the area was by Chumash Native Americans who settled along the banks of Calabasas Creek during the mid-1800s. Today, neighboring communities include Agoura Hills, Malibu, Westlake Village, and Hidden Hills.

The City's distinctive character is in part derived from its natural environment, oak-studded hillsides, and sprawling open space. Other notable characteristics include its physical diversity, small town atmosphere, and active population (approximately 24,000). Old Town Calabasas, representing a combination of the old west and modern day, features retail shops, fine restaurants, and the historic Leonis Adobe, one of the oldest buildings in the Los Angeles area. Calabasas is primarily a residential community recognized as one of the most desirable communities in the region to live; the community is distinguished by its privacy, neighborhood events, excellent school district, and quality public services.

Calabasas is approximately 13.75 square miles, situated in the Las Virgenes Valley, with primary access to the community is from the Ventura Freeway (101) or by Malibu Canyon Road from Pacific Coast Highway (1).

SECTION 2 – GENERAL INFORMATION

The City is issuing a Request for Proposals (RFP) from qualified, experienced consultants or firms to provide grant funding and writing consulting services. A single firm is not expected to be able to provide all services for the disciplines listed below. Consultants should select the discipline or disciplines that best describe their area of expertise and the professional services proposed to be provided.

It is the intent of the City to select and contract with one or more Consultants for all or some of these services. Services shall be requested by the City on an as-needed basis and paid according to an approved fee schedule. Upon determination of a need for service, the City will inform the selected consultant(s) of the specific staffing need and/or scope of work. The consultant(s) will prepare a detailed scope and cost proposal. Upon agreement of a detailed scope and cost, the City will enter into a Professional Services Agreement drafted by the City. The City will assign work to any of the selected Consultants as is deemed necessary and appropriate by the City. The City reserves the right to contract with additional Consultants. The City will consider proposals to provide all or a part of any of the services identified in this RFP.

This RFP is not a commitment or contract of any kind. The City reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the proposer and shall not be reimbursed. The City reserves the right to reject any and all proposals and the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the City.

SECTION 3 – SCOPE OF SERVICES

The services to be provided by the selected consultant(s) may include, but are not limited to, the following disciplines:

1. **Grant Writing Services** – Tasks include, but are not limited to:
 - a) Grant Funding Research – Conduct research to identify grant resources that support the City’s funding needs and priorities.
 - b) Grant Proposal Development – Provide general grant proposal writing services associated with the completion of grant applications on behalf of the City, including the preparation of funding abstracts and production, and submittal of applications to funding sources. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the City.
 - c) Grant Reporting Support – Providing departmental support in providing timely reporting for existing grants; may include presenting updates to staff, boards, commissions, committees or City Council.
 - d) Monthly Reports – The successful consultant shall submit monthly reports to the City summarizing the amount of time expended, describe activities undertaken during the previous month, and status of those activities.

 2. **Grant Funding Consulting Services** – Tasks include, but are not limited to:
 - a) Strategy Development – Identify and coordinate ways to secure funding sources and grants for all program areas undertaken by the City. Work with City staff to assess, prepare, and lead strategies relevant to the City’s funding priorities.
 - b) Relationship Development – Develop, build and strengthen key relationships with local, state, federal, and other agencies and staff to facilitate communication with City staff to advance the City’s funding priorities.
 - c) Legislation Monitoring – Monitor funding and grant opportunities in the City’s areas of interest. Identify changes in funding priority areas, and identify new priority areas for possible funding. Bring to the City’s attention, bills that could have a significant impact on funding for City’s projects and programs.
 - d) Reporting – Appear before the City Council, as requested, to provide an overview and summary of current and future activities or to report on an item of interest to the City. The successful consultant shall submit monthly reports to the City summarizing the amount of time expended, describe activities undertaken during the previous month, and status of those activities.
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SECTION 4 - PROPOSAL INQUIRIES & SUBMITTAL

All questions and requests for clarification must be submitted in writing to the point of contact identified below by 4 P.M. on November 14, 2024. Responses to questions submitted prior to the established question deadline will be posted on the City of Calabasas' website on November 21, 2024.

Proposal submittal deadline is 4:00 P.M. on November 28, 2024. All proposals must be sent electronically to clewis@cityofcalabasas.com prior to the deadline. Proposals received after the submittal deadline stated above will not be considered.

All questions and inquiries related to this Request for Proposal (RFP) may be sent to:

Caroline Lewis
Management Analyst
City of Calabasas
clewis@cityofcalabasas.com
Phone: (818) 224-1665

Please ensure you reference "**RFP- Grant Funding and Writing Consulting Services**" in all communications regarding this Request for Proposal.

SECTION 5 - TENTATIVE SCHEDULE

Provided below is the tentative schedule for the proposal process. Note that the schedule is tentative and subject to change.

Event	Date
RFP Distributed	October 31, 2024
Question Submission Deadline	November 14, 2024
Questions Response Posted Online	November 21, 2024
RFP Submission Deadline	4 p.m. on November 28, 2024
Finalist Interviews	Mid December 2024
Award of Contract	Early January 2025

SECTION 6- PROPOSAL REQUIREMENTS

A proposal shall be concise, well-organized, and demonstrate the Contractor's qualifications and experience relating to the proposed project. Proposals shall reflect all costs associated with the proposed project. At a minimum, proposals shall include the following information:

- **Cover Letter:** Provide a brief statement about your organization, including:
 1. Firm name, business address, telephone and fax numbers, e-mail address.
 2. Date of establishment of business.
 3. Type of organization (individual, partnership, or corporation).
 4. Contact information for the contractor and the person authorized to execute the agreement.
 5. Services being offered (Grant Writing, Grant Funding, or both)
- **Work Plan:** A statement of the services you are offering and a detailed description of your approach to implement all of the tasks listed under the Section 3, "Scope of Services".
- **Firm Qualifications and Team Experience:** Provide your firm's experience in the services offered, including:
 1. Years of experience operating as a business providing similar services.
 2. Description of firm's experience advocating for regional government agencies, and/or other agencies or clients.
 3. Examples of successful grant funding and/or writing efforts including benefitting party, source, year(s) of award(s), and dollar amount(s) of grant award(s).
 4. Provide a minimum of three (3) similar agreements executed within the past five (5) years.
 5. Names and Titles of individuals who would be directly engaged in performance of work under this solicitation. For each of the individuals please submit:
 - Number of years' experience in grant writing and/or funding consulting services.
 - List of references and contact information.
 - Brief description of work performed for these references or relationship to these references.
 6. Describe any areas of specialty that your firm has (such as type of client, subject matter and/or other).
- **References:** Provide five (5) references for similar assignments completed for other public agencies or similar organizations.
- **Cost Proposal:** Provide an all-inclusive itemized cost proposal detailing the services to be compensated. Price breakdown should include:
 1. Staffing costs- Provide a statement of hourly rates for all proposed staff classifications to be involved in the project. The Consultant should also include what percentage of the scope of work is expected to be completed by each individual pay classification, and what services they will be providing.
 2. Materials and incidental services costs- Including travel expenses, copying, printing, and plotting.
 3. Total cost per task, if applicable.
 4. Any additional or reoccurring costs associated with providing service.

SECTION 7 - EVALUATION PROCESS

The City will conduct a two-tiered evaluation process to select the ideal firm(s) for the requested services. The RFP process will establish a ranking based on how each submittal meets the qualifications of the Scope of Services and the requirements of the RFP, followed by an interview process. The initial evaluation will focus on the selection criteria guidelines below (qualifications, background, relevant experience, cost estimates, project approach, responsiveness, and understanding). The firms that best reflect the required qualifications and experiences will be invited to an oral interview.

Selection Criteria Guidelines

Consultant initial evaluation process will be based on the following criteria:

- Presentation, completeness, clarity, organization, and conformance to the RFP content and requirement.
- Demonstrated ability and specific experience researching and identifying potential grants and/or providing general grant writing services associated with the completion and submission of grant applications, program administration and delivery.
- Prior experience and ability to work with governmental agency staff and direct interactions with community members and other stakeholders; and translating various requirements and interests into successful projects.
- Strength of written and verbal communication/presentation skills (if requested).
- Availability and depth of staff and resources to deliver quality products on schedule, including work and short notice and under time constraints.
- Qualifications and experience of key personnel.
- Demonstrated professional work examples.
- Cost Estimates

The weighted criteria for each level are:

A. INITIAL EVALUATION - the following criteria will be used to rank proposals:

1. QUALIFICATIONS, BACKGROUND, AND RELEVANT EXPERIENCE
(Weight: 40%)
2. COST ESTIMATES
(Weight: 40%)
3. PROJECT APPROACH, RESPONSIVENESS, AND UNDERSTANDING
(Weight: 20%)

B. SECONDARY EVALUATION - the following criteria will be used:

1. INTERVIEW
(Weight 100%)

Furthermore, the City reserves the right to reject any or all submissions without qualifications, negotiate specific requirements and costs using the selected proposal as a basis, and waive any and all irregularities to choose the firm which, in the City’s opinion, best serves the City’s interests.